

2022/23 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:

Club Management

Directors of
Administration,
Presidents &
Treasurers

Lifesaving

Club Captains &
Directors of
Lifesaving

Education

Chief Training
Officers &
Directors of
Education

Surf Sports

Directors of Surf
Sports

Membership

Directors of
Member Services
& Junior Activity
Chairs

Online SLS Child Safe Awareness Training

With over 26,000 junior members and 30% of patrolling members under the age of 18, child safety is critically important in Surf Life Saving NSW.

As part of our ongoing commitment as a child safe organisation, the SLSNSW Board has mandated the online SLS Child Safe Awareness Training for the following roles in SLSNSW:

- Club and branch officers
- MPIOs and complaints handlers
- Age managers
- Coaches and officials
- Patrol captains
- Trainers, Assessors and Facilitators

The training will need to be completed by 31 December 2022. SLSNSW will be systematically allocating this training to all members who have not completed it and supporting completions through targeted communications over the coming months.

COVID-19 – Impact on SLS Activities

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 and vaccination requirements, visit the SLSNSW website.

Club Management



Key Changes



- SLSA has released a suite of new policies this year including a **Member Protection Policy, Complaints Handling Policy and Child Safe Policy**. Key mandatory positions supporting these policies are the Member Protection Information Officer, Complaints Handler and a Child Safe Coordinator. An online complaints handling platform is also available to members and clubs.
- SLSNSW has released the **Club Executive Training Calendar** for club management teams, providing an annual calendar of essential tasks per month, with links to resources and training to assist clubs in their day-to-day management and compliance.
- SLSA has developed an **integrated price list** that enables clubs to add their membership fees into SurfGuard and ensures new and renewing members joining online will only see prices based on their age, relevant membership category or, for new members, the restrictions for each SLSA sub-membership category. Clubs will have the ability to enforce credit card payment or accept a range of payment options.
- SLSA has developed an **alternative email for officer role** in SurfGuard Officer positions to enable members holding positions to choose not to have emails sent to their personal email in their members portal. The updated email address for the specific officer role will receive email notifications that have been scheduled for Active Kids vouchers, New Members Joining, Membership Renewals and pending Form Approvals and any emails sent via SurfGuard where "Filter by Officer Fields" has been selected.
- The **Telstra-sponsored SMS messaging service** has come to an end, and it is now a service that SLSA is paying for. Therefore, all clubs need to abide by the usage conditions which state that it is to be used for time-critical messages only. Sending excessive SMS messages that are not time-critical may result in monthly "sending limits" being imposed on your club.
- Non-financial members will **automatically be archived** in SurfGuard on the 30 October this season.
- Patrolling members will only be able to sign into the **award positions they are proficient in** on the SLS Operations app for this season.
- Clubs received a financial compliancy report at the end of the 2021/22 season outlining areas to address in their Annual Financial Reports in order to be compliant with the ACNC requirements. Clubs must submit **reports that comply with the ACNC** this year for the club to be deemed compliant as per the SLSNSW Annual Compliancy requirements.
- There will be opportunities for executive and frontline leaders to participate in **leadership development training** in the second half of this season. Look out for more information later in the year.

Relevant Links



[Annual Compliance Circular](#) – for information on the requirements that all clubs and branches must meet to be compliant for the 2022/23 season and to ensure access to state funding distributions.

[ACNC Reporting Circular](#) – for information on the obligations and responsibilities of charities to the ACNC.

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

[Club Executive Calendar: Tasks Resources and Workshops](#) – an annual calendar of essential tasks per month, together with links to resources and training to assist clubs in their day-to-day management and compliance.

[Member Protection Information Officers](#) – for updated resources and information for Member Protection Information Officers (MPIO).

[Special Event Application Form](#) – to access the application forms for 'member only' and 'public involvement' Special Events. Special Events fall into two categories:

- I. Staging sport events which are not described in the Surf Sports Manual (e.g. ocean swims, ocean kayak races, fun runs etc). *Note all surf sports events must be sanctioned by your branch and/or SLSNSW.
- II. Non-core SLS activities or activities away from your club location (e.g. first aid at a sport event conducted by a third party, the local school fete, community education etc).

If in doubt, please contact SLSNSW. Approval must be provided by your branch and by SLSNSW prior to engaging in any Special Events to ensure that insurance coverage is confirmed.

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.
- ☐ Access the Executive calendar and encourage club management team members to access online workshops.

Key Dates



- SLSNSW Awards of Excellence
Saturday 27 August 2022 (Luna Park, Sydney)
- Compliance Part 1 Deadline
15 September 2022
- Compliance Part 2 Deadline
21 October 2022

Key Changes



There are no key changes in the Lifesaving portfolio this season, however a couple of reminders are listed below:

- **Incident reporting is 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. Please contact SurfCom with all member injuries.
- **Gear and equipment inspections can be managed via the SLS Operations app.** The app integrates with SurfGuard and helps to reduce the administrative burden associated with gear and equipment inspections. Branch Inspectors need to be registered on SurfGuard to access the app. Please inform Terry Barber (tbarber@surflifesaving.com.au) of your inspectors so that access can be provided.
- The **Rescue of the Month** award aims to recognise excellence in lifesaving and service delivery, measured against industry best practice and operating procedures. Clubs are reminded and encouraged to nominate their members for this award.
- Silver Medallion (Beach Management) award holders and in particular patrol captains are required to complete the online **'Supplementary Learning for Patrol Captains'** module through the Members Area. Those who have already completed this online module have already met this requirement. Vice patrol captains are strongly encouraged to complete this training also.
- Patrolling members will only be able to sign into the award positions they are proficient in on the patrol app for this season.

Relevant Links



[Standard Operating Procedures](#) – for policies and procedures relating to all aspects of Lifesaving operations in SLSNSW including patrolling obligations and standards, gear and equipment guidelines, patrolling operations, emergency response guidelines and responsibilities.

[SLS Operations App User Guide](#) – for information on how to access and use the app to sign on and off of patrol, record beach attendance, record rescue data, complete incident reporting and manage gear and equipment inspections.

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

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

[Rescue of the Month](#) – for information on how to nominate members for the Rescue of the Month please visit this link.

[Gear & Equipment and Vessel Registrations](#) – for information on gear and equipment requirements leading into the 2022/23 season and how to register new Surf Rescue vessels and on the steps to follow for the sale or disposal of Surf Rescue vessels.

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

[Supplementary Learning for Patrol Captains](#) – to access the online session and training which all patrol captains are required to obtain prior to the beginning of the 2022/23 season.

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 Surf Rescue vessels, along with any existing vessels which are not on SurfGuard.
- ☐ Manage the sale or disposal of Surf Rescue vessels in line with requirements.

Key Dates



- SLSNSW Awards of Excellence – Saturday 27 August 2022 (Luna Park, Sydney)
- Club gear and equipment inspection deadline – 15 September 2022
- Emergency call out team members entered into SurfGuard – 15 September 2022
- Patrol season starts – 24 September 2022
- Patrol season ends – 26 April 2023
- Lifesaving Development Camp – July 2023

Key Changes



The opportunity to discuss the below key changes in more detail will be available to all Trainers, Assessors, Facilitators (TAFs) and Chief Training Officers (CTOs) at the upcoming branch pre-season meetings. They will also be presented in the online pre-season module which will be released in August. Completion of the online module is a mandatory requirement for TAF re-endorsement.

Key changes to be communicated include:

- **New SLSA Assessing App enhancements** were released to improve the user experience and further support the reduction of paperwork for Skills Maintenance (see **relevant links** section).
- SLSA has released the **new Silver Medallion Patrol Captain award** which replaces the Silver Medallion Beach Management award. Facilitators are currently in the process of being upskilled to deliver the new course, and a bridging option for existing patrol captains recognising current knowledge and experience is being explored.
- A **new TAF Mentor award** has been added to SurfGuard. This will be used to enable easier identification and engagement of education team members supporting new TAFs through the Probationary TAF Induction process.
- Minor updates have been made to the **Surf Rescue Certificate, Bronze Medallion and Advanced Resuscitation Techniques course resources** following member feedback (see **relevant links** section). The **Radio Operator** resources have been redesigned but no content changes have been made.
- The **SRC to Bronze Medallion transition program** now includes a SRC – BM Transition Application Form that members sign as per new administration guidelines set out in SLSA Circular 46-21/22 SRC to BM Transition.
- Eligible BM TAFs will be provided the opportunity to update to the **PUA20119 Certificate II Public Safety (Aquatic Rescue)** this season via RPL. This qualification has now been updated to include **HLTAID010 Provide Basic Emergency Life Support** following last year's national Health Training Package (HLT) updates.
- **SLSNSW Subsidised Assessor and Facilitator training** is available again this season, with course intakes occurring every quarter for eligible members. There are a variety of delivery options available for greater flexibility of training, and the courses delivered by external RTOs have been contextualised to Surf Life Saving where possible.
- **SLSNSW Education webpages** have been updated to provide easier access to new and existing training resources and include more answers to FAQs for both TAFs and all members.
- **Facilitator shirts** can now be ordered through the SLSA Members Area Store. This includes long and short sleeved shirts for facilitators.

Relevant Links



[SLSNSW Education SOPs](#) – to access information and procedures about becoming a trainer or assessor, delivering training and assessment and the processing and issuance of awards, qualifications, and licences.

[SLSA Circular 8-22/23 Member Education Resource Changes for 2022/23 season](#) – for an overview of changes to the Assessing app and course resources for this season.

[SLSA Circular 46-21/22 SRC to BM Transition](#) – for members coordinating and administering courses for SRC award holders transitioning to the BM.

[Skills Maintenance webpage](#) – to access the SLSNSW Skills Maintenance Circular for the 2022/23 patrol season and other supporting resources.

[SLSNSW TAF Re-endorsement webpage](#) – to access information specific to TAF re-endorsement for the 2022/23 season.

[SLS Training Resources webpage](#) – for members and TAFs to access the latest training and SLS course resources used in NSW.

[Become a Trainer, Assessor, Facilitator webpage](#) – to learn more about becoming a TAF.

[SLS Members Area](#) – to access the SLS Member Online Store to order TAF shirts and to access the SLS eLearning platform.

[SLSNSW Assessing App webpage](#) – to learn about the latest enhancements made to the SLSA Assessing App.

Key Tasks



- ☐ Assist TAFs to ensure currency in the latest HLTAID units of competency (Resuscitation annually and First Aid every three years).
- ☐ Ensure TAFs and patrolling members complete skills maintenance before 31/12/22.
- ☐ Members with TAF awards expiring 31/12/22 must complete the SLSNSW online TAF pre-season module (available from August 2022), then complete the online re-endorsement form (available from October 2022).
- ☐ Work with Branch Directors of Education to ensure that appropriate supervision is in place for all assessments and that supervisory activities are recorded through the Record of Supervision Form.
- ☐ Add the appropriate 'Endorsed Delegate' award to endorsed delegates for skills maintenance in SurfGuard.
- ☐ Ensure all TAFs have the appropriate SLSNSW TAF uniforms available from the SLS Members Area Online Store.

Key Dates



- Training Officer Certificate courses – quarterly intakes
- Assessor and Facilitator courses – quarterly intakes
- Branch Education Pre-Season Meetings – August and September 2022
- SLSNSW Awards of Excellence – Saturday 27 August 2022 (Luna Park, Sydney)

Key Changes



- The **37th Edition Surf Sports Manual (SSM)** was last updated in April 2022. It is accessible on the SLSA Publications App, downloadable via Google Play or the App Store. A PDF version is also available within the SLS Members Area Document Library.
- SLSA, SLSNSW and SLSQ have entered into a licensing agreement for the collective use of **Live Heats** to digitise the on-beach competition experience. SLSNSW will cover the licensing costs for clubs and branches for the duration of the three-year agreement.
- SLSNSW has advised Branch Directors of Surf Sports on hardware required to effectively implement the Live Heats platform. SLSNSW will advise clubs and branches shortly on how to access RFID wrist bands prior to the commencement of the 22/23 summer surf sports season.
- All branches will be encouraged to utilise the Live Heats platform when practicable. Details of training and onboarding opportunities will be available shortly.
- **Branch SEMS training** is available and can be coordinated through the SLSA IT Helpdesk. User guides and webinars are also available.
- For all carnivals and events, please advise the State Operations Centre (soc@surflifesaving.com.au) by the Wednesday prior to the event of the event details and the name of the Emergency Management Coordinator. On the day of the event, Branch & Local Carnival Safety & Emergency Management Coordinators **must sign on/off with SurfCom using call sign 'Carnival & [Location]'** for all carnivals and events they are overseeing. This protocol extends to all Special Events a club may be involved with.

Relevant Links



[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 and Branch Directors of Sport are progressing on a state-wide surf sport calendar. We hope to publicise the 2022/23 SLSNSW Surf Sports Calendar in the coming weeks.

[Live Heats Device Guide](#) – please use this link to explore hardware requirements for the implementation of Live Heats technology to improve your club and branch carnival on – beach experience.

[SLSA IT Helpdesk](#) – to access SEMS User Guides and instructional webinars, or to contact the SLSA IT Helpdesk to organise SEMS training or request historical Carnival Manager data.

[Special Events Application](#) – to access the application forms for 'member only' and 'public involvement' Special Events. See 'Club Management' section above for further information about Special Events. Approval must be provided by your branch and by SLSNSW prior to engaging in any Special Events to ensure that insurance coverage is in place.

[Officials](#) and [Coaches Reaccreditation Forms](#) – to access the reaccreditation forms.

Key Tasks



- ☐ Ensure your club's officials and coaches accreditation is up to date if their accreditation period is ending on 31 December 2022 (see Relevant Links section).
- ☐ Ensure members' awards, proficiencies and patrol hours are updated in SurfGuard by 31 December relevant to their age group to compete.
- ☐ Ensure your club has procured the relevant hardware to utilise the Live Heats platform. Information on hardware requirements can be accessed on the SLSNSW website, or via your Branch Director of Surf Sports.

Key Dates



- NSW Boardriding Championships – Saturday 3 & Sunday 4 September 2022
- SLSNSW Awards of Excellence – Saturday 27 August 2022 (Luna Park, Sydney)
- NSW Interbranch Championships – 3 & 4 December 2022
- NSW Surf Boat Interbranch Championships – TBC
- NSW Country Championships – 27-29 January 2023
- NSW 2023 State Championships – 17 February- 5 March 2023
- NSW Boardriding Championships – Saturday 6 & Sunday 7 May 2023

Membership

Key Changes



- This season there is an updated approach to Junior Activities – with a move to ‘stages not ages’ and a **new preliminary skills evaluation** for all age groups. These resources are available on the Junior Activity webpage in the ‘Age Groups, Preliminary and Competition Evaluations Factsheet’.
- Every Junior Activity Chair (both new and returning) must have completed the **Junior Activity Chairperson Training** and have the award allocated on SurfGuard prior to nippers taking place. A link to the course and training dates is available on the SLSNSW website.
- SLSA has released a suite of new policies this year including a **Member Protection Policy, Complaints Handling Policy and Child Safe Policy**. Key mandatory positions supporting these policies are the Member Protection Information Officer, Complaints Handler and a Child Safe Coordinator. An online complaints handling platform is also available to members and clubs.
- SLSNSW will be rolling out a new **Wellbeing Champions Program** this season thanks to funding secured through the Mental Health Sports Fund. Further information will be provided in the coming weeks.
- SLSNSW has retired the Brand Centre (the platform where clubs were able to create customised marketing resources) and are transitioning to the Canva platform. Information will be shared with Branch Administration Teams over the coming months to support clubs with this roll out.
- There will be opportunities for executive and frontline leaders to participate in **leadership development training** in the second half of this season. Look out for more information later in the year.

Relevant Links



[Member Protection](#) – for information about SLSA’s Child Safe Program and Working with Children Checks (WWCCs).

[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.

[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.

Key Tasks



- ☐ Ensure that WWCCs are verified with the Office of Children’s Guardian and that verification details are recorded in SurfGuard.
- ☐ Ensure that any expired WWCCs are renewed.
- ☐ Appoint a Club Member Protection Information Officer, Complaints Handler and Child Safe Coordinator.

Key Dates



- SLSNSW Awards of Excellence – Saturday 27 August 2022 (Luna Park, Sydney)
- Junior Lifesaver of the Year Program – April 2023
- Youth Opportunity Makers Program – April 2023