

Circular 3507

Released July 2017



2017-2018 Compliance Requirements for Clubs and Branches

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

Actioned by: Branch and Club Presidents/Secretaries/Club Captains

Date: 7 July 2017

Contact: Kate Higginbotham, Member Services Manager
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Summary	To advise Clubs and Branches of the annual compliance requirements for affiliation with Surf Life Saving New South Wales (SLSNSW) for the 2017-2018 season.
Objective	To ensure that compliance items are submitted to SLSNSW for the 2017-2018 season.
Action Plan Ref No.	Strategic Priority 5 – Effective State Movement Deliver continuous improvement across the organisation.
Action	For Clubs and Branches to complete the requirements detailed by SLSNSW in this circular, by the due dates, in order to be compliant with Surf Life Saving NSW for the 2017-2018 season.

The SLSNSW Board of Directors have clarified the annual requirements for Clubs and Branches to be compliant for the 2017-2018 season. All SLS organisations are required to submit the following information to SLSNSW **by 5:00pm on the due dates** in order to be deemed compliant and be entitled to benefits such as receiving fundraising distributions. To streamline the process, all submissions and notifications are to be [submitted via SLSNSW website](#).

Compliance Requirements – Summary

Item	Due By	Submit Via/Send To	Mark when complete (for your own records)
1 Affiliation Form – Clubs and Branches Send a signed Affiliation Form to SLSNSW (NB: if you are a SLSC please also send to your Branch. Please do not rely on your Branch to forward the Affiliation form to SLSNSW – this is not their responsibility).	5pm - Thursday, 14 th September 2017.	Submit via SLSNSW website	
2 Contact and Officers Details – Clubs and Branches Enter the required contact details for the <u>organisation</u> and <u>Officers</u> in SurfGuard and notify SLSNSW when completed.	5pm - Thursday, 14 th September 2017.	Notify via SLSNSW website	
3 Gear and Equipment Inspection – Clubs Complete the “Annual Gear and Equipment Inspection” requirements as outlined in this document and notify SLSNSW when completed. (Refer to the Annual Gear and Equipment Inspections Circular for further details).	5pm - Thursday, 14 th September 2017.	Notify via SLSNSW website	

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4	Emergency Call Out Team – Clubs Update members in the Club Emergency Call Out Team 'mailing group' in SurfGuard and notify SLSNSW when completed.	5pm - Thursday, 14 th September 2016.	Notify via SLSNSW website	
5	Annual Report – Clubs and Branches Send a copy of your Annual Report to SLSNSW.	5pm - Friday, 27 th October 2017.	Submit via SLSNSW website OR mail to: Kate Higginbotham Surf Life Saving NSW PO Box 307, BELROSE NSW 2085	
6	Signed Audited Financial Statements – Clubs and Branches Send a copy of the full set of signed audited financial statements to SLSNSW.	5pm - Friday, 27 th October 2017.	Submit via SLSNSW website OR mail to: Kate Higginbotham Surf Life Saving NSW PO Box 307, BELROSE NSW 2085	

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

Compliance Requirements – Details

1) Affiliation Form – Surf Life Saving Clubs and Branches

Clubs - Complete the affiliation form indicating affiliation with SLSNSW and the Branch.

Send the ORIGINAL affiliation form to your respective Branch and submit a copy via the link on the SLSNSW webpage **by 5:00pm, Thursday, 14 September 2017**. Please do not rely on your Branch to forward the Affiliation form to SLSNSW – it is the responsibility of the Club to forward the copy to SLSNSW.

[Download the Affiliation Form](#).

By affiliating with SLSNSW, Clubs and Branches agree to abide by the Constitution and Regulations of SLSNSW and SLISA. Affiliation to SLSNSW 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 and compete in events.

2) Contact and Officers Details – Clubs and Branches

Following your Club/Branch Annual General Meeting, review and update in SurfGuard the contact details for your organisation and office holders **by 5:00pm, Thursday, 14 September 2017**.

- The organisational details page of your Club/Branch must indicate a date stamp of 2017 (bottom right hand corner of the SurfGuard screen). Even if no changes are made, click to save details to show it's been checked this year.
- The Officers page must indicate positions held for the 2017-2018 season.

Please note that SurfGuard does not automatically notify SLSNSW of your updates. Please notify via the link on the SLSNSW webpage.

Please note that general postal and contact details (including email, website, contact numbers) are to be entered into the organisational details. This is the information that will be used by all levels of the organisation to contact you for postal and electronic mail outs. See Figure 1 below.

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

How to up-date Organisational details in SurfGuard:

To update or enter Club/Branch 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 (if required)
6. Save

Please ensure that these steps are completed even if there are no changes so that SLSNSW knows that this has been reviewed.

How to enter / up-date Officer details in SurfGuard:

To update/enter Club/Branch 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 (if 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

The screenshot shows the 'Organisational Details' form in SurfGuard. The form is divided into several sections: General Details, Physical Address, Postal Address, Contact, and SMS Details. The 'Edit' button is highlighted with a red circle and a red arrow pointing to it, with the text 'EDIT to save details even if unchanged' next to it.

Figure 1

Please do not delete Officers who no longer hold a position – it is essential that these records stay intact as a way of preserving the Officer history within your Club / Branch. Only current position holders will be displayed on the Officers screen in SurfGuard, however a custom report can be utilised to search for past Officers.

Position Details

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

Position Name	Alternate Position Name/s	Branch	Club
Accident Investigation Officer		✓	
Director of Administration	Secretary	✓	✓
After Hours Emergency Contact		✓	✓
Coaching		✓	✓
Deputy President		✓	✓
District Supervisor		✓	
Director of Education	Chief Training Officer	✓	✓
First Aid Officer			✓
Director of Junior Activities	Junior Activities Coordinator	✓	✓
Director of Lifesaving	Club Captain	✓	✓
Member Protection and Information Officer (MPIO)		✓	✓
Director of Member Services		✓	✓
OH&S Officer		✓	✓
Official Co-ordinator		✓	✓
Paid Administration		✓	✓
Powercraft		✓	✓
President		✓	✓
Publicity/Media Officer		✓	✓
Radio		✓	✓
Registrar/SurfGuard Coordinator		✓	✓
Support Operations Officer		✓	
Director of Surf Sports		✓	✓

Position Name	Alternate Position Name/s	Branch	Club
Team Manager		✓	✓
Treasurer		✓	✓
Vice Club Captain			✓
Youth Coordinator		✓	✓

Additional Help

The SurfGuard User Manual is available by clicking [here](#), by selecting 'Go to online help' in SurfGuard, or via the Members Portal (Library/Administration and IT/IT/SLSA/Guides/Clubs and Club Officers).

See Section 6 on Organisational Management, specifically 6.1 Organisation Details and Section 6.5 Officers.

3) Gear and Equipment Inspections – Clubs

Annual Gear and Equipment Inspections requirements will be documented in the relevant Gear and Equipment Inspection Circular and inspections will be facilitated by Branches. All Inspection requirements must be completed **by 5:00pm on Thursday, 14 September 2017**. Please refer to the SLSNSW representative for any additional information on this program.

All primary patrolling equipment shall be inspected as part of the Annual Gear and Equipment Inspections.

At a minimum, the following information shall be inspected:

- 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:

2017-2018 Gear and Equipment Inspection Circular

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

- Provide Clubs, Branches and SLSNSW with an accurate database of Equipment for reporting and grading purposes
- Ensure quality performance of equipment is maintained and promotes the replacement of dangerous/faulty equipment
- Identifies and promotes repairs and maintenance of equipment
- Complies with Work Health & Safety requirements
- Enable asset management planning at all levels
- Enhances grant and funding application abilities
- Enable logistical information for emergency planning/event management
- Vessel registration renewal process is required by Maritime NSW.

Please notify SLSNSW via the link on the SLSNSW webpage when completed to confirm you have updated SurfGuard with the details of the inspection including inspectors' name and date of inspection.

4) Emergency Call Out Team – Clubs

Each club in NSW is required to have an Emergency Call Out Team saved in the 'mailing group' section of SurfGuard **by 5:00pm on Thursday, 14 September 2017**. Please notify SLSNSW via the SLSNSW website when completed to confirm you have updated SurfGuard.

The emergency call out team is activated during an incident through the Surf Emergency Response System; the State Operations Centre (SOC) and Branch Duty Officers have the ability to send a text message to all members in the call-out team advising them of the incident and requesting a SLS response. Clubs are to have a minimum of 6 members on their call out team - most clubs have between 10 and 20 members.

For assistance in updating the Emergency Call Out Team 'mailing group' in SurfGuard please see the below instructions.

How to create an Emergency Call Out Team (Club/Service) in SurfGuard:

1. Login into SurfGuard
2. Go to 'Mailing Groups' drop-down
3. Select 'Mailing Groups'
4. Click 'edit' on the 'Emergency Call Out Team' group already created
5. Keep 'Mailing Group Type' as 'SurfCom'
6. Select members name and click arrow to insert into 'Emergency Call Out Team'
7. Once all members selected, click 'SUBMIT'.

5) Annual Report – Clubs and Branches

All Clubs and Branches are required to send a copy of their Annual Report to SLSNSW, via the link on the SLSNSW webpage **by 5:00pm, Friday, 27 October 2017.**

Clubs should also send a copy of their annual report to their respective Branch.

Annual Reports are an excellent way to showcase your achievements to members, the community, sponsors and Government bodies. [Download Annual Report Guidelines.](#)

6) Signed audited financial statements – Clubs and Branches

All Clubs and Branches are required to send a full set of their audited financial statements to SLSNSW, via the link on the SLSNSW webpage **by 5:00pm, Friday, 27 October 2017.**

These audited financial statements may be included in your Club/Branch Annual Report already or they may be sent separately. **They should also include signed statements by the auditor and Executive/Responsible Persons' as required by the *Charitable Fundraising Act 1991 and Charities Act 2013.*** Club and Branch financial statements must be audited by a registered company auditor or a person approved by SLSNSW in conjunction with the Department of Fair Trading.

SLSNSW 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 Department of Fair Trading and it is a requirement that all our entities must have their financial statements audited.

Please contact Ross Bidencope, Chief Financial Officer if you have any further queries in relation to requirements for completing audited financial statements. Email: rbidencope@surflifesaving.com.au or phone: (02) 9471 8000.

For further information refer to the finance section of the [SLSNSW Club Guide](#). Additional annual compliancy matters, separate from SLSNSW, may include but are not limited to:

- Submission of financial statements to NSW Fair Trading using form A12. Requirements differ for both Tier 1 and Tier 2 associations, please see the [NSW Fair Trading website](#) for details.
- If a new Public Officer of the association is appointed, [NSW Fair Trading must be notified](#) within 28 days of the appointment using form A9.
- Submission of an Annual Information Statement to the [Australian Charities and Not-For Profits Commission](#).

Clubs/Branches who are having difficulty in meeting the compliancy requirements

It is hoped that every Club/Branch will be able to comply with these requirements but it is understood that in some cases there may be extenuating circumstances. In such circumstances the SLSNSW Board of Directors will allow Clubs/Branches the opportunity to apply for an exemption and/or extension.

Applying for Exemptions or Extensions:

The SLSNSW Board of Directors has empowered the President and the Director of Lifesaving to consider exemptions and/or extensions. The exemptions and/or extensions must be submitted in writing and received prior to the due date, and must clearly state the reasons why they are required and when the Branch/Club expects they will be compliant.

In the case of a Club, this exemption and/or extension would need to be supported by the Branch, and 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 to the President and Director of Lifesaving prior to the due date and addressed to C/- Kate Higginbotham, Member Services Manager, Surf Life Saving NSW, PO Box 307, Belrose NSW 2085 or via email: khigginbotham@surflifesaving.com.au. All exemptions and/or extensions will be forwarded to the President and Director of Lifesaving for consideration.