



---

# CIRCULAR

## 9<sup>th</sup> September 2010

**ID:** C10038  
**TO:** All Club Officers listed on SurfGuard  
**FROM:** Elaine Farmer, General Manager  
**SUBJECT:** Expression of Interest for Youth Development Committee Chair

---

**CLOSING DATE: 12 noon, Friday 1<sup>st</sup> October 2010.**

The Constitution of SLSSA requires the Board of Management to appoint the YDC Chair for a term of two (2) years.

If you would like your name to be considered for this position, then simply submit your expression of interest to the General Manager, Elaine Farmer: [elainef@surfrescue.com.au](mailto:elainef@surfrescue.com.au).

You are invited to provide details to your capacity to take on the role for which you are nominating, although this is not necessary. If the Board requires further information, it will have an officer follow this up.

If no expressions of interest are received for this position, then the Board of Management will target an individual it believes has the potential to take on the role.

All expressions of interest should be sent to the General Manager to arrive in her hands on or before **12 noon on Friday 1<sup>st</sup> October 2010.**

At the very latest, an appointment will be made at the October Board of Management meeting (18<sup>th</sup>).

Further details regarding the role of the Youth Development Committee is detailed below.

**SLSSA YOUTH DEVELOPMENT COMMITTEE (YDC)  
TERMS OF REFERENCE, ROLE, RESPONSIBILITY  
AND OPERATIONAL GUIDELINES STATEMENT**

**ROLE OF THE YOUTH DEVELOPMENT COMMITTEE**

To maintain an oversight of Youth Development, including all members under 18 years of age, across SLSSA to enable the facilitation, sharing and promotion of good practice and management.

**RESPONSIBILITY**

The role of the YDC entails specific responsibility to:

- a) report directly to the Board of Management;
- b) make recommendations to the relevant Boards (Lifesaving, Surf Sports, Management) in relation to strategic direction, policy development, and management matters relating to Youth Development;
- c) facilitate the development and sharing of resources across Clubs;
- d) oversight the management of Youth initiatives to ensure effective delivery across Clubs and
- e) provide a forum for the discussion, sharing and promotion of good practice.

In order to carry out these responsibilities, the YDC representatives from each Club need to have responsibility and accountability for the oversight of Youth Development within their Club or be delegated authority by their Club to be representative of this.



## YOUTH COMMITTEE COMPOSITION AND MEETING GUIDELINES

- a) The YDC will comprise a nominated representative from each affiliated Club.
- b) The Chairperson of the YDC shall be appointed by the Board of Management via an expression of interest process and will have a 2 year term.
- c) The YDC will meet a minimum of six (6) times per annum with a stretch goal of nine (9) times per annum.
- d) At a meeting of the Committee the number of members whose presence is necessary to constitute a quorum will be thirty three percent (33%) plus one (i.e. from 18 Clubs = 7 members). Where the number of delegates is less than fifty percent (50%) plus one (i.e. from 18 Clubs = 10 members) any recommendations will require an electronic vote to be conducted via e-mail to gain majority support from those not present.
- e) If a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the meeting shall be cancelled.
- f) All Committee Members will have one vote on any question and the chair will have a casting vote where voting is equal.
- g) The Chairperson will cause full and accurate minutes of all proceedings and resolutions to be recorded.
- h) Development Staff shall assist in maintaining minutes of YDC meetings and the management of matters arising from the YDC in conjunction with the Chairperson.

The effective functioning of the YDC will be carried forward through collaborative endeavours of both volunteer YDC representatives and relevant staff members. This collaboration will be characterised by team work and mutual respect. In essence, this approach will involve YDC Club representatives carrying out a strategic oversight role, with SLSSA staff carrying out an operational management role.

## OPERATIONAL GUIDELINES

In order to facilitate the carriage of the responsibilities outlined above, the following management protocols will support the operation of the YDC:

- a) A Youth Development Strategy, based on the SLSSA and SLSA Strategic Management Plan, with particular reference to the SLSA Youth Policy, which will provide an action platform for the YDC.
- b) Project management plans will be established for relevant initiatives to ensure effective, timely action.

## OBJECTIVES FOR YOUTH DEVELOPMENT IN SLSA (FROM YOUTH POLICY)

- a) To provide the best possible lifesaving experience for all youth with the view to encouraging long-term active participation.
- b) To provide opportunities for youth to participate in and enjoy lifesaving and competition in an aquatic environment by offering a wide variety of activities suited to the skill and maturation levels of all youth.
- c) To ensure the youth are safe on Australia's beaches through the provision of surf safety education programs.
- d) To develop a team based philosophy encompassing leadership, camaraderie, teamwork, and fun.
- e) To promote social, emotional and physical growth and development in a healthy and safe environment.

## SPECIFIC PROGRAMS FOR OVERSIGHT

YDC includes implementation assistance in state and club delivery of:

- ☞ Junior Development Resource and Training (including Surf Education)
- ☞ Age Managers Guide and Course
- ☞ State Youth Development Camps
- ☞ Member Protection Policy in Youth Area
- ☞ National Youth Policy, NYDC and National Youth Forum
- ☞ Ecosurf Strategy as it applies to Youth Education and action
- ☞ Youth involvement programs such as YIPS, Duke of Edinburgh, etc
- ☞ *Others to be discussed/determined*

Surf Life Saving South Australia Inc  
PO Box 108, Torrensville 5031  
219 Henley Beach Road, Torrensville 5031  
Phone: 08 8354 6900



ABN 34 104 527 879  
[www.surfrescue.com.au](http://www.surfrescue.com.au)

---