Timeline of Priorities

Club Captain

Below is a template for a timeline of priorities for you to download and fill out relevant to your role including some of the key tasks we see as crucial for the smooth running of your club year.  You can add or subtract from this list as necessary. Patrol Season is from September to April.

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| **July** | **August** | **September** |
| 1. SLSNSW State Conference
2. Read news and events that impact lifesaving operations and equipment, e.g., circulars, club mail
3. Patrol Operations app training – online webinars available
4. Review SLSNSW Pre-season Pack
5. Submit nominations for Rescue of the month to Branch (every month)
6. Monthly board meeting
 | 1. SLSNSW Awards of Excellence
2. Review gear and Equipment Circular
3. Gear and equipment inspection
4. Complete Club Lifesaving Equipment Grant
5. Patrol Roster created and distributed to members
6. Monthly board meeting
 | 1. Lead patrol captain pre-season meeting
2. If **not** using SLS Patrol Operations app that automatically updates SurfGuard, enter paper-based patrol Logs and Incident reports into SurfGuard within 14 days of every patrol during the season
3. Monitor and manage patrol teams and equipment throughout the patrol season
4. Monitor skills maintenance
5. Monthly board meeting
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| **October** | **November** | **December** |
| 1. Submit feedback to your branch, SLSNSW and SLSA for review by national and state committees
2. Monitor skills maintenance
3. Monthly board meeting
 | 1. JLOTY/YOM Circular released; nominations open
2. Monitor skills maintenance
3. Monthly board meeting
 | 1. All patrol members must be proficient by 31st December to continue to patrol and/or compete
2. Monthly board meeting
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| **January** | **February** | **March** |
| 1. JLOTY/YOM applications close
2. Monthly board meeting
 | 1. Monthly board meeting
 | 1. Monthly board meeting
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| **April** | **May** | **June** |
| 1. JLOTY/YOM programs held
2. Submit feedback to your branch, SLSNSW and SLSA for review by national and state committees
3. Monthly board meeting
 | 1. Read news and events that impact lifesaving operations and equipment, e.g., circulars, club mail
2. Prepare annual report
3. Monthly board meeting
 | 1. All patrol log information must be entered into SurfGuard by end of June.
2. Prepare annual report
3. Monthly board meeting
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