



## Surf Life Saving Sydney Inc.

Established October 1907

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**ISSUE DATE:** 15<sup>th</sup> July 2014

**CIRCULAR NO:** 07/14-15

**TO:** Clubs, Presidents, Secretaries

**FROM:** Keith Grima, Director of Administration

BJD Contacts, Captains, Chief Training Officers

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

**SUBJECT:** Surfguard Training 2014-2015 Expressions of Interest to Attend

Surfguard training has been organised for Sydney Branch Clubs to be held **Saturday 13<sup>th</sup> September 2014**, facilitated by SLSA IT personnel. The training will be offered over one day this year with session times and topics allowing officers the opportunity to attend for the entire day or to attend specific sessions relevant to their Club role. This training will be conducted at the Branch Office located at 16 Murra Murra Place, Little Bay. (*Alternate location may be advised if the numbers exceed branch office seating capability*)

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 require a minimum of 10.

### Session Times & Agenda – Saturday 13<sup>th</sup> September 2014

9:00 am – 10:30 am

**Topic – Managing Members (joining/rejoining)**

Lifesaving Online, Payment Gateway, Surfguard - Members

10:30 am – 11:30 am

**Topic – Managing Members, Officers & Organisations within Surfguard**

Transfers, Organisational Details, Mailing Groups, Maintenance, Messaging.

Reports – Member, Organisational Management and Transfer reports

11:30 am – 12:30 pm

**Topic – Managing Assessments in Surfguard**

New assessments, managing assessments, assessment processing/paperwork, Assessment and Award Reporting

12:30 pm to 1:00 pm      **Lunch Break**

1:00 pm – 2:00 pm

**Topic – Managing Patrols in Surfguard**

Patrol Teams, Patrol Logs, Patrol Stats, Past patrol hours, Patrol Reports

2:00 pm – 2:30 pm

**Topic – Report functions within Surfguard**

Creating new reports, general reports, custom reports and templates

2:30 pm – 3:00 pm

**Topic – Other SLSA Applications & Systems**

Members Portal, SLSA Website, SLSA Risk Apps and Carnival Management

*Casual comfortable dress for classroom activities is recommended. A light lunch of sandwiches will be provided, however, there are Cafes located near the Branch office (Little Bay & Malabar) if you wish to go elsewhere for lunch on the day. Tea/Coffee will be provided by the Branch Office. 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 24<sup>th</sup> August 2014.**

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.

**Keith Grima DIRECTOR OF ADMINISTRATION**

#### Affiliated Clubs

Garie Era Burning Palms

Wanda Elouera North Cronulla Cronulla

Clovelly Coogee Maroubra South Maroubra

North Bondi Bondi Tamarama Bronte

