



## **Processing Reminder to Clubs Skills Maintenance 2019-2020**

- Allocation of your 2019-2020 Proficiency cards has been provided at the Clubs Pre season meeting 31 August 2019. There is sufficient cards for both nippers and seniors. Should clubs require more cards, please contact Branch office as we have a small supply spare.
- Number your clubs cards to help keep track of cards in use.
- All skills maintenance need to be recorded on the card and dated and signed off and once completed and entered into surfguard - filed at the club for audit purposes.
- Processing of Skills Maintenance assessments in Surfguard use **'bulk proficiency'** for all SRC, BM, ART (AID), Nipper Prelims and Competition Evaluations etc. Remember to process and allocate and complete all the way through the Surfguard process.
- Processing of Skills Maintenance Power Craft awards in Surfguard (ie SMIRB Driver, RWC) use 'proficiency' and submit. Scan and email copy of both sides of the skills maintenance card to Branch office [lifesaving@surflifesavingsydney.com.au](mailto:lifesaving@surflifesavingsydney.com.au) for the Surfguard process to be finalised.
- If you have a problem including the members name into the assessment – it could be because they either do not hold that award so therefore cant become proficient for an award they don't hold. Remember the great tool of 'award qualification check' functionality in Surfguard which will always give you a reason for not finding a member for an assessment.

Please do not hesitate in contacting the Branch office Ph. 90190722 if you still have any queries relating to processing of skills maintenance this season.

Thank you.  
**SLSS BRANCH OFFICE**  
28/8/2019