

Circular 3224

Friday, 15th July 2011



ANNUAL REQUIREMENTS FOR CLUBS AND BRANCHES TO BE COMPLIANT FOR THE 2011-2012 SEASON

Attention: Branch Presidents/Secretaries/Directors
Club Presidents/Secretaries/Captains

Actioned by: Branch/Club Presidents/Secretaries/Captains

Date: Friday, 15th July 2011

Contact: Ann Stevenson, SLSNSW Compliance & Quality Coordinator
Phone: 02 9471 8015
Fax: 02 9471 8000
Email: astevenson@surflifesaving.com.au

Summary	To advise Clubs and Branches of the standard annual requirements to be compliant for the 2011-2012 season.
Objective	To ensure the organisation as a whole is compliant and meets legislative and Surf Life Saving requirements.
Action Plan Ref No.	4.3 - Manage and grow the sustainability and integrity of Surf Life Saving in NSW.
Action	For Clubs and Branches to complete the annual standard requirements by the due dates in order to be compliant for the 2011-2012 season.

At the Surf Life Saving New South Wales Board Meeting on Monday, 6th June 2011, the Board of Directors clarified the annual requirements for Clubs and Branches to be compliant for the 2011-2012 season. All Clubs and Branches are required to submit the following information **by 5:00pm on the due dates** in order to be compliant.

	Item	Due By	Send To
1	Affiliation Form Send a signed Affiliation Form to Surf Life Saving NSW	5pm Tuesday, 20 th September 2011	Ann Stevenson PO Box 307 Belrose NSW 2085, <u>or</u> Fax: 02 9471 8000, <u>or</u> astevenson@surflifesaving.com.au
2	Contact Details Enter the required contact details for the organisation and office holders in SurfGuard and notify Surf Life Saving NSW when completed	5pm Tuesday, 20 th September 2011	astevenson@surflifesaving.com.au
3	Gear and Equipment Inspection Conduct 2011/2012 season 'Gear and Equipment Inspection', update equipment information on SurfGuard and notifying Surf Life Saving NSW when completed	5pm Tuesday, 20 th September 2011	astevenson@surflifesaving.com.au
4	Annual Report Send a hard copy of your Annual Report to Surf Life Saving NSW	5pm Friday, 28 th October 2011	Ann Stevenson PO Box 307 Belrose NSW 2085
5	Audited Financial Statements Send a hard copy of the full set of audited financial statements to Surf Life Saving NSW	5pm Friday, 28 th October 2011	Ann Stevenson PO Box 307 Belrose NSW 2085

Note: Lifesaving Service Agreements have not been requested as a 3 year agreement was finalised in 2010. As previously endorsed all requirements of the Service Agreement must be adhered to, penalties apply to any breaches.

Further information is detailed below on each of the requirements for compliancy.

1) Affiliation Form

All Clubs and Branches need to complete the Affiliation Form and either fax, email or post a copy to Ann Stevenson, Compliance & Quality Coordinator at Surf Life Saving NSW by 5:00pm, Tuesday, 20th September 2011. Please note that Clubs need to send the original Affiliation Form to their respective Branch and they may request a Branch Affiliation Fee.

The Affiliation Form (attached with this circular) can be downloaded from the Surf Life Saving NSW Website ([Members/Administration Resources section](#)).

By affiliating with Surf Life Saving NSW, Clubs and Branches agree to abide by the Constitution and Regulations of Surf Life Saving NSW and Australia. Affiliation to Surf Life Saving NSW entitles Clubs and Branches to many 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.

2) Enter Contact Details for your Organisation and Officeholders in SurfGuard

Following your Club or Branch Annual General Meeting, your contact details for your organisation and office holders need to be entered into SurfGuard by 5:00pm, Tuesday, 20th September 2011.

Please note that general postal and contact details (including email, website, contact numbers) are to be entered into the organisational details for inclusion in our State Contact Directory. This is the information that will also be used by all levels of the organisation to contact you for postal and electronic mail outs. **Even if you have made no changes to your Organisational Details, it is essential that you select 'edit' to save the details in SurfGuard as this will identify that the details are current and have been checked.** See Figure 1 below.

For assistance on how to enter the organisational details, please see the instructions below.

How to enter organisation details in SurfGuard:

To update or enter Branch/Club organisational details please proceed as follows:

1. Login into SurfGuard
2. Go to Organisational Management
3. Go to Organisational Details
4. Select Edit
5. Make appropriate changes and additions
6. Save

How to enter office holder details in SurfGuard:

To update / enter Branch / Club contacts please use these instructions:

1. Login into SurfGuard
2. Go to Organisational Management
3. Go to Officers
4. Go to Officers
5. Under Officer Positions go to Edit (is previously entered) or New
6. Add Name From Drop Down Box , From Date, To Date (please ensure dates are updated even if position holders are unchanged)
7. Save

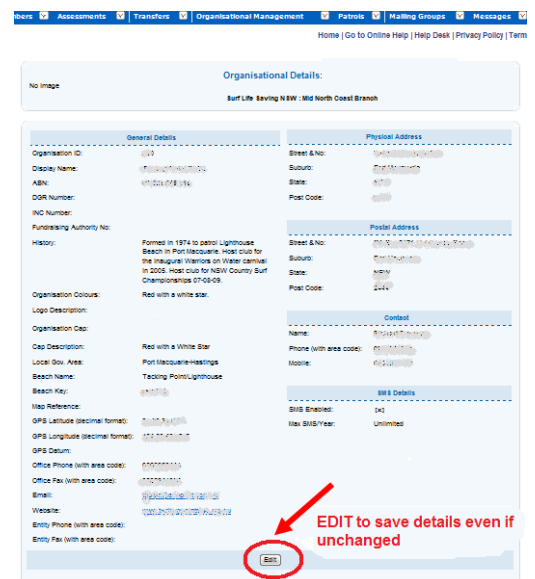


Figure 1

Position Details

The positions that you are required to include are as follows:

Position Name	Suggested Position	Branch	Club
Accident Investigation Officer		✓	
Administration	Secretary	✓	✓
After Hours Emergency Contact		✓	✓
Coaching		✓	✓
Deputy Director Lifesaving		✓	
Deputy President		✓	✓
District Supervisor		✓	
Education	Director, Chief Training Officer	✓	✓
First Aid Officer			✓
Junior Activities	Coordinator	✓	✓
Lifesaving	Director, Club Captain	✓	✓
Member Protection		✓	✓
Member Services	Director, Coordinator	✓	✓
OH&S		✓	✓
Official Co-ordinator		✓	✓
Paid Administration		✓	✓
Powercraft		✓	✓
President		✓	✓
Publicity / Media		✓	✓
Radio		✓	✓
Registrar / SurfGuard Coordinator		✓	✓
Support Operations Officer		✓	
Surf Sports		✓	✓
Team Manager		✓	✓
Treasurer		✓	✓
Vice Club Captain			✓
Youth		✓	✓

Additional Help

The SurfGuard User Manual is available on the SLSA Website.

Go to <http://www.slsa.com.au/site/content/resource/00001886-docsource.pdf> or alternatively go to www.slsa.com.au select Admin and Resources on the web page, select Information Technology, select IT User Guide and then SurfGuard User Guide V3 August 2010. See Section 6 on Organisational Management commencing on page 33. Specifically 6.1 Organisation Details and Section 6.5 Officers.

Once you have entered, amended or checked all your organisational and office holder contact information in SurfGuard and have selected 'edit' to confirm details are correct, please email Ann Stevenson, Compliance & Quality Coordinator at astevenson@surflifesaving.com.au to confirm you have updated SurfGuard.

3) Gear and Equipment Inspections / SurfGuard Information

Gear and Equipment Inspections need to be conducted and information updated on SurfGuard by Tuesday, 20th September 2011. Surf Life Saving NSW must be notified by the club on the completion of both actions **by 5:00pm, Tuesday, 20th September 2011** by emailing Ann Stevenson, Compliance & Quality Coordinator astevenson@surflifesaving.com.au.

At a minimum, the following information needs to be annually inspected and updated on SurfGuard:

- Beach Vehicles / ATV's, Rescue Boards, Defibrillators, First Aid Equipment, IRB's, IRB Motors, Oxygen Kits, Radio's, Temporary Signage, Flags/Poles, Rescue Tubes and Spinal Equipment.

Reference Documents:

2011-2012 Gear and Equipment Inspection Circular (pending release)

2011-2012 Proficiency Pack (pending release)

Why is gear and equipment important to be inspected and uploaded into SurfGuard pre-season?

- To update information based on outcomes of gear and equipment inspections
- Ensure quality performance of equipment and remove/isolate any dangerous/faulty equipment
- Identify/remedy required repairs/maintenance
- OHS requirements
- Enable asset management planning at all levels
- Enable production of a variety of reports and statistics for club, branch and state
- Enable logistical information for emergency planning / event management
- Eventual phase-out of duplicated gear & equipment reporting, such as the 'Annual Summary Return'
- SLSNSW were given the responsibility of registering their vessels and making sure those vessels were compliant each year by NSW Maritime. Updating SurfGuard allows us to have clear evidence this has been done.

4) Send a hard copy of your 'Annual Report'

All Clubs and Branches are required to send a hard copy of their Annual Report to Surf Life Saving New South Wales, attention Ann Stevenson, Compliance & Quality Coordinator **by Friday, 28th October 2011**. Clubs should also send a copy of their annual report to their respective Branch.

Annual Reports are an excellent way to showcase your achievement to members, the community, sponsors and Government bodies.

5) Send a hard copy of your audited financial statements

All Clubs and Branches are required to send a full set of their audited financial statements **by Friday, 28th October 2011**.

These audited financial statements may be included in your Branch/Club Annual Report already or they may be sent separately. **They should also include statements by the auditor and Executive required by the Fundraising Act.** Club and Branch financial statements must be audited by a registered company auditor or a person approved by Surf Life Saving NSW in conjunction with the NSW Office of Liquor Gaming and Racing (OLGR).

Surf Life Saving NSW holds an authority to fundraise on behalf of itself and all Surf Life Saving entities in New South Wales. This authority is administered by the NSW OLGR and it is their requirement that all our entities must have their financial statements audited. For further information on their requirements, Branches and Clubs are able to download a free copy of the 'Best Practice Guidelines' from the OLGR website and by following this link: http://www.olgr.nsw.gov.au/pdfs/char_fund_bpg.pdf

In order to assist Clubs and Branches meet the OLGR requirements, the Surf Life Saving NSW Board has appointed an Audit Taskforce, whose aim it is to assist Clubs and Branches by providing information and guidance in relation to the different aspects of the legislation as they relate to Clubs and Branches. This taskforce is available to answer questions and provide assistance on compliance matters. Please contact Ann Stevenson, Compliance & Quality Coordinator for further queries. Email: astevenson@surflifesaving.com.au Phone: (02) 9471 8015.

What happens if Clubs and Branches are having difficulty in meeting the compliancy requirements?

It is hoped that every Branch and Club will be able to comply with these requirements but it is understood that there may be extenuating circumstances in some cases, in which case the Board of Surf Life Saving NSW will allow Branches and Clubs in these circumstances, the opportunity to apply for an exemption and/or extension.

Applying for Exemptions and/or Extensions

The Board of Surf Life Saving New South Wales reiterated at their Board meeting on Monday, 6th June 2011 that the President and the Director of Lifesaving are empowered to consider exemptions and/or extensions. The exemptions and/or extensions must be submitted in writing and received prior to the due by date and clearly state the reasons why they are required. In the case of a Club, this exemption and/or extension would need to be supported by the Branch and an indication given as to when the non-compliant Club will be compliant. This 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:

Chief Executive Officer of Surf Life Saving NSW
PO Box 307
Belrose NSW 2085

The CEO will then forward on the correspondence to the President and Director of Lifesaving to consider the exemption and/or extension.