

2019/20 SLSNSW
PRE-SEASON INFORMATION PACK



SURF LIFE SAVING
NEW SOUTH WALES

Introduction

This season the Surf Life Saving NSW Pre-season Information Pack is presented to you in a slightly different format, focusing on:



Changes to policies
or procedures



Links to key reference material
to review prior to the season



Key tasks to complete
before the season starts



Key dates to be aware of

The information is divided into the following sections and aimed at:

Education

Chief Training
Officers &
Directors of
Education

Membership

Directors of
Member Services,
Junior Activity
Chairs & MPIOs

Development

Directors of
Administration,
Presidents &
Treasurers

Surf Sports

Directors of Surf
Sports

Lifesaving

Club Captains &
Directors of
Lifesaving



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Education

Key Changes



Key changes will be presented to all Trainers, Assessors, Facilitators (TAFs) and Chief Training Officers (CTOs) at the upcoming face to face pre-season meetings (see Key Dates section below). An online pre-season update session will be released in early October once all of the face to face sessions have been delivered.

Key changes to be communicated include:

- The implementation of a supervisory framework for Assessors and Facilitators who have not completed the upgrade to TAEASS502 Design and develop assessment tools and/or TAELN411 Address adult language, literacy and numeracy skills, enabling them to continue to conduct assessments in their clubs and branches. For more information speak to your Branch Director of Education.
- The introduction of SLSA's Assessing App which will allow Assessors and club Endorsed Delegates to complete skills maintenance administration electronically.
- The implementation of Endorsed Delegate awards on SurfGuard to enable recording of Endorsed Delegates who will then be automatically given access to the Assessing App.
- There have been some changes to the online component of skills maintenance. From this season onwards, the theory component for any award in which there have been changes will consist of a short video on the key updates associated with that award, followed by a set of short theory questions related to the content viewed. This season there is only an online component for the SRC and Bronze Medallion.
- All Patrol Captains are encouraged to access the newly released online supplementary learning module through Members Area (see Relevant Links below). This will become a new skills maintenance (proficiency) requirement and will be introduced to all Silver Medallion (Beach Management) Award holders in the 2020/21 season. Those who have already completed this online module have already met the requirement.

Relevant Links



[Link to the Skills Maintenance page](#) – to access the SLSA Skills Maintenance Circular and Skills Maintenance Information Booklet.

[Certificate IV in Training & Assessment Update](#) – for information about the TAE Upgrade project, including the course schedule and how to enrol.

[Assessor & Facilitator Training Support Strategy](#) – for information about how individuals, clubs and branches can access fully funded Assessor and Facilitator training in 2019/20.

[Supplementary Learning for Patrol Captains](#) – to access the online session which now forms the Silver Medallion Beach Management proficiency.

[SRC & Bronze Medallion Project Page](#) – for up to date information about the progress of the Surf Rescue Certificate and Bronze Medallion course review.

[Training Resources](#) – for access to the Academy Volunteer Handbook (Education SOPs) and other forms and resources to support training and education.

[Chief Training Officer Facebook Group](#) – for Chief Training Officers to network, communicate and collaborate with other Chief Training Officers from across SLSNSW.

Key Tasks



- Work with Branch Directors of Education to ensure that appropriate supervision is in place for all assessments.
- Add the appropriate 'Endorsed Delegate' award to endorsed delegates for skills maintenance in SurfGuard.
- Members with Trainer, Assessor or Facilitator awards expiring 31/12/19 must re-endorse.

Key Dates



- **SLSNSW State Conference**
Saturday 25 – Sunday 26 July 2020
- **SLSNSW Awards of Excellence**
Saturday 29 August 2020

Contact your Branch Director of Education if you are unsure of the date and time of your branch's Education Pre-season Meeting session.

Membership

Key Changes



- The implementation of the SLSNSW Brand Centre, a new online platform enabling clubs and branches to create customisable recruitment, promotion and education resources. Professionally designed resources can be customised with club logos, images and contact details which can be downloaded, printed at home or printed professionally. If you're interested to take a look, contact a member of your Club or Branch Executive.
- Updated Working with Children Check (WWCC) Guidelines which include an amendment to the parent exemption section following advice from the Office of the Children's Guardian (OCG), and a simplified flowchart to help explain who does and doesn't require a WWCC. The parent exemption amendment clarifies that parents require a WWCC if their child is participating in a different age group to the one they are volunteering with.
- The introduction of a Junior Activities Information Pack which includes information previously covered in this Pre-season Information Pack. This includes information on the junior age groups, the Nipper program, the minimum supervision ratios, junior preliminary and competition evaluations and water safety requirements. This information pack will form part of the Junior Activities Resource Kit (see Relevant Links section below).
- The introduction of a short member wellbeing support resource to raise awareness of the signs and symptoms of psychological stress and explain how to have a supportive conversation with someone you are concerned about. Look out for further information in September/October 2019.

Relevant Links



[Leadership Development](#) – for information about member development programs run by SLSNSW and SLSA (see Key Dates section below also).

[Youth Engagement](#) – for information about youth engagements programs, including the Duke of Edinburgh's International Award.

[Safeguarding](#) – for information about SLSA's Safeguarding Children and Young People Program launched in July 2018. This page also includes information about Working with Children Checks (WWCCs).

[Member Protection Information Officers](#) – for more information about the role of the MPIO, including information on how to access training for this role.

[Junior Activities Resource Kit](#) – for resources to support the Nipper Program including the Junior Activities Information Pack and resources for Age Managers to support program delivery.

[Active Kids](#) – for information about the Active Kids Program, including program registration, voucher redemption and program marketing.

[Workplace by Facebook Group](#) – Junior Activities – for Junior Activity Chairs to network, communicate and collaborate with other Junior Activity Chairs from across SLSNSW. Create your account using the link above.

Key Tasks



- Ensure that WWCCs are verified with the OCG and that verification details are recorded in SurfGuard.
- Ensure that any expired WWCCs are renewed.

Key Dates



- **SLSNSW Development Program**
Friday 29 November – Sunday 1 December 2019
- **Junior Lifesaver of the Year Program**
Tuesday 14 – Thursday 16 April 2020
- **Youth Opportunity Makers Program**
Tuesday 14 – Thursday 16 April 2020
- **SLSNSW State Conference**
Saturday 25 – Sunday 26 July 2020
- **SLSNSW Awards of Excellence**
Saturday 29 August 2020



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Development

Key Changes



- The expansion of the annual compliance circular to include a checklist of additional actions that you may need to take to ensure that you meet the requirements of other regulatory bodies such as the Australian Charities and Not-for-profits Commission (ACNC), Liquor & Gaming NSW and the Office of the Children's Guardian (OCG) (see Relevant Links below).
- The redefinition of the support and services available to Club and Branch Executives from SLSNSW's Development Team. Look out for further information in September/October 2019.
- The introduction of an Executive Induction Program which will introduce members of Club and Branch Executives to their key responsibilities in relation to governance and organisational management. The Induction Program will include support for clubs and branches to explain how they can complement the induction program. Look out for further information in September/October 2019.
- The addition of a number of club management templates to the SLSNSW website to support Club Executives with strategic planning, business planning, budget management and more. Look out for further information in September/October 2019.

Relevant Links



[Annual Compliance Circular](#) – for information on the requirements that all clubs and branches must meet to be compliant for the 2019/20 season and to ensure access to state funding distributions.

[On the Ground](#) – for information on the redefined support and services provided by the SLSNSW Development Team to clubs and branches. To come in Sept/Oct of 2019.

[Club Management Templates](#) – for templates to support Club Executives with strategic planning, business planning, budget management and more. To come in Sept/Oct of 2019.

[Workplace by Facebook Group – Administrators](#) – for Club and Branch Directors of Administration, Registrars and other administrators to network, communicate and collaborate with others from across SLSNSW. Create your account using the link above.

Key Tasks



- Complete annual compliance requirements as outlined in the above circular.

Key Dates



- **SLSNSW State Conference**
Saturday 25 – Sunday 26 July 2020
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Saturday 29 August 2020



Surf Sports

Key Changes



- SLSA made amendments to the 35th edition of the Surf Sports Manual (SSM). The amendments, which are outlined in SLSA Bulletin 1 18 - 19 became effective immediately (1st May 2019). Competitors in U14 and/or younger age groups may only participate in their own age group in individual events but may compete in their own and/or up one age group only in team events. U17 competitors can compete in U17 and/or Open Individual events but only in two age groups in team events.
- At the time of publication, the Surf Sports Manual review was currently underway, with the intention to release the bulletin advising of the new 36th Edition Surf Sports Manual (SSM) before 31 August 2019. The change mentioned above and a number of other amendments will be adopted for the 2019-2020 season.
- SLSNSW & SLSA Sport Circulars and Memos are distributed via Surf Sports Weekly Electronic Newsletter each Wednesday. Subscribe here <https://www.surflifesaving.com.au/resources/surf-sports-weekly>
- SLSNSW is progressively rolling out the trial of the Sport Event Managements System (SEMS) for the conduct of State Carnivals over the season, in tandem with Carnival Manager. Please ensure you refer to the relevant entry circular to complete club entries on time.
- Branch & Local Carnival Safety & Emergency Management Coordinators can sign on/off with SurfCom using call sign – Carnival & [Location].
- The Scrutineering module has been recently released by SLSA and available to currently accredited Technical or Senior Officials who intend to undertake scrutineering roles at Branch, State or Aussies. The online course does not have a cost component. The workshops will need to be planned with Branches and facilitators so please bear in mind there will be a significant delay between completion of online course and the workshop.

Relevant Links



- [36th Edition of SLSA Surf Sports Manual](#) – The SSM will be available as an e-book from this link. There is no intention to publish a hard copy of the new Manual.
- [Memo: 2019 Surf Sports Manual Updates](#) – SLSNSW memo advising of the changes effective May 2019.
- [Memo: Sun Protection and Swimwear In Competition](#) – SLSNSW memo advising that for sun safety reasons, members in New South Wales are approved of wearing of (non body shaping) textile swimwear that covers a greater part of the body provided that such swimwear does not provide a competitive advantage. No application will be required for this.
- [Surf Sports Event Calendar](#) – Major surf sports events are listed in an online calendar. Please ensure you refer to the relevant organising body for the most up to date information.
- [Special Events Application](#) – Please refer to the two packs (Member only or Public involvement) for the relevant application forms. Submit application to your Branch who will forward to SLSNSW via specialevents@surflifesaving.com.au

Key Tasks



- Members with Officials Accreditation expiring 31/12/19 must complete [reaccreditation process](#)
- Members with Coaching Accreditation expiring 31/12/19 must complete [reaccreditation process](#)
- Members can [subscribe to Surf Sports Weekly Email Newsletter](#) for recent SLSA/SLSNSW Circulars & memos
- Ensure members awards are updated in SurfGuard by 31 Dec relevant to their age group in order to compete

Key Dates



- **NSW Interbranch Championships**
7 & 8 December 2019
- **NSW Surf Boat Interbranch Championships**
19 January 2019
- **NSW Country Championships**
1 & 2 February 2020
- **NSW State Championships**
22 & 23 February (Lifesaving)
28 February – 1 March (Age)
4 & 5 March (Masters)
6 – 8 March (Open including Masters Boats)
- **SLSNSW State Conference**
Saturday 25 – Sunday 26 July 2020
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Saturday 29 August 2020



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Lifesaving

Key Changes



- A review of the Lifesaving Standard Operating Procedures (SOPs) is currently underway. All major changes will be communicated via circular prior to the start of season. The updated SOPs will no longer be in a hard copy format – they will be an online resource to enable updating on a more regular basis.
- The introduction of the Lifesaving Improvement Program which will replace the Breaches of Lifesaving Standards program. Patrol reviews will be conducted with the intention of taking a collaborative approach to identifying areas of strength and areas for improvement, and ways in which branches can support clubs to provide enhanced lifesaving services.
- Samsung tablets remain operational. SLSNSW is reviewing the ongoing provision of tablets and data versus patrolling members using their own devices.
- The launch of an electronic version of the Incident Log which will be embedded into the SLS Operations App. When this is released the app will be used to log incidents instead of using the paper log. Look out for further information in the coming months.
- A gear and equipment app that integrates with SurfGuard is being developed by SLSA and will be available for trial during the season.
- The development of a Surf Rescue Emergency Response (Non-Patrol) Factsheet which includes information previously covered in this Pre-season Information Pack. This includes information on age restrictions, the Surf Rescue Emergency Response System (SERS), the chain of command and the role and responsibilities of Duty Officers. This factsheet will be available on the SLSNSW website (see Relevant Links section below).
- All Patrol Captains are encouraged to access the newly released online supplementary learning module through Members Area (see Relevant Links below). This will become a new skills maintenance (proficiency) requirement and will be introduced to all Silver Medallion (Beach Management) Award holders in the 2020/21 season. Those who have already completed this online module have already met the requirement.

Relevant Links



[Standard Operating Procedures](#) – for policies and procedures relating to all aspects of Lifesaving operations in SLSNSW including patrolling obligations and standards, gear and equipment guidelines, patrolling operations, emergency response guidelines and responsibilities.

[SLS Operations App User Guide](#) – for information on how to access and use the app to sign on and off of patrol, record beach attendance and record rescue data.

[Patrol Operations Manual Template](#) – for the template designed to help all patrolling members to familiarise themselves with the local beach hazards and risks and the management plans for these.

[Gear & Equipment Circular](#) – for information on the requirements, processes and updates of the 2019/20 SLSNSW Annual Gear & Equipment Inspections Program.

[Annual Compliance Circular](#) – for information on the requirements related to updating the Emergency Call Out Team in SurfGuard.

[Vessel Registrations](#) – for information on how to register new Surf Rescue vessels and on the steps to follow for the sale or disposal of Surf Rescue vessels.

[Emergency Response](#) – for information on emergency response, State Operations Centre Tasking, Duty Officers, and the Incident Management Structure. This is also where you will find the Support Operations (Non-Patrol Emergency Response) Factsheet.

Key Tasks



- Plan patrol roster (using Lifesaving Service Agreement).
- Provide a copy of the Patrol Operations Manual (POM) to all patrols.
- Complete gear and equipment inspections, attaching Defective Equipment Tags as required
- Update the Emergency Call Out Team mailing group in SurfGuard.
- Register new Surf Rescue vessels, along with any existing vessels which are not on SurfGuard.
- Manage the sale or disposal of Surf Rescue vessels in line with requirements.

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