



# SLSA Age Managers Assessment Portfolio

v1 May 2017



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# Cover Page

This assessment portfolio details the evidence you are required to submit to your age manager mentor (third-party) to demonstrate competence in the SLSA Age Managers course. When they sign off on your third-party form, return it to your club's Junior Activities Committee.

## Participant details

First name  Surname

Date of birth  Club

Contact phone

Contact email

## Age manager mentor assigned by club's Junior Activities Committee

Present this age manager mentor with a copy of the online course completion certificate (if completed the theory component online).

First name  Surname

Date of birth  Club

Contact phone

Contact email

## Age manager mentor (third-party)

This age manager mentor signed off your third-party form and the competency record below.

First name  Surname

Date of birth  Club

Contact phone

Contact email

## Competency record

SLSA course	SLSA award requirements met? Tick for yes, leave blank for no.	Date	Age manager mentor (third party) initials
Age manager	<input type="checkbox"/>		
Assessment tasks	Completed? Tick for yes, leave blank for no.		Age manager mentor initials
Technical session	<input type="checkbox"/>		
Mentor session 1	<input type="checkbox"/>		
Mentor session 2	<input type="checkbox"/>		

# Course Introduction

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The SLSA Age Managers course has been developed to assist you with your role. The program will allow you to develop a greater knowledge about how SLS operates, and provide you with the skills and knowledge to assist you in the successful coordination and delivery of Nippers.

## Course outcomes

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

- understand the roles and responsibilities of the age manager and the age manager mentor
- develop strategies to work with children, parents and guardians, coaches, officials and club administrators
- manage risks in the beach environment
- cater for the physical, emotional and social development of Nippers in your care
- safely deliver lesson plans
- emphasise fun and participation through educational games and engaging activities
- utilise a range of communication, teaching and behaviour management strategies to help Nippers learn basic skills.

## SLSA award entry requirements

To become a qualified SLS age manager, you must:

- be a minimum of 15 years old
- have completed the relevant state/territory legislation check(s) for working with children
- be a financial member of a club.

## Process to become an age manager

- Contact your club's Junior Activities Committee. They will assign you an age manager mentor and outline course delivery options.
- Complete the online SLSA Age Managers course or attend a face-to-face SLSA Age Managers course presentation, which covers the theory component of this course.
- Present your age manager mentor with a copy of the online course completion certificate (if you completed online).
- Undertake an on-the-beach technical session with an age manager mentor. This technical session can include time with a foundation coach.
- Undertake a minimum of two (2) on-the-beach mentoring sessions with an age manager mentor to complete a required third-party form.
- Have an age manager mentor (third-party) sign off on your third-party form within your age manager assessment portfolio.
- Return your signed third-party form to your club's Junior Activities Committee. They will collate and return all age manager documentation to your local branch or state office as applicable.

## Skills maintenance

It is recommended that age manager award holders take part in an annual update session prior to the start of each Nipper season. If you have not been active in a Nipper program for a period of five (5) years or more, you must undergo a skills gap analysis led by your club's Junior Activities Committee to identify and bridge any skill gaps.

### What you need to complete this course

- The SLSA Age Managers Learner Guide
- This assessment portfolio
- An age manager mentor assigned to you by your club's Junior Activities Committee
- Access to the Junior Development Resource Kit on the SLSA Members Portal ([www.portal.sls.com.au](http://www.portal.sls.com.au) > Library > Education/Training > Member > SLSA > JDR Resources)
- Access to the online learning platform if you are undertaking the blended version of this course. Access can be granted through the SLSA Members Portal ([www.portal.sls.com.au](http://www.portal.sls.com.au)). See the SLSA Age Managers Learner Guide for steps to access the online course
- Access to SLSA, state/branch and club policies.

# Review Questions

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These questions are designed to assist your understanding and underpin your knowledge required to demonstrate competency in the role of an age manager. Use the spaces provided to clearly record your responses to each of the questions. If you do not understand some or all of the questions, please ask your age manager mentor for assistance.

## Topic 1—Surf Life Saving Australia

### Question 1.1

What are the five (5) core activities of the Surf Life Saving movement?

- 1 .....
- 2 .....
- 3 .....
- 4 .....
- 5 .....

### Question 1.2

What are the key principles that drive conduct and behaviour which are common across SLSA?

.....  
.....  
.....

## Topic 2—The role of an age manager

### Question 2.1

What does 'duty of care' mean?

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### Question 2.2

What is an age manager responsible for?

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.....

.....

### Question 2.3

What is an age manager mentor responsible for?

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### Question 2.4

What are the Junior Preliminary Evaluations and when should they occur?

.....

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.....

**Question 2.5**

What is the maximum supervision ratio of Nippers to water safety?

.....

.....

## Topic 3—Creating a safe environment

### Question 3.1

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

1 .....

2 .....

3 .....

### Question 3.2

Complete the below acronym that can be used to plan for inclusion:

**C** .....

**H** .....

**A** .....

**N** .....

**G** .....

**E** .....

**I** .....

**T** .....

### Question 3.3

Complete the below acronym that can be used to deliver feedback:

**B** .....

**I** .....

**O** .....

**Question 3.4**

How can you encourage parent participation?

.....

.....

.....

**Question 3.5**

How can you react to inappropriate parent behaviour?

.....

.....

.....

**Question 3.6**

How would you handle this scenario?

Two 15-year-old girls make a verbal complaint to a lifeguard’s supervisor. They say that the lifeguard, a 17-year-old boy, asked one of them to go into the disabled persons change room with him. He later came in and stood near them when they were getting changed. The girl will not make a written complaint and does not want to involve her parents. The 17-year-old lifeguard denies the allegation.

- a) Investigate
- b) Report/escalate
- c) Dismiss

**Question 3.7**

Rank these behaviours on the scale of positive to abusive.

A surf club has its own Facebook page to which kids can become members. An age manager of the U13s Nippers tells his squad that he wants them to become friends with him on Facebook because it’s easier to send them information. Some of them become friends with the age manager. Several team members explore the Facebook site, and discover some photos from a wild party that the age manager held with his friends. These photos show drunkenness and partial nudity.

Positive	Acceptable	Neutral	Inappropriate	Abusive
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## Topic 4—How children learn and grow

### Question 4.1

The Junior Development Program lesson plans are broken up into what three (3) areas of instruction?

- 1 .....
- 2 .....
- 3 .....

### Question 4.2

List three (3) barriers to learning and state a solution to overcome each barrier:

- 1 .....
- 2 .....
- 3 .....

### Question 4.3

What are the four (4) key steps when facilitating learning and demonstrating skills?

- 1 .....
- 2 .....
- 3 .....
- 4 .....

### Question 4.4

What elements of an activity help ensure maximum engagement of all participants?

- .....
- .....
- .....

**Question 4.5**

How should you group Nippers for activities to accommodate for how children grow and develop?

.....

.....

**Question 4.6**

How can you be a good role model for body image?

.....

.....

.....

**Question 4.7**

What are the five (5) stages of youth development?

1 .....

2 .....

3 .....

4 .....

5 .....

**Question 4.8**

What are the three (3) phases of skill acquisition?

1 .....

2 .....

3 .....

## Topic 5—Junior Development Program

### Question 5.1

What are the explicit outcomes in the Junior Development Program?

.....

.....

.....

### Question 5.2

List three (3) examples of implicit outcomes that develop as a result of the supportive, fun and nurturing environments in which a program is run.

1 .....

2 .....

3 .....

### Question 5.3

List three (3) examples of the principles reflected in the SLSA's Junior Development Program and briefly describe what they are:

1 .....

2 .....

3 .....

## Topic 6—SLSA Junior Development Resource Kit (JDR)

### Question 6.1

What's in the JDR?

.....

.....

.....

### Question 6.2

What are the four (4) main parts to an age guide?

1 .....

2 .....

3 .....

4 .....

### Question 6.3

What does a lesson plan help you to do?

.....

.....

.....

### Question 6.4

When can you tick/sign off a Nipper in their surf education passport?

.....

.....

.....

**Question 6.5**

List some additional junior development resources:

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.....

.....

## Topic 7—Programming a Nipper season

### Question 7.1

What is the aim of the Nipper season calendar?

.....

.....

.....

### Question 7.2

What does your club's Nipper season calendar include?

.....

.....

.....

### Question 7.3

List some examples of wet weather topics and activities:

.....

.....

.....

### Question 7.4

What activities can you encourage Under 14 members to conduct to promote continued involvement with Surf Life Saving beyond the Junior Development Program?

.....

.....

.....

**Question 7.5**

What are the benefits of inter-club competitions and events?

.....

.....

.....

**Question 7.6**

What must a Nipper complete to compete in intra-club, inter-club, branch and state competitions?

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.....

.....

# Technical Session

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## Instructions to participant

Undertake an on-the-beach technical session with an age manager mentor. This technical session can include time with a foundation coach. The age manager mentor will tick off the core beach skills listed in the technical session endorsement criteria when they have provided you with strategies for Nippers to learn these skills under different weather and beach conditions.

This technical session is intended to be equitable, fair and flexible. If you feel that we should change any aspect of this session to be equitable, fair or flexible, immediately contact your age manager mentor who will attempt to make alternative arrangements.

Upon completion of your technical session, your age manager mentor will guide you to complete the required on-the-beach mentoring sessions.

### Age manager mentor endorsement that the participant has met all the requirements of the technical session

This endorsement is to be signed when the age manager mentor who led the technical session is confident the participant has strategies for Nippers to learn the Junior Development Program's core skills under different weather and beach conditions. Once this endorsement has been signed, participants can proceed to undertake the required on-the-beach mentoring sessions.

First name

Surname

Contact phone

Club

Contact email

Age manager signature

Date

## Technical session endorsement criteria

Was the participant provided with strategies for Nippers to learn these skills under different weather and beach conditions?	
Core skills	Tick for yes, leave blank for no.
<b>Beach flags</b>	
Starting position	<input type="checkbox"/>
Up and run	<input type="checkbox"/>
Diving for a beach flag	<input type="checkbox"/>
<b>Beach sprints</b>	
Crouching beach sprint starts	<input type="checkbox"/>
Sand running technique	<input type="checkbox"/>
Beach sprint arm and leg drive	<input type="checkbox"/>
Finishing beach sprints	<input type="checkbox"/>
<b>Swims</b>	
Wading	<input type="checkbox"/>
Surf swimming techniques	<input type="checkbox"/>
Dolphin-diving	<input type="checkbox"/>
Diving under large waves	<input type="checkbox"/>
Body boarding	<input type="checkbox"/>
Surf race	<input type="checkbox"/>
Run-swim-run	<input type="checkbox"/>
Rescue tubes	<input type="checkbox"/>
<b>Boards</b>	
Carrying boards	<input type="checkbox"/>
Board care	<input type="checkbox"/>
Basic board positioning	<input type="checkbox"/>
Paddling	<input type="checkbox"/>
Entering and negotiating the surf on a board	<input type="checkbox"/>
Board dismounts	<input type="checkbox"/>
Catching waves on a board	<input type="checkbox"/>
Rolling under a wave on a board	<input type="checkbox"/>
Board race	<input type="checkbox"/>
Body boards to assist distressed swimmers	<input type="checkbox"/>
Board rescue	<input type="checkbox"/>
<b>Relays</b>	
Beach relay baton changes	<input type="checkbox"/>
Board relay	<input type="checkbox"/>
Wade relay	<input type="checkbox"/>
Cameron relay transitions	<input type="checkbox"/>
Ironman/Ironwoman	<input type="checkbox"/>

# On-the-Beach Mentoring Sessions

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## Instructions to participant

After your age manager mentor has endorsed your technical session, undertake a minimum of two (2) on-the-beach mentoring sessions with an age manager mentor to complete the required third-party form. Age manager mentoring sessions will continue to be scheduled until you are deemed competent. If you are unable to perform some tasks or have any issues with understanding the tasks, your age manager mentor may ask you supplementary questions to determine your competency and can clarify any questions you may have.

These on-the-beach mentoring sessions are intended to be equitable, fair and flexible. If you feel that we should change any aspect of these sessions to be equitable, fair or flexible, immediately contact your age manager mentor who will attempt to make alternative arrangements.

Upon completion of your third-party form, your age manager mentor will be able to provide you with additional feedback and guide you on your future options.

Return your signed third-party form to your club's Junior Activities Committee who will collate and return all age manager documentation to their local branch or state office as applicable. Keep a copy of this for your records.

### Surf Life Saving New South Wales

**Phone:** (02) 9471 8000

**Fax:** (02) 9471 8001

**Postal Address:** PO Box 307, Belrose NSW 2085

**Email:** [info@surflifesaving.com.au](mailto:info@surflifesaving.com.au)

### Surf Life Saving South Australia

**Phone:** (08) 8354 6900

**Fax:** (08) 8354 6999

**Postal Address:** PO Box 117, West Beach SA 5024

**Email:** [surflifesaving@surflifesavingsa.com.au](mailto:surflifesaving@surflifesavingsa.com.au)

### Surf Life Saving Northern Territory

**Phone:** (08) 8985 6588

**Fax:** (08) 8985 4737

**Postal Address:** PO Box 96, Nightcliff NT 0814

**Email:** [surf@lifesavingnt.com.au](mailto:surf@lifesavingnt.com.au)

### Life Saving Victoria

**Phone:** (03) 9676 6900

**Fax:** (03) 9681 8211

**Postal Address:** PO Box 353, South Melbourne VIC 3205

**Email:** [mail@lifesavingvictoria.com.au](mailto:mail@lifesavingvictoria.com.au)

### Surf Life Saving Queensland

**Phone:** (07) 3846 8000

**Fax:** (07) 3846 8008

**Postal Address:** PO Box 3747, South Brisbane QLD 4101

**Email:** [info@lifesaving.com.au](mailto:info@lifesaving.com.au)

### Surf Life Saving Western Australia

**Phone:** (08) 9207 6666

**Fax:** (08) 9207 6699

**Postal Address:** PO Box 700, Balcatta WA 6914

**Email:** [mail@slswa.com.au](mailto:mail@slswa.com.au)

## On-the-beach mentoring session endorsement criteria

<b>Demonstrate awareness of beach set-up factors.</b>
Know how to set up the beach.
Speak to patrol captain and/or water safety about surf and weather conditions.
Check you meet water safety requirements.
Communicate with other age managers.
<b>Contribute to a safe environment.</b>
Do hazard assessment walk.
Be aware of sun safety requirements.
Know the importance of shade & hydration.
Do equipment check.
Know emergency procedures (e.g., first aid, missing child).
Know signals.
<b>Inform parents and children.</b>
Give clear and concise instructions.
Speak to the group at commencement of the day.
Speak to the group at conclusion of the day.
Know club structure.
Know going to the toilet procedures.
<b>Maintain accurate records.</b>
Record receiving/maintaining/returning children.
Record head count regularly (especially after each water activity).
Record attendance after delivering each lesson in the record sheet.
Record if a Nipper has satisfied the learning outcomes in their surf education passport.
<b>Plan and deliver a learning activity.</b>
Know what outcomes are important.
Plan for inclusion.
Know where to go for resources, ideas, activities.
Plan on the day (e.g., wet weather options).
Deliver a lesson plan.
Allow enough time for Nippers to practise.
Collaborate with other age managers, coaches and/or trainers.
<b>Maintain group engagement in activities.</b>
Conduct engaging activity.
Emphasise fun.
Adapt or modify activities to suit different needs.
Encourage collaboration.
Allow for choice.
Provide effective feedback.
Challenge Nippers to think independently.
Encourage Nippers to compete against themselves.
Use Nippers' names.

# Third-party Form

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## Participant details

First name Surname

Date of birth Club

Contact phone

Contact email

## Age manager mentor endorsement for Session 1

This endorsement is to be signed when the age manager mentor who led Session 1 is confident that the participant can perform all the activities competently.

First name Surname

Contact phone Club

Contact email

Signature Date

## Age manager mentor endorsement for Session 2

This endorsement is to be signed when the age manager mentor who led Session 2 is confident that the participant can perform all the activities competently.

First name Surname

Contact phone Club

Contact email

Signature Date

## Age manager mentor (third-party) endorsement

This endorsement is to be signed after a minimum of two (2) age manager mentoring sessions have been endorsed and when the age manager mentor (third-party) is satisfied that the participant is competent to perform the role of an age manager.

First name Surname

Contact phone Club

Contact email

Signature Date

The following activities must be completed over a minimum of two (2) age manager mentor sessions and under the guidance of an age manager mentor. Each column is to be ticked by an age manager mentor when they feel confident that the participant can perform the activity competently. It is recommended that participants have a different age manager mentor for each session.

Did the participant perform the following activities competently?	Tick for Yes	
	Session 1	Session 2
<b>Demonstrate awareness of beach set-up factors.</b>		
Set up the beach.	<input type="checkbox"/>	<input type="checkbox"/>
Speak to patrol captain and/or water safety about surf and weather conditions.	<input type="checkbox"/>	<input type="checkbox"/>
Meet water safety requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Communicate with other age managers.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contribute to a safe environment.</b>		
Do hazard assessment walk.	<input type="checkbox"/>	<input type="checkbox"/>
Know sun safety requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Check shade & hydration.	<input type="checkbox"/>	<input type="checkbox"/>
Check equipment.	<input type="checkbox"/>	<input type="checkbox"/>
Know emergency procedures (e.g., first aid, missing child).	<input type="checkbox"/>	<input type="checkbox"/>
Know signals.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Inform parents and children.</b>		
Give clear and concise instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Speak to the group at commencement of the day.	<input type="checkbox"/>	<input type="checkbox"/>
Speak to the group at conclusion of the day.	<input type="checkbox"/>	<input type="checkbox"/>
Know club structure.	<input type="checkbox"/>	<input type="checkbox"/>
Know going to the toilet procedures.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maintain accurate records.</b>		
Receiving/maintaining/returning children.	<input type="checkbox"/>	<input type="checkbox"/>
Record head count regularly (especially after each water activity).	<input type="checkbox"/>	<input type="checkbox"/>
Record attendance after delivering each lesson in the record sheet.	<input type="checkbox"/>	<input type="checkbox"/>
Record if a Nipper has satisfied the learning outcomes in their surf education passport.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plan and deliver a learning activity.</b>		
Know what outcomes are important.	<input type="checkbox"/>	<input type="checkbox"/>
Plan for inclusion.	<input type="checkbox"/>	<input type="checkbox"/>
Know where to go for resources, ideas, activities.	<input type="checkbox"/>	<input type="checkbox"/>
Plan on the day (e.g., wet weather options).	<input type="checkbox"/>	<input type="checkbox"/>
Deliver lesson plan	<input type="checkbox"/>	<input type="checkbox"/>
Allow enough time for Nippers to practise.	<input type="checkbox"/>	<input type="checkbox"/>
Collaborate with other age managers, coaches and/or trainers.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Maintain group engagement in activities.</b>		
Conduct engaging activity.	<input type="checkbox"/>	<input type="checkbox"/>
Emphasise fun.	<input type="checkbox"/>	<input type="checkbox"/>
Adapt or modify activities to suit different needs.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage collaboration.	<input type="checkbox"/>	<input type="checkbox"/>
Allow for choice.	<input type="checkbox"/>	<input type="checkbox"/>
Provide effective feedback.	<input type="checkbox"/>	<input type="checkbox"/>
Challenge Nippers to think independently.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage Nippers to compete against themselves.	<input type="checkbox"/>	<input type="checkbox"/>
Use Nippers' names.	<input type="checkbox"/>	<input type="checkbox"/>

# Course Evaluation Form

Your evaluation of this program is very important.  
It enables us to improve our training programs and the quality of our service.

<b>Date:</b>	
<b>Course location:</b>	
<b>Age manager mentor name:</b>	

Statements	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
<b>General comments on course</b>					
The course was explained to me prior to commencing and met my expectations.					
The course had the right balance between theory and practice.					
The course was the right duration and intensity.					
<b>General comments on course content</b>					
The course materials were clear and easy to follow.					
The activities were realistic and effective.					
The course materials will be a useful ongoing reference.					
<b>General comments on training personnel</b>					
Their knowledge was sufficient to effectively deliver the course.					
They kept the course interesting and interactive.					
They provided clear and complete answers to questions.					
<b>General comments for the facilitator/s</b>					
My knowledge and skills have increased as a result of this course.					
This course has helped me meet or clarify my goals.					
The course assessment activities were fair and realistic.					
<b>General comments about the overall outcomes of the course</b>					

***Thank you for taking the time to provide this feedback***

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