CLUB EXECUTIVE
CALENDAR 2026/27

SURF LIFE SAVING NEW SOUTH WALES

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 Club
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
- Webinar- Marsh Insurance

Webinars: Club Insurance, Pre-season Administration, Finance Webinar 1, 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

SEPTEMBER

START OF SEASON

- Registrations & audit of membership numbers
- 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 and Child Safe Officer.
- Ensure Child Safe and Member Protection policies are accessible to all members
- Ensure the online complaints portal is easily accessible to all members
- Review the club website to ensure member protection information is up to date
- Update the Board details in the ACNC portal
- Renew Life Members
- Send membership renewal reminders

Webinars: Club Management Induction, SurfGuard/SLS Hub Administration, Privacy & Data Management, Child Safe,Introduction, Club Youth Engagement, Member Wellbeing & Support

RESOURCES

Member Onboarding
Social Media Cheat Sheet
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

Webinars: Optimising Board Performance, MPIO Part 2 Workshop, MPIO Refresher Training, Child Safe Implementation, National Emergency Worker Support Service, Navigating Conflict on the Beach, Managing Capital Work Projects & Finances, Youth Wellbeing, Marketing, Media & Promotions

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 club's strategic plan
- Process members pending in SurfGuard
- Review club membership statistics
- Webinar- Complaints & Psychosocial safety, Sponsorship

Webinars: Psychosocial Safety, Sponsorship & Funding, NSW Shark Surveillance Program, National Emergency Worker Support Service, Complaints Management

DECEMBER

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

RESOURCES

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

Scan here to register for webinars

APRIL

END OF SEASON

- Prepare the Annual Report
- Submit Branch Award nominations
- Ensure all incident reports have been entered into the IRD system
- Submit financial statements to the auditor
- Finalise patrol logs
- Review lifesaving equipment and place orders for next season
- Conduct an annual sponsorship review
- Complete Edu-check requirements
- 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

JUNE

- Receive audited financial statements
- Review the club website

RESOURCES

Scan here for resources