

# Club Executive Training Schedule 2023/24

	Date	Session	Content	Audience	Presenter	Register
July	18/07/2023 6pm	Administration Workshop <i>Pre-season</i>	<b>Navigating club administration during the registration season</b> A session focusing on requirements for pre-season administration, including how to manage registrations, renewals, trouble shooting and your club's compliance obligations.	Club Administration / Registrars	Jenni Darwin – <i>Club Development SLSNSW</i>	<a href="#">REGISTER</a>
	20/07/2023 6pm	Surfguard Training <i>Administration</i>	<b>Surfguard and registrations</b> A workshop specifically aimed at club registrars and administration, exploring the Surfguard user journey for registration, price lists, reports, administration and more.	Administration & Registrars	SLSA	<a href="#">REGISTER</a>
	25/07/2023 6pm	Member Recruitment & Retention	<b>Recruitment and retention of SLSNSW members</b> Discover what we currently know about the key drivers of volunteer satisfaction and turnover intention in SLSNSW and what we are doing to learn even more. Find out how to retain your members and lean about the tools available when running a club recruitment campaign.	Presidents, Member Services, JAC	Louise Cooke - <i>General Manager, Culture &amp; Capability</i> Claire Bevis – <i>Membership Manager SLSNSW</i>	<a href="#">REGISTER</a>
August	01/08/2023 6pm	Cyber Security	<b>Cybercrime: how vulnerable is your club?</b> Join SLSNSW's Chief Information Officer, Matthew Ingersole to take a deep dive into cyber security, how to protect from phishing attempts and preventing unauthorised access to your club systems. Matt will share real life case studies to help clubs understand the true cost of a cybercrime incident.	Club Management Club Administration	Matt Ingersole – <i>Chief Information Officer SLSNSW</i>	<a href="#">REGISTER</a>
	15/08/2023 6pm	Finance Webinar 1	<b>Financial management at your club</b> Join SLSNSW's Finance Team as they walk you through best practice in financial management, reporting and financial risk management, and explore what 'not-for-profit' really means.	Finance, President	Finance team - SLSNSW	<a href="#">REGISTER</a>
	17/08/2023 6pm	Club IT Systems	<b>Streamlining club administration through technology</b> This session is all about using technology to make the general running of your club easier. We'll look at cloud-based systems, NFP options, club emails, record keeping, data storage and more.	Club Management, Club Administration.	Matt Ingersole – <i>Chief Information Officer at SLSNSW</i>	<a href="#">REGISTER</a>
	22/08/2023 6pm	Club Management Induction for New Position Holders	<b>Know what 'being on the board' actually means</b> This workshop will guide new position holders through the essentials of being on the board of a not-for-profit organisation – its more than just knowing your area. This session will cover your obligations as a director and includes a <b>role specific induction</b> delivered by portfolio experts in break out rooms. <i>This session is aimed at new position holders.</i>	All New Club Board mdirector anddent, Lifesaving, Education, Surf Sports, Member Services and Administration, Finance.	Portfolio Managers	<a href="#">REGISTER</a>
	29/08/2023 6pm	Surfguard Training <i>Introduction</i>	<b>If you are new to Surfguard, this workshop is for you!</b> A training session delivered by SLSA as an introduction to Surfguard, the Members Area and reporting. A great session to get your skills up to scratch for the season ahead.	Club Officers	Rebecca Cocks – SLSA	<a href="#">REGISTER</a>
September	5/09/2023 6pm-9pm	MPIO Training	<b>Play by the Rules - MPIO Training</b> If you have taken on the role of MPIO this season, this training is a requirement for the position. Part 1 is accessed online and must be completed prior to attending this session. This webinar is Part 2 of the process and provides practical MPIO skills and scenarios. Register to receive your online link, pre reading and access to the webinar.	MPIO's	Morgan Lander Not on my Watch	<a href="#">REGISTER</a>
	12/09/2023 6pm	Child Safe <i>Introduction</i>	<b>Introduction to child safety in clubs</b> This introductory session is for clubs and members to learn about the SLSA Child Safe Policy, Code of Conduct and Child Safe Standards in NSW. It provides you with introductory information on how to create a child safe culture within your club.	Club Management, Child Safe Coordinator	TBC	<a href="#">REGISTER</a>
	19/09/2023 6pm	Complaints Management <i>Introduction</i>	<b>A session designed specifically for Complaints Managers</b> Policy overview, the online complaints portal, complaints handling 101.	Complaints Managers	Jenni Darwin – <i>Club Development SLSNSW</i>	<a href="#">REGISTER</a>
	21/09/2023 6pm	Member Welfare and Wellbeing	<b>An introduction into supporting member welfare and wellbeing in your club</b> Looking after the safety and wellbeing of members is a priority. This session will provide you with an insight into all things welfare related in SLSNSW, including relevant policies, programs and services that can support your club to ensure a psychologically safe workplace.	MPIO, Club Management	Jenni Darwin – <i>Club Development SLSNSW</i> Claire Bevis – <i>Membership Manager - SLSNSW</i>	<a href="#">REGISTER</a>

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October	10/10/2023 6pm	Club Management and Governance	<b>Governance for Good – A guide for responsible club management</b> This workshop is designed to help your club management team understand the ACNC governance standards, who is a Responsible Person and the liabilities as a director of a not for profit. <i>This session is aimed at returning position holders.</i>	All Club Board members- <i>returning position holders</i>	TBC	<a href="#">REGISTER</a>
	12/10/2023 6pm	Administration Workshop <i>Mid-Season</i>	<b>Early-mid season administration</b> A session focusing on early-mid season compliance, administration, auto-archiving and 31 <sup>st</sup> December deadlines.	Club Administration	Jenni Darwin – <i>Club Development SLSNSW</i>	<a href="#">REGISTER</a>
	19/10/2023 6-7pm	MPIO Refresher Training	<b>MPIO Proficiency</b> This session is for existing MPIOs to refresh their skills or can be used as a skills update for MPIOs with expired awards. A practical and engaging session delivered by industry expert Mogan Lander from Not on My Watch.	MPIO's	Morgan Lander Not on my Watch	<a href="#">REGISTER</a>
	24/10/2023 6pm	Child Safe <i>Implementation</i>	<b>Understanding best practice in clubs</b> A deeper dive into how to create a child safe culture at your club. This session explores reporting processes, case studies and best practice from clubs from across NSW.	Presidents, MPIO, Child Safe Coordinator	TBC	<a href="#">REGISTER</a>
	26/10/2023 6.30pm	Child Safe Awareness	<b>SLSA Child Safe Awareness course (webinar option)</b> A virtual 'face to face' option as alternative for all those required to complete the SLSA Child Safe Awareness course, and those who are interested in learning more about the commitment that Surf Life Saving has in keeping children and young people safe.	Child Related roles	Morgan Lander Not on my Watch	<a href="#">REGISTER</a>
November	7/11/2023 6pm	Member Engagement	<b>How to create active participation in clubs</b> A hands-on interactive workshop looking at the ways we can engage members to take on roles within clubs and improve communication, inclusion and participation.	Club Management, Member Services	Jenni Darwin – <i>Club Development SLSNSW</i>	<a href="#">REGISTER</a>
	14/11/2023 6pm	Good Sports Clubs	<b>Alcohol and Drug Foundation's Good Sports Program</b> For over 20 years, Good Sports has helped clubs tackle tricky topics such as alcohol, drugs, smoking, mental health and safe transport. This session, delivered by the Alcohol and Drug Foundation Regional Manager, guides clubs through the Good Sports program and how to achieve gold standard in creating a better environment for members and families.	Club Management teams, Member Services.	Russell Grimson – <i>ADF Regional Community Manager</i>	<a href="#">REGISTER</a>
	28/11/2023 6pm	Complaints Management <i>Implementation</i>	<b>A guide to handling complaints well in clubs</b> Guided by experienced complaints managers, this hands-on workshop looks at real life case studies and identifies how to work through processes, understanding steps in the policy, levels of complaints and how to manage difficult conversations.	Complaints Managers	Phil Ayres – <i>SLSNSW Chief Operating Officer and Complaints Manager</i>	<a href="#">REGISTER</a>
January	23/01/2024 6pm	Sponsorship and Funding Webinar	<b>Sponsor engagement and funding sources</b> One of our most popular webinars, find out all you need to know about sponsor engagement and getting the most out of the SLSA Grant Seeking Unit (GSU), delivered by two specialists in the field.	Finance, President	Susan Ahmelman – <i>GSU Manager SLSA</i> Helen O'Connor – <i>Partnerships Manager SLSNSW</i>	<a href="#">REGISTER</a>
	30/01/2024 6pm	Member Recognition workshop	<b>How to recognise your members contributions</b> With member recognition an essential tool of member retention, this webinar will help guide you through both SLSA's awards framework and external award opportunities available for volunteers and emergency service personnel.	Member Services	Claire Bevis – <i>Membership Manager SLSNSW</i>	<a href="#">REGISTER</a>
February	01/02/2024 6pm	Safer Surf Clubs	<b>Creating a safe workplace at your club</b> All members have a right to volunteer in a safe environment. This workshop will guide you through the resources available to undertake a safety audit and create a risk management register for your club.	Club Management	TBC	<a href="#">REGISTER</a>
	06/02/2024 6pm	Finance Webinar 2	<b>Financial compliance and reporting as a NFP</b> An overview of ACNC requirements for your financial reports, reporting thresholds, audit requirements and EOFY.	Finance, President	Finance team - SLSNSW	<a href="#">REGISTER</a>
	13/02/2024 6pm	Member Welfare and Wellbeing - <i>Implementation</i>	<b>Creating a members first culture</b> Best practice, developing an inclusive club culture, understanding and resolving issues, preventative measures, member wellbeing.	MPIO, Member Services	Jenni Darwin – <i>Club Development SLSNSW</i>	<a href="#">REGISTER</a>
April	02/04/2024 6pm	Administration Workshop <i>Season end</i>	<b>End of season administration</b> A session focusing on end of season tasks including Surfguard administration, annual reports, Awards of Excellence and AGMs.	Administration	Jenni Darwin – <i>Club Development SLSNSW</i>	<a href="#">REGISTER</a>
	09/04/2024 6pm	Annual Reports – content, design and delivery	<b>Creating a great annual report</b> Hear advice from media guru Sally Mac from Sol Media about design, platforms and templates, plus an overview of reporting requirements, inclusions and content recommendations.	Administration	Sally Mac – <i>Sol Media</i> Jenni Darwin – <i>Club Development SLSNSW</i>	<a href="#">REGISTER</a>