



Surf Life Saving Sydney Inc.

Established October 1907

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TO: Clubs, Presidents, Secretaries

FROM: Keith Grima, Director of Administration

CC: SLSS Management, BoL Management, BJD Committee

SUBJECT: IT Systems Training 2015 Expressions of Interest to Attend

IT Systems Training has been organised for Sydney Branch Clubs to be held **Saturday 22nd August 2015**, facilitated by SLSSA 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. For this training to proceed we will require a minimum of 10 attendees.

Session Times and Agenda of training being offered is attached for your information and includes suggestion of which office bearers the sessions are designed for, which will assist Clubs with selection of attendees.

Clubs are requested to register via Branch Website Forms where an 'online' form has been created.

Link to online registration is

<http://surflifesavingsydney.com.au/admin/online-form/it-systems-training-2015-eoi-to-attend/>

Registrations close 7th August 2015

Casual comfortable dress for classroom activities is recommended. A light lunch of sandwiches will be provided, however, there is Cafes located near the Branch office at 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.

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**

Enc.

Affiliated Clubs

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

