

Circular 3466

Released August 2016

ANNUAL REQUIREMENTS FOR CLUBS AND BRANCHES TO BE COMPLIANT WITH SURF LIFE SAVING NSW FOR THE 2016-2017 SEASON

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

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

Date: 9 August 2016

Contact: Brett Quince: Acting Member Services Manager
Phone: 02 9471 8000
Fax: 02 9471 8001
Email: bquince@surflifesaving.com.au

Summary	To advise Clubs and Branches of the standard annual requirements to be compliant with Surf Life Saving NSW for the 2016-2017 season.
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	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 2016-2017 season.

The SLSNSW Board of Directors have clarified the annual requirements for Clubs and Branches to be compliant for the 2016-2017 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. To streamline the process this year, all submissions and notifications are to be made via www.surflifesaving.com.au/members/resources/club-compliance.

Item	Due By	Submit Via/Send To	Mark when complete (for your own records)
1 Affiliation Form – Clubs and Branches Send a signed Affiliation Form to SLSNSW and if you are a SLSC please also send a copy to your Branch.	5pm - Thursday, 15 th September 2016.	Submit via the link above	
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 SLSNSW when completed.	5pm - Thursday, 15 th September 2016.	Notify via the link above when complete	
3 Gear and Equipment Inspection – Clubs Complete the “Annual Gear and Equipment Inspection” requirements as outlined in this document. Refer to the Annual Gear and Equipment Inspections Circular (No 3461) for further details.	5pm - Thursday, 15 th September 2016.	Notify via the link above when complete	
4 Emergency Call Out Team – Clubs Update members in the Club Emergency Call Out Team ‘mailing group’ in SurfGuard and notify SLSNSW when completed.	5pm - Thursday, 15 th September 2016.	Notify via the link above when complete	
5 Annual Report – Clubs and Branches Send a copy of your Annual Report to SLSNSW.	5pm - Friday, 28 th October 2016.	Submit via the link OR mail to: Brett Quince Surf Life Saving NSW PO Box 307, Belrose NSW 2085	

6	Audited Financial Statements – Clubs and Branches Send a copy of the full set of signed audited financial statements to SLSNSW.	5pm - Friday, 28 th October 2016.	Submit via the link above on the SLSNSW webpage OR mail to: Ross Bidencepe Surf Life Saving NSW PO Box 307 Belrose NSW 2085	
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Further information is detailed below on each of the requirements for compliancy.

Compliancy Requirements – Details

1) Affiliation Form – Surf Life Saving Clubs and Branches

Clubs - Complete the affiliation form indicating affiliation with SLSNSW and the Branch. Send the ORIGINAL affiliation form to your respective Branch and submit a copy via the link on the SLSNSW webpage **by 5:00pm, Thursday, 15th September 2016**. The Branch may request a Branch affiliation fee.

The affiliation form is attached with this circular and can also be downloaded from the [SLSNSW website](#).

By affiliating with SLSNSW, Clubs and Branches agree to abide by the Constitution and Regulations of SLSNSW and SLISA. Affiliation to SLSNSW 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 copy of your Annual Report – Clubs and Branches

All Clubs and Branches are required to send a copy of their Annual Report to SLSNSW, via the link on the SLSNSW webpage **by 5:00pm, Friday, 28th October 2016**.

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
www.surflifesaving.com.au/members/resources/administration

3) Send a 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 to SLSNSW, via the [SLSNSW website](#) **by 5:00pm, Friday, 28th October 2016**.

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 SLSNSW in conjunction with the Department of Fair Trading.

SLSNSW 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 Department of Fair Trading and it is a 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 Department of Fair Trading and by following this link: www.fairtrading.nsw.gov.au/biz_res/ftweb/pdfs/Cooperatives_and_associations/Charitable_fundraising/Charitable_fundraising_best_practice_guidelines.pdf

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

For further information refer to the finance section of the SLSNSW Club Guide – Version 4.1 - 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. 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. www.ablis.business.gov.au/nsw/Resource/AP4550i.pdf
- Submission of an Annual Information Statement to the Australian Charities and Not-For Profits Commission. www.acnc.gov.au

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

- 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, 15th September 2016.**
- The organisational details page of your Club/Branch must indicate a date stamp of 2016 (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.
- The office holders' page must indicate positions held for the 2016-2017 season.
- 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 notify SLSNSW via the link on the SLSNSW Webpage when completed 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 office holder 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.

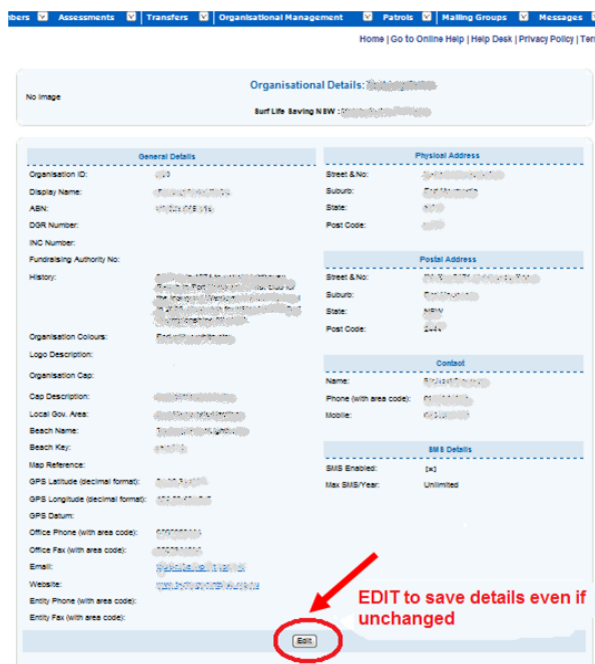


Figure 1

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, specifically 6.1 Organisation Details and Section 6.5 Officers.

5) Gear and Equipment Inspections/SurfGuard Information - Clubs

Annual Gear and Equipment Inspections requirements will be documented in the relevant Gear and Equipment Inspection Circular, Inspections will be facilitated by Branches. All Inspection requirements must be completed **by 5:00pm, Monday, 19th September 2016**. Please refer to the SLSNSW representative for any additional information on this program.

All primary patrolling equipment shall be inspected as part of the Annual Gear and Equipment Inspections. At a minimum, the following information shall be inspected:

- 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.

Reference Documents:

2016-2017 Gear and Equipment Inspection Circular (no 3461)

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

- Provide Clubs, Branches and SLSNSW with an accurate database of Equipment for reporting and grading purposes
- Ensure quality performance of equipment is maintained and promotes the replacement of dangerous/faulty equipment
- Identifies and promotes repairs and maintenance of equipment
- Complies with Work Health & Safety requirements
- Enable asset management planning at all levels
- Enhances grant and funding application abilities
- Enable logistical information for emergency planning/event management
- Vessel registration renewal process is required by Maritime NSW.

Please notify SLSNSW via the link on the SLSNSW webpage when completed to confirm you have updated SurfGuard with the details of the inspection including inspectors' name and date of inspection.

6) 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; the State Operations Centre (SOC) and Branch Duty Officers 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. **Please notify SLSNSW via the [SLSNSW website](#) when completed to confirm you have updated SurfGuard.**

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 SLSNSW 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 SLSNSW 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 President and Director of Lifesaving prior to the due date and addressed to C/- Brett Quince, Acting Manager Member Services, Surf Life Saving NSW, PO Box 307, Belrose NSW 2085 or via email: bquince@surflifesaving.com.au. All exemptions and/or extensions will be forwarded to the President and Director of Lifesaving to consider.

Appendix

Affiliation Form - www.surflifesaving.com.au/members/resources/administration/affiliation-form-for-clubs-and-branches-2.pdf

Sample submission sheet - www.surflifesaving.com.au/members/resources/club-compliance