

Circular 3682

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Club Lifesaving Equipment Grant

Attention: Branch Presidents, Branch Directors of Lifesaving, Branch CEO's, Branch Secretaries, Club Presidents.

Date: 2nd August 2021

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Summary	This circular outlines the process and timelines for the Club Lifesaving Equipment Grant (CLEG).
Key Strategic Goal	The Club Lifesaving Equipment Grant is facilitated with the objective of providing financial assistance to Surf Lifesaving Clubs to promote upgrading and maintaining primary rescue and patrolling equipment essential to deliver frontline lifesaving services.

Club Lifesaving Equipment Grant (CLEG) Overview

The Club Lifesaving Equipment Grant (CLEG), proudly funded by the NSW Government and facilitated by Surf Life Saving NSW, is once again available to all NSW Surf Lifesaving Clubs (SLSC). The CLEG aims to provide financial assistance to each club to promote maintaining and upgrading operational gear and equipment items which are essential to lifesaving operations. A total pool of \$300,000 has been allocated to clubs across NSW for the purchasing of lifesaving equipment.

The CLEG will again be hosted online with the allocation of grant monies appearing in an online store as a Store Credit. This credit can be used to purchase the desired equipment required by your club, from a selection of essential rescue and patrolling equipment. The online store will be open for ordering from 1 August 2021 till 19 September 2021, with no extensions.

SLSNSW will continue to provide bulk purchasing processes to obtain competitive discounts on top quality operational equipment for clubs from SLSNSW's preferred suppliers.

Club Lifesaving Equipment Grant Guidelines

The CLEG will be dispersed via an online store. A detailed email will be sent out to the nominated Ordering Delegate for all 129 clubs in NSW. The email will provide greater explanation on the following:

- Access to Online Store
- Delivery Information
- Payment of Invoice

Eligible Equipment List

Only equipment from the online store can be supplied. The list has been developed to target primary rescue and patrolling equipment items essential to lifesaving services and adhere to Surf Life Saving equipment specifications.

Obligations for the Club Lifesaving Equipment Grant

Clubs will be required to nominate an Ordering Delegate, and a Finance Delegate as a priority. A Microsoft Form will be sent out to all Club Presidents to streamline this process. The Ordering Delegate will be the only person able to place orders, make enquiries, etc, and ideally be tech savvy with some prior knowledge of online ordering. The Finance Delegate will be the contact point for invoicing, and payment of invoices. *As the clubs will not be able to access the online store until this information is received by SLSNSW, this part of the process is a priority.*

Clubs will need to adhere to the below timelines, with no extensions being given. If clubs do not submit their completed allocations prior to 19 September 2021, they may lose allocated funding and it will be made available to their Branch to assist with purchasing equipment for their operations or other clubs within the same Branch. This rigidity is due to strict timeframes to meet reporting requirements against this allocated funding.

The relevant timelines for clubs under this grant are:

2 nd August 2021	Circular & Email to be sent to all clubs, including Microsoft Nomination Form
12 th August 2021	Clubs will be emailed username and access link to the online store
13 th August 2021	Online store will open for ordering
19 th September 2021	Final day for online ordering
20 th September 2021	Equipment orders will be placed by SLSNSW

FAQs

I didn't receive our Club email with the username and information about how I access the online store?

- Only the Ordering Delegate (nominated by the Club President) will receive this email. If you are not sure who this is, please contact your Club President. If you are the Ordering Delegate, please check your "junk" folder, or contact Laura Schuetz (lschuetz@surflifesaving.com.au) if you still have not received it.

I'm not the Ordering Delegate, however I want to place the order on behalf of my club, how can I do this?

- Only the Ordering Delegate can place orders, discuss existing orders, etc. If you are not sure who the Ordering Delegate is for your club, please contact your Club President.

Can I order items that are not listed on the online store?

- No, only items in the online store can be purchased using CLEG monies.

We've already ordered some items on the list – can we use the CLEG to pay for these?

- No, only items purchased via the online store, in the period it is open can be covered by the CLEG.

Where can I find pricing for items?

- All pricing is located on the online store.

Is this the Beach Safety Equipment Fund (BSEF)?

- No, the BSEF is run through SLSA, and all enquiries should be directed to them.

How much does our club get to spend?

- Information relating to the store credit has been sent to the Ordering Delegate, along with the store access information.

Can we use our local supplier?

- No, only suppliers listed on the grant can be used to supply items and can only be ordered via the online store.

Can I change my mind once my order is submitted?

- No, all orders are considered final at checkout stage.

When will I receive my order?

- Deliveries are at supplier discretion. Please note that deliveries can occur at any time, but most likely Monday-Friday, 9am-5pm. Please choose a delivery address that where goods can be left safely, if unattended.

Do I pay on the store?

- No, invoice will be sent directly from Surf Lifesaving Services (SLSS). This single invoice is required to be paid by the Club, ensuring to use reference or invoice number.

Where is the online store located?

- Please use the link provided with the login details - these details have been sent to the Ordering Delegate. Please *do not* use the SLSA Members store to place orders.

Do I have to use the same process as last year to acquit funds?

- No. We have streamlined the process this year. Only one invoice, from Surf Lifesaving Services (SLSS), will be sent to the Finance Delegate for payment. This invoice will be for additional items that exceed the fund allocation if applicable, along with shipping costs incurred by the Club. All payments to SLSS should include a reference or invoice number.

What happens if there is an issue with my delivery?

- If you are concerned that your delivery hasn't arrived, arrives damaged, incomplete, etc please contact Karle Codd via email, kcodd@surflifesaving.com.au or call 02 9471 8000 immediately.