

Terms of Reference: Sport Manager

1. Purpose

These Terms of Reference (ToR) define the role, responsibilities, and delegated authority of the Lifeguard Coordinator for Whanganui Lifeguard Services Inc. This role is crucial for fostering a vibrant and competitive sports program within the club, ensuring members have opportunities to participate in surf lifesaving competitions, and coordinating effective training to enhance athletic performance and skill development.

2. Reporting Structure

The Sport Manager reports directly to the Governance Board of the Club. They will liaise primarily with their assigned Board Buddy for day-to-day guidance and communication on matters requiring Board input.

3. Key Objectives

The primary objectives of the Sport Manager are:

- Ensuring Enrolment in Competitions: To facilitate and encourage club member participation in local, regional, and national surf lifesaving competitions, managing the enrolment process and ensuring compliance with competition regulations.
- Coordinating Training: To develop and coordinate comprehensive training programs for all sporting disciplines, aimed at improving member skills, fitness, and competitive readiness, for juniors and seniors.

4. Delegated Authority and Responsibilities

The Sport Manager is delegated the authority to undertake all powers reasonably necessary to achieve the above objectives, within the strategic direction and budget set by the Governance Board. Specific responsibilities include, but are not limited to:

- Competition Management: Overseeing the registration and entry of club athletes into various surf lifesaving competitions, managing team selections, and ensuring all necessary paperwork and fees are submitted.
- Training Program Development: Designing, implementing, and overseeing structured training programs for different age groups and skill levels across various surf lifesaving disciplines (e.g., water safety, surf race, board race, ski race, IRB racing, beach flags, sprints).
- Coach Liaison: Working closely with coaches to ensure training programs are effective, safe, and aligned with athlete development goals and club objectives.
- Athlete Support: Providing support and guidance to athletes, addressing their needs, and fostering a positive and encouraging sporting environment.
- Equipment Coordination: Liaising with the Equipment Manager to ensure that all sports equipment is available, well-maintained, and suitable for training and competition needs.
- Event Organization: Assisting with the organization of any club-hosted sporting events or inter-club competitions.
- Communication: Maintaining effective communication with athletes, coaches, parents (where applicable), the Board, and relevant external bodies (e.g., Surf Life Saving New Zealand sports committees).

- Budget Management: Managing the allocated budget for Sport, ensuring all expenditures are within approved limits and providing regular financial reports to the Treasurer and Board.
- Reporting: Providing regular updates and reports to the Governance Board on competition participation, training progress, key achievements, challenges, and any significant issues.
- Member Consultation: Organizing and leading regular meetings with interested club members (athletes, coaches, parents) to discuss sport-related matters, gather feedback, and consult on initiatives. These meetings should occur at least monthly from October to March, and less frequently outside this period. The Board Buddy will attend as an observer.

5. Limitations of Authority

The Sport Manager has no authority to:

- Operate outside the strategic objectives or budget set by the Governance Board.
- Commit the club to significant financial expenditure beyond the approved budget without prior written Board approval.
- Enter into contracts or agreements on behalf of the club without explicit Board authorization.
- Make decisions that contravene the club's constitution, policies, or New Zealand law.
- Alter the fundamental structure of the club's sports program without Board approval.

6. Budget and Financial Management

The Sport Manager will operate within an annual budget approved by the Governance Board. All financial transactions must adhere to the club's financial policies and procedures. Any requests for additional funding or significant unbudgeted expenditure must follow the process outlined in the club's Delegation of Authority Policy, involving initial discussion with the Board Buddy and formal proposal to the Board.

7. Review and Amendment

These Terms of Reference will be reviewed annually by the Governance Board in consultation with the Sport Manager and may be amended as required to reflect changes in club strategy, operational needs, or regulatory requirements. Any amendments must be approved by the Governance Board.