

Circular 3828

Released July 2024

SURF LIFE SAVING
NEW SOUTH WALES



ANNUAL REQUIREMENTS FOR CLUBS AND BRANCHES TO BE COMPLIANT WITH SURF LIFE SAVING NSW FOR THE 2024-2025 SEASON

Attention: Branch Presidents/Secretaries/Directors/Club Presidents/Administration/Lifesaving/ Finance
Actioned by: Branch and Club Presidents, Administration, Lifesaving and other Officers.
Date: 4th July 2024
No of Pages: 8

Summary	To advise clubs and branches of the annual club compliance requirements for affiliation with Surf Life Saving New South Wales (SLSNSW) for the 2024-2025 season.
Objective	To ensure that compliance items are submitted to SLSNSW for the 2024-2025 season.
Action	Clubs and branches must complete the requirements detailed in this circular, by the due dates, to be compliant for the 2024-2025 season and to be entitled to benefits such as receiving fundraising distributions.

- All Clubs and Branches must complete the Annual Compliance requirements to be compliant with SLS regulations and with government legislation.
- Key requirements are outlined overleaf.
- Phase 1 and 2 must be completed in full for your club or branch to be entitled to SLSNSW fundraising distributions.
- Phase 3 outlines requirements that you may be required to meet to be compliant with other regulatory bodies. **Note:** failure to comply with these requirements may place your club at risk of penalties and/or deregistration with these bodies.
- Branch Administration and Development Officers support the collection of the required information for annual compliance and are the key point of contact for support and advice to clubs. The key branch contact details are outlined below.

Branch Administration and Development Officers Contact Details

Far North Coast Branch David Rope admin.manager@surflifesavingfnc.com 0433 355563	Hunter Branch Sarah Findlay development@hsls.org.au (02) 4961 4533	Illawarra Branch Ashleigh Wilkinson office@sllsillawarra.com.au 0403 224 258
North Coast Branch Nicole Slater nslater@surflifesaving.com.au 0429 586 659	Central Coast Branch Julia Skinner admin@slscc.com.au 0466 691 090 (02) 4353 0299	South Coast Branch Steve Jones scoffice@southcoastbranch.com.au 02 4405 5950
Mid North Coast Branch Leanne Hatherly lhatherly@surflifesaving.com.au 0435 121 457	Sydney Northern Beaches Branch Sarah Murdoch sbadmin@surflifesaving.net.au 02 8919 2137	Far South Coast Branch Vikki Marshall vmarshall@surflifesaving.com.au 0478 278 049
Lower North Coast Branch Sara Snart adminassist@sllsnc.org.au 0478 270 167	Sydney Branch Linda Perrin lperrin@surflifesavingsydney.com.au (02) 9019 0722	

Compliance Requirements – Summary

For further information and “How To” guides, please see attached notes section at the back of this document

	Item	Due By	Mark complete (Internal Club Use)
Phase 1			
1	Insurance Renewal Declaration – Clubs and Branches This process is managed by Marsh. Club Officers will be receiving information shortly explaining how to complete this.	5pm - Friday, 30 th August 2024	
2	Submission of Lifesaving Agreement (LSA) to SLSNSW These agreements should reviewed, agreed and signed in DocuSign. (if your current LSA is due for renewal – see details below)	5pm – Friday 30 th August 2024	
3	Affiliation Form – Clubs and Branches Complete the Affiliation Form using the docusign platform.	5pm - Thursday, 12th September 2024	
4	Surfguard access Provide your Branch administration		
5	Organisational Details – Clubs and Branches Following your AGM, review and update the Organisational Details page in Surfguard. Edit and save even if there are no changes.	5pm - Thursday, 12th September 2024	
5	Officers Positions – Clubs and Branches Following your AGM, review and update the Officers page in Surfguard. The following 8 officer positions should be updated as a minimum requirement: President, Administration, Lifesaving, Education, Finance, MPIO 1, Complaints Manager 1, Child Safe coordinator.	5pm - Thursday, 12th September 2024	
6	Emergency Call Out Team – Clubs Update members in the Club Emergency Call Out Team ‘mailing group’ in Surfguard. Edit and save even if there are no changes.	5pm - Thursday, 12th September 2024	
7	Gear and Equipment Inspection – Clubs Complete the annual Gear and Equipment Inspection process. Refer to the Annual Gear and Equipment Inspections Circular for further details.	5pm - Thursday, 12th September 2024	
8	Current Charitable Fundraising Number – Clubs and Branches Ensure your club/branch has a current CFN and has provided the details to your Branch.	5pm - Thursday, 12th September 2024	
9	Confirm approved Surfguard Users for your club/branch Clubs will receive a list of surfguard users and must confirm who still needs access. Any unconfirmed users will be deactivated from surfguard.	5pm - Thursday, 12th September 2024	
Phase 2			
10	Annual Report – Clubs and Branches Provide an electronic copy of your Annual Report to your Branch.	5pm - Wednesday, 31 st October 2024	
11	Signed Audited/Reviewed Financial Statements – Clubs and Branches Provide an electronic copy of the full set of signed and audited/reviewed financial statements to your Branch.	5pm - Wednesday, 31 st October 2024	
12	Submission of required information to the ACNC Ensure that your club/branch reporting submissions, club/branch details and list of responsible officers are up to date on the ACNC Charity Register.	5pm - Wednesday, 31 st October 2024	

Phase 3

In addition to the requirements outlined in this Circular, there are other requirements that you may be required to meet in order to be compliant with other regulatory bodies. This checklist summarises these requirements.

	Item	Due By
12	If a new Public Officer has been appointed, notification to Fair Trading NSW using Form A9 https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms	Within 28 days of appointment
13	If any changes to the Club's constitution have been made, registration of the updated constitution with Fair Trading NSW using Form A6 https://www.fairtrading.nsw.gov.au/help-centre/forms/associations-forms	Within 28 days of passing a special resolution to change
14	If a Liquor & Gaming licence is held, submission of reports to Liquor & Gaming NSW https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types/licences-for-surf-clubs https://www.liquorandgaming.nsw.gov.au/resources/on-premises-licence https://www.liquorandgaming.nsw.gov.au/resources/limited-licence	As required under your club's licence conditions
15	Submission and verification of Working with Children Check (WWCC) numbers with the Office of the Children's Guardian (OCG) https://www.surflifesaving.com.au/resources/working-children-check-requirements https://ocg.nsw.gov.au/working-children-check <i>Note: In order to verify WWCC numbers clubs must be registered with the OCG.</i>	Ongoing

Other "best practice" items that clubs should complete annually include, but are not limited to:

- Checking the suitability of their insurance policies (including that they protect all assets and will cover replacement costs). Remember to advise the Insurer of any equipment stored away from the Clubhouse (e.g. surfboats, trailers etc.): <https://au.marsh.com/sport/surf-life-saving.html>
- Working through the checklist in the [IT Systems Guide for the start and close of season](#)
- Completing the Surf Club WH&S Self Audit Checklist and Surf Club Health and Safety Inspection Form and tabling with the Club's Executive Committee (see 'Guidelines for Safer Surf Club' available on the SLSA Members Area Document Library).

Accompanying notes and 'how to' guides

1) Insurance Renewal Declaration

The insurance declaration will be sent to the club contact and contains an online survey for all clubs for National program information, and prefilled excel sheet containing club's assets for those who participate in the individual options. Support is available for clubs and branches from Branch Administration and Development Officers and via the Marsh website (<https://au.marsh.com/sport/surf-life-saving.html>).

Marsh have advised that Certificates of Currency will not be issued to clubs who have not supplied the required information by the deadline. Clubs who do not have a Certificate of Currency are not covered under the SLSA Group insurance policy.

2) Submission of Lifesaving Agreement to SLNSW

All Club and Branch Directors of Lifesaving have been sent their Lifesaving Service Agreements (LSA) if they are due for renewal this year (Central Coast, Hunter, LNC, MNC, NC, FNC Branches). *These agreements should reviewed, agreed and signed in DocuSign.* Any enquiries should be directed to the lifesaving team lifesaving@surflifesaving.com.au. All clubs from Sydney Northern Beaches to Far South Coast should have a current signed LSA in place and if so, will be automatically marked compliant for this year (any clubs who do not have a current LSA in place will remain non-compliant until that agreement has been agreed and executed).

3) Affiliation Form – Surf Life Saving Clubs and Branches

All clubs and branches will be sent a digital affiliation form to sign via docusign. This form will be sent to the club/branch president as noted in surfguard. The form can be re-assigned to another club officer if required or you can contact zhersee@surflifesaving.com.au for a new form to be sent out.

Clubs - Complete the Affiliation Form indicating affiliation with **both your Branch and SLNSW** and submit via docusign. Please ensure that the Affiliation Form is signed by a serving officer of your club.

Branches - Complete the Affiliation Form indicating **affiliation with SLNSW** and submit to SLNSW via docusign. Please ensure that the Affiliation Form is signed by a serving officer of your Branch.

By affiliating with SLNSW, clubs and branches agree to abide by the Constitution and Regulations of SLNSW and SLSA. Affiliation to SLNSW entitles clubs and branches to benefits such as: formal recognition as a Surf Life Saving Club, members insurance through WorkCover, members/clubs public liability insurance and access to competition and events.

4) Organisational Details – Clubs and Branches

The Organisational Details page of your club/branch SurfGuard account should show the current contact information (including email, website, and contact numbers) for your club/branch. This information will be used by all levels of Surf Life Saving to contact your club/branch. The date stamp in the bottom right-hand corner of the page shows the last time these details were updated. This should show a current "last updated" date (2024). **Even if no changes are necessary**, please go through the process of editing to provide a current date stamp showing it has been checked for this season.

How to update Organisational Details in SurfGuard:

1. Login into SurfGuard.
2. Go to the Organisational Management on the side menu.
3. Go to Details >> Organisational Details.
4. Scroll down to check all information is correct then select Edit.
5. Make appropriate changes and additions (if required).
6. Save and exit the page.

The screenshot displays the 'Organisational Details' page in SurfGuard. The page is divided into several sections: General Details, Physical Address, Postal Address, Contact, and SMS Details. Each section contains various fields for input, such as Organisation ID, Display Name, ABN, DOR Number, INC Number, Fundraising Authority No, History, Organisation Colours, Logo Description, Organisation Cat, Cap Description, Local Gov. Area, Beach Name, Beach Key, Map Reference, GPS Latitude, GPS Longitude, GPS Datum, Office Phone, Office Fax, Email, Website, Entry Phone, and Entry Fax. A red arrow points to the 'Edit' button at the bottom right of the page, with the text 'EDIT to save details even if unchanged' next to it.

5) Officer Positions – Clubs and Branches

The Officers page in Surfguard should show the current officer positions held for the 2024-2025 season. This information will be used to contact officers of your club/branch and is also used to grant officers with required access to other SLSA IT systems (e.g. SLSA's eLearning platform). Officer positions should be updated after your club/branch AGM using the process described below.

Please do not delete officers who no longer hold a position – it is essential that these records stay intact as a way of preserving the officer history within your club/branch. Only current position holders will be displayed on the Officers screen in Surfguard; however, a report can be utilised to search for past officers.

How to enter / up-date Officer Positions in Surfguard:

1. Login into Surfguard
2. Go to the **Menu / Organisational Management**.
3. Go to **Officers >> Officers**.
4. Under **Officer Options** on the right of the page go to **Edit** (to change the dates of a current officer) or **New** (to add a new officer to that position).
5. In **Edit**, change the "From" and/or "To" dates to match the Officer's term of office. Click on Update to save and exit. In **New**, add the new Officer from the drop-down list and then add the "From" and "To" dates to match the Officer's term of office. Click on Save to save and exit.

NOTE:

1. **Whilst all officer positions should be updated, there are a minimum of 8 positions to be filled to achieve compliance. These are: President, Administration, Lifesaving, Education, Finance, MPIO 1, Complaints Manager 1, Child Safe coordinator.**
2. **There is now the ability to add an alternate email address for the specific officer role. If your club uses club emails for their officers, please add them in the alternate email field during editing.**
3. **Complaints Managers gain access to the portal via their officer position. Should your Complaints Manager be from another club, please allocate them a general membership and add them as an officer for your club.**
4. **Should you have any of the 8 minimum positions unfilled, please advise your Branch administrator or jderwin@surflifesaving.com.au**

Position Name	Requirement Level	Office	From	To	Officer Position Options	Officer Options
Active Kids Waucher 1	State, Club					New
Active Kids Waucher 2	State, Club					New
Active Kids Waucher 3	State, Club					New
After Hours Emergency Contact	State, Branch, Club	[Link]	01/07/2018	06/09/2020		New Edit Delete
Bar Manager	Club	[Link]	01/07/2019	01/07/2020	Edit	Delete New Edit Delete
Boat Captain	Club	[Link]	01/07/2019	01/07/2020	Edit	Delete New Edit Delete
Booking Officer	Club	[Link]	01/07/2019	01/07/2020	Edit	Delete New Edit Delete
Branch Delegate	Club	[Link]	01/07/2019	01/07/2020	Edit	Delete New Edit Delete
Coaching Director	State, Branch, Club					New
Complaints Officer 1	National, State, Branch, Club					New
Complaints Officer 2	National, State, Branch, Club					New
Complaints Officer 3	National, State, Branch, Club					New
Deputy President	Branch, Club					New
Deputy President	State					New
Director of Administration	National, State, Branch, Club	[Link]	01/07/2019	01/07/2020		New Edit Delete
Director of Education	National, State, Branch, Club					New
Director of Finance	National, State, Branch, Club	[Link]	01/07/2019	01/07/2020		New Edit Delete
Director of Lifesaving	National, State, Branch, Club	[Link]	25/06/2019	01/07/2020		New Edit Delete
Director of Surf Sports	National, State, Branch, Club	[Link]	01/07/2019	01/07/2020		New
Equipment Director	Club				Edit	Delete New
Facilities Officer	Club				Edit	Delete New
First Aid Officer	State, Club	[Link]	01/07/2019	01/07/2020		New Edit Delete
Gear and Equipment	National, State, Branch, Club	[Link]	01/07/2019	01/07/2020		New Edit Delete
Junior Activities Director	National, State, Branch, Club	[Link]	01/07/2019	01/07/2020		New Edit Delete
Junior Club Captain	State, Club	[Link]	01/07/2019	01/07/2020		New Edit Delete
Junior Club Captain - Female	Club	[Link]	01/07/2019	01/07/2020	Edit	Delete New Edit Delete
Learning & Development	National, State, Branch, Club					New
Medical Officer	Club				Edit	Delete New
Member Protection	State, Branch, Club					New
Member Services	State, Branch, Club					New
Mapper Admin	National, Club					New
Official Co-ordinator	State, Branch, Club					New
Post Administration	National, State, Branch, Club					New
Patrol Director	Club	[Link]	01/07/2019	01/07/2020	Edit	Delete New Edit Delete
Patrol Director Assistant - IT	Club	[Link]	01/07/2019	01/07/2020	Edit	Delete New Edit Delete
Powercraft Officer	National, State, Branch, Club					New

Please ensure that dates are updated even if position holders are unchanged.

For assistance, go to [SLSA IT Systems guide for Season Close & Start of Season](#)

6) Emergency Call Out Team – Clubs

Each club in NSW is required to have an Emergency Call Out Team (ECOT) saved in the "mailing group" section of Surfguard.

The ECOT is activated during an incident through the Surf Emergency Response System. The State Operations Centre (SOC) and Branch Duty Officers have the ability to send a text message to all members in the club's ECOT advising them of the incident and requesting an emergency response. It is therefore vital that the contact numbers and availability of the team is checked and correct. Clubs are to have a minimum of 6 members on their call out team - most clubs have between 10 and 20 members. **Please edit and save to provide a current date stamp in the system showing someone has checked this list, even if there are no changes to the ECOT.**

How to update an Emergency Call Out Team (Club/Service) in SurfGuard:

1. Login into SurfGuard.
2. Go to **Menu / Organisational Management**.
3. Go to **Mailing Groups >> Mailing Groups**.
4. Scroll down to near the bottom of the page where there should be a “*Club Name* Emergency Call Out Group” listed.
5. Click on **Edit**. The ECOT and a full member list will come up. Ensure that all the members listed in the ECOT have agreed to be on the team and that their contact details are correct.
6. Members can be added or removed from the group using the member list.
7. Once all members are correct, click on **SUBMIT** to save and leave the page.

Additional Help: The SurfGuard User Manual may also be of use when changing these details or otherwise using the system. It is available by clicking the question mark icon on the right top while in SurfGuard or at the following link:

<https://www.manula.com/manuals/surf-life-saving-australi/surfguard/1/en/topic/introduction>

7) Gear and Equipment Inspections – Clubs

The Annual Gear and Equipment Inspection Program ensures all Surf Life Saving patrols have sufficient functional equipment to meet Lifesaving Service Agreement requirements. The program also promotes the management, maintenance and quality of all patrolling gear and equipment, creating a safer working environment for members and enhances rescue capabilities. The requirements for Annual Gear and Equipment Inspections will be documented in the relevant Circular (due for release in July).

For Gear & Equipment Inspection purposes ALL gear & equipment used for lifesaving purposes must be inspected and recorded in SurfGuard. The following items must be included:

Defibrillator, First Aid Equipment, Fuel Cell, IRB, IRB Motor, Lifejackets, Oxygen Resuscitator, Radios, Rescue Boards, Rescue Fins (Flippers), Rescue Tubes, Spinal Equipment.

- All gear listed in surfguard and used on patrols must be inspected and recorded as passed and complete
- If the inspection is carried out using the Operations app, the record will automatically transfer to SurfGuard, with no further action required by clubs/branches. Further action will only be required if gear & equipment needs to be re-inspected.
- If the Operations App is unable to be used, SurfGuard will need to be updated manually. For each item, please ensure the “Current Gear Inspection Date” is updated, the “Equipment Condition” is graded (P = Pass, R = Re-Inspect, D = Discard), and the “Successfully Completed Gear Inspection” check box is ticked. (See below)

The screenshot shows a form for a 'Fuel Cell' inspection. The form includes fields for Name, Age in Years, Amount, BSEF Grant, Current Gear Inspection Date, Date of Purchase, Equipment Condition, Gear Inspection Completed by, Gear Inspection Notes/Comments, Item Description, Make/Model, Manufacturer, Manufacturer Serial No., SLSA Registration No., SLSA Serial No., and Successfully Completed Gear Inspection. The 'Current Gear Inspection Date' field is highlighted with a red circle and a callout box stating 'Current 2024 date required'. The 'Successfully Completed Gear Inspection' checkbox is also highlighted with a red circle and a callout box stating 'Ensure this box is checked'.

- Gear and equipment that has not passed inspection must be noted and removed from service until it is repaired to an approved status. Only equipment that has passed the gear inspection and has been updated on SurfGuard can be used on patrol.

Please contact Hamish Jones hjones@surflifesaving.com.au for any additional information on this program.

8) Current Charitable Fundraising Number (CFN) – Clubs and Branches

Ensure your club/branch has a current CFN and has provided the details to your Branch. Changes to reporting requirements means that SLSNSW requires all clubs to have their own CFN. Information on the application process can be found here:

<https://www.surflifesaving.com.au/members/circulars-memos/circular-3816-club-charitable-fundraising-number-application/>

9) Surfguard Users Clubs and Branches

In line with new data protection measures, surfguard users will now have a 12-month expiry date on their access. All clubs will receive a list of current active surfguard users and will need to advise their branch who still requires access and who can be de-activated. Any user who has not been confirmed by the club will be automatically de-activated after the compliance deadline.

10) Annual Report – Clubs and Branches

All Clubs and Branches are required to provide an electronic copy of their Annual Report to your Branch Administration or Development Officer.

Annual Reports are an excellent way to showcase your achievements to members, the community, sponsors and Government bodies. Refer to the [Annual Report Guidelines](#) on the SLSNSW website.

11) Signed audited/reviewed financial statements – Clubs and Branches

All clubs and branches are required to send a full set of financial statements to your Branch Administration or Development Officer. These financial statements may be included as a part of your Annual Report, or they may be sent separately.

These statements must include a Profit & Loss Statement, a Balance Sheet, a Statement of Changes in Equity, a set of Notes to the accounts, signed and dated Responsible Person's Declaration and either an Audit report or Review report and a Statement of Cashflows if considered a medium or large charity.

Information about how to prepare your financial statements can be found in the [Annual Report Guidelines](#). Please note clubs are provided with a Financial Compliance Review report annually. This aligns with the requirements of the Incorporated Associations Act and the Australian Charities and Not for Profit Commission (ACNC) requirements. Clubs should use the previous year's SLSNSW review to identify the areas which are required to be included in their financial reports as well as key areas which required amendment from the previous year's accounts. Treasurers and/or external accountants and auditors should contact the SLSNSW Finance Team finance@surflifesaving.com.au if they have any questions around the requirements of financial reports.

12) Submission of required information to the ACNC

All clubs and branches are required to submit their Annual Information Statement (AIS) and Financial Report through the ACNC Charity Portal. Further information about reporting obligations can be found in SLSNSW's ACNC Reporting Circular and on the ACNC website:

<https://www.surflifesaving.com.au/members/circulars-memos/circular-3678-obligations-and-responsibilities-charities-australian-charities-and-not/>

<https://www.acnc.gov.au/for-charities/annual-information-statement>

You can check whether your club has any outstanding submissions by checking the Charity Portal.

It is essential both the Annual Information Statement (AIS) and annual Financial Reports are submitted by the deadline noted on the ACNC portal for your club. Failure to adhere to these reporting guidelines will place your club's registration as a charitable entity at risk.

Clubs/Branches who are having difficulty in meeting the compliancy requirements

It is hoped that every Club/Branch will be able to comply with these requirements, but it is understood that in some cases there may be extenuating circumstances. In such circumstances the SLSNSW Board of Directors will allow Clubs/Branches the opportunity to apply for an exemption and/or extension.

Applying for Exemptions or Extensions:

The SLSNSW Board of Directors has empowered the CEO in consultation with the President to consider exemptions and/or extensions. The exemptions and/or extensions must be submitted in writing and received prior to the due date and must clearly state the reasons why they are required and when the branch/club expects they will be compliant. In the case of a club, this exemption and/or extension would need to be supported by the branch, and in some cases may require a plan of action to be signed off by the clubs and/or branches.

All applications for exemptions and/or extensions should be submitted in writing prior to the due date and addressed to C/O Phil Ayres, SLSNSW COO, Surf Life Saving NSW, PO Box 307, Belrose NSW 2085 or via email: payres@surflifesaving.com.au.