

Club Organisational Structure

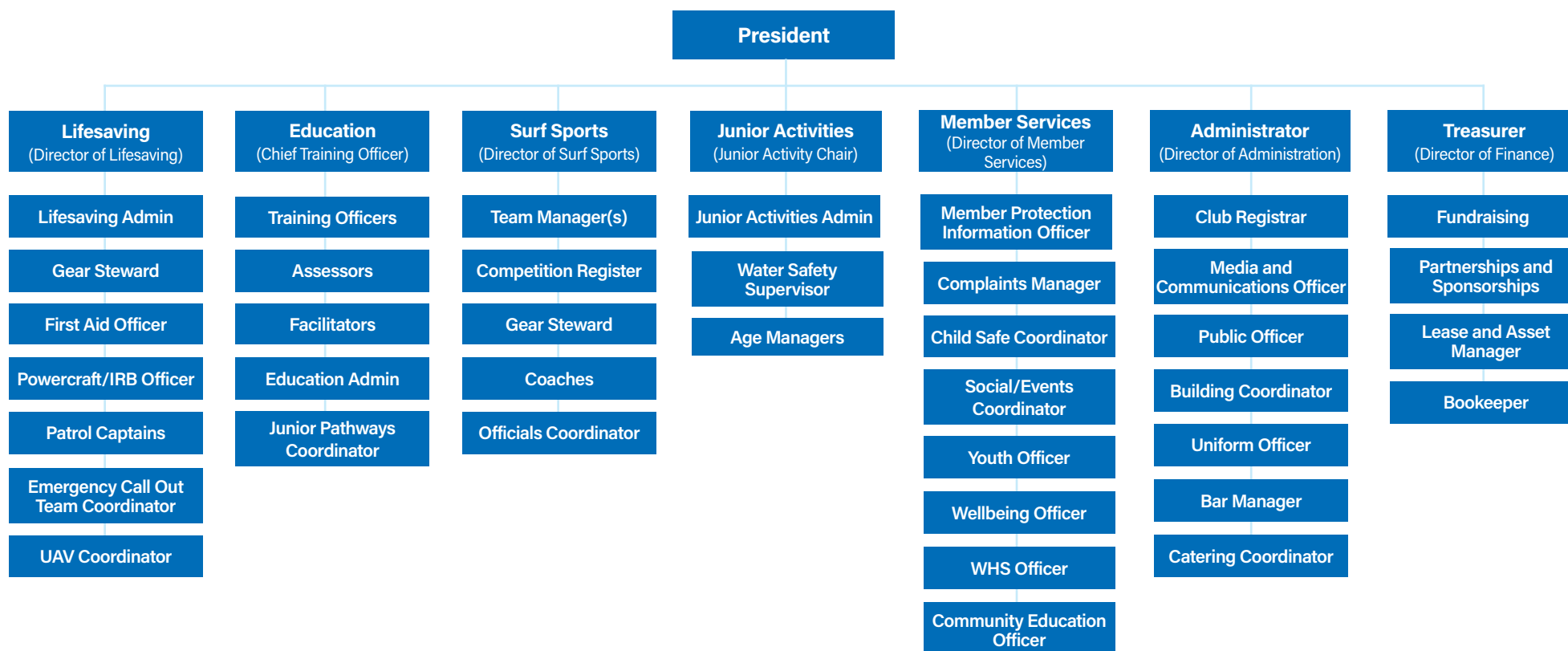
A Customisable Framework to
Support Effective Club Management



SURF LIFE SAVING
NEW SOUTH WALES

INTRODUCTION

The organizational chart template and position descriptions aim to help clubs distribute workload effectively among members by clarifying roles, responsibilities, and reporting relationships for better communication and coordination. While recognizing that in many clubs members take on multiple roles, the template serves as a foundation for clubs to build upon and share when recruiting for position holders. It provides guidance for managing club workload, and flexibility is key in customizing the structure to fit each club's specific needs. Clubs are not obligated to adopt this structure, but it can offer valuable insights. Please note, any formal changes to your current club structure will need to be reviewed in light of your constitution.



BOARD OF DIRECTORS

President

Club Presidents are responsible for leading and managing all aspects of the club, including planning, financial viability, and adherence to regulations. They also represent the club at various levels and support the club management team in their roles.

www.surflifesaving.com.au/induction-club-president/

Lifesaving (Director of Lifesaving)

Directors of Lifesaving oversee and manage all aspects of lifesaving activities within the club, including patrol administration, equipment maintenance, and ensuring compliance with regulations. They collaborate with various club members, provide support and guidance to patrol captains and members, and work with the Chief Training Officer to address training needs.

www.surflifesaving.com.au/induction-club-director-of-lifesaving/

Education (Chief Training Officer - CTO)

The Chief Training Officer is responsible for analysing skill levels across the club, coordinating training programs, and developing youth members. They also manage training resources, ensure efficient training sessions, oversee requalification of awards, and lead a team of trainers, assessors and facilitators.

www.surflifesaving.com.au/induction-club-chief-training-officer/

Surf Sports (Director of Surf Sports)

The Surf Sports Officer is responsible for coordinating a sports program at their club. This includes developing/implementing sports related project plans, club competitions and coordinating athletes/participants training and development. They also handle communication and correspondence to athletes, coaches and officials and will also work with coaches and officials to ensure reaccreditation.

www.surflifesaving.com.au/induction-club-surf-sports-officer/

Junior Activities (Junior Activity Chair - JAC)

The Junior Activity Chair coordinates and delivers junior activities, including training and supporting Age Managers. They work with club management to set seasonal agendas, coordinate with other club areas (like education, lifesaving and surf sports), and ensure all necessary documentation is completed.

www.surflifesaving.com.au/induction-club-junior-activities-chair/

Member Services (Director of Member Services)

The Member Services team plays a crucial role in ensuring member engagement, recruitment and retention within the club. They work to address member satisfaction and are often the first point of contact for new members and focus on member satisfaction and support initiatives. They often work closely with other position holders and support complaints, child safety, youth initiatives to create a positive and inclusive environment for all club members.

Administrator (Director of Administration)

The Club Administrator oversees various administrative tasks, such as coordinating meetings, maintaining records, and ensuring compliance with club procedures. They also handle correspondence, maintain data entry systems, and support the Club Management Team with strategic planning and day-to-day administrative tasks across different portfolios.

www.surflifesaving.com.au/induction-club-administrator/

Treasurer (Director of Finance)

The Club Treasurer is responsible for managing the club's finances, including budget preparation, compliance with regulations, and financial reporting. They work closely with the club management team, auditors, and relevant authorities to ensure accurate record-keeping, timely reporting, and adherence to financial regulations. Additionally, the Treasurer monitors budget performance, prepares financial statements, and communicates financial information effectively to the management team.

www.surflifesaving.com.au/induction-club-treasurer/

COMMITTEE POSITIONS

Lifesaving Committee | Led by the Director of Lifesaving

Gear Steward

Key responsibilities include maintenance of patrolling equipment, oversee gear and equipment inspections, and collaborate with administration to ensure accurate and up-to-date records in SurfGuard for all gear and equipment within the club.

First Aid Officer

The First Aid Officer is responsible for managing and maintaining first aid equipment, stocking supplies before the season, monitoring stock levels, and ensuring the cleanliness and maintenance of blankets, towels, first aid kits, oxygen, and defibrillators.

Powercraft Officer/IRB Captain

The IRB Officer is primarily responsible for the care, maintenance, and operation of Inflatable Rescue Boats (IRBs) and related equipment. This role involves ensuring the IRB is operational and ready for rescues and managing the storage and maintenance of IRB equipment.

Radio Officer

The Radio Officer oversees organising pre-season servicing and maintaining radios and batteries throughout the season.

Lifesaving Administrator

The Life Saving Administrator assists with rostering and administration of patrol teams in SurfGuard, manages incident reports administration, maintains equipment records, and supports the administration of lifesaving grants.

Patrol Captains

Patrol Captains (PCs) support the Director of Lifesaving (DOL), manage their patrols, facilitate communication with patrolling members, and oversee the management of their patrolling team.

Emergency Call Out Team Coordinator

As the ECOT Coordinator, responsibilities include ensuring Emergency Call Out Team (ECOT) members have the necessary training and equipment for out-of-hours callouts, as well as maintaining the ECOT list in SurfGuard.

UAV Coordinator

The UAV Coordinator is responsible for maintaining UAVs, ensuring qualified personnel are available, and creating UAV rosters for effective deployment.



COMMITTEE POSITIONS

Education Committee – Led by the CTO

Training Officers

The training officer role involves organising and delivering course content and knowledge to participants, guiding them through the learning process according to the latest SLS Delivery and Assessment Guides, and preparing them for assessment events. Trainers also contribute significantly to creating a welcoming and safe environment for new members at the Surf Life Saving Club.

www.surflifesaving.com.au/wp-content/uploads/sites/2/2018/10/Trainer-Position-Description-2018_0.pdf

Assessors

The Assessor role involves evaluating participants' skills and knowledge to determine competency outcomes at assessment events. They complete assessment portfolios for participants to award relevant certifications, while ensuring adherence to assessment guidelines and procedures.

www.surflifesaving.com.au/wp-content/uploads/sites/2/2018/10/Assessor-Position-Description-2018.pdf

Facilitators

Facilitators are authorized to both train and assess course participants with approval from their club and/or branch. This role aids in collaborative course delivery and provides crucial training and assessment support.

www.surflifesaving.com.au/wp-content/uploads/sites/2/2018/10/Facilitator-Position-Description-2018.pdf

Junior Education Coordinator

The Junior Education Coordinator responsibilities include collaborating with the Junior Activities Committee (JAC) to provide cadets with timely access to education pathways and coordinating youth education initiatives within the club.

Education Administrator

The Education Administrator is tasked with collating training paperwork, managing SurfGuard assessment requests, submitting necessary documentation to the branch/state, and handling the administration of awards and certificates within the club's education programs.



COMMITTEE POSITIONS

Surf Sports Committee - Led by the Director of Surf Sports

Team Manager (s)

The team manager oversees a variety of tasks, including communication with team members, organising training sessions in collaboration with coaches, coordinating accommodation and transportation arrangements.

Competition Registrar

Responsibilities include managing competition entries and ensuring that athletes meet proficiency requirements to compete. They oversee the registration process, verify athlete details, and coordinate entry submissions.

Gear Steward

Responsibilities include organising gear for competitions and training, managing any damages, and coordinating the transport of gear to competitions.

Coach (s)

Coaches are responsible for developing and implementing training programs, providing guidance and instruction to athletes, and improving athlete performance. Clubs could have coaches over various disciplines, these might include; Board, Ski, Swimming, Pool Rescue, Beach, Boats, IRB, Fitness, R&R, March Past, Lifesaving/First aid, Masters and Juniors.

Officials Coordinator

Responsibilities include recruiting and assigning officials to competitions and providing development opportunities for officials.



COMMITTEE POSITIONS

Junior Activities Committee – Led by the JAC

Junior Activities Admin

Responsibilities include roll call records, assists the club registrar with enrolments, manages communication with parents and nippers, collaborates with the Child Safe Coordinator on Working With Children Check (WWCC) matters, administers end-of-season awards, and maintains the Nipper calendar.

Water Safety Supervisor

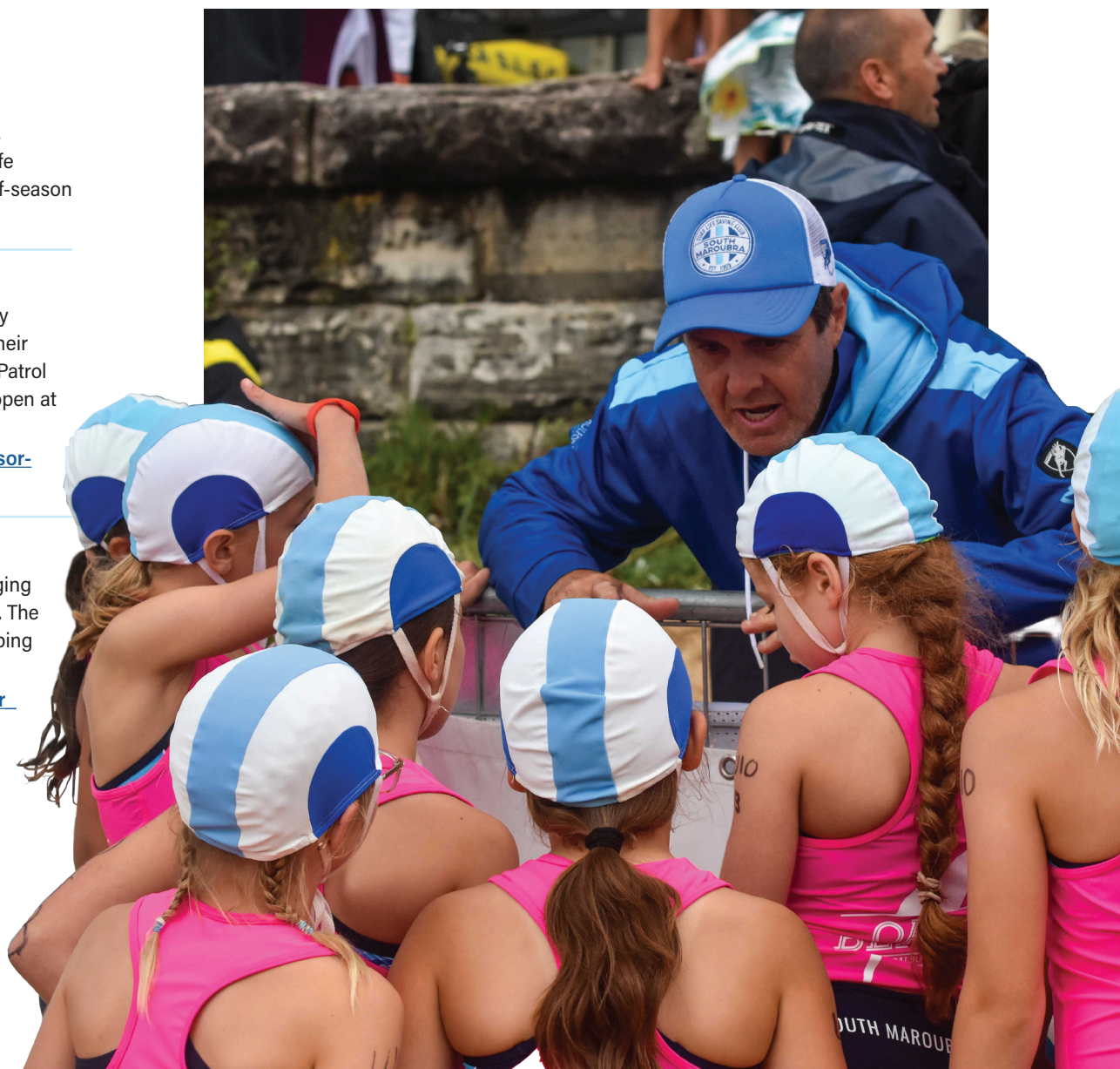
The Water Safety Supervisor (WSS) is responsible for the safe conduct and delivery of nipper water activities, supervising Water Safety Personnel (WSP) to carry out their responsibilities as part of a team. They work with the Junior Activity Chair and the Patrol Captain to ensure that risk assessments are carried out and communications are open at all times.

www.surflifesaving.com.au/members/resources/nippers-water-safety-supervisor-role-description/

Age Managers

The Age Manager ensures the safety and education of the group, facilitating engaging and educational programs aligned with age guides to develop surf lifesaving skills. The goal of an Age Manager is to create a fun, safe learning environment while developing future surf lifesavers through the building of knowledge, skills and confidence.

www.surflifesaving.com.au/wp-content/uploads/sites/2/2021/08/Age-Manager-Role-Description.pdf



COMMITTEE POSITIONS

Member Services Committee – Led by the Director of Member Services

Member Protection Information Officer

The MPIO is responsible for possessing knowledge of the Member Protection Policy, Complaint Resolution Policy, Safeguarding, Child Safe Policies, and other Surf Life Saving policies. They provide advice on complaint resolution options, serve as an impartial resource for all club members in resolving grievances, and uphold strict confidentiality standards in all MPIO-related activities, including documentation and communication

www.surflifesaving.com.au/members/members-info/member-protection-information-officer/

Complaints Manager

Responsibilities include addressing complaints fairly and transparently and in line with policy, escalating issues when necessary, and ensuring clear communication with all parties involved. They maintain confidentiality, report serious concerns to authorities, and keep detailed records of complaints in a secure and confidential manner.

www.surflifesaving.com.au/members/complaints-manager/

Child Safe Coordinator

The Child Safe Coordinator acts as the main contact for child safe information, reviews and shares relevant materials within the club/branch. They may also provide guidance on best practices, monitor compliance with child safety policies, and facilitate incident reporting and WWCC compliance.

www.surflifesaving.com.au/members/child-safe-co-ordinator/

Wellbeing Officer

Wellbeing Officers are responsible for supporting the mental health and wellbeing of members aged 15 and above by providing support, promoting mental health awareness, and encouraging social connections and early help seeking, primarily within their club community. They are knowledgeable about processes for The Member Assistance Program (MAP) and are trained in Psychological First Aid.

www.surflifesaving.com.au/members/resources/club-peer-supporters-position-description/

Social/Events Coordinator

Responsibilities include planning and organising social events, functions, and activities within the club. They oversee the coordination of various social gatherings and special events to enhance member engagement and foster a sense of community within the club.

Youth Officer

The Youth Officer focuses on engaging, recognising, and retaining youth members between the ages of 13 and 17. They work closely with the club management team and members to plan and coordinate the youth engagement program including lifesaving and social activities.

www.surflifesaving.com.au/members/resources/youth-officer-volunteer-role-description/

WHS Officer

The WHS (Work Health and Safety) Officer is responsible for overseeing and implementing workplace health and safety measures within the club. They identify potential hazards, assess risks, develop safety protocols, and ensure compliance with WHS regulations.

Community Education Officer

The community education officer organises and delivers educational programs and initiatives in schools and the community. They develop and implement educational workshops, presentations, and activities to promote awareness and knowledge on surf safety.

COMMITTEE POSITIONS

Administration Committee – Led by the Director of Administration

Club Register

The Club Registrar manages membership records, processes registrations, and maintains accurate and up-to-date member information within the club. They facilitate the registration process for new and existing members, handle inquiries related to memberships and ensure compliance with registration requirements and documentation.

Media and Communications Officer

Responsibilities include managing the club's public relations, social media presence, and internal communications. They create and distribute content, engage with members and the community, and promote club activities and achievements through various communication channels with may include social media platforms, websites and other digital platforms.

Public Officer (Fair Trading Contact)

The Public Officer serves as the official contact for the club, liaising with NSW Fair Trading and ensuring compliance with legal requirements. They are responsible for notifying Fair Trading of address changes, managing association documents, and acting as the custodian of official records as per the club's constitution.

Building Coordinator

Responsibilities include managing the maintenance, operations, and safety of the club's facilities, including coordinating repairs, renovations, and compliance with building codes. They may also oversee bookings for club facilities, ensuring efficient scheduling and allocation of spaces for various activities and events.

Uniform Officer

Responsibilities include managing the procurement, distribution, and maintenance of uniforms and apparel for club members. They coordinate uniform orders, ensure inventory levels are maintained, and organize fittings for members as needed.

Bar Manager

Responsibilities include overseeing the operation of the club's bar facilities, including managing inventory, customer service, and compliance with licensing regulations.

Catering Coordinator

Responsibilities include planning and coordinating food services for club events, including managing menus, food preparation, and catering logistics. They ensure the provision of food for various occasions, such as BBQs, functions, and events.



COMMITTEE POSITIONS

Finance Committee – Led by the Director of Finance

Fundraising

Responsibilities include maintaining charitable fundraising registrations, seeking and managing grant applications, and planning and overseeing fundraising activities for the club. They identify fundraising opportunities, develop fundraising strategies, and coordinate initiatives to secure financial support for club.

Partnerships/Sponsorships

Responsibilities include developing a partnership and sponsorship strategy for the club, as well as building and managing relationships with sponsors. They identify sponsorship opportunities, negotiate agreements, and coordinate sponsor-related activities to support the club's financial objectives.

Lease/Asset Manager

Oversees the management of property leases and club assets, including facilities and equipment. They handle lease agreements, maintenance, and ensure compliance with lease terms and asset management policies.

Bookkeeper

Responsible for maintaining accurate financial records, including accounts payable, and accounts receivable. They reconcile bank statements, prepare financial reports, and ensure compliance with accounting standards and regulations.



CASE STUDY

To provide insight as to how this template could be used in a small club, we have created a case study below:

Sandy Beach SLSC

This club has 10 people who have volunteered to take on a position in the club:

- Emily (President)
- Brooke (Director of Lifesaving, ECOT, UAV Coordinator)
- Casey (CTO, Junior Pathways Coordinator)
- Ava (JAC, Junior Activities Admin, Child Safe Coordinator)
- Noah (Director of Member Services, MPIO, Wellbeing Officer, WHS Officer)
- Mia (Director of Administration, Public Officer, Uniform Officer, Lifesaving Admin, Education Admin & Registrar)
- Isabelle (Director of Finance, Fundraising, Sponsorship/Partnership, Bookkeeper & Lease/Assets Manager)
- Ethan (Youth Officer, Media & Communications Officer)
- Lucas (Gear Steward, First Aid Officer, Power Craft Officer, Radio Officer)
- Jackson (Building Coordinator, Bar Manager, Catering Manager, Social/ events Coordinator, Supports Media and Communications officer)

This club does not currently participate in surf sports.

