

# Circular 3772

Released July 2023

## ANNUAL REQUIREMENTS FOR CLUBS AND BRANCHES TO BE COMPLIANT WITH SURF LIFE SAVING NSW FOR THE 2023-2024 SEASON

**Attention:** Branch Presidents/Secretaries/Directors  
Club Presidents/Administration/Lifesaving/ Finance

**Actioned by:** Branch and Club Presidents, Administration, Lifesaving and other Officers.

**Date:** 4<sup>th</sup> July 2023

<b>Summary</b>	To advise clubs and branches of the annual club compliance requirements for affiliation with Surf Life Saving New South Wales (SLSNSW) for the 2023-2024 season.
<b>Objective</b>	To ensure that compliance items are submitted to SLSNSW for the 2023-2024 season.
<b>Action</b>	Clubs and branches must complete the requirements detailed in this circular, by the due dates, to be compliant for the 2023-2024 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 <b>Insurance Renewal Declaration – Clubs and Branches</b> This process is managed by Marsh. Club Officers will be receiving information shortly explaining how to complete this.	5pm - Monday, 14 <sup>th</sup> August 2023	
2 <b>Submission of Lifesaving Agreement (LSA) to SLSNSW</b> Return a signed copy of your lifesaving agreement to the SLSNSW Lifesaving team as per specific arrangement with them (or be continuing on a previously signed current agreement).	5pm – Friday 1 <sup>st</sup> September 2023 or as per previous lodgement	
3 <b>Affiliation Form – Clubs and Branches</b> Complete the Affiliation Form using the docusign platform.	5pm - Thursday, 14 <sup>th</sup> September 2023	
4 <b>Organisational Details – Clubs and Branches</b> Following your AGM, review and update the Organisational Details page in Surfguard.	5pm - Thursday, 14 <sup>th</sup> September 2023	
5 <b>Officers Positions – Clubs and Branches</b> Following your AGM, review and update the Officers page in Surfguard. The following 8 officer positions should be updated as a minimum requirement: President, Administration, Lifesaving, Education, Finance, MPIO 1, Complaints Manager 1, Child Safe coordinator.	5pm - Thursday, 14 <sup>th</sup> September 2023	
6 <b>Emergency Call Out Team – Clubs</b> Update members in the Club Emergency Call Out Team 'mailing group' in Surfguard.	5pm - Thursday, 14 <sup>th</sup> September 2023	
7 <b>Gear and Equipment Inspection – Clubs</b> Complete the annual Gear and Equipment Inspection process. Refer to the Annual Gear and Equipment Inspections Circular for further details.	5pm - Thursday, 14 <sup>th</sup> September 2023	
8 <b>Annual Report – Clubs and Branches</b> Provide an electronic copy of your Annual Report to your Branch Administration or Development Officer.	5pm - Tuesday, 31 <sup>st</sup> October 2023	
9 <b>Signed Audited/Reviewed Financial Statements – Clubs and Branches</b> Provide an electronic copy of the full set of <b>signed and audited/reviewed financial</b> statements to your Branch Administration or Development Officer.	5pm - Tuesday, 31 <sup>st</sup> October 2023	
10 <b>Submission of required information to the ACNC</b> Ensure that your club/branch submissions, club/branch details and list of responsible officers are up to date on the ACNC Charity Register.	5pm - Tuesday, 31 <sup>st</sup> October 2023	

## Branch Administration and Development Officers

Branch Administration and Development Officers support the collection of the required information and are the key point of contact for support and advice to clubs. All surfguard compliance requirements will now automatically generate a completion report however, your Branch officer should be sent club reports and advised of all other completions in order for your compliance record to be updated.

### Far North Coast Branch

Aaron Ryan  
[aryan@surflifesaving.com.au](mailto:aryan@surflifesaving.com.au)  
0401 705 308

### North Coast Branch

Nicole Slater  
[nslater@surflifesaving.com.au](mailto:nslater@surflifesaving.com.au)  
0429 586 659

### Mid North Coast Branch

Leanne Hatherly  
[lhatherly@surflifesaving.com.au](mailto:lhatherly@surflifesaving.com.au)  
0435 121 457

### Lower North Coast Branch

Rachel Bracken  
[rbracken@surflifesaving.com.au](mailto:rbracken@surflifesaving.com.au)  
0468 577 989

### Central Coast Branch

Michael Hyslop  
[admin@slscc.com.au](mailto:admin@slscc.com.au)  
0466 691 090 | (02) 4353 0299

### Hunter Branch

Sarah Findlay  
[development@hsls.org.au](mailto:development@hsls.org.au)  
(02) 4961 4533

### Sydney Branch

[clubdevelopment@surflifesavingsydney.com.au](mailto:clubdevelopment@surflifesavingsydney.com.au)  
(02) 9019 0722

### Sydney Northern Beaches Branch

(02) 9913 8066  
[ceo@surflifesaving.net.au](mailto:ceo@surflifesaving.net.au)

### Illawarra Branch

Annette Sa  
[asa@surflifesaving.com.au](mailto:asa@surflifesaving.com.au)  
02 4228 3884

### South Coast Branch

[office@southcoastbranch.com.au](mailto:office@southcoastbranch.com.au)  
0421 968 682

### Far South Coast Branch

Leanne Constable  
[lconstable@surflifesaving.com.au](mailto:lconstable@surflifesaving.com.au)  
0478 289 881

## Compliance Requirements – Details

### 1) Insurance Renewal Declaration

Club Officers will receive information via an email from Marsh explaining how to complete this process. Support is available for clubs and branches from Branch Administration and Development Officers and via the Marsh website (<https://sport.marshadvantage.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 SLSA Group insurance policy.

### 2) Submission of Lifesaving Agreement to SLSNSW

All Club and Branch Directors of Lifesaving have been sent their Lifesaving Service Agreements (LSA) if they are due for renewal this year (SNB, SYD, Illawarra, SC and FSC Branches). These agreements should be returned to SLSNSW via the docusign process. Any enquiries should be directed to the lifesaving team [lschuetz@surflifesaving.com.au](mailto:lschuetz@surflifesaving.com.au). All clubs from Central Coast to Far North Coast should have a current signed LSA in place and if so, will be automatically marked compliant for this year (any clubs who do not have a current LSA in place will remain non-compliant until that agreement has been agreed and executed).

### 3) Affiliation Form – Surf Life Saving Clubs and Branches

All clubs and branches will be sent their affiliation form to sign via docusign. This form will be sent to the club/branch president as noted in surfguard. The form can be re-assigned to another club officer if required or you can contact [jdawin@surflifesaving.com.au](mailto:jdawin@surflifesaving.com.au) for a new form to be sent out.

**Clubs** - Complete the Affiliation Form indicating affiliation with **both your Branch and SLSNSW** and submit via docusign. Please ensure that the Affiliation Form 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 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 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.

#### 4) Organisational Details – Clubs and Branches

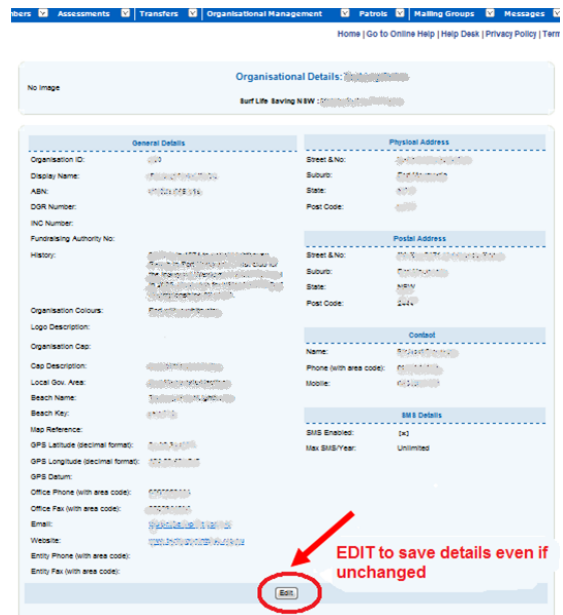
The Organisational Details page of your club/branch Surfguard account should show the current contact information (including email, website, and contact numbers) for your club/branch. This information will be used by all levels of Surf Life Saving to contact your club/branch.

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 2022 – 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 update Organisational Details in Surfguard:

1. Login into Surfguard.
2. Go to the Organisational Management on the side menu.
3. Go to 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.



#### 5) Officer Positions – Clubs and Branches

The Officers page in Surfguard should show the current officer positions held for the 2023-2024 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.

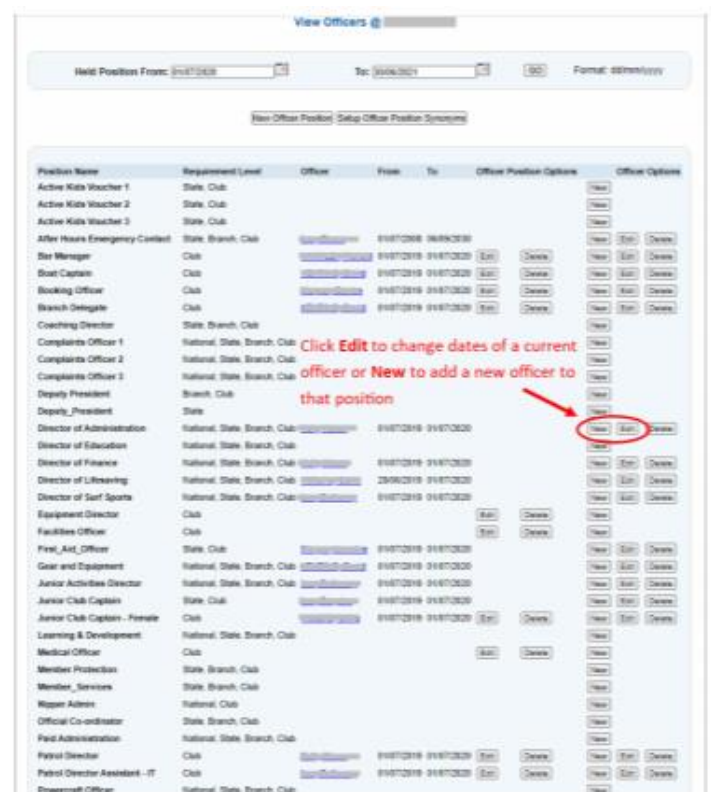
Please do not delete officers who no longer hold a position – it is essential that these records stay intact as a way of preserving the officer history within your club/branch. Only current position holders will be displayed on the Officers screen in Surfguard; however, a report can be utilised to search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

##### How to enter / up-date Officer Positions in Surfguard:

1. Login into Surfguard
2. Go to the **Menu / Organisational Management**.
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.

##### NOTE:

1. There is now the ability to add an alternate email address for the specific officer role. If your club uses club emails for their officers, please add them in the alternate email field during editing.
2. Complaints Managers gain access to the portal via their officer position. Should your Complaints Manager be from another club, please allocate them a general membership and add them as an officer for your club.
3. Should you have any of the 8 minimum positions unfilled, please advise your Branch administrator or [jdarwin@surflifesaving.com.au](mailto:jdarwin@surflifesaving.com.au)



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

For assistance, go to [SLSA IT Systems guide for Season Close & Start of Season Tasks V9](#)

## **6) 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 **Menu / Organisational Management**.
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.

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>

## **7) 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). Please contact Mason Kemeny [mkemeny@surflifesaving.com.au](mailto:mkemeny@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 pre-appointed and endorsed inspectors. There should be no further action required by clubs/branches unless gear and equipment needs to be re-inspected.

Successfully completed inspections on equipment requirements according to the [Lifesaving SOPS](#) will automatically confirm compliance in surfguard.

## 8) 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. Refer to the [Annual Report Guidelines](#) on the SLSNSW website.

## 9) Signed audited/reviewed financial statements – Clubs and Branches

All clubs and branches are required to send a full set of financial statements to your Branch Administration or Development Officer. These financial statements may be included as a part of your Annual Report, or they may be sent separately.

These statements must include a Profit & Loss Statement, a Balance Sheet, a Statement of Changes in Equity, a set of Notes to the accounts, signed and dated Responsible Person's Declaration and either an Audit report or Review report and a Statement of Cashflows if considered a medium or large charity.

Information about how to prepare your financial statements can be found in the [Annual Report Guidelines](#). Please note clubs are provided with a Financial Compliance Review report annually. This aligns with the requirements of the Incorporated Associations Act and the Australian Charities and Not for Profit Commission (ACNC) requirements. Clubs should use the previous year's SLSNSW review to identify the areas which are required to be included in their financial reports as well as key areas which required amendment from the previous year's accounts. Treasurers and/or external accountants and auditors should contact the SLSNSW Finance Team [finance@surflifesaving.com.au](mailto:finance@surflifesaving.com.au) if they have any questions around the requirements of financial reports.

## 10) Submission of required information to the ACNC

All clubs and branches are required to submit their Annual Information Statement (AIS) and Financial Report through the ACNC Charity Portal. Further information about reporting obligations can be found in SLSNSW's ACNC Reporting Circular and on the ACNC website:

<https://www.surflifesaving.com.au/members/circulars-memos/circular-3678-obligations-and-responsibilities-charities-australian-charities-and-not/>

<https://www.acnc.gov.au/for-charities/annual-information-statement>

You can check whether your club has any outstanding submissions by checking the Charity Portal.

It is essential both the Annual Information Statement (AIS) and annual Financial Reports are submitted by the deadline noted on the ACNC portal for your club. Failure to adhere to these reporting guidelines will place your club's registration as a charitable entity at risk.

## 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](mailto:payres@surflifesaving.com.au).

## 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.

**Note:** failure to comply with these requirements may place you club at risk of penalties and/or deregistration with these bodies.

Item	Due By
<p>1 <b>If a new Public Officer has been appointed, notification to Fair Trading NSW using Form A9</b>  <a href="https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms">https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms</a></p>	<p>Within 28 days of appointment</p>
<p>2 <b>If any changes to the Club's constitution have been made, registration of the updated constitution with Fair Trading NSW using Form A6</b>  <a href="https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms">https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms</a></p>	<p>Within 28 days of passing a special resolution to change</p>
<p>3 <b>If a Liquor &amp; Gaming licence is held, submission of reports to Liquor &amp; Gaming NSW</b>  <a href="https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/licences-for-surf-clubs">https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/licences-for-surf-clubs</a>  <a href="https://www.liquorandgaming.nsw.gov.au/resources/on-premises-licence">https://www.liquorandgaming.nsw.gov.au/resources/on-premises-licence</a>  <a href="https://www.liquorandgaming.nsw.gov.au/resources/limited-licence">https://www.liquorandgaming.nsw.gov.au/resources/limited-licence</a></p>	<p>As required under your club's licence conditions</p>
<p>4 <b>Submission and verification of Working with Children Check (WWCC) numbers with the Office of the Children's Guardian (OCG)</b>  <a href="https://www.surflifesaving.com.au/resources/working-children-check-requirements">https://www.surflifesaving.com.au/resources/working-children-check-requirements</a>  <a href="https://ocg.nsw.gov.au/working-children-check">https://ocg.nsw.gov.au/working-children-check</a>  <i>Note: In order to verify WWCC numbers clubs must be registered with the OCG.</i></p>	<p>Ongoing</p>

### 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://sport.marshadvantage.com.au/slsa/>
- Working through the checklist in the [SLSA IT Systems Guide for Season Close & Start of Season Tasks V9](#)
- 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).