



TORQUAY SURF LIFE SAVING CLUB INC.

ABN 95 834 027 136 A0002714R

All Correspondance to PO Box 193 Torquay 3228

Administration Ph. (03) 5261 4110 Fax Ph. (03) 5261 4209

Website www.torquayslsc.com.au E-mail info@torquayslsc.com.au

POLICY NAME

Positional Appointments

PURPOSE

The purpose of this policy is to set out the approach to be taken by the Board in selecting and appointing individuals into positions of responsibility for, authority and/or influence over members, in particular those under the age of eighteen (“positions of responsibility”).

- This policy is relevant specifically to Board members and individual members seeking nomination to a position of responsibility for, authority and/or influence over members, in particular those under the age of eighteen, within the Torquay Surf Life Saving Club (the Club).
- This policy contains a list of positions of responsibility and any specific criteria or prerequisites for individuals appointed to these roles.
- The Board are jointly responsible for the application of this policy.
- Individual directors will, in certain appointments, be the designated Responsible Director. In this capacity they will:
 - Ensure suitable Position Descriptions are in place for all positions of responsibility.
 - Make recommendations to the Board in line with this policy of suitable individuals to fill positions of responsibility.
- This policy outlines the process the Board must undertake each year to fill positions of responsibility. There are no automatic, unilateral or rolled-over appointments.

SCOPE

This policy applies to all members, officers, directors and employees of Torquay Surf Life Saving Club.

DIRECTORATE(S)

Board

RESPONSIBLE DIRECTOR(S)

Director of Competition (as to the following Senior Competition positions)

- Senior Team Manager
- Senior Age & Area Managers
- Tour Manager
- Chaperones & Drivers
- Head Coach
- Discipline & Specialist Coaches



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Director of Junior Development (as to the following Nipper Program & Junior Competition positions)

- Junior Team Manager
- Junior Age Managers
- Chaperones & Drivers

Director of Lifesaving (as to the following Lifesaving & Education positions)

- Patrol Captains
- Training Officers
- Award Camp Staff
- Chaperones & Drivers

President & Club Captain (as to the following the following positions and all other club activities)

- Torquay Rescue Managers
- Chaperones & Drivers

POLICY

1. Objectives

- a. The primary objective of the TSLSC is to cultivate and encourage Life Savers of the Future.
- b. The club and its members have a duty of care towards all members, individually and collectively.
- c. This policy aims to ensure that individuals appointed into positions of responsibility for, authority and/or influence over members, in particular those under the age of eighteen ("the positions");
 - i. are of suitable disposition;
 - ii. have appropriate experience;
 - iii. hold relevant qualifications; and
 - iv. fulfil the role with an unequivocal prioritisation on the mental and physical safety, welfare and wellbeing of the participating members;
 - v. conduct themselves at all times in accordance with the TSLSC Members Charter;
 - vi. adhere and promote member adherence to all relevant club BY-Laws, Policies and Codes of Conduct; and
 - vii. conduct themselves at all times in a manner befitting a senior representative of Torquay SLSC.

2. Positions

- a. Appendix 2 contains a non-exhaustive – but nevertheless, minimum – list of positions to which this policy applies.
- b. The list of positions identifies the following:
 - i. Position Name
 - ii. Responsible Director(s)
 - iii. Specific Positional Criteria



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- c. The list of positions can be added to by the Board on recommendation by the Responsible Director and this policy shall be amended accordingly.
- d. Where a position description for a particular position does not exist, or where changes to an existing position description are proposed, the Responsible Director shall firstly submit the same to the Board for ratification.
- e. Each position description must clearly state –
 - i. the general requirements outlined in point 1(b); and
 - ii. the core criteria listed in Appendix 1; and
 - iii. the specific criteria listed in Appendix 2; and
 - iv. and any other functional requirements of the role.

3. Process

- a. Each season the Responsible Directors will confirm to the Board the list of the positions which are required to be filled.
- b. The Board will call for expressions of interest (EOI) from members to seek nomination for appointment into the positions as described in the position descriptions.
- c. Following closure of EOI's, the Responsible Director will
 - i. advise the Board at its next meeting of any and all EOI's received;
 - ii. provide detail of how each EOI meets or fails to meet the criteria; and
 - iii. nominate an individual to hold the position.
- d. The Responsible Director may actively solicit and, subject to point 2(c)(ii), nominate individuals for any position for which no nominations are received.
- e. All positions will be vacated annually.
- f. For the avoidance of doubt, incumbent positions holders seeking to remain may be considered to have submitted an EOI, but nomination is not automatic.
- g. Where a position falls under the portfolios of two or more Responsible Directors, points 2(c), 2(d), 3(a), 3(c) & 3(d) must be undertaken jointly.
- h. Upon receiving a nomination from the Relevant Director, the Board shall vote to accept or reject the nominated individual into the position for the duration of that season (or the specified event or time period during the respective season).

VERSION CONTROL AND CHANGE HISTORY

VERSION NUMBER	DATE	DETAILS OF CHANGE
1	03/04/2023	Policy created & ratified by TSLSC Board

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Policy – Positional Appointments

APPENDIX 1

CORE CRITERIA

The following criteria are non-negotiable, core and common to every positional appointment.

- Current financial member of TSLSC
- Valid Working With Children (WWC) check
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APPENDIX 2

POSITION LIST & SPECIFIC POSITIONAL CRITERIA

<u>POSITION</u>	<u>RESPONSIBLE DIRECTOR</u>	<u>SPECIFIC POSITIONAL CRITERIA</u>	<u>RELEVANT POLICIES & CODES OF CONDUCT</u>
Senior Competition – Team Manager	Club Captain Competition	•	•
Senior Competition – Age, Area & Crew Managers	Competition	•	•
Senior Competition – Tour Manager	Competition	•	•
Senior Competition – Chaperones	Competition	•	•
Senior Competition – Drivers	Competition	• Valid drivers license for the relevant vehicle class	•
Junior Competition – Team Manager	Club Captain Competition Junior Development	•	•
Junior Competition – Age & Area Managers	Junior Development	•	•
Junior Competition – Chaperones	Junior Development	•	•
Junior Competition – Drivers	Junior Development	• Valid drivers license for the relevant vehicle class	•
Club Competition – Head Coach	Club Captain Competition Junior Development	<ul style="list-style-type: none">• Minimum Accreditation – SLSA Development Coach, Level 2• Desirable Accreditation – SLSA Performance Coach, Level 3 (or working towards)• Extensive high level athletic experience in surf sports or a relevant high performance/elite environment.• Significant demonstrated experience in community sports coaching including:	•

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APPENDIX 2

		<ul style="list-style-type: none">○ Squad based coaching across a full ability spectrum from beginners to aspiring high performance athletes.○ Creation and delivery of seasonal periodisation plans.○ Goal Setting & Performance Tracking at group and individual levels.
Club Competition – Discipline & Specialist Coaches	Competition	<ul style="list-style-type: none">● Minimum Accreditation – SLSA Development Coach, Level 2● Desirable Accreditation – SLSA Performance Coach, Level 3 (or working towards)● High performance / elite level athletic experience in the specialist discipline.● Demonstrated experience in community sports coaching including:<ul style="list-style-type: none">○ Squad based coaching across a full ability spectrum from beginners to aspiring high performance athletes.○ Creation and delivery of specific session plans aligned to the adopted seasonal periodisation plans.
Club Competition – Squad Assistant Coaches	Competition	<ul style="list-style-type: none">● Minimum Accreditation – SLSA Foundation Coach, Level 1● Desirable Accreditation – SLSA Development Coach, Level 2 (or working towards)● Athletic experience in the specialist discipline and/or demonstrated experience in community sports coaching including:<ul style="list-style-type: none">○ Squad based coaching across a full ability spectrum from beginners to aspiring high performance athletes.

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		○ Delivery of specific session plans provided by specialist or head coaches.	
Junior Development – Nipper Program Manager	Club Captain Junior Development	•	•
Junior Development – Nipper Age Managers	Junior Development	•	•
Lifesaving Services – Patrol Services Manager	Club Captain Lifesaving	•	•
Lifesaving Services – Patrol Captains	Lifesaving	•	•
Lifesaving Education – Chief Instructor	Club Captain Lifesaving	•	•
Lifesaving Education – Training Officers	Lifesaving	•	•
Lifesaving Education – Award Camp Staff	Lifesaving	•	•
Lifesaving Education – Chaperones	Lifesaving	•	•
Lifesaving Education – Drivers	Lifesaving	•	•
		• Valid drivers license for the relevant vehicle class	•
Club Pathways – Torquay Rescue Managers (x2)	President Club Captain	•	•
Club Pathways – Chaperones	Club Captain	•	•
Club Pathways – Drivers	Club Captain	•	•
		• Valid drivers license for the relevant vehicle class	•