

Lets Go Surfing – 2005/06 Coaching Team Information

Surf Coaching is tough, physically & emotionally demanding as well as a great way to earn a living. Strong surf knowledge & experience is vital to the role. The majority of lessons will be delivered to entry level / beginner surfers... however the opportunity to become involved in LGS Intermediate & elite coaching programmes may become available to interested qualified coaches.

The average wage for casual surf instructors is \$20 p/h. Rookies earn less & accredited experienced instructors earn more.

To become an excellent Surf Instructor you need to genuinely enjoy meeting & communicating with all sorts of people. You will be helping beginner surfers overcome basic fears & discomfort by providing a safe, fun & positive lesson environment. You will need to develop the skill of being able to think for a group of people that are totally outside their comfort zone. You will be expected to develop or demonstrate strong leadership qualities & show empathy for your students & fellow coaches. You need to love to work in a team environment & thrive on pressure.

The following outline is what is expected of potential Rookie Lets Go surfing Instructors.

As a rookie your role is to observe, assist & learn as much as possible about teaching, coaching & focusing on your students needs. During a lesson you will never surf on your own waves & will generally not be on a surfboard. You will be required to have a surfboard for demonstration & emergency rescue purposes only. Your focus is the safety & skill development of your student.

(Rookie) Assistant LGS Surf Instructor

Must complete or set in motion enrolment in the following

- Surf Bronze Medallion
- Senior First Aid Certificate
- Advanced Resuscitation Certificate
- Level 1 Coaching course Surfing NSW / AUST
- 20 hours voluntary coaching hours (under senior coach supervision)
- Attend minimum 12 hours LGS in- house accreditation training theory, practical & fitness

Fully Qualified Level 1 Surf Instructor

Must achieve the following

- Must have obtained all qualifications as per Assistant instructor
- Minimum 1 full season on Rookie list as Assistant Coach
- Demonstrate strength & abilities in all aspects of teaching a variety of lessons children, adults groups & private lessons.
- Attend minimum 12 hours LGS in-house accreditation training theory, practical & fitness

You can then go on to become Level 2 Surf Instructor, Senior Coach, Coaching supervisor & beyond.

20 hours voluntary coaching required for Level 1 coaching certification.

This is to be carried out with LGS over a variety of different lesson types.

- Your hours are to be logged & lesson plans written
- Log & lesson plans must be signed off by supervising instructor of each session
- Log will be kept on LGS premises. A copy will be provided on completion of hours.
- 20 hours are on the beach, in the water, hands on under the supervision of LGS Senior Instructor.
- You will be assisting in all aspects of lesson from start to finish this means, pre lesson preparation & plan, meet & greet students, assist with students equipment & personal belongings, assist in carry of equipment to beach, general assist to all students during lesson in water & on sand, lesson rap up & de brief, student farewell & finally collection washing & storage of all equipment.
- Your supervising instructor will be responsible for all direction & decisions.
- On completion log will be signed off & submitted to Surfing NSW/AUS for your accreditation.

All 2005 /06 LGS job applicants must meet the following pre-requisites:

- Must have availability, from October - April which includes school holidays, weekdays, weekends and public holidays.
- Australian Citizens and Permanent Residents only, will be considered.
- Must be strong, fit & experienced surfer / water person



Is surf coaching the dream job?

Working at Lets Go Surfing (LGS) is very rewarding and very challenging. We attempt to provide our whole team & every individual surfer with a brilliant experience.

LGS is a total experience. Our customers purchase our product – safe surfing lessons - but the total LGS experience means that we try to exceed expectations in every aspect of customer contact – from making bookings, washing wetsuits through to purchasing a surfboard after a lesson.

You will meet local kids, adults & people from all over the world and, more importantly, be giving them the opportunity to create memories they will have for a lifetime. You will meet people who are starting a journey, fulfilling lifelong ambitions, changing their lives, conquering a fear of the ocean, or just having a laugh with friends. Being in a position to positively impact the lives of others is a privileged opportunity!

Some Challenges of the job:

- Providing an outstanding experience for every surfer
 - Working all sorts of irregular hours (like starting a session at 6am!)
 - Working in cold harsh weather & extremely hot sunny days
 - Creating a relationship with each customer
 - Working with demanding children & parents
 - Staying fresh, positive and attentive to our customer's safety throughout your lessons
 - Working with a team of individual personalities
-

Conditions of work

Employment and training

All LGS positions begin as casual employment, subject to successful completion of a 6 week probationary/training period.

Availability

LGS is a 7-day-a-week, 365-day-a-year surf school. We work summer, winter, weekends, and public holidays.

Ongoing availability

We only consider applicants who have **minimum availability of three days per week**. Weekends and public holidays are an essential requirement.

During our high-demand periods, all team members are required to be available. Each year between 1st November and 28th February inclusive, is a peak period in addition to occasional special events. This means that periods of absence or annual leave will not be granted during these peak periods.

Please find an LGS Availability Form. Please complete and return this form as a statement of commitment toward your application.

Rosters and hours

Following the training period, hours are dependent on your availability and the number of shifts we have available. Rosters are supplied in advance, with typical shifts being between 3 –6 hours?

The amount of hours for a casual employee will typically vary between 16 and 80 hours per fortnight. The number of rostered hours that a casual coach works can never be guaranteed. The amount of work available is dependent on how many sessions have been booked by our customers. Having seven-day availability significantly increases the likelihood of maximising your available working hours.

Opportunities to apply for permanent positions are offered periodically.

Dress and behaviour code

At LGS, we have high expectations for our team's presentation and grooming. Customer service Team Members are expected to present themselves professionally at all times. For example, extreme hairstyles and colours, visible piercing and visible tattoos are not permitted.

All Team Members wear the provided LGS uniform.

A key aspect of customer service is the ability to follow company safety and behavioural guidelines.

Transport

The nearest public transport to LGS is bus 380 & 381 from Circular Quay & Bondi Junction Railway

Recruitment

To give yourself the best chance, read and understand the process outlined below and follow the hints. Check out our website www.letsgosurfing.com.au to familiarise yourself with our business.

LGS recruitment process comprises of various stages. To progress to the next stage the preceding stage must be completed successfully.

1. Application

Your written application is your opportunity to "sell yourself" to us. We look for a combination of relevant experience, lifestyle interests and personal outlook/aptitude.

To give yourself the best chance;

1. **Include your photo** – this helps us to see you as a person straight away, rather than a resume. People are important to us. Even use a cut-out from a happy snap if you can't do a passport photo.
2. **Complete your availability clearly** – we want to see "always available" as much as possible. We are a 7 day 6am- 9pm business – writing a start time of 8:00am is no good if we need you to start at 6:30am. Remember, 3 days is essential to be considered.
3. **Be clear about your Citizenship/Residency Status** – include a Visa to support your statement if you are a permanent resident.
4. **First Aid Certificate** –include a copy. If you do not have 1st Aid yet, you should obtain it if you get through group interview stage, as it's a condition of being offered employment.
5. **Application form** – answer all sections fully. We identify our likely applicants by seeing the specific skills that you relate to the position. Include your resume as a backup, but do not rely on it alone. We also like to understand what your present circumstance is: eg current job, completing a course, finished travelling??

2. Phone Interview

Applicants with a strong match in experience and/or aptitude are phoned for a preliminary interview to confirm application details.

3. Group Session (Fitness & Surfing Test)

Short-listed applicants are invited to attend a group interview session. The interview is highly energetic and activity based, and explores areas of surfing, customer service, teamwork and interpersonal skills. You'll gain heaps of insight into the nature of surf coaching and LGS, and opportunities to ask for more detailed information.

Included will be a test of competencies based on the physical and skill requirements of the position. Attributes such as general physical fitness, swimming ability, paddling ability, surf knowledge and surfing ability will be evaluated. All are essential characteristics for surf coaches.

At the end of the session, you must indicate whether you are still interested in working at LGS.

4. Notification

All successful and unsuccessful applicants from stage three are selected and notified.

5. LGS Mentor Training Program

Successful applicants will then be admitted to the LGS mentor program. This program places rookie instructors with senior LGS instructors. It is designed to inform rookie coaches of general surf coaching procedures as well as specific Lets Go Surfing methods and principles.



Checklist

Please read carefully and confirm (☑) the following statements:

- I am applying for the role of _____.
- I am an Australian Citizen or Permanent Resident.
- I am available to work a minimum of three days per week including Saturdays, Sundays and public holidays.
- I understand that I must be available for work during the peak trading periods including 1st October to 31st March inclusive, as periods of absence will not be approved.
- I acknowledge attendance at LGS training days is mandatory as part of this position.
- I have read and understand all information provided about working as a Team Member at LGS.
- I have read and understand the recruitment and selection processes.

If you have ticked every box, please forward the completed documents detailed below to: **LGS Recruitment, PO Box 7783 Bondi Beach NSW 2026.**

- Team member Application Requirement Checklist
- Application for Employment Form and resume
- Availability Form

NOTE: I understand that my successful employment is conditional on meeting the above minimum criteria. I understand that any false statement made on this form, or during any pre-employment interviews and activities, is deemed sufficient cause to reject my application or, if subsequently employed by Lets Go Surfing Pty Ltd, to be liable for summary dismissal.

Signature of applicant

Date



ATTACH
PASSPORT
SIZED
PHOTO
HERE

Employment Application
Lets go surfing Pty Ltd

128 Ramsgate Ave Bondi Beach Sydney NSW 2026
Tel: 9365 1800 Fax: 9365 1811
www.letsgosurfing.com.au

Position(s) applying for
(preferences can be numbered)

- Surf instructor
- Bookings / rosters
- Retail sales customer service

Type of Employment

Full time Part time Casual

Please state times of availability (preference given to 7 day - availability)

As of (date)

Mon	Tues	Wed	Thur	Fri	Sat	Sun

(Please state completion date if applicable) _____

Section 1 Personal

Mr
Mrs
Ms
Miss _____
Given name Surname

Preferred Name: _____

Address:

No:	Street:	
Suburb:		Postcode:
Email address:		
Telephone: Home:	Mobile:	Work:

Date of Birth: (dd/mm/yr) ____/____/____ **Age:** ____

Are you an Australian Citizen? Yes: ____ No: ____

If 'No', your passport will be required to verify you as a permanent resident.

Have you worked at another surf school previously? If yes where?

Yes

No

Do you have a current Australian driver's license (if yes what class)?

Do you have your own car?

Yes

No

Section 2

Surfing

How many years have you been surfing? _____

How do you rate your surfing ability? _____

Do you have any other surfing information that is relevant? e.g. competitions , Overseas trips etc?

Other Languages?

Tick **1** for fluent **2** for conversational / comprehensive **3** for limited

	Speech			Listening			Reading			Writing		
	1	2	3	1	2	3	1	2	3	1	2	3
English												

Section 3 Education and Training.

Secondary School

School	Level Acquired	Dates Attended	
		From	To

Tertiary/Further Education/Trade

Institution	Qualification	Dates Attended	
		From	To

Tertiary/Further Education/Trade

Institution	Qualification	Dates Attended	
		From	To

Other courses:

First Aid Certificate: Yes: _____ No: _____ Expiry Date: _____

Computer training: Yes: _____ No: _____ Basic / Intermediate / Advanced

Please specify:

<input type="checkbox"/>	Word	Basic / Intermediate / Advanced
<input type="checkbox"/>	Excel	Basic / Intermediate / Advanced
<input type="checkbox"/>	Booking Systems	Basic / Intermediate / Advanced
<input type="checkbox"/>	Other	Basic / Intermediate / Advanced

Other (eg Sales, Retail, Coaching, Tour Guiding) :

Section 4 Skills and Experience

Section 5 Employment List most recent

Company Name & Type of Business		Position Held:	Reporting to:		
Main duties and responsibilities			Type of employment		
			F/T <input type="checkbox"/>	P/T <input type="checkbox"/>	Casual <input type="checkbox"/>
Start Date	Finish Date	Reason for leaving			

Company Name & Type of business		Position Held:	Reporting to:		
Main duties and responsibilities			Type of employment		
			F/T <input type="checkbox"/>	P/T <input type="checkbox"/>	Casual <input type="checkbox"/>
Start Date	Finish Date	Reason for leaving			

Company Name & Type of business		Position Held:	Reporting to:		
Main duties and responsibilities			Type of employment		
			F/T <input type="checkbox"/>	P/T <input type="checkbox"/>	Casual <input type="checkbox"/>
Start Date	Finish Date	Reason for leaving			

More Employment information/details: *brief (2 page) resumes may be attached.*



Section 6 References

Please provide details of two referees that we may contact:

Name:	Position/Company	Tel
		()
		()

Section 7 Special Interests

Sports, hobbies, interest	Details
Memberships, Associations, etc.	Details

Section 8 Health

A) Have you suffered or do you suffer from any serious illness or medical, physical or mental condition which might affect the performance of your work or the safety of yourself or others? Yes No

If Yes, please explain: _____

B) Do you, or have you suffered from any of the following?

- | | | | |
|---|--|---|--|
| Reduced vision? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you wear glasses/contact lenses? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Hearing loss? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Contagious diseases? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Epilepsy or diabetes? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Dizziness, or fits/fainting spells? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Asthma, breathing difficulties or allergies? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Back, neck or spinal injury? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| High blood pressure or any other heart or lung condition? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Shoulder, knee, hip or other joint related injury or disease? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

If Yes to any of the above, please provide details: _____

C) Are you currently receiving treatment or attention for any injury, illness or Worker's Compensation claim? Yes No
If yes, please provide details: _____

D) Have you ever submitted a Worker's Compensation claim? Yes No
If yes, please provide details: _____



Applicants for surf coaching are required to read and complete parts E) & F) below.

E) In submitting your application for employment as a surf instructor we suggest you consider the following:

LGS is an all-weather adventure experience and not without some risk. Operating on a city beach requires negotiation of ocean waves, sand, roadways, stairways, uneven rocky surfaces and narrow passageways, which involve physical exertion and requires high levels of fitness, flexibility, leg-hand-eye coordination and complete upper and lower body control.

Part of the selection process for instructing involves an independent medical assessment. The following conditions may significantly impact on your suitability to operate safely on the beach: fear of the ocean or waves; dizziness or loss of balance; angina or any other heart condition; visual impairment (other than wearing glasses or contact lenses); depression; severe or uncontrolled asthma, diabetes or epilepsy; or any injury, or other condition which effects your ability to jump, walk, run, swim, ride a surfboard and negotiate crashing waves.

You should not apply for the role of Surf instructor if you reasonably suspect that your health and safety or that of others, including surfers, would be put at risk by performing any duties in the water or on the beach. This includes if you are taking any medication for any of the above conditions or are recovering from recent surgery or injury. Expectant mothers are unable to perform duties such as demonstrating surfing

F) Are you applying for a Surf instructor position and are female? Yes No

If Yes, are you currently pregnant? Yes No

If Yes, please provide information on the expected date of confinement, as expectant mothers cannot lead surfing lessons due to the inherent physical, safety and operational requirements of these roles.



Declaration

I, the undersigned applicant,

1. Authorise Lets Go Surfing Pty Ltd to obtain references to support this application and release Lets Go Surfing Pty Ltd and referees from any liability caused by giving and receiving information.
2. I will observe all the current rules and regulations of Lets Go Surfing Pty Ltd and such further rules and regulations as be promulgated from time to time.
3. I will at any time, if so required by the company, submit to a medical examination by a qualified practitioner appointed by the Company.
4. It is understood that Lets Go Surfing Pty Ltd is a non-smoking work environment and employees will as per Company Policy be required to take part in daily alcohol/drug testing in relation to performance of their duties.
5. I confirm that the information given in this form is, to the best of my knowledge, true and complete.
6. I understand that any false statement made on this form or during any pre-employment interview, will be deemed to be sufficient cause for rejection of my application or, if subsequently employed by Lets Go Surfing Pty Ltd, be liable for summary dismissal.
7. I understand that the information provided to Lets Go Surfing Pty Ltd is personal and confidential. The information will not be used for any marketing or promotional purposes and will not be sold or distributed to any third party. Following the submission of my application this document will be held for 3 months, and if not successful, this application will be securely destroyed.

Signature of Applicant

Date
