



# DICKY BEACH SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Officials' Liaison Officer

**Reporting To:** Surf Sports and Competition Committee

**This is a voluntary position and carries no salary or designated hours**

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### Purpose of the Position

The Officials' Liaison Officer provides assistance to the Team Manager in ensuring the club has sufficient qualified surf sports officials attending carnivals. The Officials' Liaison Officer will ensure the required official numbers will meet the competitors / officials ratio and encourage Club members to undertake gain the qualification of a Level 1 Official. This officer will also provide assistance to the Surf Sports Officer where required.

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### Pre-requisites

To nominate for the position of Officials' Liaison Officer you must:

- Be a current financial member of the Club and have been a member for a minimum of three years;
- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory; and
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.
- Hold a minimum of Level 1 Official's Accreditation;
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Assist in ensuring the Dicky Beach Surf Life Saving Club is working towards the mission and vision of the Strategic Plan and implementing the Operational Plan in accordance with the Club's Constitution; By-Laws; and Policies and Procedures Manual;
- Have a strong commitment to the ideals of Surf Lifesaving; Have a high standard of oral communication, interpersonal skills and effective volunteer management skills; and
- Have an extensive understanding of the SLSA Competition Manual and be able to assist team managers, coaches and members with relevant competition queries.

## Objectives of the Official's Liaison Officer

- Ensure the club has accredited surf sports officials by recruiting appropriate members; and
- Liaise with the Team Manager to ensure sufficient accredited officials attend carnivals to support competitors in the correct ratios stipulated by SLSQ / SLSA / SSCB.

## Responsibilities and Duties

- In liaison with the Team Manager, ensure adequate officials are nominated and attend carnivals where club competitors are competing;
- Actively recruit members/parents to achieve Level 1 Official's Accreditation;
- Be a member of the Surf Sports Committee;
- Submit an Annual Budget request to the Surf Sports and Competition Committee by 1<sup>st</sup> March each year; and
- Submit a written report to each Surf Sports and Competition Committee meeting.

## Skills and Experience

- Minimum of Level 1 Official's Accreditation;
- Minimum three years general life saving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

## Personal qualities

- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

## Relationships

With	Purpose
Surf Sports Officer	Provide Strategic input to all functional areas of the club
Coaching Co-ordinator	
Team Manager	
Club Administrator	

## Re-election Period

Annually at the AGM