

# Junior Activity Chair Calendar

## A month by month guide

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"><li>Surfguard Training – online webinars available July to September</li><li>Plan your recruitment drive</li><li>Plan season calendar for Junior Activities</li><li>Review Age Managers from previous season and ensure Age Manager training was completed and recorded</li><li>Review Junior Activities Team for season ahead - JAC Assistant, Age Managers, Water Safety Supervisor</li></ul>	<ul style="list-style-type: none"><li>SLSNSW Pre-Season Information Pack released. Read &amp; distribute to Age Managers</li><li>Meet with the Junior Activities Team to plan for the upcoming season</li><li>Recruitment &amp; Registrations</li><li>Branch pre-season JAC Meeting</li><li>Junior Activity Chair Training</li><li>Finalise season calendar &amp; nipper handbook for distribution</li><li>Check your clubs end of season nipper award distribution in SurfGuard</li></ul>	<ul style="list-style-type: none"><li>Ensure that Working with Children checks are completed &amp; verified in SurfGuard by club Admin or Child Safe Coordinator</li><li>Nipper Recruitment &amp; Registrations Junior Activities Chair Training</li><li>Organise/ finalise Age Managers for all age groups</li><li>Have new Age Managers complete Age Manager Accreditation in SLS Hub eLearning platform</li></ul>
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"><li>Nippers Starts</li><li>Branch Junior Lifesaver of the Year Circular released</li><li>Review your Club Junior Lifesaver of the Year process</li><li>Check that Age Managers have completed Age Manager Accreditation to be compliant for the season</li><li>Ensure existing Age Managers complete annual Skill Maintenance video in SLS Members Portal eLearning Platform to maintain Age Manager Accreditation</li></ul>	<ul style="list-style-type: none"><li>Nippers</li><li>Branch mid-season JAC meeting</li><li>Meet with all your Junior Activities Team to see how the season is progressing</li><li>Review Club Uniforms for State Championships</li><li>Plan Santa's arrival at last nippers of the year</li></ul>	<ul style="list-style-type: none"><li>Nippers</li><li>Junior Competition Evaluations</li><li>Age Manager Skills Maintenance due 31st Dec</li><li>Nippers break over Christmas period</li><li>Presentation for new SRC graduates</li><li>Announce Club JLOTY winners</li></ul>
JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"><li>Nippers</li><li>Meet with your Junior Activities Team to see how the season is progressing, discussing State Champs, End of season Presentation &amp; End of Season Nipper Awards</li><li>Thank you gifts for your Junior Activities Team</li></ul>	<ul style="list-style-type: none"><li>Nippers</li><li>Nippers Presentation Planning</li><li>Junior Competition Evaluations due</li><li>Junior Surf Education Awards to be recorded (refer to timeline from SLSNSW for processing times)</li></ul>	<ul style="list-style-type: none"><li>Nippers</li><li>SLSNSW State Championships</li><li>Monthly Club Board Meeting</li><li>Branch end of season JAC meeting</li><li>Review SLSA Service Awards for your Club Age Managers</li><li>SRC Graduation Event</li><li>Nippers Presentation</li></ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"><li>Review your season – what went well, what could be improved on</li><li>Suggest surveying all junior members / parents to get feedback on the season</li><li>Submit feedback to Branch for review by state and/or national committees</li><li>Prepare reports for end of season presentation and annual report</li><li>SLSA Aussie Championships</li></ul>	<ul style="list-style-type: none"><li>Monthly Club Board meeting</li><li>Junior Activities Stocktake</li><li>Count all stock relating to Juniors eg pink hi-vis rashies, club comp caps, water safety rashies, age manager shirts</li></ul>	<ul style="list-style-type: none"><li>Finalise all outstanding reporting information in SurfGuard by 30th June</li><li>Annual Report preparations</li><li>Review and order nipper club swimmers, club comp caps, pink hi-vis rashies</li></ul>

### EVERY MONTH

- Attend monthly Club Board meeting
- Read SLSNSW Club Mail
- Read JAC emails from branch

SURF LIFE SAVING  
**NEW SOUTH WALES**

