

## **JOB DESCRIPTION – BOARD & SKI CAPTAIN**

**Responsible to:** Club Captain

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

### **RESPONSIBILITIES AND DUTIES**

- prepare and present to the Chief Surf Sports Officer a budget covering all financial matters associated with the surf sports teams; limited to ski, board, beach and swimming disciplines
- be responsible for any outfitting and funding of competitors in his or her teams
- submit progress reports regularly to the Chief Surf Sports Officer
- himself or herself, or their appointed proxy, attend all official briefings at events where the Club is represented in the disciplines stated above
- seek approval for any financial commitment and submit a statement with receipts and invoices within 30 days after the completion of the event
- assist in the selection and the supervision of the training of individuals and or teams in board, ski, beach or swimming competitors
- assist with any displays, demonstrations, or workforce requirements, where the Club is involved
- in consultation with the Chief Surf Sports Officer permit or prohibit the use of any Club craft or associated gear
- chair a sub-committee to manage individuals, teams and all other affairs related to ski, board, beach and swimming disciplines
- adhere to Club/Branch and SLSQ policies and procedures including the codes of conduct stated within