

Circular 3606

Released July 2019

SURF LIFE SAVING
NEW SOUTH WALES



ANNUAL REQUIREMENTS FOR CLUBS AND BRANCHES TO BE COMPLIANT WITH SURF LIFE SAVING NSW FOR THE 2019-2020 SEASON

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

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

Date: 19 July 2019

| | |
|--------------------------------|---|
| Summary | To advise Clubs and Branches of the annual club compliance requirements for affiliation with Surf Life Saving New South Wales (SLSNSW) for the 2019-2020 season. |
| Objective | To ensure that compliance items are submitted to SLSNSW for the 2019-2020 season. |
| Strategic Plan Priority | 5.3 Ensure Surf Life Saving sustainability and relevance. |
| Action | Clubs and Branches must complete the requirements detailed in this circular, by the due dates, to be compliant for the 2019-2020 season and to be entitled to benefits such as receiving fundraising distributions. |

To streamline the process all submissions and notifications are to be made via the online form available here:

<https://form.jotform.co/91893185044867>

Compliance Requirements – Summary

| Item | Due By | Submit Via/Send To | Mark when complete (for your own records) |
|--|--|---|---|
| 1 Affiliation Form – Clubs and Branches Submit a signed Affiliation Form to SLSNSW (NB: if you are a SLSC please also send to your Branch. Please do not rely on your Branch to forward the Affiliation form to SLSNSW – this is not their responsibility). | 5pm - Thursday, 19 th September 2019 | Complete the Affiliation Form and upload to JotForm | |
| 2 Contact and Officers Details – Clubs and Branches Following your AGM, review and update the required contact details for the <u>Organisation</u> and <u>Officers</u> in SurfGuard and notify SLSNSW when completed. | 5pm - Thursday, 19 th September 2019. | Complete in SurfGuard and mark on JotForm when complete | |
| 3 Gear and Equipment Inspection – Clubs Complete the “Annual Gear and Equipment Inspection” requirements as outlined in this document and notify SLSNSW when completed. (Refer to the Annual Gear and Equipment Inspections Circular for further details). | 5pm - Thursday, 19 th September 2019. | Complete in SurfGuard and mark on JotForm 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, 19 th September 2019 | Complete in SurfGuard and mark on JotForm when complete | |
| 5 Annual Report – Clubs and Branches Submit a copy of your Annual Report to SLSNSW. | 5pm - Friday, 25 th October 2019 | Upload electronic version to JotForm | |
| 6 Signed Audited Financial Statements – Clubs and Branches Submit a copy of the full set of signed audited financial statements to SLSNSW. | 5pm - Friday, 25 th October 2019 | Upload electronic version to JotForm | |

Further information is detailed below on each of these requirements.

Surf Life Saving New South Wales

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www.surflifesaving.com.au

Compliance Requirements – Details

1) Affiliation Form – Surf Life Saving Clubs and Branches

The Affiliation Form can be found in the SLSA Members Area Document Library or on SLSNSW’s website:
<https://www.surflifesaving.com.au/downloads/slsa-annual-affiliation-form-f034-2014>

Clubs - Complete the affiliation form indicating affiliation with **SLSNSW** and **your Branch** and submit a copy to SLSNSW via the JotForm (<https://form.jotform.co/91893185044867>). You will also need to send a copy to your Branch. Please do not rely on your Branch to forward the Affiliation Form to SLSNSW – this is the Club’s responsibility.

Branches - Complete the affiliation form indicating affiliation with **SLSNSW** and submit a copy via the Jotform (<https://form.jotform.co/91893185044867>).

By affiliating with SLSNSW, Clubs and Branches agree to abide by the Constitution and Regulations of SLSNSW and SLSA. Affiliation to SLSNSW entitles Clubs and Branches to 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) Contact and Officers Details – Clubs and Branches

The Organisational Details page of your Club/Branch SurfGuard account should show the current contact information (including email, website, and contact numbers) for your Club/Branch. This information will be used by all levels of Surf Life Saving to contact your Club/Branch.

The date stamp in the bottom right hand corner of the page shows the last time these details were updated. This should show a “last updated” date within 2019 – usually after your Club/branch AGM. Even if no changes are necessary, please go through the process to update the last edited date to show that the details have been checked for this season.

How to up-date Organisational Details in SurfGuard:

1. Login into SurfGuard
2. Go to the Organisational Management drop down box.
3. Go to Organisational Details >>Organisational Details.
4. Scroll down to check all information is current then select Edit.
5. Make appropriate changes and additions (if required).
6. Save and exit the page.

Please ensure that these steps are completed even if there are no changes so that SLSNSW knows that this has been reviewed.

How to enter / up-date Officer details in SurfGuard:

The Officers page must indicate positions held for the 2019-2020 season. This information will be used to contact officers of your Club/Branch. Officer positions should be updated after your Club/Branch AGM by the process described below.

Please do not delete Officers who no longer hold a position – it is essential that these records stay intact as a way of preserving the Officer history within your Club/Branch. Only current position holders will be displayed on the Officers screen in SurfGuard, however a report can be utilised to search for past Officers.

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

How to enter / up-date Officer Positions in SurfGuard:

1. Login into SurfGuard
2. Go to the Organisational Management drop down box.
3. Go to Officers >> Officers
4. Under “Officer Options” on the right of the page go to Edit (to change the dates of a current officer) or New (to add a new officer to that position).
5. In Edit, change the “From” and/or “To” dates to match the Officer’s term of office. Click on Update to save and exit. In New, add the new Officer from the drop down list and then add the “From” and “To” dates to match the Officer’s term of office. Click on Save to save and exit.

The screenshot shows the 'Organisational Details' page in SurfGuard. The page is divided into several sections: General Details, Physical Address, Postal Address, Contact, and B&B Details. Each section contains various fields for input, such as Organisation ID, Display Name, ABN, DGR Number, INC Number, Fundraising Authority No., History, Organisation Colours, Logo Description, Organisation Cap, Cap Description, Local Gov. Area, Beach Name, Beach Key, Map Reference, GPS Latitude, GPS Longitude, GPS Datum, Office Phone, Office Fax, Email, Website, Entry Phone, and Entry Fax. A red arrow points to the 'Edit' button at the bottom right of the page, with a red box around it and the text 'EDIT to save details even if unchanged' next to it.

Please ensure that dates are updated even if position holders are unchanged. Note that SurfGuard does not automatically notify SLSNSW of your updates – so please remember to notify us via the JotForm.

Additional Help

The SurfGuard User Manual may also be of use when changing these details or otherwise using the system. It is available by clicking the question mark icon on the right top while in SurfGuard or at the following link:

<https://help.sls.com.au/surfguard/SurfGuard%20User%20Guide.htm>

3) Gear and Equipment Inspections – Clubs

Requirements for Annual Gear and Equipment Inspections will be documented in the relevant Gear and Equipment Inspection Circular (due for release late July/early August 2019) and inspections will be facilitated by Branches. Please contact Paul Hardy (phardy@surflifesaving.com.au) for any additional information on this program.

It is important for gear and equipment to be inspected and uploaded into SurfGuard pre-season in order to:

- 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
- Identify and promote repairs and maintenance of equipment
- Comply with Work Health & Safety requirements
- Enable asset management planning at all levels
- Enhance grant and funding application abilities
- Enable logistical information for emergency planning/event management
- Vessel registration renewal process is required by Maritime NSW.

After inspections have been completed, all successfully passed gear and equipment must be updated in SurfGuard.

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

4) Emergency Call Out Team – Clubs

Each Club in NSW is required to have an Emergency Call Out Team (ECOT) saved in the 'mailing group' section of SurfGuard.

The ECOT is activated during an incident through the State Operations Centre (SOC). Branch Duty Officers have the ability to send a text message to all members in the ECOT advising them of the incident and requesting a SLS response. Clubs must have a minimum of 6 members on their call out team - most Clubs have between 10 and 20 members.

How to update an Emergency Call Out Team (Club/Service) in SurfGuard:

1. Login into SurfGuard
2. Go to Organisational Management drop down box.
3. Go to Mailing Groups >> Mailing Groups
4. Scroll down to near the bottom of the page where there should be a "Club Name Emergency Call Out Group" listed.
5. Click on Edit. The ECOT and a full member list will appear. Ensure that all the members listed in the ECOT have agreed to be on the team and check that their contact details are correct.
6. Members can be added or removed from the group using the member list.
7. Once all members are correct, click on 'SUBMIT' to save and leave the page.

Please notify SLSNSW via the JotForm when the ECOT has been checked and updated in SurfGuard.

5) Annual Report – Clubs and Branches

All Clubs and Branches must send a copy of their Annual Report to SLSNSW, via the JotForm. If you have difficulties uploading this file, please contact your local Development Officer or Branch office. 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. You can find a guide for creating annual reports here: <https://www.surflifesaving.com.au/downloads/2018-19-annual-report-guidelines-branches-and-clubs>

6) Signed audited financial statements – Clubs and Branches

All Clubs and Branches must send a full set of their audited financial statements to SLSNSW, via the JotForm. These audited financial statements may be included in your Club/Branch Annual Report already or they may be uploaded separately.

Financial reports must:

- include signed statements by the auditor and Executive/ “Responsible Persons” as required by the *Charitable Fundraising Act 1991 and Charities Act 2013*; and
- be audited by a registered company auditor or a person approved by SLSNSW in conjunction with the Department of Fair Trading; and
- meet any other requirements of your constitution as well as the requirements of the *Associations Incorporation Act 2009*.

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 for all our entities to have their financial statements audited.

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 or phone (02) 9471 8000. For further information refer to the SLSNSW Club Guide. Section 6 - Finance includes many helpful documents and information: <https://www.surflifesaving.com.au/resources/administration>

Clubs/Branches who are having difficulty in meeting the compliancy requirements

Every Club/Branch should be able to comply with these requirements but it is understood that in some cases there may be extenuating circumstances. In such circumstances SLSNSW will allow Clubs/Branches the opportunity to apply for an exemption and/or extension.

Applying for Exemptions or Extensions:

The SLSNSW Board of Directors has empowered the CEO in consultation with the President to consider exemptions and/or extensions. The exemptions and/or extensions must be submitted in writing and received prior to the due date, and must clearly state the reasons why they are required and when the Branch/Club expects they will be compliant. In the case of a Club, this exemption and/or extension would need to be supported by the Branch, and 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/O Phil Ayres, SLSNSW COO, Surf Life Saving NSW, PO Box 307, Belrose NSW 2085 or via email: payres@surflifesaving.com.au. All exemptions and/or extensions will be forwarded to the CEO for consideration.

If you require assistance with any of the above items, contact the relevant staff member below.

| | | | |
|--------------------------------------|--------------|--|------------------|
| Far North Coast to Lower North Coast | Simon lee | slee@surflifesaving.com.au | M 0414 548 276 |
| Hunter Branch | Jenny Hicks | info@hsls.org.au | T (02) 4961 4533 |
| Central Coast Branch | CC office | office@slscc.com.au | T (02) 4353 0299 |
| Sydney Northern Beaches Branch | Jen Huston | jenny@surflifesaving.net.au | T (02) 9913 8066 |
| Sydney Branch | Linda Perrin | lifesaving@surflifesydney.com.au | T (02) 9019 0722 |
| Illawarra to Far South Coast | Sean Hendry | shendry@surflifesaving.com.au | M 0488 005 230 |

Additional Tasks for annual completion by Surf Life Saving Clubs

In addition to the requirements outlined in this Circular, there are other requirements that you must meet in order to be compliant with other regulatory bodies. This checklist summarises these requirements.

| Item | Due By |
|---|---|
| <p>1 Submission of annual information statement to the Australian Charities and Not-for-profits Commission (ACNC) https://www.acnc.gov.au/for-charities/annual-information-statement/2018-ais-information-hub/2018-annual-information</p> <p><i>Note that your Financial Statements will be submitted by the ACNC to Fair Trading NSW so there is no longer a requirement to make a separate submission.</i></p> | 31 December 2019 |
| <p>2 Submission of insurance renewal declaration to receive Certificate of Currency Club Officers would have received an email from Marsh (formerly JLT) requesting this.</p> <p><i>Marsh have advised that Certificates of Currency will not be issued to clubs who have not supplied the required information by the deadline. Clubs who do not have a Certificate of Currency are not covered under the SLSA Group insurance policy.</i></p> | 15 August 2019 |
| <p>2 If a new Public Officer has been appointed, notification to Fair Trading NSW using Form A9 https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms</p> | Within 28 days of appointment |
| <p>3 If any changes to the Club's constitution have been made, registration of the updated constitution with Fair Trading NSW using Form A6 https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms</p> | Within 28 days of the passing of a special resolution to change |
| <p>4 If a Liquor & Gaming licence is held, submission of reports to Liquor & Gaming NSW https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/licences-for-surf-clubs https://www.liquorandgaming.nsw.gov.au/resources/on-premises-licence https://www.liquorandgaming.nsw.gov.au/resources/limited-licence</p> | Annual renewal |
| <p>5 Submission and verification of Working with Children Check (WWCC) numbers with the Office of the Children's Guardian (OCG) http://www.surflifesaving.com.au/resources/child-protection-and-working-children-check-2018 https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check</p> <p><i>Note: In order to verify WWCC numbers clubs must be registered with the OCG.</i></p> | Ongoing throughout season |

Other "best practice" items that clubs should complete annually include, but are not limited to:

- Checking the suitability of their insurance policies (including that they protect all assets and will cover replacement costs). Remember to advise the Insurer of any equipment stored away from the Clubhouse (e.g. surfboats, trailers etc.): <https://www.jltssport.com.au/slsa>
- Working through the checklist in the "SLSA IT Systems Guide for Season Close & Start of Season Tasks v5"
<https://www.surflifesaving.com.au/downloads/slsa-it-systems-guide-season-close-and-start-season>
- Completing the Surf Club WH&S Self Audit Checklist and Surf Club Health and Safety Inspection Form and tabling with the Club's Executive Committee (see 'Guidelines for Safer Surf Club' available on the SLSA Members Area Document Library).