



Surf Life Saving Sydney Inc.

Established October 1907

Telephone: (02)9019 0722

PO Box 6006, Malabar NSW 2036

Email: admin@surflifesavingsydney.com.au

ABN 74 781 063 539

Facsimile: (02) 9019 0720

www.surflifesavingsydney.com.au

ISSUE DATE: 24 July 2015

CIRCULAR NO: 07/15-16

**TO: Clubs, Presidents, Secretaries, Captains
Chief Training Officers, Area Education Supervisors,
Area Lifesaving Supervisors**

**FROM: Simon Torsellini, Director of Lifesaving
Chris Thompson, Education Manager**

CC: SLSS Management, BoL Committee

SUBJECT: Skills Maintenance & Assessment Date Planning Season 2015-2016

Sydney Branch is committed to communicating with Clubs and Services and being as flexible as possible in relation to the setting of dates for the annual Proficiency dates as well as for new award Assessment dates. As part of the SLSNSW Education Standard Operating Procedure, these dates must be negotiated and published so that all Clubs and Services, Assessors and Education Officers are aware of the dates of all Assessments and Proficiencies and so audits on the conduct of Proficiencies and Assessments can be conducted.

Information

So that all Clubs and Services can schedule these dates, Clubs and Services should discuss both proficiency and new award assessment dates with their Area Education Supervisor. This may be performed at an Area meeting or individually with each Club. All dates for new awards assessments and proficiencies will then be included on the Branch Website calendars Lifesaving & Education for the season.

<http://surflifesavingsydney.com.au/events/category/lifesaving-education-calendar/>

Annual Proficiency Skills Maintenance Dates – Clubs to Action

All Proficiency dates need to be arranged with relevant Supervisors / Coordinators and Club Assessors and the dates advised through the Proficiency Planning Sheet attached on a Club and Service basis.

If a Club Assessor cannot be arranged, contact should be made with your Area Education Supervisor to arrange an Assessor from another Club to assist.

Clubs are to complete the proficiency date request form which is attached to this Circular and return it to the SLSS Branch office by COB Friday 28th August 2015 for a valid proficiency test to be held / accepted. These forms can be faxed or emailed to the Branch office.

The following **skills maintenance** dates need to be arranged:

Award	Action	With
Bronze / SRC Radio / Resus	Set dates in Club	Club Assessors/Area Education Supervisor
ARTC & Spinal	Discuss with Assessors, set dates in Club	Club Assessors/Area Education Supervisor
SMIRBD & IRBC	Set dates in Club or by area if preferred	Club Assessors/Area IRB Coordinators/Area Education Supervisor
Other Facilitated Awards	Dates will be set by Branch. Any special dates negotiated with Advance Award Coordinator	Education-Manager/Advanced Awards Coordinator

Affiliated Clubs

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

Your Club / Service should fill in the **proficiency skills maintenance request form** and send it to the Branch Office once you have set your dates and you have discussed and agreed on these dates with your Area Lifesaving & Education Supervisor / Area Specialist Award Coordinator.

Note : Clubs providing this information on the form attached by the required date is a task of the admin section towards the Champion Club of the Year for Sydney Branch each season.

Clubs should also have setup their internal Club Proficiency personnel (Trainers & Assessors) who will assist with and have started preparing. **SLS NSW will be issuing coloured proficiency cards** (different colour to last season) **for all clubs/groups** and these must be used for all proficiency skills maintenance this season by Clubs and Groups. **These cards will be distributed to Clubs at the Pre Season meeting.** The SLSNSW Pre Season Information Pack 2015 (booklet) will be electronically emailed to all Clubs as soon as issued by SLS NSW with hard copies available with your proficiency cards.

If you have any questions relating to proficiency tests please contact your Area Education Supervisor, or Branch Education Manager via Branch Office.

New Award Assessment Dates – Area Education Supervisors to Action

New Award Assessment dates are negotiated in advance with either the Area Education Supervisor or your Area Specialist awards Coordinator and Clubs by area.

The following **new award assessment** dates need to be arranged:

Award	Action Required	With
BM Cert II / SRC /Spinal	Set dates for Dry and Water Assessments with Area Education Supervisor	Area Education Supervisor
ARTC / Resus Certificate	Dates to be negotiated with District Specialist award coordinators	Area ARTC Award Coordinator/Area Education Supervisor
SMIRB Driver & IRB Crew	Dates negotiated with award Coordinator/Area Education Supervisor	Area IRB Award Coordinator/Area Education Supervisor
ORB/RWC Awards	Dates negotiated with award Coordinator	SLSS ORB & RWC Advisors
Apply First Aid (SFA)	Clubs can contact SLSNSW	SLSNSW
SMBBM/Gold Medallion/ SMAR/SMAFA Trainers /Assessors Courses	Dates will be set by Branch. Any special additional dates must be negotiated with Branch Education Manager	Education Manager/Advanced Awards Coordinator

The Area Education Supervisors will send through the negotiated Assessment dates to the Branch Office for collation and confirmation by the Branch Education Manager.

This needs to be completed and returned to the Branch office by COB Friday 28th August 2015. A form is attached for your convenience for providing this information. Email to lifesaving@surflifesavingsydney.com.au

Area Education Supervisors 2015/2016

Waverley - Paul Hotton, Randwick - Bec Mister, Cronulla/Sutherland - Stephen Urquhart, RNP - TBA C/- Branch Education Manager

Simon Torsellini
Director of Lifesaving

Chris Thompson
Education Manager

Affiliated Clubs

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

Proficiency Skills Maintenance Dates Request Form



Please enter the dates your Club/Group would like to conduct Proficiency Skills Maintenance for various awards including: BRONZE, SRC, ARTC, IRBC, SMIRBD, SPINAL, RWC, ORB etc.

CLUB / GROUP _____

CONTACT NAME _____ **PHONE** _____

EMAIL _____

Award type	Location	Date/Time	TO – IC or Assessor Name

**Please return this form to the Sydney Branch Office
via Fax 9019 0720 or email lifesaving@surflifesavingsydney.com.au
by COB Friday 28th August 2015**

SLSS Office Use

Date Received at office _____ CC : DOL/Ed Manager _____

Dates added to Branch website calendar (Lifesaving & Education) _____

Affiliated Clubs

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

Award Assessment Dates Request Form



This form is to be completed and submitted by the Area Education Supervisor to Branch Office.

*Please enter the dates for District based assessments –
SRC/BM Cert II (Parts A & B), SMIRBD/IRBC/ARTC/Spinal*

DISTRICT (*please circle applicable District*)

Waverley Randwick Cronulla/Sutherland RNP

CONTACT NAME _____ **PHONE** _____

EMAIL _____

Award type	Location	Date/Time	Assessor In Charge Name

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SLSS Office Use

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