

## **APPENDIX 4.21**

### **JOB DESCRIPTION – SURF SPORTS TEAM MANAGER**

**Responsible to:** Director of Surf Sports,  
Club Executive Committee

#### **Responsibilities and Duties**

- Ensure competitors list is up to date and ensure they are aware of carnival dates, and procedures at interclub, Branch, State and National levels (including entry procedures and closing dates)
- Facilitate entries for all events
- Arrange accommodation for competitors at relevant carnivals
- Ensure any protests at carnivals are dealt with in an efficient and appropriate manner
- Ensure any athletes under the age of 18 are chaperoned by their parents or a responsible adult who is willing to accept that role at events where an overnight stay occurs
- Ensure all travel arrangement details and accommodation of members on trips are detailed and appropriate transportation is organised where applicable
- Ensure all monies (i.e. membership, competition levy, accommodation etc) are paid in full by the required date
- Make sure all Club equipment (e.g. tents, reels, boards, skis etc) is transported to carnivals by start time
- Allocate responsibility of tent setup and dismantle

#### **Knowledge and Skills Required**

- Knowledge of all SLSA rules and regulations including Surf Sports Manual 35th Edition and any related bulletins and circulars
- Ability to organise and delegate tasks
- Communicate effectively and possess good interpersonal skills