

CLUB EXECUTIVE CALENDAR 2026/27



JULY

- Hold your Annual General Meeting (AGM)
- Schedule next year's AGM date
- Prepare new member info pack
- Promote member registrations
- Plan for membership renewals
- Review Pre-Season Information Pack
- Review & complete LSA
- Review cyber security options
- Update club website where needed
- Strategic Plan review and/or workshop
- Complete annual compliance checklist
- Sign the SLSNSW affiliation form via JotForm
- Enable non-proficient email notifications
- Review the club's liquor license

RESOURCES

[AGM Club Guide](#)
[Holding an Effective AGM Video](#)
[Child Safe Guidelines](#)
[Member Onboarding](#)
[Liquor & Gaming](#)
[Recruitment Toolkit](#)
[Club Health Check – Game Plan](#)
[Season 26/27 Compliance Circular](#)

AUGUST

- Promote member registrations
- Subscribe to Club Mail
- Complete gear and equipment inspections
- Update the emergency call-out team list
- Create patrol teams and patrol roster
- Complete the Surf Club WH&S Self-Audit Checklist and Inspection Form
- Submit Insurance declaration (due 28th)
- Update public officer details with NSW Fair trading (if required)
- Notify the ACNA and NSW Fair Trading of any constitutional changes
- Review the Club Guide

WEBINARS

- Marsh Insurance
- Pre-season Administration
- Member recruitment& retention

RESOURCES

[Club Management Induction](#)
[Gear and Inspection](#)
[Club Mail](#)
[WHS – Safer Surf Clubs Guide](#)
[Fair Trading – Public Officer](#)
[Fair Trading - Constitution](#)
[Club Guide](#)

SEASON
START

SEPTEMBER

- Conduct new member inductions
- Complete Stage 1 compliance requirements (due 11th September)
- Review social media channels and develop a content plan
- Appoint the Member Welfare team, including the MPIO, Complaints Manager & Child Safe Officer.
- Ensure Child Safe & Member Protection policies are accessible to all members
- Ensure the online complaints portal is easily accessible to all members
- Review club website to ensure member protection information is up to date
- Update Board details in ACNC portal
- Renew Life Members
- Send membership renewal reminders

WEBINARS

Club Management Induction, Privacy and data management, Child Safe, Member Wellbeing

RESOURCES

[Member Onboarding](#)
[Marketing & Social Media](#)
[Member Protection Policy](#)
[Complaints Resolution Policy](#)
[Child Safe Policy](#)
[Member Protection & Complaints](#)
[Member Protection Toolkit for Clubs](#)

OCTOBER

- Complete Stage 2 Compliance requirements (due 30th October)
- Process members pending in SurfGuard
- Audit volunteers in child related roles & verify Working with Children Checks (WWCC) with the Office of the Children's Guardian (OCG)
- Process nipper proficiencies
- Send a reminder to members to renew before non-financial members are automatically archived

WEBINARS

- Optimising Board Performance
- Capital works
- Marketing

RESOURCES

[Office of Children's Guardian portal](#)
[Working with Children Check Requirements](#)

NOVEMBER

- Complete and process proficiencies for all patrolling members
- Review and update the clubs strategic plan
- Process members pending in SurfGuard
- Review club membership statistics

WEBINARS

- Complaints
- Psychosocial safety
- Sponsorship

DECEMBER

- Complete the clubs financial review
- Submit JLOTY and YOM applications
- Finalise proficiencies in SurfGuard

RESOURCES

[Financial Management](#)

JANUARY

- Engage with club sponsors
- Submit member recognition and honours awards

RESOURCES

[Sponsorship Guide](#)
[Member Recognition](#)

FEBRUARY

- Review the club constitution, by laws & policies
- Strategic planning update
- Safety review

WEBINAR

- Finance

RESOURCES

[Club Constitution Template](#)
[Governance Guide](#)

MARCH

- Review next year's budget
- Prepare end-of-year financial statements

WEBINAR

- End of season admin

RESOURCES

[Financial Management](#)
[Financial Reporting](#)

END OF
SEASON

APRIL

- Prepare Annual Reports
- Nominations for Branch Awards
- Ensure incident reports have been entered into IRD systems
- Financials to auditors
- Finalise patrol logs
- Review lifesaving equipment & order for next season
- Club sponsorship annual review
- Edu-check due

WEBINAR

- Annual Reports

RESOURCES

[Annual Report Guideline](#)
[Incident Reporting](#)

MAY

- Issue the AGM notice
- Review member complaints from the season
- Set membership fees for the upcoming season
- Conduct the annual maintenance inspection
- Conduct the annual safety inspection & review club risk assessments
- Strategic planning update

RESOURCES

[Club Guide - AGM](#)

JUNE

- Financials back from auditors
- Club website review

Scan here to register
to webinars

