

Local Junior Surf Committee Terms of Reference

Title:	Gisborne/Tairāwhiti Junior Surf Committee (LJSC)
Area:	Gisborne/Tairāwhiti (Clubs include: Tolaga Bay, Wainui, Waikanae, Midway & NPSLS)
Objective:	To assist SLSNZ in delivery and development of Surf Life Saving sport activities
Responsible to:	Sport Manager – Eastern Region
Supported by:	Sport Manager – Eastern Region Club Support Manager – Gisborne/Tairāwhiti

Committee Structure

1. The group shall comprise up to seven (7) other persons. five (5) of the positions are club representatives (1 from each club) and two (2) other persons who are the best persons for the role
2. The Chairperson will be a volunteer member of the area.
3. A quorum shall be the Chair person plus three (3) committee members.
4. The committee has the ability to co-opt on specialist skills if required.
5. If a Club member is unable to be present at a meeting a representative from that club can fill in for that person so that the clubs voice is heard.

Appointment:

1. Appointment will be based upon five (5) Club representatives (1 per club) as chosen by the club and two (2) other persons that are “best person for the role” philosophy.
2. Appointments for the two (2) best person for the role will be made by the five (5) club appointed members, following nominations from the clubs and members.
3. Club staff are eligible to apply.

Term:

1. The appointment of the LJSC will be made at the end of May of each year with the term of one (1) year.
2. Existing members may stand again / rollover.
3. Requests for Club representatives will be sent out at the start of May from a SLSNZ Regional Staff member.

Profile:

The following factors shall be taken into consideration when appointing members:

1. The ability to think strategically and philosophically and contribute to the future development / direction of Surf Sports in their local area and the wider region.
2. A cross section of skills and experience from within SLSNZ or another organisation / place of employment.
3. A comprehensive understanding of policy, regulation and models of best practice.
4. Club representation.
5. Reporting and communication skills.

National Partners



Regional Partners

Primary Partner



In it for life

Operating Principles:

1. The Junior Surf Committee shall meet and/or communicate via email or telephone as deemed necessary by the LJSC Chair Person.
2. Agendas will be sent to LJSC members from the Chair Person for feedback.
3. LJSC members are expected to hold the views of the club when providing feedback and input in to decisions. This may require the LJSC members talking with Club Committees or Boards to make sure they are voicing the clubs views.
4. Members of the Local Junior Surf Committee are to be positive role models for all members of SLS.
5. The Local Junior Surf Committee shall be united in supporting the positive implementation of the SLSNZ Sport Plan and Local Sport activities in a non-partisan manner and under the guidance of the Local Sport Committee.
6. Committee members who incur any expenses associated with committee meetings or activities will be reimbursed in recognition of their time and support provided. Reimbursements will be made in conjunction with the SLSNZ membership reimbursement policy and associated documents.
7. Meetings, conference calls and any decisions made by email shall be recorded as minutes as deemed appropriate.
8. For clear and consistent communication between the Committee and Local Area Clubs:
 - Once Meeting Agenda is finalised it will be sent to all Local Area Clubs and Committee Members at least 3 working days prior to the meeting date.
 - Once the meeting has concluded a bullet point summary outlining the discussion and action points will be sent to all Local Area Clubs and Committee Member within the 3 following working days.
 - Meeting minutes will be completed in draft and emailed to the whole committee, once the Committee Chair has given the ok they can be uploaded to the SLSNZ website in Draft Format (within 1 month of meeting).
 - Meeting Minutes will be ratified at the next meeting and will replace the draft minutes online.
 - This is all the responsibility of the appointed staff member.

Duties and Responsibilities:

1. Develop a sport plan for the local area which includes events, coaching and officials development.
2. Assist delivery of the Junior Surf events and education in the area.
3. Provide support for Junior Surf staff from other clubs within the area.
4. Provide advice to the SLSNZ staff and Local Sport Committee.

Authority:

1. The Local Junior Surf Committee shall operate within the above mentioned duties and responsibilities.
2. The Local Junior Surf Committee will work in conjunction with the Local Sport Committee on any areas that need alignment and discussion as required.
3. The Local Junior Surf Committee shall provide recommendations and advice on how the budget should be allocated within the Local or Regional Area to ensure the Management plan is achieved. Regional Staff shall provide the boundaries regarding the budget to the LJSC and maintain final accountability of the budget at a local and regional level.

Local Junior Surf Committee - Meeting and Work Schedule

Month	Output / Agenda Items
End April	<ul style="list-style-type: none"> • Requests for Club representatives will be sent to clubs via SLSNZ Regional Staff.
May	<p>Meeting #1</p> <ul style="list-style-type: none"> • LJSC Chair Person selected by the LJSC members. • LJSC terms of reference (re-visit/reaffirm TOR each year). • Establish local junior Surf priorities for the season. (Junior Surf Programme – Events, Development) • Developing key priorities and draft programme details ready for June release to members. Create working groups as required.
June	<p>Meeting #2</p> <ul style="list-style-type: none"> • Endorse Programme overview – Sport events and development activities. • Ratify Local calendar of Junior Surf activities in conjunction with the Local Sport Committee.
July	<ul style="list-style-type: none"> • Full local, regional and national sports programme available to clubs. • Assist with the delivery of junior surf plan. (ongoing)
Mid October – December	<p>Meeting #3</p> <ul style="list-style-type: none"> • Mid season review. • Discuss issues or risk areas during the season. • Review capability for delivery of the season plan. • Check if local junior surf programme is on track and planned well. • Plan and put in place, delivery of the Gisborne/Tairāwhiti Junior Championships
January	<p>Meeting #4</p> <ul style="list-style-type: none"> • Review December Carnivals and identify Issues, Causes and Solutions as required. • Assist with the Planning and put in place, delivery of ER Junior Carnival
February	<p>Meeting #5</p> <ul style="list-style-type: none"> • Review ERJ Carnival and identify Issues, Causes and Solutions as required. • Continue working on key priorities identified.
Start April	<p>Meeting #6</p> <ul style="list-style-type: none"> • Season Review. <ul style="list-style-type: none"> - Coaching - Surf Officials - Events • Opportunity to present any other junior surf ideas. • Review local sport plan, re-visit the previous season's LJSC review highlighting any recommendations. • Review key priorities. • Report findings from season review to the Local Sport Committee.