



South Coast Surf Life Saving

Position Description: Inter-Branch Team Manager

Responsible to:

Branch Executive

Reports to:

Branch President for Administrative & Disciplinary Matters
Director of Surf Sports for Competition Matters

Functional Relationships:

- Team Coaches
- Team Chaperones
- Team Selectors
- Team Members
- Parents of Team Members
- Director of Surf Sports
- Branch President

Requirements & Responsibilities:

- Convene Competition Selection Committee in relation to the SCSLS Inter-Branch Team
- Provide Support to the SCSLS Inter-Branch Team Coach
- Provide Support to SCSLS Inter-Branch Team Members
- Perform General administrative duties: Budgeting; Accounting; Obtain Quotes for submission to SCSLS Finance Committee.
- On approval of proposed expenditures by SCSLS Finance Committee; Book (transport, accommodation, meals, training venues, equipment etc.); Clothing orders; Entries/Registration; Reports etc.
- Provide SCSLS Bookkeeper with receipts of all expenditures.
- Understand and ensure adherence to relevant SLSA, SLSNSW & SCSLS policy, Particularly:
 - SLSA Competition Policy
 - SLSA Member Safety & Wellbeing Policy
 - WHS and Administration policies
 - SLSA Grievance Procedure Policy
 - SCSLS Team & Competitor Code of Conduct
- Ensure the protection of team members at all times.

- Ensure and encourage team members to conduct themselves in appropriate good behaviours
- Prepared to act if they see or hear of something wrong, deal with issues in the first instance. The team manager should immediately contact the president to discuss ongoing issues and serious breach of behaviours and to make any immediate decisions needed.
- Provide a report to the SC Branch in respect of any breach/s of conduct and or misbehaviours.
- Communicate regularly with those listed under 'Functional Relationships' particularly, team members.
- Attend meetings and provide progress reports as required.
- Provide a written Report to the next cyclical Branch Council and BOSS meeting post the SLSNSW Inter-Branch Championships detailing Team input/ outcomes, strengths and weaknesses and recommendations for future consideration.
- Provide any other support deemed necessary and practicable.

Desirable Attributes:

- Recent and proven surf lifesaving managerial experience at club and/or branch and/or state level
- Demonstrated leadership and abilities to work in a team environment.
- Clean Police Check (compulsory)
- Domestic sports tour experience.
- Ability to prepare and manage basic budgets successfully.
- Sound written and oral communication skills.
- Sound role model for SCSLS Team.

Time Commitment:

The position of SCSLS Inter-Branch Team Manager is a voluntary position. By applying for this position, the applicant acknowledges the considerable commitment of time and energy required to complete the duties of the position.