



## Surf Life Saving Sydney Inc.

Established October 1907

Telephone: (02)9019 0722

PO Box 6006, Malabar NSW 2036

Email: admin@surflifesavingsydney.com.au

ABN 74 781 063 539

Facsimile: (02) 9019 0720

www.surflifesavingsydney.com.au

**ISSUE DATE: 19<sup>th</sup> July 2013**

**CIRCULAR NO: 06/13-14**

**TO: Clubs, Presidents, Secretaries  
BJD Chairmans/Secretaries, Captains**

**FROM: George Shales, Director of Administration**

**CC: SLSS Management, BoL Management, BJD Committee**

**SUBJECT: Surfguard Training 2013-2014 EOI**

Surfguard training has been organised for Sydney Branch Clubs to be held during September 2013, facilitated by SLSA IT personnel. The training will be offered over 2 courses – Beginners IT System training and Advanced IT System training. This training will be conducted at Maroubra Seals Club, Marine Parade, Maroubra Beach in the Beachview Room.

Expressions of interest are now called from Clubs for Office Bearers who would like to attend. It is strongly recommended any new committee member in your Club who will be using Surfguard this season be considered. For this training to proceed we will required a minimum of 10 per night.

### Course Information

<b>Tuesday 3<sup>rd</sup> September 2013</b> <b>6.00 pm to 9.00 pm</b> <b>'Beginners class'</b>	<b>Wednesday 4<sup>th</sup> September 2013</b> <b>6.00 pm to 9.00 pm</b> <b>'Advanced class'</b>
<b>Session Agenda</b>  Welcome and introduction Overview of SLSA IT websites, applications & social media SLSA Terms of Use, Social media, Disclaimers, policies Lifesaving Online Payment Gateway Surfguard Members Organisational Management Patrols Assessments General Reports	<b>Session Agenda</b>  Lifesaving Online Payment Gateway Surfguard Membership Surfguard Assessments Surfguard Patrols Surfguard – Reports/custom reports  Incident Reporting  Carnival Manager System

*Casual comfortable dress for classroom activities is recommended. Dinner is not provided at the course, therefore we would recommend candidates bring a snack along. Tea/Coffee will be provided. Participants are not required to bring along lap top computers or similar devices.*

**Clubs are requested to complete the 'online' registration no later than COB Friday 23<sup>rd</sup> August 2013.**

**Please go to <http://www.surflifesavingsydney.com.au/online-forms>**

Branch office will send confirmed list of course attendees to Clubs after the closing date.

Any queries, please contact the Branch Office.

**George Shales**

**DIRECTOR OF ADMINISTRATION**

#### Affiliated Clubs

Garie Era Burning Palms  
Wanda Elouera North Cronulla Cronulla  
Clovelly Coogee Maroubra South Maroubra  
North Bondi Bondi Tamarama Bronte

