[Date]

[Name]

[Address 1]

[Address 2]

Dear [Name]

**Welcome to your role on the Club Management Team!**

Congratulations on your recent appointment to your position as [Insert Position] for [Insert SLS Club]. Our committee is made up of people with diverse skills and we look forward to you adding your skill set and thank you for your time.

Our Club Management Team meets [Details] at [Location] and it is expected that members will attend or issue an early apology to [Name ], [Secretary/Director of Administration] to ensure that we have a quorum for decision-making.

The primary role of the committee is to provide leadership and direction to the club, to ensure that the club’s financial assets are well managed and that any risk to the club, its members or its reputation and mitigated. Our members trust that each committee member will act in good faith, and always in the interest of the club.

To ensure that you feel comfortable in your role and have the information you require to fulfil it, please ensure that you have read the SLSNSW Club Management Team Induction Pack available here: <https://form.jotform.co/93039138819869>.

Please use the checklist on the final page of this induction pack to ensure that you receive all of the local information required to fulfil your responsibilities effectively. In addition to the checklist in the pack, [Insert SLS Club] will also provide you with the following:

[Add/delete as required]

[Add/delete as required]

Please let me know if there is anything else that you feel you need to adequately fulfil your duties as [Insert Position]. I will catch up with you for a personal chat in a few weeks, but in the interim I hope you enjoy your time on the Club Management Team.

Yours Sincerely

[Name]

President [SLS Club]

**[SLS Name] Club Management Team Contact Details**



**President Vice President Dir. of Finance Dir. Of Lifesaving**

[Name] [Name] [Name] [Name]

Tel: Tel: Tel: Tel:

Email: Email: Email: Email:

Mobile: Mobile: Mobile: Mobile:



**Dir of Admin [Position] [Position] [Position]**

[Name] [Name] [Name] [Name]

Tel: Tel: Tel: Tel:

Email: Email: Email: Email:

Mobile: Mobile: Mobile: Mobile:

**Other Contacts**

**MPIO**

[Name]

[Contact]

**WHS Coordinator**

[Name]

[Contact]

**Uniform Coordinator**

[Name]

[Contact]

**Head Coach**

[Name]

[Contact]

**Position**

[Name]

[Contact]

**Position**

[Name]

[Contact]

**Position**

[Name]

[Contact]

**Club Management Team Charter**

Club Management Teams can easily be drawn into conflict if their authority and purpose is not clear. A Charter is a useful document which helps to define this authority and purpose. [SLS Club’s] charter is reviewed each year, tabled and agreed on at the AGM.  
  
All members of [SLS Club’s] Management Team must act with integrity, honesty, transparency, and accountability whilst maintaining their fiduciary responsibilities. The Club Management Team’s role is to:

* Plan for the future
* Undertake succession planning for our management team and other key club personnel
* Proactively manage our relationship with key funding sources and sponsors
* Balance and develop the skills within our management team
* Provide leadership for all those in our club
* Create an environment which gives all members the opportunity to develop to the best of their ability.
* Submit annual reports, quarterly financial statements and recommend changes in by-laws and rules to a higher governing body for approval
* Seek and manage appropriate sponsorship for the club
* Be active in the development of all members including lifesavers, educators, competitors and administrators by setting and maintaining quality standards
* Set budgets and be diligent and accountable for the funds
* Understand the issues, priorities and needs of our lifesavers, juniors, parents and other volunteers
* Make decisions about what we know, and then employ the best resources to get the knowledge we need
* From time to time in accordance with the Constitution, make decisions on the conduct of the club’s own proceedings, the control of its funds and property, and efficient management of its administration
* Subject to the relevant Certified Agreements, the management team may appoint staff as it decides is necessary to maintain efficient operation of the club.
* Select, support and manage the performance of employees, including providing adequate resources for them to efficiently carry out all necessary duties.

We understand that we are a member based club and that we need to work transparently in enacting our responsibilities.  To this end as a management team we will:

* Seek input and feedback from our members on what we are doing and how we are doing it, and publish this feedback on our website
* Develop and publish both a club plan and a financial plan, and openly report on both
* Publish a summary of our minutes and our management team meeting schedule on our website
* Agree, publish and use both a Club Management Team Charter and a Code of Conduct

**Club Management Team Code of Conduct**

[SLS Club’s] Management Team Code of Conduct is reviewed on a regular basis prior to an AGM and takes into account our members’ expectations.

In agreeing to be part of the Committee, each member of [SLS Club’s] Management Team must agree to adhere to this Code of Conduct at all times. This Code of Conduct is provided in addition to Surf Life Saving Australia’s Code of Conduct which applies to all members and is outlined in Policy 6.05 Member Protection.

Committee Members must:

* Be diligent in their role
* Attend Club Management Team meetings or forward their apology prior to the meeting
* Treat all people associated with the club, including members, volunteers, partners, external stakeholders, and other members of the management team with respect
* Always consider the welfare of the club’s members
* Attend to their fiduciary responsibility and make decisions based on what is best for the club, not for individual interest or gain
* Not take advantage of their position on the management team in any way
* Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
* Be open to feedback from members and respond appropriately
* Be honest at all times
* Act as a positive role model
* Not receive gifts that result in personal financial benefit
* Always look for opportunities for improved performance of the club operations and management team functions
* Always represent the club in a professional manner
* Not speak to the media about any aspect of the club that could damage the club or its reputation.

I agree to adhere to the Code of Conduct as established by the [SLS Club] and its members.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SLS Club Management Team Calendar 2020/21 Season**

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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | July | | | | | | | | S | M | T | W | T | F | S | |  |  |  | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | 26 | 27 | 28 | 29 | 30 | 31 |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | August | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | September | | | | | | | | S | M | T | W | T | F | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | October | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | November | | | | | | | | S | M | T | W | T | F | S | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 29 | 30 |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | December | | | | | | | | S | M | T | W | T | F | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 | 31 |  |  | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | January | | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  | 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 31 |  |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | February | | | | | | | | S | M | T | W | T | F | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 |  |  |  |  |  |  | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | March | | | | | | | | S | M | T | W | T | F | S | |  | 1 | 2 | 3 | 4 | 5 | 6 | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 28 | 29 | 30 | 31 |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | April | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 26 | 27 | 28 | 29 | 30 |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | May | | | | | | | | S | M | T | W | T | F | S | |  |  |  |  |  |  | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 30 | 31 |  |  |  |  |  | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | June | | | | | | | | S | M | T | W | T | F | S | |  |  | 1 | 2 | 3 | 4 | 5 | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 27 | 28 | 29 | 30 |  |  |  | |

**[ ] Club Meetings [ ] AGM [ ] Start of Season [ ] End of Season [ ] You Define [ ] You Define**