Timeline of Priorities

Surf Sports Officer

Below is a template for a timeline of priorities for you to download and fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year.  You can add or subtract from this list as necessary. Patrol Season is from September to April.

|  |  |  |
| --- | --- | --- |
| **July** | **August** | **September** |
| 1. SLSNSW State Conference
2. Recruit coaches and officials
3. Professional development for continuous improvement
4. Read news and events that impact training and assessment, e.g., circulars, club mail
5. SurfGuard training – online webinars available July to September
6. Monthly board meeting
 | 1. SLSNSW Awards of Excellence
2. Check for new or updated resources released within the SLS Members Area Document Library & SLSNSW website
3. Check information in Pre-Season Pack and distribute to coaches and officials
4. Meet with coaches and officials to plan for the upcoming season
5. Monthly board meeting
 | 1. Create and publish training schedule
2. Read news and events that impact surf sports, e.g., circulars, club mail
3. Monthly board meeting
 |
| **October** | **November** | **December** |
| 1. Read news and events that impact surf sports, e.g., circulars, club mail
2. Monthly board meeting
 | 1. Read news and events that impact surf sports, e.g., circulars, club mail
2. Monthly board meeting
 | 1. NSW Interbranch Championships
2. All skills maintenance requirements completed by the 31st December
3. Junior Competition Skills evaluations due by 31st December
4. Junior Surf Education Awards recorded in SurfGuard by 31st December
5. Ensure competitors are compliant with patrol hour requirements – work with Club Lifesaving Officer and Administrator
6. Monthly board meeting
 |
| **January** | **February** | **March** |
| 1. NSW Country Championships
2. Surfboat interbranch
3. Entries for major competitions due—Branch, State, Aussies
4. Read news and events that impact surf sports, e.g., circulars, club mail
5. Monthly board meeting
 | 1. NSW State Championships (Lifesaving and Age Championships)
2. Read news and events that impact surf sports, e.g., circulars, club mail
3. Monthly board meeting
 | 1. NSW State Championships (Masters and Open)
2. Read news and events that impact surf sports, e.g., circulars, club mail
3. Monthly board meeting
 |
| **April** | **May** | **June** |
| 1. SLSA Aussies
2. Read news and events that impact surf sports, e.g., circulars, club mail
3. Monthly board meeting
 | 1. Sharkskin IRB Premiership
2. Enter outstanding reporting information in SurfGuard
3. Review your season – what went well, what could be improved on
4. Check for new or updated resources released within the SLS Members Area Document Library & SLSNSW website
5. Monthly board meeting
 | 1. Sharkskin IRB NSW Championship
2. Finalise all outstanding reporting information in SurfGuard by 30th June
3. Submit feedback to your branch, SLSNSW and SLSA for review by national and state committees
4. Professional development for continuous improvement
5. Monthly board meeting
 |