

2021/22 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

Club

Management

Presidents, Directors
of Administration
& Treasurers

Surf Sports

Directors of Surf
Sports

Lifesaving

Club Captains &
Directors of
Lifesaving

Note for all members

The SLSNSW website is currently being refreshed to improve user experience. Current hyperlinks will be redirected to the new website location. The website is expected to launch early September 2021.

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](#).



SURF LIFE SAVING
NEW SOUTH WALES

Education

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 early October. Completion of the online module is a mandatory requirement for re-endorsement.

Key changes to be communicated include:

- A new release of the national Health Training Package (HLT) following industry feedback has resulted in new unit of competency codes aligning to SLSA awards. The **Surf Rescue Certificate, Resuscitation, First Aid and ART course resources have been updated** accordingly. TAFs are required to update their HLT units of competency to remain current.
- Patrol captains are required to complete the **online 'Supplementary Learning for Patrol Captains'** module through the Members Area before 31st December 2021 in order to continue to perform the duties of a patrol captain. Those who have already completed this online module have already met this requirement.
- Updates have been made to the **Surf Rescue Certificate and Bronze Medallion course resources** following member feedback and industry changes.
- The **Radio Operator Certificate course resources** were updated in April 2021 to align with the new SRC and Bronze Medallion resources.
- A new **online Bronze Medallion Induction program** will be made available for probationary SRC and BM Trainers to complete before delivering their first SRC or BM course. The program replicates the induction sessions delivered to current TAFs last season and **will be a requirement for new SRC and BM TAFs** moving forward.
- **TAF uniforms can now be ordered through the SLSA Members Area Store.** This includes long and short sleeved shirts for trainers and assessors. Orders for facilitator shirts can be made through the SLSNSW Education Team.

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.

[SLS Members Area](#) – to access current SLS course resources in the Document Library (change Organisation filter to 'SLSNSW') as well as access the SLS Member Store and SLS eLearning platform.

[SLSA Skills Maintenance Circular](#) – to access the SLSA Skills Maintenance Circular for the 2021/22 Patrol Season.

[Training Officer Certificate Course](#) – to access the Training Officer Certificate course schedule and FAQs.

[Chief Training Officer Induction](#) – for new Chief Training Officers to gain insight into what to expect in their new role and what support is available to them.

[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.

[Supplementary Learning for Patrol Captains](#) – to access the online session which all patrol captains need to complete prior to 31st December 2021.

Key Tasks



- Assist TAFs to ensure currency in the latest HLT/AID units of competency – speak to your Director of Education if you are unsure of requirements.
- Ensure TAFs and patrolling members complete skills maintenance before 31/12/21.
- Members with TAF awards expiring 31/12/21 must complete the SLSNSW online TAF pre-season module, then complete the online re-endorsement form (both available from October 2021).
- 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.
- Work with your Directors of Lifesaving to ensure that patrol captains have completed the Supplementary Learning for patrol captains before 31/12/21.

Key Dates



- **SLSNSW Awards of Excellence**
Saturday 28 August 2021
- **Training Officer Certificate courses**
18 October-14 November 2021 (additional courses to be scheduled)

Contact your Branch Director of Education with any queries regarding your branch's Education Pre-season Meeting.

Membership

Key Changes



- An **Age Manager proficiency** has been introduced. Any member who has not completed their award since 2017 will need to complete their proficiency. Proficiency is required every five years and requires:
 1. Completion of the Age Managers online course.
 2. Completion of the SLSA Safeguarding Children and Young People Awareness online course.
 3. A current WWCC (if required).
- A new **Child Safe Policy** will be released by SLSA this year. More information will be released to Presidents, Directors of Member Services and MPIOs as soon as it is available. Information related to the Member Protection Policy and Child Safe Scheme in the 'Club Management' section below may also be of relevance.
- The **State Welfare Officer Program** will be available in all branches this season, enabling local members to carry out well checks following critical incidents. Expressions of interest and training for these roles will take place July-September.
- A new **leadership development program (Inspire. Retain. Engage)** was piloted in early 2021, which will be rolled out to all members of club and branch management teams this season.

Relevant Links



- [Member Protection](#) – for information about SLSA's Safeguarding Children and Young People 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.
- [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 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 and ensure they complete MPIO training.

Key Dates



- **SLSNSW Awards of Excellence**
Saturday 28 August 2021 (Luna Park, Sydney)
- **Lifesaving Development Camp**
September 2021
- **State Welfare Officer Training**
July-September 2021
- **Junior Lifesaver of the Year Program**
April 2022
- **Youth Opportunity Makers Program**
April 2022

Club Management

Key Changes



- The **SLSA Member Protection Policy** has been updated and will be released by SLSA this year as three standalone documents:
 1. Member Protection Policy
 2. Child Safe Policy
 3. Complaints and Grievance Handling PolicyThe new policies will be supported by an updated online complaints form. More information will be released to Presidents, Directors of Member Services and MPIOs as soon as it is available.
- A Bill has been passed by the Parliament of NSW relating to the **Child Safe Scheme**. The scheme implements recommendations made by the Royal Commission into Institutional Responses to Child Sexual Abuse that all child-related organisations in Australia be required to implement Child Safe Standards and be held accountable for their implementation through independent oversight. Further information will be circulated to club and branch management teams in the coming months. In the meantime, clubs and branches are encouraged to familiarise themselves with the Guide to the Child Safe Standards.
- **Insurance declarations and ACNC submissions are now mandatory requirements** of the annual club compliance program. Financial distributions will be withheld from clubs and branches who fail to complete their insurance declaration, or who are not up to date with their Annual Information Statements or Financial Reports. More information is available in the annual compliance circular.
- The **financial reporting obligations for charities has been streamlined**, with external audits only required for clubs with a turnover of over \$1 mil. For clubs with a turnover of under \$1 mil, a review by a Certified Public Accountant (CPA) or Chartered Accountant (CA) is required.
- A **SurfGuard enhancement to automatically archive non-financial members** on 30 October each year is currently in progress. Reminders will be sent to clubs and to affected members 3 weeks, 2 weeks, 1 week and 1 day prior to this date to assist with renewals.
- **Club Guide (version 5.0)** will be launched and made available through the SLS Publications App in September 2021.
- A new **Member Protection Information Officer position description** was released earlier in the year, including the qualification requirements from NSW Sport.
- A new **leadership development program (Inspire. Retain. Engage)** was piloted in early 2021, which will be rolled out to all members of club and branch management teams this season.

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.
- [ACNC Reporting Circular](#) – for information on the obligations and responsibilities of charities to the ACNC.
- [Club Guide](#) – for information related related to club management.
- [Club Management Team Induction Support Program](#) – for members of the Club Management Team responsible for supporting local inductions.
- [Guide to the Child Safe Standards](#) – to access information about how organisations can implement the Standards.
- [Member Protection Information Officers](#) – for updated resources and information for MPIOs.
- [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 school fete, community education etc).If in doubt, please contact SLSNSW. Branch and SLSNSW approval must be provided prior to engaging in any Special Events to ensure that insurance coverage is confirmed.
- [Brand Centre](#) – for customisable recruitment, promotion and education resources.
- [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.

Key Dates



- **SLSNSW Awards of Excellence**
Saturday 28 August 2021
- **Compliance Part 1 Deadline**
16 September 2021
- **Compliance Part 2 Deadline**
22 October 2021



Surf Sports

Key Changes



- The **36th Edition Surf Sports Manual (SSM)** was updated in March 2021. 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 have advised that the **end date for Carnival Manager will be 30 July 2021**. SLSA will have ongoing access to the system for historical data, and clubs have been advised to contact the SLSA IT Helpdesk for any historical data they require. For further support, please contact the SLSA IT Helpdesk.
- **Branch SEMS training** is available and can be coordinated through the SLSA IT Helpdesk. User guides and webinars are also available.
- 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.

[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 2021 (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.
- Carnival Manager access expires on 30 July 2021 – SEMS is live and will replace Carnival Manager functionality.

Key Dates



- **SLSNSW Awards of Excellence**
Saturday 28 August 2021
- **NSW Interbranch Championships**
4 & 5 December 2021
- **NSW Surf Boat Interbranch Championships**
To be finalised
- **NSW Country Championships**
28-30 January 2022
- **NSW 2022 State Championships**
24 & 25 February [U9 – U12]
26 & 27 February [U13 – U15]
2 & 3 March [Masters]
4 – 6 March [Opens]
11 – 13 March [Surf Boats and Lifesaving]
- The SLSNSW Sports Team and Branch Directors of Sport are currently working on this season's 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.

Lifesaving

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.
- Silver Medallion (Beach Management) award holders are required to complete the online 'Supplementary Learning for Patrol Captains' module through the Members Area before 31st December 2021 in order to continue to perform the duties of a patrol captain. Those who have already completed this online module have already met this requirement.
- Patrol boards will be issued to all NSW SLSCs between September and October 2021. Please refer to the "Supplementary training for patrol captains" if you would like to refresh your knowledge of how these can be used on patrol to support you as a leader to:
 - set up your patrol more effectively;
 - improve your patrol's active supervision;
 - streamline your role allocation; and
 - respond faster to emergencies.
- The State Welfare Officer Program will be available in all Branches this season, enabling local members to carry out well checks following critical incidents. Expressions of interest and training for these roles will take place July-September.

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.

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

[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 the requirements related to 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.

[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 which all patrol captains need to complete prior to 31 December 2021.

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



- **Patrol season starts**
18 September 2021
- **Patrol season ends**
25 April 2022
- **SLSNSW Awards of Excellence**
Saturday 28 August 2021
- **Club gear and equipment inspection deadline**
16 September 2021
- **State Welfare Officer Training**
July-September 2021
- **Lifesaving Development Camp**
September 2021