

## Workplan

### Objectives

We will train outstanding young lifesavers who understand the role of community service and who value fair play, friendship, competition and responsibility.

We will achieve this objective through establishing clear goals, providing trained and responsible personnel who will create and support a safe environment as a paramount concern. We have a duty of care to our membership and our volunteers. We are also operationally and financially accountable to our members and the Management Committee of Coogee Surf Life Saving Club.

### Goals

#### Education

1. Coogee Minnows will be trained to the standards defined by all applicable SLSA and SLSNSW requirements. The U14 age group will conclude with assessment of the Surf Rescue Certificate (SRC). Our goal is to ensure that  $\geq 95\%$  of the starting U14 cohort qualifies as SRC graduates for this season.

In addition, we will introduce two more SLSNSW accredited courses for Minnows during this season. This will provide Minnows in the U13 and possibly U12 age groups with opportunities to acquire lifesaving skills (resuscitation and spinal injuries) that would prepare them for their SRC.

***Responsible Committee Members(s); Captain, U14 Age Manager, Education Officer. Liaison with Senior Club Training Officer.***

2. We will train  $\geq 20$  adult volunteers to the bronze medallion standard through Dad's Army XV.

***Responsible Committee Member(s); Captain, Dad's Army Volunteer Instructors.***

3. We will train all adult volunteers to the required Branch standard and ensure that all such volunteers are financial members of the club.

***Responsible Committee Member(s); Age Managers, Training Volunteers***

4. We will train  $\geq 8$  new Junior Officials this season.

***Responsible Committee Member(s); Branch Delegate***

5. We will encourage all members to pursue coaching awards and SLSA recognised courses. In some instances we may provide support to encourage participation and completion in these endeavours.

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## *Competition*

1. We will score  $\geq 100$  points at the 2014/15 Stage Age Carnival.
2. We will support club participation at the Randwick Shield, South Maroubra carnival, Branch and State carnivals. We will consider support to Minnow who wish to participate in SLSNSW carnivals during the season.
3. We will encourage participation, skills development, confidence and fair play at all times during regular Sundays, training groups and carnivals.
4. For selected Minnows we will provide additional training throughout the season.
5. We will maintain policies and procedures related to competition and make these available to all members through our website.

***Responsible Committee Member(s); Competition Director, Competition Coordinators, Captain, Age Managers.***

6. We will host the 2014 Randwick Shield on behalf of Clovelly Nippers – ***responsible Committee Member(s); Vice-Captain.***
7. We will hold the Coogee Minnows Surf Camp during January 2015 – ***responsible Committee Member(s); Vice-Captain, Captain.***

## *Finances*

1. Coogee Minnows will remain financially viable.
2. We will exercise judgement and prudence in balancing expenditure with our principal sources of revenue; membership fees and sponsorship.
3. We will support the majority of our operational costs ( $\geq 60\%$ ) from membership fees thereby allowing sponsorship income to be used for infrastructure and other non-recurrent projects.
4. We will comply with all purchasing policies and procedures at Coogee Surf Life Saving Club.
5. We will provide monthly financial reports to Coogee Surf Club.

***Responsible Committee Member(s); Treasurer, Assistant Treasurer, Minnows Executive***

## *Sponsorship*

1. Coogee Minnows enjoys considerable financial support from numerous local and national businesses. These relationships are and will continue to be the subject of formal agreements between Coogee Surf Life Saving Club and another party as appropriate.
2. The specific details in each and every agreement require careful thought and planning. Agreements must be agreed by the potential sponsor, the Executive of Coogee Minnows and the President of Coogee Surf Life Saving Club.
3. We aim to maintain current relationships during season 2014/2015 and explore additional opportunities.

***Responsible Committee Member(s); Sponsorship Coordinator, Minnows Executive***

## *Registration and proficiency swims*

We aim to maintain approximately 1000 Minnows as members. We will operate a written policy for membership that will be available on our website. We reserve the right to decline membership to any applicant and we may also introduce a numerical cap on specific age groups in order to preserve our primary goal of operating safely.

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1. All registration for the season 2014/15 will be undertaken using the 'SLSA Life Saving OnLine' system and a customised payment portal developed in 'Trybooking'. As such there will be no registrations days this season since all enrolments will be paper and transaction free.
2. Proficiency days (two) will be held on Sunday afternoons at the pool in the Sport and Recreation facility of UNSW – TBC.
3. Families will be checked on rosters of registered and financial members. Minnows will be asked to go through to the pool area where they will undertake the required proficiency swim for their age group.
4. Upon completion of their swim Minnows will be given a white MINT360 cotton shirt and their new hi-vis pink rashie top.
5. While proficiency swims are occurring, Minnows personnel will 'work the floor' to encourage as many parents as possible to enrol as volunteers (including completion of paperwork and payment of fees -\$58.50).
6. Within one month of our season commencing all registered Minnows (U8-U14) will be asked to complete the open water 'competition proficiency swim'. Any Minnow unable to complete this requirement will not be allowed to compete for Minnows at Surf Carnivals even if they are a sand athlete.
7. Minnows in the U12 and U13 age groups must attempt the Competition Proficiency swim. Any Minnow unable to complete the required distance in a satisfactory time will be encouraged to develop their open water swimming during the season. Minnows in these age groups will be re-assessed at the end of the season. Our goal is to achieve  $\geq 90\%$  success with the Competition Proficiency swim in these age groups.
8. Minnows in the U14 age group must complete the required competition proficiency swim as part of their SRC assessment. Any Minnow in this age group who cannot complete this element of assessment will not be allowed to continue.

### New Members

9. New members in the U6 age group will be asked to attend one of two registration sessions during a weekday evening to be held at the club (downstairs). Recruitment in the U6 age group will be open to all.
10. New members in the older age groups will be asked to attend our 'Proficiency Days' to complete the pool proficiency swims as well as confirm date of birth details.
11. Siblings of existing members, direct family of senior club members and those who have pre-existing approvals to return to Minnows after an absence are also permitted to join as new members in the U7-U13 age groups.
12. All other new members must provide a letter of application before the first Proficiency day (TBD). This letter will be assessed by the Minnows Executive and a decision made and communicated to the applicant family in good time. The letter must explain why a child has not previously joined Minnows, what they will bring to the club and why they now want to become members.
13. A separate procedure will apply to potential new members who wish to join the U14 age group. The specifics of this procedure are on our website.

***Responsible Committee Member(s); Executive, Registrar, Apparel Officer, Treasurer and Assistant Treasurer.***

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## *Merchandise*

1. No merchandise will be available for sale during our Proficiency Days. We will display our merchandise and order forms will be available for completion.
2. A website tool will also be developed to allow on-line ordering.
3. All goods ordered and paid for will be collected at the kiosk on weekends in advance of and during the early part of the season.

***Responsible Committee Member(s); Apparel Officer, Treasurer, Assistant Treasurer, Minnows Executive***

## *Miscellaneous*

1. We will prepare an annual report by no later than July 31<sup>st</sup> 2015.
2. We will have monthly Management Committee meetings.
3. We will have occasional meetings of the Minnows Executive Committee.
4. We will participate in Senior Club Management Committee meetings as required.
5. We will attend Branch meetings as required.
6. We will comply with all legislated requirements and obligations relating to Child Protection.
7. We will host two or more social events during the season (one for kids, one for parents).
8. We will support the activities of Coogee Surf Life Saving Club.
9. We will maintain a public website
10. We will communicate with members through a variety of different media including newsletters, age group emails and when necessary snail mail.
11. We will ensure adequate succession planning for Committee members and office holders.