

Position Statement: Junior Activities Chairperson		
Title:	Junior Activities Chairperson	Purpose of the Role: To be responsible for the conduct and co-ordination of all matters relating to junior activities U6 - U14; including the Junior Activities Committee
Working Group Membership:	Chair of the JAC Committee Executive Management Committee	
Financial Delegation	Approval to spend up to \$300 of preapproved budget items	
Reference Documents	By Law Constitution	
Responsibilities may include		
Responsibilities	The Chair of the JAC shall be an Executive Officer of the Club and shall be elected at the AGM of the Club following an endorsed nomination from the Annual Meeting of the JAC.	
	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	The responsibility for the conduct and co-ordination of all matters relating to Junior Activities members who have attained the age of seven (7) but who have not attained the age of fourteen (14) years.	
	Coordinates and oversees an educational program in a wide range of subjects and skills within the aquatic/marine environment	
	Prepare junior members for their eventual transition to the marine and patrol environment of the Club	
	Organise, in conjunction with the Chief Training Officer, the instruction and/or examination of junior members willing to gain the Resuscitation Certificate, and/or the Surf Life Saving Certificate of the SLSQ/ SLSA	
	Submit monthly report to the club Management Committee and attend monthly meetings	
	Submit monthly report to the Board of Junior Activities (BOJA) and attend monthly meetings	
	Act as the signatory to the club's bank accounts, investments and loan facilities (with at least one other management committee member)	
	Must hold JAAO award	
Key relationships	Club President - for any unresolved Junior Activities issues	
	DOSS - for matters related to coaching, training and competition	
	Club Administrator - For junior activities administration support	
	CTO - for SRC requirements and training	
Reference documents	http://lifesavingpathways.com.au/role/junioractivitieschairperson/	

Note: Responsibilities may change slightly depending on the season

Position Statement: Deputy JAC		
Title:	Deputy JAC	Purpose of the Role: To be responsible for supporting the JAC in the conduct and co-ordination of all matters relating to junior activities U6 - U14; including the Junior Activities Committee
Working Group Membership:	Junior Activities Committee Judiciary	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Assist in the operation of weekly junior sessions. Run sessions in the JACs absence.	
	Support and ensure all Water Safety requirements are being met at weekly sessions and other related events.	
	Assist Age Managers with any junior program issues	
	Chair the Junior Activities meeting in the JACs absence	
	Attend the monthly BOJA in the JACs absence	
	Sits on the Judiciary Committee when convened	
	Must hold JAAO award	
Key relationships	Coordinates and runs the Club Championships rounds and compiles the results for each round and submits to JAC	
	JAC - for any unresolved Junior Activities issues	
	Age Managers - for program issues and Club Championship rounds	
Reference documents	Water Safety Coordinator - Ensuring all requirements are being met	
	http://lifesavingpathways.com.au/role/junioractivitieschairperson/	

Note: Responsibilities may change slightly depending on the season

Position Statement: Junior Secretary		
Title:	Junior Secretary	Purpose of the Role: To provide administrative support to the Junior Activities Committee and junior memberships.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Prepare committee meeting agendas in consultation with JAC	
	Take minutes of committee meetings and distribute to members as soon as possible.	
	Submit minutes to Surf Club Secretary for inclusion to JAC monthly reporting	
	Assist Junior Registrar with membership requirements and proficiencies.	
	Schedule with Branch (or self-deliver) a Family Participation Program presentation at season commencement	
	Read, reply and file any relevant correspondence	
Key relationships	JAC - for all matters related to Junior Committee	
	Club Administrator - Junior Committee administrative requirements	
	Club Secretary - For submission of Junior Committee meeting minutes	

Note: Responsibilities may change slightly depending on the season

Position Statement: Junior Registrar		
Title:	Junior Registrar	Purpose of the Role: To support junior membership administration, sign-on days and family membership queries.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	The collation and checking of all membership forms at sign-on (electronic and hard copy)	
	Liaising with parents around membership processes and requirements	
	Assisting the Club Administrator with any membership data entry	
	Preparing and checking junior sign-on sheets each week	
	Hosting a registration desk with the Junior Awards Officers with sign-on sheets to answer any queries and relay any information specific to families. To commence at the beginning of the season until required.	
	Administration support of Board Hire Agreement applications	
Key relationships	JAC - for any unresolved matters relating to junior memberships	
	Club Administrator - for administrative requirements of memberships and board hire payments	
	Junior Awards Officer - for matters relating to junior sign-on and evaluations	
	Surf Sport Gear Steward - matters relating to board hire allocations and agreements.	

Note: Responsibilities may change slightly depending on the season

Position Statement: Junior Awards Officer		
Title:	Junior Awards Officer	Purpose of the Role: To ensure junior members evaluations and competencies have been completed.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Obtain weekly updates on junior member evaluations and competencies and work with Age Managers and junior parents to ensure they are completed.	
	Hosting a registration desk with the Junior Awards Officers with sign-on sheets to answer any queries and relay any information specific to families. To commence at the beginning of the season until required.	
	Coordination of the annual SRC camp where U14s undertake this award	
	Coordination of Nipper of the Week initiative including certificates etc.	
Key relationships	JAC - for any unresolved matters relating to junior evaluations and competencies and SRC camp	
	Club Administrator - for administrative requirements of evaluations and competencies	
	Junior Registrar - for matters relating to junior sign-on and evaluations	

Note: Responsibilities may change slightly depending on the season

Position Statement: Age manager (U6 to 14)		
Title:	Age Manager	Purpose of the Role: To work with juniors between the ages of 6 and 13 to develop their surf lifesaving and sport skills by providing fun, safe on organised junior activities.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	To complete all requirements of the role prior to dates determined by Branch:	
	- be a financial member	
	- hold current Working with children Blue Card	
	- be at least 16 years (18 years old for U6s and U7s)	
	- proficient Observer, SRC or Bronze holder	
	- completed Age Managers Online Theory course	
	- completed Third Party form	
Key relationships	For the care, safety, wellbeing and development of the Junior Activities members	
	For facilitating the development of surf lifesaving skills (movement skills, surf awareness, etc.) and	
	Delivering a learning program that encourages and develops young surf lifesavers	
	Attend club sanctioned carnivals and other events in support of the relevant age group participating	
	Carnival and event team selection in collaboration with Coaches and Carnival Coordinators	
	Ensure juniors are in required club cap and high-vis rashie when participating in junior sessions, events and	
	Ensure juniors are in required club cap and high-vis rashie when participating in junior sessions, events and	
Reference documents	JAC - for all matters relating to the junior activities program	
	Club coaches - for carnival team selection at designated selection meetings	
	Carnival Coordinator - for junior carnival entries	
	Water Safety Coordinator - to ensure all age groups activities are coordinated and run safely	
		Junior Awards Officer - To ensure junior evaluations and competencies are complete
		The Junior Development Resource Kit can be found on the SLSA Members Portal (https://portal.sls.com.au) in the Library > Membership and Club Development > juniors > QLD

Note: Responsibilities may change slightly depending on the season

Position Statement: Team manager (U8-10)		
Title:	Team Manager (U8-10)	Purpose of the Role: Team managers are responsible for effectively managing the administration and operational needs of a surf team in the lead up to and during a carnival or other surf event.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	To efficiently and effectively manage the team in the lead up to and during a particular event or carnival. This includes, but is not limited to: - logistics - equipment, and - transport.	
	Be familiar and up to date with the relevant competition manual and updates	
	Prepare all the relevant equipment and requirements for the age managers such as: - folders - team and individual competitor lists -pens, textas etc - spare caps, rashies and handlers vests - laminated programs for tents	
	Attend all required Club sanctioned carnivals and Team Manager briefings before, during and post events.	
	Act as the liaison at an event between the team and the relevant event officials.	
Key relationships	JAC - for any unresolved event or carnival issues	
	Age Manager - for any disputes or other matters that require representation with relevant event officials	
	Transport Officer - for transport requirements	
	Surf Sports Gear Steward - for carnival equipment such as boards and tents etc.	
	Carnival coordinator - for junior carnival entries	
Reference documents	http://lifesavingpathways.com.au/role/teammanager/	
	https://sls.com.au/role/team-manager/	
	SLSA Team Managers Guides are available online	

Note: Responsibilities may change slightly depending on the season

Position Statement: Team manager (U11-14)		
Title:	Team Manager (U11-14)	Purpose of the Role: Team managers are responsible for effectively managing the administration and operational needs of a surf team in the lead up to and during a carnival or other surf event.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	To efficiently and effectively manage the team in the lead up to and during a particular event or carnival. This includes, but is not limited to: - logistics - accommodation - catering - equipment, and - transport.	
	Be familiar and up to date with the relevant competition manual and updates	
	Prepare all the relevant equipment and requirements for the age managers such as: - folders - team and individual competitor lists -pens, textas etc - spare caps, rashies and handlers vests - laminated programs for tents	
	Attend all required Team Manager briefings before, during and post events.	
	Act as the liaison at an event between the team and the relevant team officials.	
Key relationships	JAC - for any unresolved event or carnival issues	
	Age Manager - for any disputes or other matters that require representation with relevant event officials	
	Transport Officer - for transport requirements	
	Surf Sports Gear Steward - for carnival equipment such as boards and tents etc. Carnival coordinator - for junior carnival entries	
Reference documents	http://lifesavingpathways.com.au/role/teammanager/	
	https://sls.com.au/role/team-manager/ SLSA Team Managers Guides are available online	

Note: Responsibilities may change slightly depending on the season

Position Statement: Junior Carnival Coordinator		
Title:	Junior Carnival Coordinator	Purpose of the Role: To provide the administrative support allowing the Club and individuals to enter and participate Club sanctioned carnivals throughout the season
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Commence the season with an understanding of which carnivals the Club will be participating in and when they are happening.	
	Have good knowledge of the Club, Branch, State and National event calendars and what the key dates are regarding carnival entries	
	Coordinate the process for Club Carnival entries (e-forms) right through to entering in Carnival Manager.	
	Ensure the Water Safety (including IRB driver and crew) and Officials ratios are confirmed for each carnival or event.	
	Attend team selection meeting with Coaches and Age Managers so the necessary entries and adjustments can be made in Carnival Manager	
	Attend the annual Branch State Selection meeting.	
Key relationships	JAC - for all unresolved matters relating to junior club carnival entries	
	Club Administrator - for any administrative support around carnival entries	
	Junior Awards Officer - to ensure competitor evaluations and competencies have been met	
	IRB Officer and Water Safety coordinator - for carnival and event water safety requirements	

Note: Responsibilities may change slightly depending on the season

Position Statement: Junior Social Officer		
Title:	Junior Social Officer	Purpose of the Role: To organise social events and functions through the season that promotes the Clubs social and inclusive culture.
Working Group	Junior Activities Committee	
Membership:	Revenue Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Supports the coordination of fundraising activities such as weekly raffles and other adhoc activities such as BBQ fundraisers etc.	
	Coordinates social activities such as movie nights, Halloween parties, mid-season social drinks etc.	
	Sits on the Revenue Committee group and attends their meetings	
Key relationships	JAC - for junior activities social events	
	Revenue Group Chair - for fundraising initiatives	

Note: Responsibilities may change slightly depending on the season

Position Statement: Water Safety Coordinator		
Title:	Water Safety Coordinator	Purpose of the Role: To manage and implement adequate water safety for all water based activities during junior sessions.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Oversee the weekly team of water safety volunteers and ensure they record water safety hours completed.	
	Complete a weekly risk assessment in conjunction with the Patrol Captain and complete the Aquatic Risk Check and Management Form located in the junior equipment office	
	Ensure minimum safety ratios of 1:5 are maintained for all junior water based activities.	
	Provide support for Carnival Coordinator requirements for water safety ratios at carnivals and other events	
Key relationships	JAC - for any unresolved water safety issues	
	IRB captain - for matters relating to IRB and crew water safety	
	Patrol Captain - for weekly junior sessions coordination within and around the patrol area	

Note: Responsibilities may change slightly depending on the season

Position Statement: Beach set-up and BBQ coordinator		
Title:	Beach Set-up and BBQ Coordinator	Purpose of the Role: To ensure that Saturday juniors sessions are supported with a beach set-up, pack-down and BBQ
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	Develop a process and diagram of the correct beach set up for display in the junior equipment area.	
	Establish a weekly roster for beach set-up/pack-down by age group - to be communicated to members	
	Develop a process for BBQ set-up, operating and pack-down for display in the junior equipment area.	
	Establish a weekly roster for BBQ by age group to be communicated to members	
	Note dates in the Club Calendar which may affect age group availability e.g. carnivals	
Key relationships	JAC - for any updates or issues with beach set-up or BBQ including equipment requirements	
	Supporters Duty Manager - for any issues around BBQ float and reconciliation process	
	Club administrator - for communication to members around roster	

Note: Responsibilities may change slightly depending on the season

Position Statement: Team Manager (Junior March Past)		
Title:	Team Manager (Junior March Past)	Purpose of the Role: Team managers are responsible for effectively managing the administration and operational needs of a surf team in the lead up to and during a carnival or other surf event.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	By- Laws	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	To recruit, train and manage the Club Junior March Past Team.	
	Be familiar and up to date with the relevant competition manual and updates related to March Past	
	Attend all required Club sanctioned carnivals and Team Manager briefings before, during and post events.	
	Act as the liaison at an event between the team and the relevant event officials.	
Key relationships	JAC - for any unresolved event or carnival issues	
	Transport Officer - for transport requirements	
	Surf Sports Gear Steward - for March Past equipment	
	Carnival coordinator - for junior carnival entries	

Note: Responsibilities may change slightly depending on the season

Position Statement: Uniform Sales Coordinator		
Title:	Uniform Sales Coordinator	Purpose of the Role: Recruiting volunteers/parents to assist in the sales of uniforms from the uniform shop.
Working Group Membership:	Junior Activities Committee	
Financial Delegation	No financial delegation	
Reference Documents	Procedure document to be provided	
Responsibilities may include		
Responsibilities	Uphold the values of the Palm Beach Surf Club and adhere to the Code of Conduct	
	To recruit, train and manage the volunteers	
	Sell nipper uniforms (rashies, caps and swimwear) predominately at start of season and prior to carnivals	
	Create a roster of uniform shop opening times and volunteers	
	Ensure any transactions are completed in accordance with procedures provided	
	Training in sales will be provided by Office Staff	
Key relationships	Open uniform shop on afternoons and Saturday mornings in the leadup to and during the start of Nipper season in consultation with Office Staff/JAC	
	JAC – to discuss opening dates and times	
	Office Staff – stock levels, ordering and any queries	

Note: Responsibilities may change slightly depending on the season