

Circular 3418

Released October 2015



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

Attention: Branch and Club Presidents and Directors

Actioned by: Branch and Club Presidents, Secretaries and Club Captains

Date: 1 October 2015

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Summary	To advise that the first five (5) compliancy items for 2015 are now overdue, and that a number of Branches and Clubs have outstanding items
Objective	To ensure the organisation as a whole is compliant and meets legislative and Surf Life Saving NSW requirements.
Action Plan Ref No.	Strategic Priority 5 – Effective State Movement To foster continuous improvement across the organisation
Action	IMMEDIATE ACTION REQUIRED: Those Branches and Clubs who have outstanding items are to submit these to SLSNSW without delay

Five of the seven compliance requirements were due to SLSNSW by 5pm on 17 September 2015, as per the following table:

Item	
1	Affiliation Form – Clubs and Branches Send a signed Affiliation Form to Surf Life Saving NSW.
2	Contact Details – Clubs and Branches 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.
3	Gear and Equipment Inspection – Clubs Conduct 2015/2016 season 'Gear and Equipment Inspection', update equipment information on SurfGuard and notify Surf Life Saving NSW when completed.
4	Lifesaving Service Agreements – Clubs All clubs to have a signed and endorsed (Branch and SLSNSW) Lifesaving Service Agreement that covers the 2015/2016 season.
5	Emergency Call Out Team – Clubs Update members and contact details in the Club Emergency Call Out Team 'mailing group' in SurfGuard and notify Surf Life Saving NSW when completed.

Several Branches and Clubs have failed to submit these items by the due date, and as such this circular serves as a reminder that these items must be submitted to SLSNSW immediately in order to be deemed compliant and be entitled to benefits.

Please see [Circular 3403](#), released June 2015, for more information about the requirements and methods of submission.

Thank you to those Branches and Clubs who have taken the time to submit these items within the given timeframes – your effort in this matter is very much appreciated.