

Circular 3642

Released July 2020

SURF LIFE SAVING
NEW SOUTH WALES



ANNUAL REQUIREMENTS FOR CLUBS AND BRANCHES TO BE COMPLIANT WITH SURF LIFE SAVING NSW FOR THE 2020-2021 SEASON

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

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

Date: 10 July 2020

Summary	To advise clubs and branches of the annual club compliance requirements for affiliation with Surf Life Saving New South Wales (SLSNSW) for the 2020-2021 season.
Objective	To ensure that compliance items are submitted to SLSNSW for the 2020-2021 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 2020-2021 season and to be entitled to benefits such as receiving fundraising distributions.

Compliance Requirements – Summary

Item		Due By	Mark when complete (for your own records)
1	Insurance renewal declaration – Clubs and Branches This process is managed by Marsh (formerly JLT). Club Officers will receive information in mid-July explaining how to complete this and information can be found here https://www.jltsport.com.au/slsa/	5pm – Friday 14 th August 2020	
2	Affiliation Form - Clubs and Branches Complete the Affiliation Form and submit to your Branch Administration or Development Officer.	5pm - Thursday, 17 th September 2020 **	
3	Organisational Details - Clubs and Branches Following your AGM, review and update the Organisational Details page in Surfguard. Notify your Branch Administration or Development Officer when completed.	5pm - Thursday, 17 th September 2020	
4	Officers Positions - Clubs and Branches Following your AGM, review and update the Officers page in Surfguard. Notify your Branch Administration or Development Officer when completed.	5pm - Thursday, 17 th September 2020 **	
5	Emergency Call Out Team – Clubs Update members in the Club Emergency Call Out Team 'mailing group' in Surfguard and notify your Branch Administration or Development Officer when completed.	5pm - Thursday, 17 th September 2020.	
6	Gear and Equipment Inspection - Clubs Complete the annual Gear and Equipment Inspection process. Refer to the Annual Gear and Equipment Inspections Circular for further details.	5pm - Thursday, 17 th September 2020	
7	Annual Report – Clubs and Branches Provide an electronic copy of your Annual Report to your Branch Administration or Development Officer.	5pm - Friday, 23 rd October 2020	
8	Signed Audited Financial Statements – Clubs and Branches Provide an electronic copy of the full set of signed and audited financial statements to your Branch Administration or Development Officer.	5pm - Friday, 23 rd October 2020	

**** As per the club communication sent July 2020, the SLSNSW Board has resolved that this timeframe can be extended until 31 December 2020 for clubs unable to hold their AGMs due to COVID-19 restrictions. This extension does not need to be applied for – simply notify your Branch Administration or Development Officer if you require it.**

Branch Administration and Development Officers

IMPORTANT:

There is no JotForm link this season. To reduce administration for clubs, Branch Administration and Development Officers will support the collection of the required information and will be the key point of contact for support and advice to clubs.

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SLSNSW Development Team

Development Manager
Development Officer – Northern
Development Officer – Southern

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Compliance Requirements – Details

1) Insurance Renewal declaration – Surf Life Saving Clubs and Branches

Club Officers will receive information via an email from Marsh (formerly JLT) on the 13th July explaining how to complete this process. Support will be available for clubs and branches from SLSNSW Development officers and via the Marsh website (<https://www.jltsport.com.au/slsa/>)

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 SLISA Group insurance policy.

2) Affiliation Form – Surf Life Saving Clubs and Branches

The Affiliation Form can be found in the SLISA Members Area Document Library or on [SLSNSW's website here](#)

Clubs - Complete the Affiliation Form indicating affiliation with your Branch and SLSNSW and submit a copy to your Branch Administration or Development Officer. Please ensure that the Affiliation Form is filled out correctly, affiliating your club to **both your Branch and SLSNSW**, and is signed by a serving officer of your club.

Branches - Complete the Affiliation Form indicating **affiliation with SLSNSW** and submit to SLSNSW via your Branch Administration or Development Officer. Please ensure that the Affiliation Form is filled out correctly, affiliating your Branch to SLSNSW, and is signed by a serving officer of your Branch.

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 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.

3) Organisational 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 2020 – 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 correct 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.

Please note that Surfguard does not automatically notify SLSNSW of your updates. Please remember to notify your Branch Administration or Development Officer that your Organisational Details page has been updated.

The screenshot displays the 'Organisational Details' page in the Surfguard system. The page is divided into several sections: General Details, Physical Address, Postal Address, Contact, and SLS Details. Each section contains various fields for inputting club information. At the bottom right, there is a red circle around the 'Edit' button, with a red arrow pointing to it and the text 'EDIT to save details even if unchanged'.

4) Officer Positions – Clubs and Branches

The Officers page in Surfguard should show the current officer positions held for the 2020-2021 season. This information will be used to contact officers of your club/branch and is also used to grant officers with required access to other SLS IT systems (e.g. SLSA's eLearning platform). Officer positions should be updated after your club/branch AGM using 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.

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.

Please ensure that dates are updated even if position holders are unchanged.

Please note that Surfguard does not automatically notify SLSNSW of your updates. Please remember to notify your Branch Administration or Development Officer that your Officers page has been updated.

View Officers @

Held Position From: 01/07/2020 To: 30/06/2021 GO Format: dd/mm/yyyy

New Officer Position Setup Officer Position Synonyms

Position Name	Requirement Level	Officer	From	To	Officer Position Options	Officer Options
Active Kids Voucher 1	State, Club					New
Active Kids Voucher 2	State, Club					New
Active Kids Voucher 3	State, Club					New
After Hours Emergency Contact	State, Branch, Club		01/07/2008	06/09/2030		New Edit Delete
Bar Manager	Club		01/07/2019	01/07/2020	Edit Delete	New Edit Delete
Boat Captain	Club		01/07/2019	01/07/2020	Edit Delete	New Edit Delete
Booking Officer	Club		01/07/2019	01/07/2020	Edit Delete	New Edit Delete
Branch Delegate	Club		01/07/2019	01/07/2020	Edit Delete	New Edit Delete
Coaching Director	State, Branch, Club					New
Complaints Officer 1	National, State, Branch, Club					New
Complaints Officer 2	National, State, Branch, Club					New
Complaints Officer 3	National, State, Branch, Club					New
Deputy President	Branch, Club					New Edit Delete
Deputy President	State					New Edit Delete
Director of Administration	National, State, Branch, Club		01/07/2019	01/07/2020		New Edit Delete
Director of Education	National, State, Branch, Club					New
Director of Finance	National, State, Branch, Club		01/07/2019	01/07/2020		New Edit Delete
Director of Lifesaving	National, State, Branch, Club		28/06/2019	01/07/2020		New Edit Delete
Director of Surf Sports	National, State, Branch, Club		01/07/2019	01/07/2020		New Edit Delete
Equipment Director	Club				Edit Delete	New
Facilities Officer	Club				Edit Delete	New
First Aid Officer	State, Club		01/07/2019	01/07/2020		New Edit Delete
Gear and Equipment	National, State, Branch, Club		01/07/2019	01/07/2020		New Edit Delete
Junior Activities Director	National, State, Branch, Club		01/07/2019	01/07/2020		New Edit Delete
Junior Club Captain	State, Club		01/07/2019	01/07/2020		New Edit Delete
Junior Club Captain - Female	Club		01/07/2019	01/07/2020	Edit Delete	New Edit Delete
Learning & Development	National, State, Branch, Club					New
Medical Officer	Club				Edit Delete	New
Member Protection	State, Branch, Club					New
Member Services	State, Branch, Club					New
Nipper Admin	National, Club					New
Official Co-ordinator	State, Branch, Club					New
Paid Administration	National, State, Branch, Club					New
Patrol Director	Club		01/07/2019	01/07/2020	Edit Delete	New Edit Delete
Patrol Director Assistant - IT	Club		01/07/2019	01/07/2020	Edit Delete	New Edit Delete
Powercraft Officer	National, State, Branch, Club					New

5) 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 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 club's ECOT advising them of the incident and requesting an emergency response. It is therefore vital that the contact numbers and availability of the team is checked and correct. Clubs are to 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 come up. Ensure that all the members listed in the ECOT have agreed to be on the team and 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 note that Surfguard does not automatically notify SLSNSW of your updates. Please remember to notify your Branch Administration or Development Officer that your ECOT has been updated.

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://www.manula.com/manuals/surf-life-saving-australi/surfguard/1/en/topic/introduction>

6) Gear and Equipment Inspections – Clubs

The annual gear and equipment inspection program helps to confirm that all Surf Life Saving clubs have sufficient functional patrol equipment to meet Lifesaving Service Agreement requirements.

This program also:

- Provides clubs, branches and SLSNSW with an accurate database of equipment for reporting and grading purposes
- Identifies and promotes repairs and maintenance of equipment and the replacement of dangerous/faulty equipment
- Complies with Work Health & Safety requirements
- Enables asset management planning at all levels and may assist with grant and fundraising applications.
- Enables logistical information for emergency planning/event management
- Enables the vessel registration renewal process as required by Maritime NSW.

Requirements for Annual Gear and Equipment Inspections will be documented in the relevant [Gear and Equipment Inspection Circular](#) (due for release in July) and inspections will be facilitated by Branches. Please contact Terry Barber (tbarber@surflifesaving.com.au) for any additional information on this program.

It is vitally important that all club/branch gear and equipment is recorded correctly in Surfguard before the inspections take place.

As a part of the inspection process, gear and equipment will be updated in Surfguard via the Operations app by branch-appointed inspectors. There should be no further action required by clubs/branches unless gear and equipment needs to be re-inspected.

<https://www.surflifesaving.com.au/resources/gear-and-equipment>

7) Annual Report – Clubs and Branches

All Clubs and Branches are required to provide an electronic copy of their Annual Report to your Branch Administration or Development Officer.

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 on the SLSNSW website here:

<https://www.surflifesaving.com.au/sites/site.test/files/2020%20Annual%20Report%20Guidelines.pdf>

8) Signed audited financial statements – Clubs and Branches

All clubs and branches are required to send a full set of their audited financial statements to your Branch Administration or Development Officer.

These audited financial statements may be included as a part of your Annual Report already or they may be sent separately.

Please ensure they include **signed statements by the auditor and Executive and/or “Responsible Persons”** as required by the Charitable Fundraising Act 1991 and Charities Act 2013.

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.

Please contact Rachel Verity, SLSNSW Financial Controller, if you have any further queries in relation to requirements for completing audited financial statements.

For further information refer to the Development section of the SLSNSW website. This section includes many helpful documents including the SLSNSW Club Guide.

<https://www.surflifesaving.com.au/resources/club-management-templates-resources>

Clubs/Branches who 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 in some cases there may be extenuating circumstances. In such circumstances the SLSNSW Board of Directors 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 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 and President for consideration.

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 may be required to meet in order to be compliant with other regulatory bodies. This checklist summarises these requirements.

Item	Due By
1 Appoint a COVID-19 Safety Coordinator and implement a COVID-19 Safety Plan Safety Coordinators act as the central point of contact for COVID-19 matters. They can assist with the development, implementation and ongoing review of the club's COVID-19 Safety Plans. For more information see the COVID-19 updates page of the SLSNSW website. Please ensure that you update the COVID -19 Safety Coordinator details in the officer contact details within Surfguard https://www.surflifesaving.com.au/resources/coronavirus-covid-19-updates-resources-slsnsw-clubs	Ongoing
2 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/2019-annual-information-statement-hub#:~:text=The%202019%20Annual%20Information%20Statement,key%20component%20of%20this%20obligation <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>	6 months after your club's AGM
3 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	Within 28 days of appointment
4 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	Within 28 days of passing a special resolution to change
5 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	As required under your club's licence conditions
6 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 <i>Note: In order to verify WWCC numbers clubs must be registered with the OCG.</i>	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.jltsport.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).