



Established October 1907 ABN 74 781 063 539

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8th September 2015

To : Sydney Branch Clubs

As advised by email to Clubs yesterday, Sydney Branch office has taken delivery of our allocation of 'salmon' coloured proficiency cards for season 2015-16 from SLSNSW which are to be used for recording of all Skills Maintenance for this season by Clubs.

Clubs can arrange collection of these cards from the Branch Office (16 Murra Murra Place, Little Bay office hours 9am to 4pm Monday to Friday).

The allocation of cards should be sufficient quantity to cover all nipper and senior proficiencies for your Club. One pick up per Club.

Each Club Captain & Chief Training Officer received a printed hard copy of the Pre Season Information Pack 2015-2016 at the Branch Pre Season Meeting held last month. If Clubs require additional copies you can download this document from SLSNSW website at the following link <http://www.surflifesaving.com.au/members/resources/administration>

Skills Maintenance Process (both nippers & seniors) from Club to Branch Office

- Skills maintenance completed with Club/recorded on card/signed off
- Club create award proficiency assessment in Surfguard (selecting **bulk proficiency**) as per names on the card and date of completion and allocates and completes the process in Surfguard at Club level. **Please refer to SLSA Circular 12 attached for details on how to do this process using bulk proficiency.**

Using bulk proficiency means clubs do not have to wait for Branch office to approve the proficiency. This new feature has been created to enable the swift one step processing of skills maintenance/proficiencies.

- If the Club does not select **Bulk Proficiency**, the Club will still need to forward a copy of the proficiency card to Branch Office for Surfguard approval as per process last season.
- Clubs file original cards/sign on sheets at the Club.

The Branch will still complete spot checks/proficiency audits on cards and at that time would request a copy of the card from the Club.

All Skills Maintenance requirements are detailed in the NSW Pre Season Information Pack 2015-2016. Please refer to this document for any queries or contact the Branch Office.

Enc. SLSA IT Circular 12

Affiliated Clubs

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