

Scarboro Surf Lifesaving Club

Job Description – Competition Officer



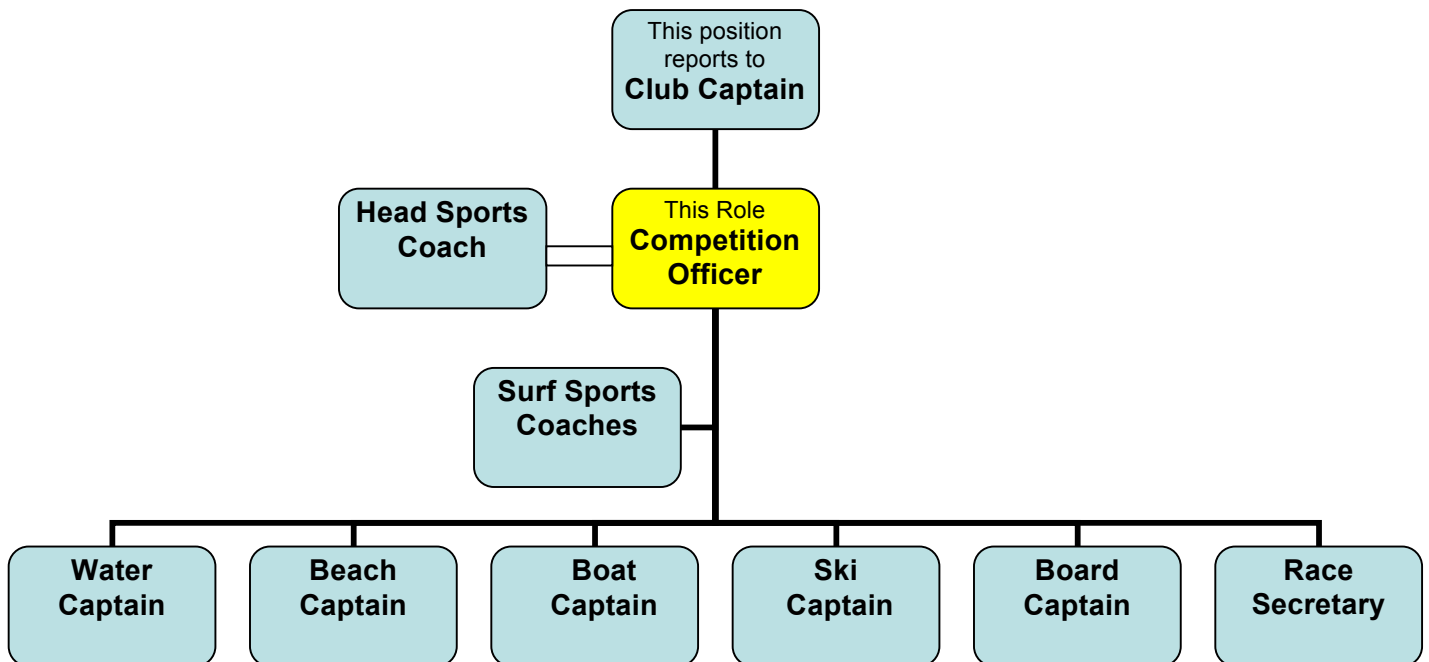
1. Position

Competition Officer

2. Position Purpose

In Coordination with the Head Sports Coach the Competition Officer is responsible for the organisation of all intra and interclub competition. Assessing competitors for team events and ensuring competitors are entered in correct competitions.

3. Key Relationships



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4. Approved by

Director of Administration

Name: Nick Stewart **Signed & Date:** 28 June 2013

Club President

Name: Elise Irwin **Signed & Dated:** 28 June 2013

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5. Major Responsibilities **Key Accountabilities**

Encourages Club Members to compete in intra and inter club events

To ensure that all entries for all Interclub State and National Competitions are processed and lodged in accordance with close of entries

Responsible for providing advice, direction and coordination for Area Captains and Coaches

Work with the Race Secretary to set the intra club calendar for the year activities

Liaise with the Education Officer to ensure relevant awards and proficiencies are gained by competitors

Liaise with Social Officer for social/fundraising events

Meet regularly with Coach/s to monitor competitors performances and team selections

Make recommendations to the Club Captain of Surf Sports coaches for appointment

Ensure that all gear and equipment required is available for senior carnivals

Monitoring the implementation of new initiatives

Appoints additional support in the form of a Surf Sports Committee where required

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6. Primary Accountability

Performance Measures

| | |
|------------------------|--|
| Budget | Submits a competition budget for approval |
| Entries | Submits event entries as required |
| Meetings | Attends Club meetings as required |
| Reporting | Provides reports when required |
| Club Policies | Competitors and Coaches to comply with Club policies |
| Lifesaving & Education | Ensure competitors are proficient and meet patrol hours requirements |

7. Required Competencies

- Basic internet skills
 - Adjudicate in the event of a complaint or dispute, where appropriate
 - Ability to organise and delegate tasks
 - Understanding of budget compliance
 - Communicate effectively and possess good interpersonal skills
 - Maintain confidentiality on relevant matters
 - Working with Children clearance
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