

Surf Life Saving NSW - Circular 3714

Title:	Club Lifesaving Equipment Grant (CLEG) 2022/2023
Attention:	Branch Presidents, Branch Directors of Lifesaving, Branch CEO's, Branch Secretaries, Club Presidents
Department:	Lifesaving
Date:	1 June 2022
Contact:	Laura Schuetz, Lifesaving Administration Officer lschuetz@surflifesaving.com.au

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 again will 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 July to 12 August 2022, 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, providing greater explanation on the following:

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

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

Nominate Delegates

- 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 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.

Adhere to CLEG Timeline

- Clubs will need to adhere to the below timelines, with no extensions being given. If clubs do not submit their completed allocations prior to 12 August 2022, 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.

May 2022	Delegate Nomination Form to be sent to all Club Presidents
June 2022	Circular to be emailed to all clubs
1 July 2022	Online store will open for ordering
12 August 2022	Final day for online ordering
August 2022	Equipment orders will be placed by Surf Lifesaving Services

Pay Surf Life Saving Services Invoice

- Clubs are responsible for paying the Surf Life Saving Services (SLSS) supplier invoice. This invoice will be for items that exceed the fund allocation (if applicable), along with shipping costs incurred.
- Shipping costs are *not* covered by the grant.
- Invoices will be sent directly to the nominated Finance Delegate.
- All payments to SLSS should include a reference or invoice number.

FAQs

I didn't receive an email 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 Karle Codd (kcodd@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 the list of items and pricing?

- Once signed into the online store, they will be able to see all items and pricing.

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?

- Funds allocated to your club will be listed as a store credit. As soon as the Ordering Delegate has accessed the store, they will see the fund allocation under the Account/Account Credits tab at top right hand corner.

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 will 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. **Goods CANNOT be delivered to PO Boxes.**

Do I pay on the store?

- No, an invoice will be sent directly from Surf Lifesaving Services (SLSS) to the nominated Financial Delegate at your club. This 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 to access the store - these details have been sent to the Ordering Delegate. Please *do not* use the SLSA Members store to place orders.

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.



CLUB LIFESAVING EQUIPMENT GRANT OPERATIONS

