

## **JOB DESCRIPTION – GEAR & EQUIPMENT OFFICER**

**Responsible to:** Club Captain

**Time Commitment:** minimum 5 hours per week

### **RESPONSIBILITIES AND DUTIES**

- Responsible for ensuring arena is equipped for patrol per SLSQ Patrol Operations Manual
- Ensure boards and first aid equipment are in vehicles for patrol
- Ensure flashing orange light are connected and working on beach vehicles
- Coordinate the correct assembly of gear and equipment for competition, if instructed
- Supervise the workforce involved in assisting with gear and equipment, if instructed
- Coordinate the maintenance and repair of gear and equipment
- Responsible for the security and return of all gear and equipment
- Maintain a record of gear and equipment issued to relevant sections
- Supervise the relocation of gear and equipment to alternative venues, if required
- Report to the Referee any loss or damage of gear and equipment during the competition
- At the conclusion of the competition ensure all gear and equipment is accounted for, cleaned and properly stored
- Provide a report including recommendations to the Referee or relevant SLSQ authority on the conduct of the gear and equipment area
- Conduct an audit of gear and equipment for end of financial year/asset register
- Purchase of repair, replacement of new gear under the direction of the Club Captain and Chief Surf Sports Officer or Chief Training Officer
- Responsible for all the Club's boards & skis and its orderly housing
- Responsible for the housing of boards & skis belonging to members
- In consultation with the Club Captain and Chief Surf Sports Officer, permit or prohibit the use of any Club craft or Association gear
- Assist in the selection of gear and equipment used by individuals and or teams board & ski competitors, in consultation with relevant captains and coaches
- In consultation with Club Captain, Junior Activities Officer and Chief Surf Sports Officer be responsible for the transport to and from carnivals of Club boards & skis, if required
- Maintain Club boards & skis in a serviceable condition, when instructed
- Positively support the policies, culture, operation and management of the Club, Branch, SLSQ and SLSCA, including code of conduct

### **KNOWLEDGE AND SKILLS REQUIRED**

- Occupational Health and Safety
- Project management skills
- Ability to cope under stressful situations and meet deadlines
- Surf Sports Manual and course set-up and layout
- Sound communication skills
- Ability to multi-task