



# AGE MANAGER AWARD PROCESS

SLSS Handout to Assist Clubs – extracted from SLSNSW Age Manager Process and Resources document V3 updated 27/09/23

All resources are available in the SLSA Members Area \*Age Manager Mentor (AMM) – an age manager with at least 3 years 'experience who has been an active age manager within the past 5 years.

## Step 1 Theory Course – Face to Face or Online

Face to face is recommended and can be delivered by an Age Manager Mentor at Club. Sydney Branch may also conduct courses for our Clubs.

Online can be completed via the SLSA eLearning platform, accessible via the SLSA Members Area.

Each candidate requires a copy of the SLSA Age Manager Assessment Portfolio – to be completed by participant – available from SLSA Members Area.

**Resources:** *SLSA Age Manager Assessment Portfolio – completed by participant* *SLSA Age Managers Delivery & Assessment Guide and SLSA Age Managers PPT – used by AMM*

## Step 2 Technical Session on the Beach

An Age Manager Mentor will run through the technical and logistical set up and deliver of a regular Sunday Nippers Program.

**Resources:** *SLSA Age Manager Assessment Portfolio – completed by participant* *Age Manager Technical Session Checklist – used by AMM*

## Step 3 Mentoring Session on the Beach

For new members, the club will need to organise two mentoring sessions at the beach with an Age Manager Mentor.

For those who have been involved in junior activities for at least 2 years (eg. gear steward, parent helper) and have demonstrated their ability to complete the required activities in the past, this step can be waived by an Age Manager Mentor, who must sign the Assessment Portfolio.

**Resources:** *SLSA Age Manager Assessment Portfolio – completed by participant* *Age Manager Mentoring Session Checklist – used by AMM*

## Step 4 Paperwork

The completed Assessment Portfolio must be signed off by an Age Manager Mentor once all of the above steps are have completed. The Club will create and submit an Award Assessment Request in Surfguard and retain the Assessment Portfolio/s for a minimum of one season.

The Club will send the following paperwork to Branch office within 14 days of signing : **Email to :** [lifesaving@surflifesavingsydney.com.au](mailto:lifesaving@surflifesavingsydney.com.au)

- Form 14 (generated from Surfguard)
- Certification Page and Third Party Form (from the Age Manager Course Assessment Portfolio)
- Copy of sign on sheet from the face to face presentation if delivered by Club. (Note : if delivered by Branch, Branch office will have copy of sign on sheet)

**Resources:** *SLSA Age Manager Assessment Portfolio - completed by participant* *Age Manager Sign Off and Support Checklist - used by AMM*

## Step 5 Award Allocation

Once Branch has received required paperwork as above, they will complete the Surfguard process through to 'award allocation'. No award certificate is issued for this award. The qualification is recorded on the members Surfguard awards.

## Step 6 Skills Maintenance

Age Managers are required to complete a proficiency every five years. A member is proficient

- On re completion of the Age Managers online course AND \*
- On completion of the Child Safe Awareness Course AND
- On completion of the NSW working with children check
- Process in Surfguard as 'Age Manager Proficiency' - **Club can hold all paperwork at the Club and please note in comments section of Surfguard assessment – paperwork stored at club** and advise [lifesaving@surflifesavingsydney.com.au](mailto:lifesaving@surflifesavingsydney.com.au) of assessment in Surfguard and Branch will finalise the process of the proficiency request in Surfguard.



## Age Manager Process and Resources FAQs

**If a member has an expired Age Manager Course, do they need to re-sit the whole course again?** Yes. To ensure that all Age Managers have current knowledge, information and resources, expired awards need to be completed.

**My 5-year Age Manager award is about to expire, do I have to sit the whole course again?** Yes. To ensure that all Age Managers have current knowledge, information and resources, expired awards need to be completed. If you are a current Age Manager – the course completion should be a quick refresher of your current knowledge.

**Who needs to view the SLSA Age Manager Video?** All members who wish to be an active and current Age Manager or Age Manager Assistant working on the beach will need to watch the SLSA Age Manager Video each season.

**Where can members access the SLSA Age Manager Video 2023?** Age Managers can access the SLSA Age Manager Video 2023, via the Members Area eLearning platform. The video is located in the 'SLS - Age Managers' folder within the 'Training Library'. You are to then select 'Enrol' and can start the training from there. If enrolled and completing at a later date, you will then find this within 'My Training'.

**How long is the SLSA Age Manager Video valid until?** It is valid until 31<sup>st</sup> December each year.

**How do I run a report at club level to show my current Age Managers?** Clubs are able to run a report via SurfGuard, to capture members who have completed the Age Manager Proficiency Video. As the pre-requisites are SLS – Child Safe Awareness training and Age Manager Course award, this will determine those who have completed the correct process and is a proficient Age Manager.

**Where do I go if my SurfGuard records are incorrect or not up to date?** Please contact SLSNSW Membership Team at [memberservices@surflifesaving.com.au](mailto:memberservices@surflifesaving.com.au) or SLSNSW Training & Education Team at [education@surflifesaving.com.au](mailto:education@surflifesaving.com.au)

**Can the Child Safe Awareness training be completed in a group setting and processed via bulk proficiency in SurfGuard?** No – the Child Safe Awareness training cannot be completed in a group setting. Due to the amount of content that is covered in this training alongside the requirements to reflect and answer questions throughout, this training must be completed individually.

**How do I recognise long-serving Age Managers eg 5 years of service?** Age Managers can be recognised through SLSA Service Certificate. Club officials can submit an application through SurfGuard as an assessment request or complete the application form found in the SLS Members Area, Document Library. Recognition can be made for 5, 10, 15, 20, 25, 30, 35, 40, 45, 50 years of service. Please refer to the [Member Recognition Factsheet](#) for more information.

