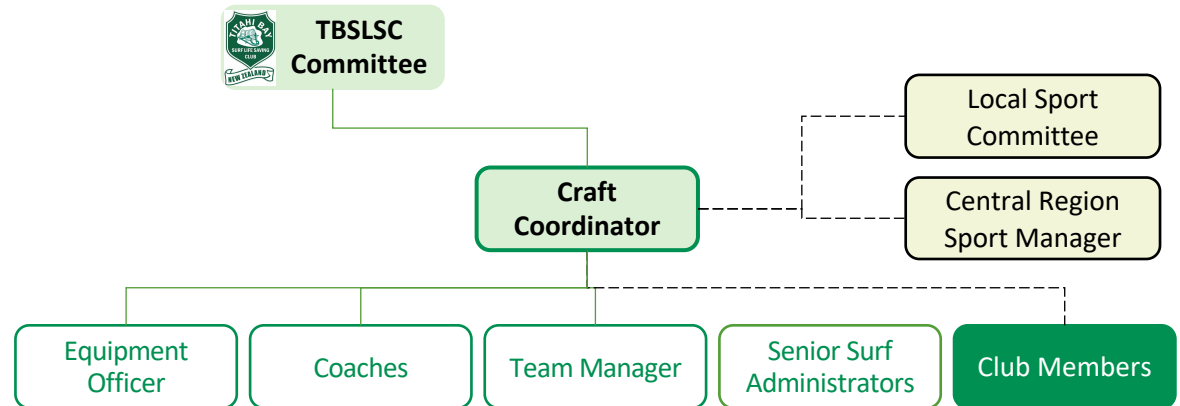


# Role Description for: **Craft Coordinator**

Nominated by the members of Titahi Bay Surf Life Saving Club (TBSLSC) to represent their best interests on the committee and uphold the club vision, mission, and values you will support the chairperson in championing the code of conduct. The Craft Coordinator is responsible for the delivery of the Club's annual Senior Craft programme for Under 15's/17's/19's Open and Masters. Responsible to ensure the athletes equipment is appropriate and is well maintained. Liaise with Club Administrators as and when required and support the Craft Coach. Promote and maintain healthy communication to all craft squad members about Surf events, trainings, club news and or updates and encourage healthy communication between members and committee. Encourage and promote Surf Life Saving as a sport and activity to be undertaken in a manner which upholds the principles of fair play.

## Key relationships



## Qualifications and Skills

- Can communicate effectively.
- Have great inter-personal skills.
- Can be impartial and fair.
- Has good understanding of their role and responsibilities.
- Has knowledge of the operating environment.
- Is well organised and can delegate tasks.
- Active in the club.

### Key



— Reporting line  
 - - - Indicates a relationship

# Role Description for: **Craft Coordinator**



## **Responsibilities.**

### **General Responsibilities**

- Leads and role models a safe and healthy culture that brings all members together to support the development of lifeguards, future lifeguards, athletes, and the provision of lifeguard services.
- Create an annual Craft budget for committee approval
- Manage, in accordance with the agreed budget, any expenses for craft equipment.
- Create a Senior Craft Crew and engage with them throughout the season.
- Contribute to the Club's Annual Calendar.
- Report any risks or incidents to the Chair
- Inform Lifesaving Co-ordinator of new members that require lifeguard training. Refer potential new members to appropriate coordinator.

### **Athlete development**

- Create an agreed plan for each year for the direction of the Craft programme that includes opportunities for all craft athletes to excel in their sport.
- Create a learning environment for both coaches and athletes.
- Co-opts expertise to further develop skills.

### **Craft equipment**

- Lead the maintenance and upkeep of knee boards, surf skis and paddles.
- Allocate knee boards and surf skis throughout the season
- Organise for knee boards to surf skis to be repaired
- Raise grant applications for additional craft equipment when required.

## **Competitions**

- Enters athletes into competitions through WAVES.
- Liaise with SLSNZ Central Region Sport Manager
- regarding hosting of any senior competitions
- Maintain 'Titahi Bay SLSC Craft Crew' Facebook page as a tool for communicating with athletes and their families.
- Coordinate competition travel with crews

## **Health and Safety**

- Ensures that the craft arena acts within the SLSNZ policies and procedures.
- Ensure that the Craft program complies with the club's Child protection policy.
- Ensure that coaches and assistant coaches over the age of 18 have been police vetted and that they have completed the SLSNZ Safeguarding Children online module.
- Ensure SiteDocs is completed before each training session.

## **Fundraising**

- Oversee fundraising activities, develop a fundraising plan, and ensure funds are spent in accordance to the plan.

## **Other**

- Delegate but remain accountable for any of the above duties
- Undertake any other activities as required by the Committee.