

2020/21 SLSNSW PRE-SEASON INFORMATION PACK



SURF LIFE SAVING
NEW SOUTH WALES



Introduction

The Surf Life Saving NSW Pre-season Information Pack focuses on:



Changes to policies
or procedures



Links to key reference material
to review prior to the season



Key tasks to complete
before the season starts



Key dates to be aware of

The information is divided into the following sections and aimed at:

Education

Chief Training
Officers &
Directors of
Education

Membership

Directors of
Member Services,
Junior Activity
Chairs & MPIOs

Development

Directors of
Administration,
Presidents &
Treasurers

Surf Sports

Directors of Surf
Sports

Lifesaving

Club Captains &
Directors of
Lifesaving

COVID-19 – Impact on SLS Activities

SLSNSW is committed to ensuring the safety and wellbeing of our members.

We continue to monitor the latest information aligned to official sources including the Australian Government Department of Health, NSW Health and NSW Sport, and the impact of this information on Surf Life Saving activities.

For the most up to date information, resources and tools related to conducting club activities during the COVID-19 pandemic, visit the [SLSNSW website](#).



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Education

Key Changes



For COVID-19 planning and management, download the [COVID-19 Information Pack for Training and Education](#).

Key changes will be presented to all Trainers, Assessors, Facilitators (TAFs) and Chief Training Officers (CTOs) at the upcoming face to face pre-season meetings (COVID-19 restrictions dependent). An online pre-season update session will be released in mid October.

Key changes to be communicated include:

- **A review of the Education Standard Operating Procedures (SOPs)** is currently underway. The updated SOPs will be available before the pre-season meetings commence.
- **The re-endorsement period for Assessors** has been changed from two years to every year. All Endorsed Assessors and Assessors will therefore need to complete the re-endorsement process this season.
- Trainers, Assessors and Facilitators (TAFs) are now required to deliver **at least one course/conduct at least one assessment session every year** as part of the re-endorsement requirements.
- With the **launch of the new Surf Rescue Certificate (SRC)/Bronze Medallion (BM) resources**, all SRC/BM TAFs are required to complete induction activities facilitated by SLSNSW or their branch before delivering the course in its new format. **Two new Awards (“Bronze Medallion Induction 2020” and “PSAR35 Spinal Update”)** have been added to SurfGuard to record completions. For more information speak to your Branch Director of Education.
- A **new skills maintenance (proficiency) requirement** has been introduced to all Silver Medallion (Beach Management) award holders in the 2020/21 season. They are required to complete the online supplementary learning module through the Members Area (see **Relevant Links**). Those who have already completed this online module have already met this requirement.
- The **Spinal Management Award has been “retired”** and will no longer be available for completion. Skills maintenance (proficiencies) will still need to be conducted for current Award holders in the 2020/21 season. From 2021/22 onwards, spinal management skills will be maintained through Bronze Medallion skills maintenance.

Relevant Links



[Link to the Skills Maintenance page](#) – to access the SLSA Skills Maintenance Circular.

[Supplementary Learning for Patrol Captains](#) – to access the online session which now forms the compulsory Silver Medallion Beach Management proficiency.

[New SRC & Bronze Medallion Webpage](#) – for a summary of key changes and frequently asked questions related to the new Surf Rescue Certificate and Bronze Medallion course.

[Training Resources](#) – for access to the Academy Volunteer Handbook (Education SOPs) and other forms and resources to support training and education.

[Chief Training Officer Facebook Group](#) – for Chief Training Officers to network, communicate and collaborate with other Chief Training Officers from across SLSNSW.

[Brand Centre](#) – for customisable recruitment, promotion and education resources. Professionally designed resources can be customised with club logos, images and contact details which can be downloaded, printed at home or printed professionally.

Key Tasks



- Complete new SRC/BM course-related induction activities with SLSNSW or branch.
- Work with Branch Directors of Education to ensure that appropriate supervision is in place for all assessments.
- Add the appropriate ‘Endorsed Delegate’ award to endorsed delegates for skills maintenance in SurfGuard.
- Members with Trainer, Assessor or Facilitator awards expiring 31/12/20 must re-endorse.

Key Dates



- **SLSNSW State Conference**
Saturday 24 – Sunday 25 July 2021 (Brighton le Sands, Sydney)
- **SLSNSW Awards of Excellence**
Saturday 28 August 2021 (Luna Park, Sydney)

Contact your Branch Director of Education if you are unsure of the date and time of your branch’s Education Pre-season Meeting session.



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Membership

Key Changes



For **COVID-19 planning and management**, download the [Junior Activities COVID-19 Information Pack](#).

- The **Junior Activities Resources** launched last season will soon be available through the SLSNSW website. It will include a number of new resources, including a junior search and rescue process, information related to craft use for different age groups, and updated guidance around Age Manager course requirements.
- A mandatory **Junior Activity Chair (JAC) Training Program** has been developed and will be rolled out this season. The training aims to provide JACs with the skills and knowledge to manage the safe running of Junior Activities at their club. Face to face and online sessions are being planned and will be shared soon.
- The **SLSA Member Protection Policy** is being reviewed and is scheduled to be released by SLSA before the start of season. Procedures relating to safeguarding and the complaints and grievance handling process will be released as standalone documents. More information will be released to Presidents, Directors of Member Services and MPIOs as soon as it is available.
- A new approach to **post-critical incident support** was launched last season. A range of resources were created to support these new procedures, including a guide for members on what they can expect post-incident, and information for families and friends.
- A new **service and honours factsheet** has been created to promote understanding of the national service recognition available to members.

Key Tasks



- Ensure that WWCCs are verified with the OCG and that verification details are recorded in SurfGuard.
- Ensure that any expired WWCCs are renewed.
- Appoint a Club Member Protection Information Officer and ensure they complete MPIO training.

Relevant Links



[Member Protection](#) – for information about SLSA's Safeguarding Children and Young People Program and Working with Children Checks (WWCCs). This page also includes updated resources for Member Protection Information Officers.

[Critical Incident Support](#) – for information related to the critical incident support procedures, including short guides for members, families and friends.

[Member Development](#) – for information about member development programs run by SLSNSW and SLSA. This page also includes information relating to member engagement opportunities, including youth engagement and the Duke of Edinburgh's Program.

[Member Recognition](#) – for information on internal and external member recognition opportunities, including Awards of Excellence and life membership. This page also includes the new factsheet mentioned above.

[Brand Centre](#) – for customisable recruitment, promotion and education resources. Professionally designed resources can be customised with club logos, images and contact details which can be downloaded, printed at home or printed professionally.

[Junior Activities Resources](#) – for resources to support the Nipper Program including the Junior Activities Information Pack and resources for Age Managers to support program delivery.

[Active Kids](#) – for information about the Active Kids Program, including program registration, voucher redemption and program marketing.

Key Dates



- **Junior Lifesaver of the Year Program**
Monday 12 – Wednesday 14 April 2021
- **Youth Opportunity Makers Program**
Monday 12 – Wednesday 14 April 2021
- **Lifesaving Development Camp**
TBC early 2021
- **SLSNSW State Conference**
Saturday 24 – Sunday 25 July 2021 (Brighton le Sands, Sydney)
- **SLSNSW Awards of Excellence**
Saturday 28 August 2021 (Luna Park, Sydney)



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Development

Key Changes



For **COVID-19 planning and management**, visit the [COVID-19 Updates](#) webpage.

- The launch of the **Club Management Team Induction Support Program** which introduces members of Club Management Teams to their key responsibilities in relation to governance and organisational management. The program includes a checklist for clubs and branches to support the delivery of local induction information, and role-specific content to assist each member with understanding their portfolio-specific responsibilities.
- The availability of **club sustainability dashboards** developed using a business intelligence tool. The dashboards support clubs with their development planning and help them to track progress throughout the season. Contact your Development Officer for further information.
- The release of **Club Guide (version 4.6)**, in which out of date content has been updated. A more comprehensive review of Club Guide will take place in the 2020/21 season, considering how content on the website, in the induction program and in Club Guide interact. Version 5 will be trialled through the SLS Publications App, for a 2021/22 season release.
- A **Recruitment Toolkit** has been developed providing clubs with information on a range of recruitment activities that they may wish to implement. The toolkit includes case studies, and signposts to resources that can be used to assist with the activities.
- The appointment of **Branch Development Officers and Branch Administration Officers** to support clubs and branches with a range of activities. Contact details can be found by following the 'On the Ground' link (see **Relevant Links** section).

Relevant Links



[Annual Compliance Circular](#) – for information on the requirements that all clubs and branches must meet to be compliant for the 2020/21 season and to ensure access to state funding distributions.

[Club Guide](#) – for information related to the management of Surf Life Saving Clubs, relevant for all members of the Club Management Team.

[Club Management Team Induction Pack](#) – for new members of Club Management Teams.

[Club Management Team Induction Support Program](#) – for members of the Club Management Team responsible for supporting local inductions.

[On the Ground](#) – for Development Officer contact details and information on the support and services provided by the SLSNSW Development Team to clubs and branches.

[Recruitment Toolkit](#) – for access to the toolkit which includes case studies and resource links.

[Brand Centre](#) – for customisable recruitment, promotion and education resources. Professionally designed resources can be customised with club logos, images and contact details which can be downloaded, printed at home or printed professionally.

[Workplace by Facebook Group – Administrators](#) – for Club and Branch Directors of Administration, Registrars and other administrators to network, communicate and collaborate with others from across SLSNSW.

Key Tasks



- Complete annual compliance requirements as outlined in the above circular.
- Encourage new members of the Club Management Team to access the induction materials outlined above.
- Book a consultation meeting with your Development Officer to support planning for the 2020/21 season.

Key Dates



- **Compliance Part 1 Deadline**
17 September 2020
- **Compliance Part 2 Deadline**
23 October 2020
- **SLSNSW State Conference**
Saturday 24 – Sunday 25 July 2021
(Brighton le Sands, Sydney)
- **SLSNSW Awards of Excellence**
Saturday 28 August 2021 (Luna Park, Sydney)



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Surf Sports

Key Changes



For **COVID-19 planning and management**, download the [Return to Sport Plan](#).

- SLSA released the **36th Edition Surf Sports Manual (SSM)**. The amendments, which are outlined in SLSA Bulletin 01/19-20 became effective on 1st October 2019. The SSM is now accessible on the SLS Publications App, downloadable via Google Play or the App Store. A PDF version is also available within the Members Area.
- SLSNSW continues to progressively roll out the trial of the **Sport Event Managements System (SEMS)** for the conduct of State Carnivals over the season. Please ensure you refer to the relevant event entry circular to complete club entries accurately and on time.
- Branch & Local Carnival Safety & Emergency Management Coordinators can sign on/off with SurfCom using call sign – Carnival & [Location].

Relevant Links



[SLSA Bulletin 01/19-20](#) – for information on the amendments made to the 36th Edition Surf Sports Manual.

[Surf Sports Weekly](#) – subscribe to the weekly electronic newsletter for all sport-related information, including SLSNSW and SLSA Sport Circulars and Memos.

Surf Sports Event Calendar – the SLSNSW Sports Team is currently working on a NSW Surf Sports events calendar. Once complete the calendar will reside on the SLSNSW website. Please ensure you refer to the relevant organising body for the most up to date event information.

[Special Events Application](#) – please refer to the two packs (Member only or Public involvement) for the relevant application forms. Submit application to your branch who will forward to SLSNSW via specialevents@surflifesaving.com.au.

Key Tasks



- Members with Officials Accreditation expiring 31/12/20 must complete [reaccreditation process](#)
- Members with Coaching Accreditation expiring 31/12/20 must complete [reaccreditation process](#)
- Ensure members' awards and patrol hours are updated in SurfGuard by 31 Dec relevant to their age group to compete

Key Dates



- **NSW Interbranch Championships**
5 & 6 December 2020
- **NSW Country Championships**
29-31 January 2021
- **NSW State Championships**
20 & 21 February (Lifesaving)
26 – 28 February (Age)
3 & 4 March (Masters)
5 – 7 March (Open including Masters Boats)
- **SLSNSW State Conference**
Saturday 24 – Sunday 25 July 2021
(Brighton le Sands, Sydney)
- **SLSNSW Awards of Excellence**
Saturday 28 August 2021 (Luna Park, Sydney)



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Lifesaving

Key Changes



For **COVID-19 planning and management**, visit the [COVID-19 Updates](#) webpage.

- A number of **chapters of the Lifesaving Standard Operating Procedures (SOPs)** have been updated. Significant amendments have been made to LS3, LS4, LS7 and LS12. All major changes are listed in the change log which is available on the SLSNSW website. The updated SOPs are no longer available in a hard copy format – they will be an online resource to enable updates and improvements to be made on a more regular basis.
- A **review of the patrolling areas outlined in all Lifesaving Service Agreements** is currently in progress. The outcomes of this review will help clubs to better understand their patrolling obligations, and to update their Patrol Operations Manuals before the start of season.
- The introduction of the **Lifesaving Improvement Program** which will replace the Breaches of Lifesaving Standards program. Patrol reviews will be conducted with the intention of taking a collaborative approach to identifying areas of strength and areas for improvement, and ways in which branches can support clubs to provide enhanced lifesaving services.
- **Incident reporting is now available via the SLS Operations app.** This will be used in place of the paper log. The app will display existing incidents and allow for new incidents to be created.
- **Gear and equipment inspections can now be managed via the SLS Operations app.** The app integrates with SurfGuard and will be used this season to reduce the administrative burden associated with gear and equipment inspections.
- Surf Life Saving NSW has commissioned an independent review into how we, as an organisation, develop deeper and more meaningful interactions, interdependencies, and presence within the broader Emergency Services Framework. Any recommendations resulting from this review will have minimal impact upon club operations (see **Relevant Links** section).
- Support for **SIM cards and for the SLSNSW-issued Samsung tablets has now expired.** Clubs will need to source their own SIM cards and data plans to enable continued use of the tablets on patrol, or will need to request members use their own devices. A circular on this will be released in the coming weeks.

Relevant Links



[Standard Operating Procedures](#) – for policies and procedures relating to all aspects of Lifesaving operations in SLSNSW. The Change Log can also be found here (LS17).

[SLS Operations App User Guide](#) – for information on how to access and use the app.

[Emergency Response](#) – for information on emergency response, State Operations Centre Tasking, Duty Officers, and the Incident Management Structure.

[Patrol Operations Manual Template](#) – for the template to help patrolling members familiarise themselves with beach hazards/risks and management plans.

Gear & Equipment Circular – for information on the requirements, processes and updates of the 2020/21 SLSNSW Annual Gear & Equipment Inspections Program.

[Annual Compliance Circular](#) – for information on updating the Emergency Call Out Team in SurfGuard

[Vessel Registrations](#) – for information on how to register new Surf Rescue vessels and on the steps to follow for the sale or disposal of Surf Rescue vessels.

[SLSNSW Support Operations and Emergency Service Framework Review](#) – for information relating to the independent review currently being undertaken.

Key Tasks



- Plan patrol roster (using Lifesaving Service Agreement).
- Provide a copy of the Patrol Operations Manual (POM) to all patrols.
- Complete gear and equipment inspections, attaching Defective Equipment Tags as required
- Update the Emergency Call Out Team mailing group in SurfGuard.
- Register new and existing Surf Rescue vessels on SurfGuard, and manage the sale of any vessels in line with requirements.

Key Dates



- **Club gear and equipment inspection deadline**
17 September 2020
- **Patrol season**
26 September 2020 – 25 April 2020
- **Lifesaving Development Camp**
TBC early 2021
- **SLSNSW State Conference**
24 – 25 July 2021 (Brighton le Sands, Sydney)
- **SLSNSW Awards of Excellence**
Saturday 28 August 2021 (Luna Park, Sydney)



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