



## Age Manager Process and Resources

The Age Manager Course has been designed to equip age managers with the skills and knowledge needed to successfully carry out their role. Below is the 6 steps to become an Age Manager, with the relevant resources needed for each step. Further information about the course and the role can be found on the SLSA Members Area.

### STEP 1: Theory Course – Face to Face or Online

Face-to-face is recommended and can be delivered by an Age Manager Mentor\* at a club or branch, however the online theory course can be found on SLSA's eLearning platform, accessible via the SLSA Members Area.

**Resources:**

[SLSA Age Manager Assessment Portfolio](#) – completed by participant

[SLSA Age Managers Delivery & Assessment Guide and SLSA Age Managers PPT](#) – used by AMM

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### STEP 2: Technical Session on the Beach

An Age Manager Mentor will run through the technical and logistical set up and delivery of a regular Sunday Nippers' program.

**Resources:**

[SLSA Age Manager Assessment Portfolio](#) – completed by participant

[Age Manager Technical Session Checklist](#) – used by AMM

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### STEP 3: Mentoring Session on the Beach

For new members, the club will need to organise two mentoring sessions at the beach with an Age Manager Mentor. For those who have been involved in junior activities for at least 2 years (e.g. gear steward, parent helper), and have demonstrated their ability to complete the required activities in the past, this step can be waived by an Age Manager Mentor, who must sign the Assessment Portfolio.

**Resources:**

[SLSA Age Manager Assessment Portfolio](#) – completed by participant

[Age Manager Mentoring Session Checklist](#) – used by AMM

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### STEP 4: Paperwork

The completed Assessment Portfolio must be signed off by an Age Manager Mentor once all of the above steps have completed. The club will create and submit an Award Assessment Request in SurfGuard and retain the Assessment Portfolio(s) for a minimum of one season. The club will submit the following paperwork to branch within 14 days of signing:

- Certification Page and Third-Party Form (*from the Age Manager Course Assessment Portfolio*)
- Copy of sign on sheet from the face-to-face presentation if delivered by club

**Resources:**

[SLSA Age Manager Assessment Portfolio](#) - completed by participant

[Age Manager Sign Off and Support Checklist](#) - used by AMM

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### STEP 5: Award Allocation

Once the branch has received the required paperwork, they will allocate the award in SurfGuard.

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### STEP 6: Skills Maintenance

Age Managers are required to complete a proficiency every five years. A member is proficient

- [On re-completion of the Age Managers online course AND #](#)
- [On completion of the Child Safe Awareness Course AND](#)
- On completion of the NSW working with children check

*\*Age Manager Mentor (AMM) – an age manager with at least 3 years 'experience who has been an active age manager within the past 5 years.*

*# A new Age Manager Proficiency is being created by SLSA in preparation for the 2022/23 season.*