

# Circular 3403

Released June 2015



## ANNUAL REQUIREMENTS FOR CLUBS AND BRANCHES TO BE COMPLIANT WITH SURF LIFE SAVING NSW FOR THE 2015-2016 SEASON

**Attention:** Branch Presidents/Secretaries/Directors  
Club Presidents/Secretaries/Captains

**Actioned by:** Branch and Club Presidents/Secretaries/Club Captains

**Date:** Friday, 26<sup>th</sup> June 2015

**Contact:** Brett Quince: Quality Club Officer (Metro)  
Phone: 02 9471 8000  
Fax: 02 9471 8001  
Email: [bquince@surflifesaving.com.au](mailto:bquince@surflifesaving.com.au)

<b>Summary</b>	To advise Clubs and Branches of the standard annual requirements to be compliant with Surf Life Saving NSW for the 2015-2016 season.
<b>Objective</b>	To ensure the organisation as a whole is compliant and meets legislative and Surf Life Saving NSW requirements.
<b>Action Plan Ref No.</b>	Strategic Priority 5 – Effective State Movement To foster continuous improvement across the organisation.
<b>Action</b>	For Clubs and Branches to complete the annual standard requirements by the due dates in order to be compliant with Surf Life Saving NSW for the 2015-2016 season.

At the Surf Life Saving New South Wales Board Meeting on 15<sup>th</sup> June 2015, the Board of Directors clarified the annual requirements for Clubs and Branches to be compliant for the 2015-2016 season. All Clubs are required to submit the following information to Surf Life Saving NSW **by 5:00pm on the due dates** in order to be deemed compliant and be entitled to benefits such as receiving fundraising distributions.

Item	Due By	Send To
1 <b>Affiliation Form – Clubs and Branches</b> Send a signed Affiliation Form to Surf Life Saving NSW.	5pm - Thursday, 17 <sup>th</sup> September 2015.	Brett Quince PO Box 307, Belrose NSW 2085, <u>or</u> Fax: 02 9471 8000, <u>or</u> <a href="mailto:bquince@surflifesaving.com.au">bquince@surflifesaving.com.au</a>
2 <b>Contact Details – Clubs and Branches</b> Enter the required contact details for the <u>organisation</u> and <u>office holders</u> in SurfGuard and notify Surf Life Saving NSW when completed.	5pm - Thursday, 17 <sup>th</sup> September 2015.	Brett Quince <a href="mailto:bquince@surflifesaving.com.au">bquince@surflifesaving.com.au</a>
3 <b>Gear and Equipment Inspection – Clubs</b> Conduct 2015/2016 season 'Gear and Equipment Inspection', update equipment information on SurfGuard and notify Surf Life Saving NSW when completed.	5pm - Thursday, 17 <sup>th</sup> September 2015.	Name: Michael Tuck <a href="mailto:mtuck@surflifesaving.com.au">mtuck@surflifesaving.com.au</a>
4 <b>Lifesaving Service Agreements – Clubs</b> All clubs to have a signed and endorsed (Branch and SLSNSW) Lifesaving Service Agreement that covers the 2015/2016 season.	5pm - Thursday, 17 <sup>th</sup> September 2015.	Name: Shaun Hudson <a href="mailto:shudson@surflifesaving.com.au">shudson@surflifesaving.com.au</a>
5 <b>Emergency Call Out Team – Clubs</b> Update members and contact details in the Club Emergency Call Out Team 'mailing group' in SurfGuard and notify Surf Life Saving NSW when completed.	5pm - Thursday, 17 <sup>th</sup> September 2015.	Name: Andrew Crow <a href="mailto:acrow@surflifesaving.com.au">acrow@surflifesaving.com.au</a>
6 <b>Annual Report – Clubs and Branches</b> Send a copy of your Annual Report to Surf Life Saving NSW.	5pm - Friday, 30 <sup>th</sup> October 2015.	Brett Quince Surf Life Saving NSW

			PO Box 307 Belrose NSW 2085 <a href="mailto:bquince@surflifesaving.com.au">bquince@surflifesaving.com.au</a>
7	<b>Audited Financial Statements – Clubs and Branches</b> Send a copy of the full set of signed audited financial statements to Surf Life Saving NSW.	5pm - Friday, 30 <sup>th</sup> October 2015.	Ross Bidencope Surf Life Saving NSW PO Box 307 Belrose NSW 2085 <a href="mailto:rbidencope@surflifesaving.com.au">rbidencope@surflifesaving.com.au</a>

Further information is detailed below on each of the requirements for compliancy.

## **Compliance Requirements – Details**

### **1) Affiliation Form – Surf Life Saving Clubs and Branches**

- a) Clubs - Complete the affiliation form indicating affiliation with Surf Life Saving NSW and the Branch. Send the ORIGINAL affiliation form to your respective Branch. The Branch may request a Branch affiliation fee.  
  
Branches – Complete the affiliation form indicating affiliation with Surf Life Saving NSW.
- b) Send a COPY of the affiliation form via fax, email or post to Brett Quince, Quality Club Officer (Metro) at Surf Life Saving NSW **by 5:00pm, Thursday, 17<sup>th</sup> September 2015.**

The Affiliation Form is attached with this circular and can also be downloaded from the Surf Life Saving NSW Website ([Members/Resources/Administration section](#)).

By affiliating with Surf Life Saving NSW, Clubs and Branches agree to abide by the Constitution and Regulations of Surf Life Saving NSW and Australia. Affiliation to Surf Life Saving NSW entitles Clubs and Branches to many benefits such as: formal recognition as a Surf Life Saving Club, members insurance through WorkCover, members/Clubs public liability insurance and the ability to fundraise and compete in events.

### **2) Send a hard copy of your Annual Report – Clubs and Branches**

All Clubs and Branches are required to send a copy of their Annual Report to Surf Life Saving NSW, attention Brett Quince, Quality Club Officer (Metro) **by 5:00pm Friday, 30<sup>th</sup> October 2015.**

Clubs should also send a copy of their annual report to their respective Branch.

Annual Reports are an excellent way to showcase your achievements to members, the community, sponsors and Government bodies. Below is a link on the SLSNSW website for a resource guide for creating annual reports

<http://www.surflifesaving.com.au/members/resources/administration>

### **3) Send a hard copy of the signed audited financial statements – Clubs and Branches**

All Clubs and Branches are required to send a full set of their audited financial statements **by 5:00pm Friday, 30<sup>th</sup> October 2015.**

These audited financial statements may be included in your Club/Branch Annual Report already or they may be sent separately. **They should also include signed statements by the auditor and Executive required by the Charitable Fundraising Act 1991.** Club and Branch financial statements must be audited by a registered company auditor or a person approved by Surf Life Saving NSW in conjunction with the NSW Office of Liquor Gaming and Racing (OLGR).

Surf Life Saving NSW holds an authority to fundraise on behalf of itself and all Surf Life Saving entities in New South Wales. This authority is administered by the NSW OLGR and it is their requirement that all our entities must have their financial statements audited. For further information on their requirements, Branches and Clubs are able to download a free copy of the 'Best Practice Guidelines' from the OLGR website and by following this link: [http://www.olgr.nsw.gov.au/pdfs/char\\_fund\\_bpg.pdf](http://www.olgr.nsw.gov.au/pdfs/char_fund_bpg.pdf).

Please contact Ross Bidencope, Chief Financial Officer if you have any further queries in relation to requirements for completing audited financial statements. Email: [rbidencope@surflifesaving.com.au](mailto:rbidencope@surflifesaving.com.au) or phone: (02) 9471 8000.

For further information refer to the finance section of the SLSNSW Club Guide – Version 4 - <http://www.surflifesaving.com.au/members/resources/administration>

Additional annual compliancy matters, separate from SLSNSW, may include but are not limited to:

- Submission of financial statements to NSW Fair Trading using form A12. Requirements differ for both Tier 1 and Tier 2 associations, please see the NSW Fair Trading website for details. [http://www.fairtrading.nsw.gov.au/ftw/Cooperatives\\_and\\_associations/Running\\_an\\_association/Financial\\_reporting\\_requirements.page?#What\\_needs\\_to\\_be\\_lodged\\_for\\_Tier\\_2?](http://www.fairtrading.nsw.gov.au/ftw/Cooperatives_and_associations/Running_an_association/Financial_reporting_requirements.page?#What_needs_to_be_lodged_for_Tier_2?)
- If a new Public Officer of the association is appointed NSW Fair Trading must be notified within 28 days of the appointment using form A9. <https://ablis.business.gov.au/nsw/Resource/AP4550i.pdf>
- Submission of an Annual Information Statement, if required, to the Australian Charities and Not-For Profits Commission. <https://www.acnc.gov.au/>

**4) Contact Details for your Organisation and Officeholders in SurfGuard – Clubs and Branches**

- a) Following your Club/Branch Annual General Meeting, review and update in SurfGuard your contact details for your organisation and office holders **by 5:00pm, Thursday, 17<sup>th</sup> September 2015.**
- b) The organisational details page of your Club/Branch must indicate a date stamp of 2015 (bottom right hand corner of the SurfGuard screen). Even if no changes are made, click to save details to show it's been checked this year.
- c) The office holders' page must indicate positions held for the 2015-2016 season.
- d) **Once you have entered, amended or checked all your organisational and office holder contact information in SurfGuard and have selected 'edit' to confirm details are correct, please email Brett Quince [bquince@surflifesaving.com.au](mailto:bquince@surflifesaving.com.au) to confirm you have updated SurfGuard. SurfGuard does not automatically notify SLSNSW of your updates.**

Please note that general postal and contact details (including email, website, contact numbers) are to be entered into the organisational details. This is the information that will be used by all levels of the organisation to contact you for postal and electronic mail outs. **Even if no changes have occurred to your Organisational Details, it is essential that you select 'edit' to save the details in SurfGuard as this will identify via a date stamp that the details are current and have been checked.** See Figure 1 below.

For assistance on how to enter the organisational and officeholder details, please see the instructions below.

**How to enter organisation details in SurfGuard:**

To update or enter Club/Branch organisational details please proceed as follows:

1. Login into SurfGuard
2. Go to Organisational Management
3. Go to Organisational Details
4. Select Edit
5. Make appropriate changes and additions
6. Save

**How to enter officeholder details in SurfGuard:**

To update/enter Club/Branch contacts please use these instructions:

1. Login into SurfGuard
2. Go to Organisational Management
3. Go to Officers
4. Go to Officers
5. Under Officer Positions go to Edit (is previously entered) or New
6. Add Name From Drop Down Box , From Date, To Date (please ensure dates are updated even if position holders are unchanged)
7. Save



Figure 1

**Position Details**

The positions that you are required to include are as follows:

Position Name	Suggested Position	Branch	Club
Accident Investigation Officer		✓	
Administration	Secretary	✓	✓
After Hours Emergency Contact		✓	✓
Coaching		✓	✓
Deputy Director Lifesaving		✓	
Deputy President		✓	✓
District Supervisor		✓	
Education	Director, Chief Training Officer	✓	✓
First Aid Officer			✓
Junior Activities	Coordinator	✓	✓
Lifesaving	Director, Club Captain	✓	✓
Member Protection		✓	✓
Member Services	Director, Coordinator	✓	✓
OH&S		✓	✓
Official Co-ordinator		✓	✓
Paid Administration		✓	✓
Powercraft		✓	✓
President		✓	✓
Publicity/Media		✓	✓
Radio		✓	✓
Registrar/SurfGuard Coordinator		✓	✓
Support Operations Officer		✓	
Surf Sports		✓	✓
Team Manager		✓	✓
Treasurer		✓	✓
Vice Club Captain			✓
Youth		✓	✓

**Additional Help**

The SurfGuard User Manual is available by clicking [here](#), by selecting ‘Go to online help’ in SurfGuard, or via the Members Portal (Library/Administration and IT/IT/SLSA/Guides/Clubs and Club Officers).

See Section 6 on Organisational Management commencing on page 33, specifically 6.1 Organisation Details and Section 6.5 Officers.

**5) Gear and Equipment Inspections/SurfGuard Information - Clubs**

Gear and Equipment Inspections need to be conducted and information updated on SurfGuard. Surf Life Saving NSW must be notified by the club on the completion of both actions **by 5:00pm, Thursday, 17<sup>th</sup> September 2015** by emailing Michael Tuck [mtuck@surflifesaving.com.au](mailto:mtuck@surflifesaving.com.au)

**At a minimum**, the following information needs to be annually inspected and updated on SurfGuard:

- Beach Vehicles/ATV’s, Rescue Boards, Defibrillators, First Aid Equipment, IRB’s, IRB Motors, Oxygen Kits, Radio’s, Temporary Signage, Flags/Poles, Rescue Tubes and Spinal Equipment.
- Complete annual vessel registration requirements, Clubs and Branches are required to submit all current vessel registrations to SLSNSW for annual certification.

Reference Documents:

2015-2016 Gear and Equipment Inspection Circular (pending release)

2015-2016 Proficiency Pack (pending release)

Why is gear and equipment important to be inspected and uploaded into SurfGuard pre-season?

- To update information based on outcomes of gear and equipment inspections

- Ensure quality performance of equipment and remove/isolate any dangerous/faulty equipment
- Identify/remedy required repairs/maintenance
- WH&S requirements
- Enable asset management planning at all levels
- Enable production of a variety of reports and statistics for club, branch and state
- Enable logistical information for emergency planning/event management
- Eventual phase-out of duplicated gear & equipment reporting, such as the 'Annual Summary Return'
- SLSNSW were given the responsibility of registering their vessels and making sure those vessels were compliant each year by NSW Maritime. Updating SurfGuard allows us to have clear evidence this has been done.

## 6) Lifesaving Service Agreements - Clubs

All club/services should have a signed and endorsed (by Branch and SLSNSW) Lifesaving Service Agreement that covers the 2015/2016 season **by 5:00pm Thursday, 17<sup>th</sup> September 2015**. Note: Club/Service patrol rosters (SurfGuard and/or other) shall align with the agreed minimum dates/hours of the Lifesaving Service Agreements.

## 7) Emergency Call Out Team saved in SurfGuard - Clubs

Each club in NSW is required to have an Emergency Call Out Team saved in the 'mailing group' section of SurfGuard. The emergency call out team is activated during an incident through the Surf Emergency Response System (13SURF); the State Operations Centre (SOC) and Branch Duty Officer have the ability to send a text message to all members in the call-out team advising them of the incident and requesting a SLS response. Clubs are to have a minimum of 6 members on their call out team, most clubs have between 10 and 20 members.

For assistance in updating the Emergency Call Out Team 'mailing group' in SurfGuard please see the below instruction;

### **How to create an Emergency Call Out Team (Club/Service) in SurfGuard:**

1. Login into SurfGuard
2. Go to 'Mailing Groups' drop-down
3. Select 'Mailing Groups'
4. Click 'edit' on the 'Emergency Call Out Team' group already created
5. Keep 'Mailing Group Type' as 'SurfCom'
6. Select members name and click arrow to insert into 'Emergency Call Out Team'
7. Once all members selected, click 'SUBMIT'

## **What happens if Clubs/Branches are having difficulty in meeting the compliancy requirements?**

It is hoped that every Club/Branch will be able to comply with these requirements but it is understood that there may be extenuating circumstances in some cases, in which case the Board of Surf Life Saving NSW will allow Clubs/Branches in these circumstances, the opportunity to apply for an exemption and/or extension.

## **Applying for Exemptions and/or Extensions**

The Board of Surf Life Saving New South Wales has empowered the President and the Director of Lifesaving to consider exemptions and/or extensions. The exemptions and/or extensions must be submitted in writing and received prior to the due by date and clearly state the reasons why they are required. In the case of a Club, this exemption and/or extension would need to be supported by the Branch and an indication given as to when the non-compliant Club will be compliant. This in some cases may require a plan of action to be signed off by the Clubs and/or Branches.

All applications for exemptions and/or extensions should be submitted in writing to the Quality Club Officer (Metro) prior to the due date and addressed to Brett Quince, Quality Club Officer (Metro), Surf Life Saving NSW, PO Box 307, Belrose NSW 2085 or via email: [bquince@surflifesaving.com.au](mailto:bquince@surflifesaving.com.au). The Quality Club Officer (Metro) will then forward on the correspondence to the President and Director of Lifesaving to consider the exemption and/or extension.

## **Appendix**

Affiliation Form