

Junior Activity Chair Calendar

A month by month guide

JULY	AUGUST	SEPTEMBER
- Surfguard Training – online webinars available July to September - Plan your recruitment drive - Plan season calendar for Junior Activities - Review Age Managers from previous season and ensure Age Manager training was completed and recorded - Review Junior Activities Team for season ahead - <i>JAC assistant, age managers, water safety supervisor.</i>	- SLSNSW Pre-Season Information Pack released. Read and distribute to Age Managers - Meet with the Junior Activities Team to plan for the upcoming season - Recruitment and Registrations - Branch pre-season JAC Meeting - Junior Activity Chair Training - Finalise season calendar and nipper handbook for distribution - Check your clubs end of season nipper award distribution in SurfGuard (hard copy to club or PDF email to member)	- Ensure that Working with Children checks are completed and verified in Surfguard by Club Admin or Child Safe Coordinator - Nipper Recruitment & Registrations - Junior Activities Chair Training - Organise/ finalise Age Managers for all age groups - Have new Age Managers complete Age Manager Training in SLS Hub eLearning platform
OCTOBER	NOVEMBER	DECEMBER
- Nippers Starts - Branch Junior Lifesaver of the Year Circular released - Review your Club Junior Lifesaver of the Year process - Check that Age Managers have completed Age Manager Training to be compliant for the season - Ensure existing Age Managers complete annual Skill Maintenance video in SLS Hub eLearning Platform to maintain Age Manager Accreditation	- Branch mid-season JAC meeting - Meet with your Junior Activities Team to see how the season is progressing - Review club uniforms for State Championships - Plan Santa's arrival at last nippers of the year	- Junior Competition Evaluations - Age Manager Skills Maintenance due 31st Dec - Nippers break over Christmas period - Presentation for new SRC graduates - Announce Club JLOTY winners
JANUARY	FEBRUARY	MARCH
- Meet with your Junior Activities Team to see how the season is progressing, discussing State Champs, End of season Presentation & end of season Nipper awards - Thank you gifts for your Junior Activities Team	- Nippers Presentation Planning - Junior Competition Evaluations due - Junior Surf Education Awards to be recorded (refer to timeline from SLSNSW in Junior Activity Bulletin for processing times)	- Nippers Ends - SLSNSW State Championships - Monthly club board meeting - Branch end of season JAC meeting - Review SLISA Service Awards for your Club Age Managers - SRC graduation event - Nippers presentation
APRIL	MAY	JUNE
- Review your season – what went well, what could be improved on - Suggest surveying all junior members/ parents to get feedback on the season - Submit feedback to Branch for review by state and/or national committees - Start to prepare reports for end of season presentation and annual report - SLISA Aussie Championships	- Junior Activities stocktake - Count all stock relating to Juniors eg pinkies, club comp caps, water safety rashies, age manager shirts - Gear Shed/Board check. Check gear for damages	- Finalise all outstanding reporting information in SurfGuard by 30th June - Junior Activity content due for Annual Report - Review and order nipper club swimmers, club comp caps, pink hi-vis rashies

EVERY MONTH

- Attend monthly Club Board meeting
- Check Branch website for Circulars
- Read JAC emails from branch

SURF LIFE SAVING
NEW SOUTH WALES

