SLSA Age Manager Course Participant Workbook

2nd Edition

Participant Details

Name: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Club: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯**SLSC**

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If I have any questions or problems with the completion of this workbook or practical work I should contact:

Course Presenter

Name: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Phone #: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

State (Branch) Age Manager Coordinator

Name: ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

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An Age Manager plays an important role in the development of junior members within Surf Life Saving Australia (SLSA). Of SLSA's 150,000 members, approximately 57,000 are nippers (5-13 years). This equates to nearly 40% of our total membership. An Age Manager plays a critical role in introducing junior members to surf life saving experiences.

You and your fellow course participants will join thousands of other Age Managers on the beaches across Australia. Your new skills and knowledge will help SLSA make the junior surf life saving experience fun, safe and challenging for thousands of young Australians each year.

Courses such as this one are important to formally recognise the skills and knowledge required to be an accredited Age Manager in the 21st century. You will be rewarded for your commitment with formal accreditation as an Age Manager. Continuing education credit will be given to Age Managers who complete this course and who wish to pursue further pathways within surf life saving (e.g. junior coaching and officiating).

We offer you experienced and qualified course presenters and mentors to ensure you achieve success in this course. SLSA is committed to making our accreditation courses accessible and user-friendly in an effort to recruit and retain new Age Managers.

Welcome to the largest family of surf lifesavers in the organisation and we look forward to seeing you on the beach as you become further involved in surf life saving in the future.

John Fitzgerald
Director of Development
Surf Life Saving Australia
August 2010

The Participant Workbook has been designed to assist you to gain the theoretical and practical experience needed to become an accredited Age Manager.

At the completion of the SLSA Age Manager Course Workshop, you will work with a currently accredited mentor/supervising Age Manager in your club to validate and demonstrate you have acquired the knowledge and skill to be an accredited Age Manager. The mentor/supervising Age Manager will assist you with the completion of your on-the-job training program and the Third Party Report Validation. It is important that you drive the mentor process so that you receive constructive evaluation, that you can use to improve your Age Manager experience and expertise.

Prerequisites
- Be a current financial member of a club
- Have completed the relevant state working with children check requirements
- Be a minimum age of 16 years

Becoming an accredited Age Manager
To become a qualified Age Manager you must do the following:
- Attend an SLSA Age Managers Course Workshop (or complete online if available)
- Have the SLSA Age Managers Participant Workbook completed and assessed by the course presenter. Please ensure you sign the Code of Conduct acknowledgment on Page 6
- Undertake a 2-hour On-The-Beach practical session to gain an introductory understanding of surf skills (at branch/state discretion, this may be waived if the participant has a surf background such as proficient Bronze Medallion)
- Work with an experienced Age Manager mentor in your club to complete the required Third Party Report Validation and have it signed off by an approved mentor/supervisor
- Return your completed Third Party Report Validation to your course presenter, Branch or State Office as advised at the Age Managers Course Workshop (or online training)

Resources for the Age Manager
You have access to the following resources to assist you in achieving success in this course:
- SLSA Age Managers Guide (AMG)
- SLSA Junior Development Resource (JDR)
- SLSA Policies including Member Safety & Wellbeing, SLSA
- SLSA Junior Coaching Manual 1st Edition
- Water Safety Guideline, your respective SLSA State Centre
- Surf Life Saving Australia web site: www.slsa.com.au

SLSA Code of Conduct

As an SLSA member you should meet the following requirements in regard to your conduct during any SLSA sanctioned activity:

• Respect the rights, dignity and worth of others
• Be fair, considerate and honest in all dealings with others and be a positive role model
• Make a commitment to providing quality service
• Be aware of, and maintain an uncompromising adhesion to, SLSA standards, rules, regulations and policies
• Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age
• Contribute to the provision of a safe environment for the conduct of all activities within surf lifesaving
• Abide by the relevant Role-Specific Codes of Conduct outlined in Part C of this policy

Specifically, an SLSA Age Manager will:

• Agree to abide by the code of conduct
• Be responsible for the group's safety and well-being
• Be responsible for the group's learning
• Take time to plan and prepare the activities delivered
• Foster a collaborative approach to group management
• Instil enjoyment and fun in what the children do
• Be a positive role model for SLSA and it's members
• Deliver the Junior Development Resource

Signature of Participant……………………………….…….……. **Date** ………………………..

Prerequisites

To undertake the Age Manager Course you must be current financial members of SLSA, be minimum of 16 years of age, and hold the relevant working with children requirements for your state.

Purpose of this Course

The aim of the Age Manager Course is to provide you with an entry level and developmental program for people wishing to assist with the development of junior members, and, if desired, to pursue a career in surf life saving that will extend from the role of an Age Manager

Learning Outcomes

By the end of the course and successful completion of practical requirements, you will be able to:

- Understand the roles and responsibilities of the Age Manager
- Develop strategies to work with children, parents, coaches, officials and club administrators
- Manage risks in the beach environment
- Cater for the physical, emotional and social development of juniors in their care
- Safety conduct training sessions, ensuring fun and participation through games and activities
- Utilise a range of communication, teaching and behavior management strategies to help juniors learn basic skills

Your workbook has sufficient space for you to record notes and useful information, which may be referred to at a later date, or for post course assessment requirements.

It is essential you hand you completed workbook to the course presenter at the end of the theory course for assessment purposes. The workbook will be returned to you following this assessment.

Remember that learning is not just about the destination, but also about the journey.

Course Requirements

The learning program involves attendance at an Age Managers Course to be conducted by an approved SLSA Authority. This is where the off-the-job requirements of the accreditation are learnt and assessed using the agreed assessment methods. The learning program must be completed within one twelve (12) month period from the date of attendance at the Age Managers Course Workshop component of the course. This includes:

- Age Managers Course Workshop (Off-the-Job training)
- On-The-Beach Practical Skills Session (On-the-Job training)
- Third Party Report Validation (On-the-Job training and assessment)

Conditions of Use

The workbook and accompanying materials are subject to copyright restrictions. The material contained within this workbook is designed for a specific volunteer development program and may only be used with written permission from the Chief Executive Officer, Surf Life Saving Australia.

Course Contents

1. Welcome to the course

2. Introduction to Surf Life Saving

3. Module 1:
The Role of the Age Manager
- Age Manager role description
- Duty of Care
- Qualities of an Age Manager
- Safety and Well Being policy
- Club Junior Coordinator role

Module 2:
Creating a Safe Environment
- Member Code of Conduct
- Age Manager Code of Conduct
- SLSA policies and procedures
- Working with children
- Preliminary Skills Evaluation
- Junior Competition Evaluation
- First Aid and emergency procedures

4. Module 3:
Growth, Development & Learning
- Changes and variation in growth patterns
- Social and emotion growth implications
- Five stages of skill development
- How children learn
- Four phases of learning
- Catering for differences in learning styles
- Factors in successful learning

5. Module 4:
Age Manager in Action
- Things to consider when teaching children
- Four key steps when demonstrating skills
- Providing effective feedback
- Effective communication
- Children and unacceptable behavior
- On-the-Beach practical skills session
- Third Party Report Validation (On-the-Beach Assessment)

6. Overview of the Junior Development Resource Kit
- Introduction to Junior Development Program
- JDR kit overview
- Framework
- Award pathway and breakdown
- Participation criteria
- Further junior award options

7. Where to now?
- Age manager accreditation process
- Workshop feedback

MODULE OBJECTIVE

At the conclusion of this session participants will be able to identify the basic role of an Age Manager.

1. Why do you want to become an Age Manager?

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_____

_____

2. What are the four key skills you might need to be successful as an Age Manager?

_____

_____

_____

3. What does 'duty of care' mean?

_____

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_____

4. What qualities do you bring to the role of an Age Manager?

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_____

_____

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MODULE OBJECTIVE

At the conclusion of this session, participants will be able to:

- Operate in accordance with the legal responsibilities of an Age Manager
- Manage risks so as to eliminate them or minimize any potential risk.
- Refer to policies that impact upon the safety and well being of members
- Comply with state legislative requirements for working with children

1. Why is Safety and Well Being of junior members a key priority for an Age Manager?

2. What are four key elements of the Age Manager's Code of Conduct?

3. Name three important SLSA policies that relate to juniors, and briefly state why each is important.

4. Mary is a 9 year old who loves the water and tends to move away from the group when she gets bored. What actions could a reasonable Age Manager put in place to cover foreseeable situations?

5. What are the working with children requirements in your state for persons working with members under the age of 18 years?

MODULE OBJECTIVE

At the conclusion of this session participants will be able to:

• Understand the need to modify activities on the basis of the maturation levels of juniors

• Understand the importance of the developmental stages children move through in their sporting development

• Understand the importance of catering for a variety of learning styles in teaching

• Understand the phases that people move through when learning

1. What impact does the varying maturation (growth and development) level of juniors have on the activities provided by the Age Manager?

_____

_____

_____

2. What are the five stages of skill development that children move through in their sporting development?

_____

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_____

3. Why is understanding differences in learning styles important?

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_____

4. What phases do people go through when they learn?

_____

_____

_____

MODULE OBJECTIVE

At the conclusion of this session participants will be able to:

- Utilise a range of communication, teaching and behaviour management stratergies to effectively deliver a stimulating learning activity
- Safely conduct session, ensuring fun and maximum participation through games and activities

1. What are the four key steps when you are demonstrating skills? Why is it important to be aware of these steps?

_____

_____

_____

2. What are the key features of effective communication?

_____

_____

_____

3. Harry & Rebecca tend to be disruptive in the group when they are not getting their own way. How could you respond to this behaviour to keep the group focused?

_____

_____

_____

4. How do you see the third party club-based mentoring benefiting you in developing your skills as an Age Manager?

_____

_____

_____

Surf Life Saving Australia Offices

Accredited Age Managers may contact their relevant State Centre office for support:

Surf Life Saving Australia

Phone: (02) 9300 4000
Fax: (02) 9130 8312
Postal Address: Locked Bag 2, Bondi Beach, NSW, 2026, Australia
E: info@slsa.asn.au

Surf Life Saving New South Wales

Phone: (02) 9984 7188
Fax: (02) 9984 7199
Postal Address: PO Box 430 Narrabeen NSW 2101 Australia
E: experts@surflifesaving.com.au

Surf Life Saving Tasmania

Phone: (03) 6223 5555
Fax: (03) 6223 5577
Postal Address: GPO Box 1745 Hobart TAS 7001
E: slst@slst.asn.au

Surf Life Saving Northern Territory

Phone: (08) 8941 3501
Fax: (08) 8948 5130
Postal Address: PO Box 43096, Casuarina NT 0811
E: slsnt@dhl.com

Surf Life Saving Queensland

Phone: (07) 3846 8000
Fax: (07) 3846 8008
Postal Address: PO Box 3747 South Brisbane QLD 4101
E: slsq@lifesaving.com.au

Life Saving Victoria

Phone: (03) 9676 6900
Fax: (03) 9681 8211
Postal Address: PO Box 353 South Melbourne VIC 3205
E: mail@lifesavingvictoria.com.au

Surf Life Saving South Australia

Phone: (08) 8354 6900
Fax: (08) 8354 6999
Postal Address: PO Box 108 Torrensville SA 5031
E: surflifesaving@surfrescue.com.au

Surf Life Saving Western Australia

Phone: (08) 9243 9444
Fax: (08) 9243 9499
Postal Address: PO Box 382 North Beach WA 6920
E: mail@mybeach.com.au

Certification

Age Managers Course Certificate

This certificate serves as proof of completion of the Age Managers Course Workshop and the On-the-Beach practical session. You need to have both sessions signed off by your presenter/s.
NB: You need to forward this with your Third Party Form to your relevant branch/state office.
You may like to keep a copy of this for your records.

Participant's personal details

Name: _____

Club: _____

Ph: _____

Mobile: _____

Email: _____

Course presenter endorsement

I endorse that the above participant has attended the Age Managers Course Workshop (off-the-job training), and has completed their workbook.

Name: _____

Signature: _____   **Date:** _____

Telephone: _____   **Email:** _____

Course Workshop date: _____   **Location:** _____

On-the-Beach practical endorsement

I endorse that the above participant has attended the On-the-Beach practical session (on-the-job training) for the Age Manager.

Name: _____

Signature: _____   **Date:** _____

Telephone: _____   **Email:** _____

On-the-Beach practical date: _____   **Location:** _____

Third Party Report Validation

Name _____ Club _____ SLSC

Address _____ Post Code _____

Phone ( ) _____ Email _____

DOB / /

☐ Financial Member ☐ Member Screening ☐ Theory Component ☐ Practical Beach Skills

I certify that the above details are accurate.

Candidate's Signature _____ Date / /

The following tasks must be completed under the guidance of an experienced Age Manager mentor/ supervisor. It is expected that they will be completed in the context of a 6 hour mentoring context on the beach with a group.

*Age Manager	^Mentor	Task
		Demonstrate awareness of beach set up factors - How to set up the beach - "Who's who?" (water safety/ AM identification, role of parents, patrol captain, official etc) - Conditions on the day
		Contribute to a safe environment for juniors - Hazard assessment walk - Sun safety requirements - Shade & hydration - Equipment check - Emergency procedures (eg First Aid, missing child)
		To parents and children - What to do on beach? - Speak to the group at commencement/conclusion of the day
		Initiate and maintain attendance sheet - Receiving/ maintaining/ returning children - Head count regularly (especially after each water safety) - Going to the toilet procedures
		Deliver a learning activity - What outcomes are important - Planning on the day
		Monitor group engagement in activities - Equity- everyone has different abilities - Conducted fun, interactive activity - Where to go for resources, ideas, activities - Provide for differing interests and active engagement

*First column to be ticked by Age Manager when he/she feels confident that they have completed this requirement

^Second column to be signed off and dated by the Age Manager mentor/ supervisor to signify that they are satisfied that the task has been completed at a satisfactory level.

Mentor/ Supervisor (third party) Verification

Name: _____ Signature: _____ Date / /

Mentor/ Supervisor Age Manager Award Number: _____

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