



Circular 126:09:07

To: Council of Aquatic Sports Delegates
Club Presidents Secretaries
Team Managers

Cc: Aquatic Sports Executive LSV Board
YLD Council YLD Executive

From: Chris Munro, Manager – Aquatic Sports

Date: 27 September 2007

Subject: Council of Aquatic Sports Executive Vacant positions & Council of Aquatic Sports Chairman Nominations

Action: Nominations due Friday 26th October 2007

Nominations are invited for vacant positions on the Aquatic Sports Executive:

- Media and Marketing Coordinator (1 year term)
- Coaching Coordinator (1 year term)
- Special Events Coordinator (1 year term)
- Gear Steward (Voluntary)

Nominations are also invited vacant position of the Council Aquatic Sports:

- Council Aquatic Sports Chairman (2 year term)

Please find attached position descriptions of the above positions

For additional detail on this Circular contact: Chris Munro, Manager – Aquatic Sports

Email chris.munro@lifesavingvictoria.com.au or by phone (03) 9676 6937

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205



ABN 21 102 927 364
200 The Boulevard
Port Melbourne Vic 3207
PO Box 353
South Melbourne DC Vic 3205
Telephone (03) 9676 6900
Facsimile (03) 9681 8211
Email mail@lifesavingvictoria.com.au
www.lifesavingvictoria.com.au

ASC NOMINATION FORM

THIS NOMINATION FORM MUST BE RECEIVED AT THE REGISTERED OFFICE OF
LIFE SAVING VICTORIA BY

5.00PM on Friday 26 October 2007

NOMINATION FOR POSITION OF: _____

NOMINEE'S NAME (in block letters) _____

ADDRESS _____

_____ Postcode _____

CONTACT: (H) _____ (B) _____

DETAILS (M) _____ (F) _____

(EMAIL) _____

PROPOSER'S NAME (in block letters) _____

Must be either: ASC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member

PROPOSER'S SIGNATURE _____

SECONDER'S NAME (in block letters) _____

Must be either: ASC Officer or Delegate, member of the Committee of Management (or equivalent body) of an affiliated Life Saving Club or Community Organisation Member

SECONDER'S SIGNATURE _____

ACCEPTANCE OF NOMINATION

I accept nomination for the Position specified above and if elected, agree to carry out all duties of the position to the best of my ability and understand that once elected may be requested to undergo a Police check

NOMINEE'S SIGNATURE _____

DATE _____

OFFICE USE ONLY

DATE OF RECEIPT IN OFFICE

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RECEIVED BY

PRINT NAME AND SIGN _____

Council of Aquatic Sports

Position Description: Media and Marketing Coordinator

Role: To improve the profile and image of Aquatic Sports activities in Victoria and to ensure efficient dissemination of information regarding Aquatic Sport

Reporting to: Aquatic Sports Executive
Aquatic Sports Council
LSV, Manager Communications & Public Relations
LSV, Manager Aquatic Sport

Consult with: Aquatic Sports Council Executive Members
Y&LD Communications Coordinator
Y & LD Junior Competition Panel
LSV Staff
Club Competition Managers

Sub Groups: The Coordinator should form a sub-committee which can consist of

- Media liaison coordinator
- Sponsor liaison coordinator
- Fundraising coordinator
- IT coordinator
- And others deemed appropriate

Duties

General

- Be responsible for overseeing the Co-ordination, administration, development and reporting of all Aquatic Sports promotions
- Be a spokesperson for the Aquatic Sports Council (as sanctioned by the LSV, Communications & Public Relations Manager)
- Be responsible for the publicity component associated with any Aquatics Sports initiatives in conjunction with LSV staff
- Develop potential media strategies in conjunction with LSV staff
- Be responsible for overseeing suitable profile for sponsor message(s) and signage at selected Aquatic Sports Council events and promotions (includes managing their positioning on the beach or pool deck etc)
- Oversee Aquatic Sports Internet content
- Manage photography policy guidelines and the official photographer(s) at all Aquatic Sports events.
- At the completion of each season prepare evaluations of all media gained.
- Tabulate and analyse statistical information to identify trends and conclusions in relation to Aquatic Sports activities.

Specific

- In conjunction with the Y&LD Communications Coordinator and the LSV, Manager Communications & Public Relations, develop an annual media plan for all LSV Sports activities (Junior & Senior) based on achievable objectives.
- Develop a brief profile on LSV top 20 athletes/teams.
- In conjunction with the LSV, Manager Communications & Public Relations, develop press releases for the major events on the LSV sporting calendar.
- Ensure the carnival results are forwarded to AAP at the end of each carnival, in a timely manner.
- Liaise with any media representatives in attendance at any LSV carnival or special event.
- Recommend to the Aquatic Sports Council Executive competitions that require special media attention.

Attend Meetings of:

- Aquatic Sports Council Executive
- Aquatic Sports Council Meetings
- Other meetings as arranged by Aquatic Sports Council
- Life Saving Victoria – State Council

Council of Aquatic Sports

Position Description: Coaching Coordinator

Role: To develop and coordinate coaching programs and systems.

Reporting to: Aquatic Sports Council Executive
Aquatic Sports Council

Consult with: Aquatic Sports Council Executive
Junior Competition Panel
LSV Staff

Sub Groups: The Coordinator must form sub committees or co-opt personnel as required.
Recommended sub committees include:

Coaching Panels

- Beach
- Water
- Boat
- R&R
- Pool
- IRB

Duties

General

- In conjunction with the Manager Aquatic Sports coordinate, promote and administer coaching accreditation in Victoria.
- Coordinate and promote the LSV coaching structure.
- Chair the meetings of the Coaching Panels.
- In conjunction with the Manager AS produce a fortnightly electronic newsletter for Athletes and Coaches
- Coordinate and Assist in program development of athletes and coaches
- Coordinate and Assist in the development of out of season competition
- Liaise with other state sporting bodies to develop partnerships with coaching, development and competition
- Coordinate Coaching Network Sessions/Days at least quarterly
- Provide support Coaches
- Oversee Representative Team Selections
- Oversee and re-evaluate and refine the Development Pathway
- Develop and distribute yearly and week by week training programs to coaches and athletes requiring assistance

Attend Meetings of:

- Coaching Panel
- Aquatic Sport Executive
- Aquatic Sport Council Meetings
- Other meetings as arranged by Aquatic Sport Council

Council of Aquatic Sports

Position Description: Events Coordinator

Role: To assist with the event management of Aquatic Sports Council events and develop operational procedures for LSV Events.

Reporting to: Aquatic Sports Council Executive
Aquatic Sports Council

Consult with: Aquatic Sports Council Executive
LSV Staff
Y & LD Junior Competition panel
LSV Events Coordinator

Sub Groups: The Coordinator may form sub committees or co-opt personnel as required.

Duties

General:

- Assist with the event management of Aquatic Sports events.
- To Oversee the Pool, IRB and Beach State Titles
- To Develop an off-season endurance event program
- To Liaise with other Aquatic sports re the development of an Ocean Festival event
- To oversee the development of a LSV Open water swim
- Develop operational procedures for special events.
- Coordinate special events conducted under LSV responsibility.

Specific:

- To develop and implement special event operations procedures.
- To develop and implement safety guidelines for all LSV specials events, including those conducted by affiliates.
- To maintain a log of all special events, those trained to manage and provide safety services at the events.
- To ensure the image of LSV is protected and projected at the highest standards.

Attend Meetings of:

- Aquatic Sports Council Executive
- Aquatic Sports Council Meetings
- Other meetings as arranged by Aquatic Sports Council

Council of Aquatic Sports

Position Description: Chairman Aquatic Sports Council

Role: To Chair Meetings of the Aquatic Sports Council

Reporting to: Aquatic Sports Council

Consult with: Aquatic Sports Council Executive
LSV Staff

Duties

General:

- Chair Meetings of the Aquatic Sports Council
- Set Meeting Dates and locations in conjunction with ASE for the Aquatic Sports Council (minimum four meetings per year)