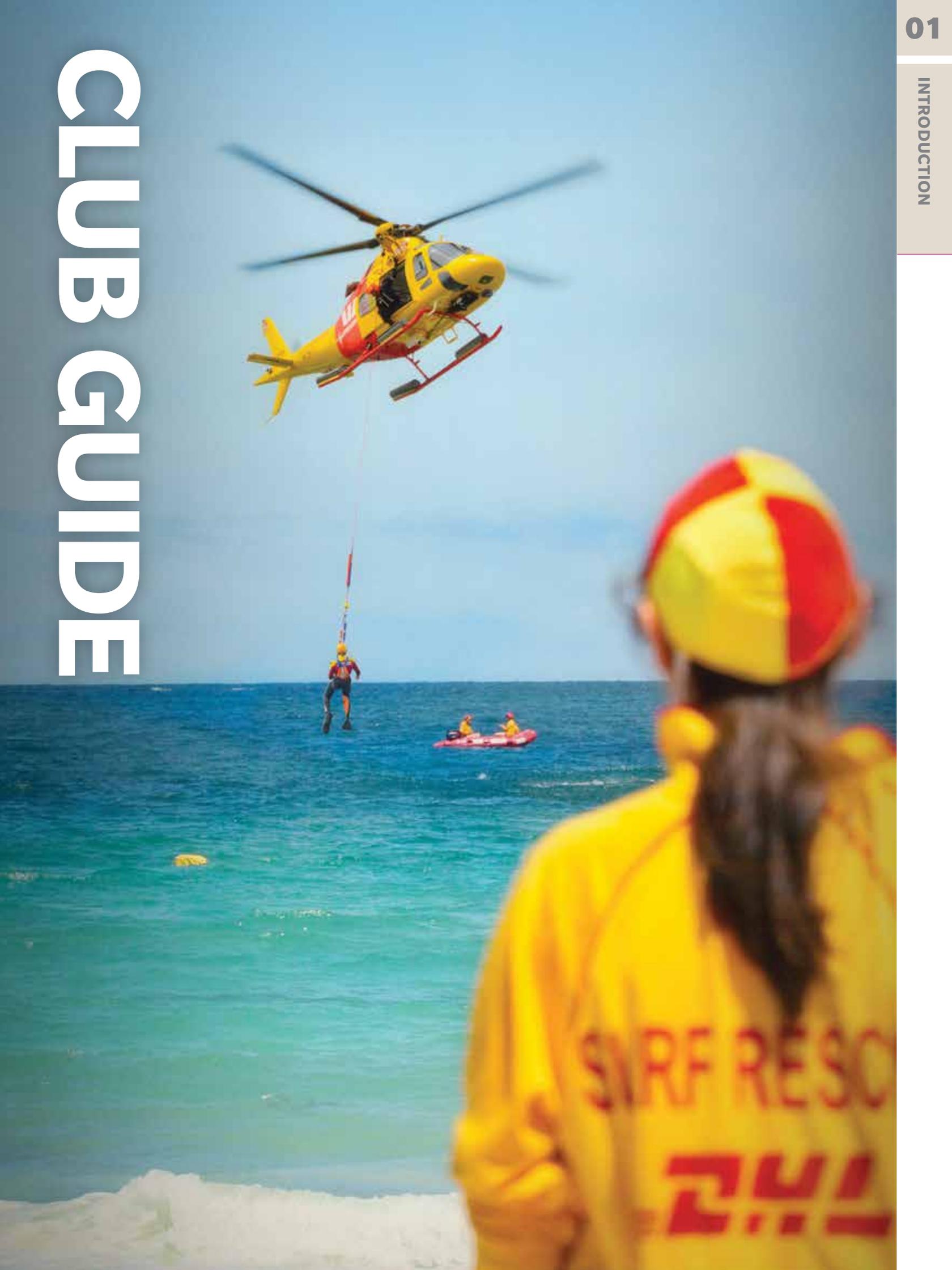


CLUB GUIDE





Saving Lives &
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Communities



SECTION 01

INTRODUCTION

1.1 ABOUT THE CLUB GUIDE

The Club Guide has been designed as a reference for club personnel to create better managed, more sustainable and high quality services to their members and the wider community.

This 2nd Edition will be made available via hard copy and a soft copy via USB and PDF. In addition the PDF's will remain available of the SLSWA Website. Word versions can be provided to Club's upon request.

This Guide should assist Clubs in effective and efficient administration, systems and procedures essential to gaining consistency at Club and State level. It will help instill a minimum standard of operation across the West Australian club system.

The contents of the Club Guide will enable clubs to:

- Manage administrative functions
- Prepare strategic business plans
- Practice good finance
- Liaise effectively with relevant parties

This Guide should be referred as a means to:

- Identify areas for improvement
- Identify what areas are already being met
- Monitor progress and re-evaluate objectives

It is still envisaged that in future this guide will be linked to:

- The Club Affiliation Process
- A standard Auditing tool for Club Operations
- A measure of performance in terms of Club administration and subsequently the Haywood Shield



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SECTION 01

INTRODUCTION

1.2 HOW TO USE THE CLUB GUIDE

It is recommended that relevant members of each Club have copies of sections applicable to their roles and responsibilities. The Guide will prove particularly useful when a member assumes a new role in club management.

A master copy of the Guide should be stored in an accessible location in the surf club at all times, making it a readily available resource. Copies may be made and distributed to relevant parties.



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SECTION 01

INTRODUCTION

**SURF LIFE SAVING WESTERN AUSTRALIA
1.3 STRATEGIC INTENT 2014 - 2020**

Strategic Objectives			
Organisational Sustainability	Supporting Clubs and Membership	Building Safer Communities	Providing Community Education and Health Promotion
Key Outcomes			
1.1 Organisational compliance in: <ul style="list-style-type: none"> • Governance • Finance • Risk Management • Human Resource Management • Communications 1.2 Financial viability of the organisation. 1.3 Enhancing the reputation and brand. 1.4 Continuous improvement and innovation of organisational standards.	2.1 Provide resources and infrastructure to support the activities of the clubs. 2.2 Members in Clubs have clear development pathways for growth. 2.3 Increasing Participation in surf life saving activities. 2.4 Optimum membership retention and attract new members.	3.1 Access to life saving courses 3.2 Providing advice on public safety policy. 3.3 Land managers and developers have access to coastal risk management standards and advice. 3.4 An integral member of the State's emergency management community. 3.5 Well-resourced clubs providing efficient life saving services. 3.6 Providing a high level of life savings standards.	4.1 Targeted evidence based health programs. 4.2 Leading source for the provision of coastal safety information. 4.3 Community access to education programs. 4.4 Broad community awareness campaigns that lead to behavioural change.



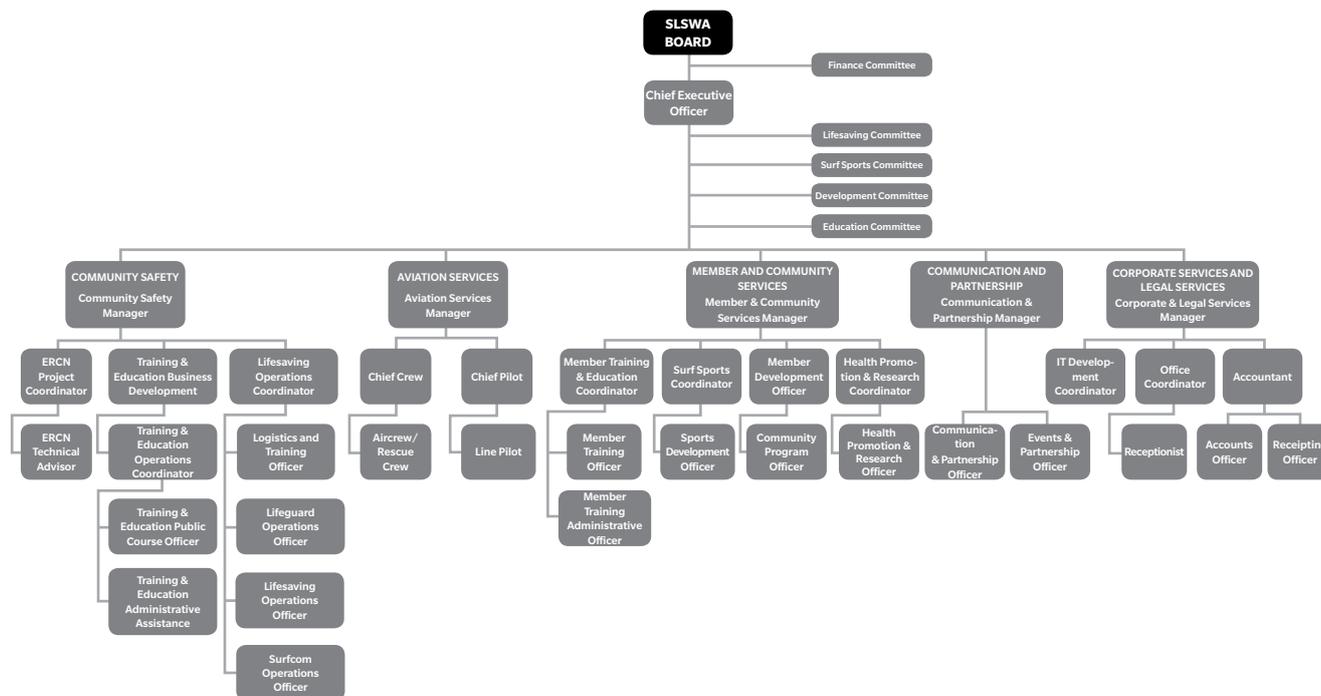
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SECTION 01

INTRODUCTION

1.3 SURF LIFE SAVING WA - EMPLOYEES



COMMUNITY SAFETY

Lifesaving and Support Operations

This Department oversees the development and implementation of risk mitigation strategies along strategic sections of the Western Australian Coastline. The Officers of the programs in this Department work cooperatively and collaboratively with a range of stakeholders to identify and develop the strategic priorities for the placement and maintenance of risk mitigation programs. The range of activity and programs overseen by this Department includes but are not limited to:

- Volunteer Lifesaving Patrols
- Paid Lifeguard Services
- Emergency and Surf Rescue Communications Network (SurfCom)
- Jet Ski Lifesaver Program
- Lifesaver Helicopter Rescue Program
- Duty Officer Program
- Statistical Analysis and Review of key activity data
- Coastal Aquatic Risk Assessments Services
- Critical Incident Investigation and Coronial Review
- Event Sanctioning and Safety Services

Training and Education (Corporate and Community)

In addition to the training of volunteer members, SLSWA also delivers accredited and non-accredited training to corporate, government/non-government organisations and the general community of Western Australia. This is the Commercial and Community Training and Education Department.



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The courses available from this department include:

- First Aid training (from basic CPR through to Occupational First Aid)
- Surf Rescue Certificate; and
- Recreational Skippers Ticket's

A comprehensive list of available courses can be found via our web-site www.surflifesavingwa.com.au

Access to these courses is on a commercial basis and each course has an established participation fee. Unlike the SLSWA Member Training this Department is a Registered Training Organisation and delivers units of competency from the Australian Qualifications Framework.

The aim of the commercial training arm is to generate employment opportunities for members and revenue for Surf Life Saving whilst promoting other facets of our movement to a broader community throughout Western Australia.

Who can become a Commercial Trainer?

Commercial Trainer positions available are casual or through partnership training agreements. As a Registered Training Organisation, SLSWA is required to ensure that all trainers hold sufficient qualifications and experience for the courses they deliver under our scope of registration. Specific qualifications and experience necessary to become a SLSWA Commercial Trainer can be found by contacting this Department's Operations Coordinator. SLSWA volunteer members are encouraged to apply for these trainer roles, as significant training and professional development opportunities are available.

Training Partnerships

Under a partnership approach Clubs or other organisations are able to develop a training partnership, whereby SLSWA courses can be delivered under our scope of registration. Your Club can partner SLSWA and receive access to all course delivery resources, certifications and trainer/assessor professional development opportunities. All the Club has to do is comply with the relevant SLSWA RTO Policies and Procedures, develop trainers and assessors and of course generate course opportunities through your Club and Member networks. To find out more about this partnership opportunity contact the Departments Business Development Coordinator.

AVIATION SERVICES

Today the Westpac Lifesaver Rescue Helicopter services is a full time (metropolitan area) service operating 365 days a year providing coastal surveillance, search and rescue response and support to emergency services, flying over 400 hours each year.

The service is provided by two Helicopters with one operating in the Perth Metropolitan area out to Rottnest and the other patrolling the South West of Western Australia. The aircraft is available to respond to emergency incidents and support emergency services anywhere in Western Australia.

MEMBER EDUCATION AND TRAINING

Member Education and Training

Member Education and Training is responsible for developing and managing education and training programs specifically for members and clubs. This includes awards ranging from the Surf Rescue Certificate and the Bronze Medallion through to other higher level awards, along with the training and accreditation of all trainers and assessors. SLSWA has developed a wide range of instructional programs that are supported by educational manuals, on-line learning, posters, pamphlets and videos, to ensure members achieve a high standard of knowledge and proficiency in current rescue and emergency care techniques and equipment.



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Community Programs

Community Programs provides a range of tailored public education programs that actively promote the BeachSAFE Principles of Supervision, Aquatic Education, First Aid & CPR and Emergency Preparedness to schools and community groups. All programs are instructed by qualified Surf Lifesavers and provide employment opportunities for interested members.

Member Development

Member Development focuses on the areas of Junior Education, Member Screening, Leadership Programs and Member Recognition. Key activities include assisting clubs with membership strategies and community initiatives; administration and development of junior education and age manager programs, activities and resources; the TOAD and Rise Up youth development & Leadership camps; and administration of the Working With Children and National Police Clearance member protection requirements.

Health Promotion & Research

Health Promotion & Research takes a coordinated approach to increasing the capacity of Surf Life Saving WA's ability to provide an essential drowning prevention service to all beachgoers. Health Promotion & Research manages a number of injury prevention, community safety and research related projects and services that aim to strengthen Surf Life Saving WA's relationship with the community and increase our ability to provide an essential drowning prevention service to all WA beachgoers. The department aligns with a number of state and national strategies and policies including the Australian Water Safety Strategy which aims to reduce drowning deaths by 50% by the year 2020.

Surf Sports

Surf Sports is responsible for all SLSWA Surf Sports events and a range of education and development programs for coaches, officials and athletes. The department develops and coordinates the SLSWA Surf Sports season which consists of Pre-Season, Carnival and Championship events in a range of disciplines; manages the delivery of coach and official courses and personal development initiatives; manages the SLSWA High Performance Program for emerging and elite junior and senior athletes; and coordinates SLSWA participation in Interstate Surf Sports Competitions.

COMMUNICATIONS AND PARTNERSHIPS

Coordinates a broad range of internal and external communications, manages SLSWA's website and social media platforms, fundraising activities, marketing and SLS intellectual property.

Also responsible for sourcing and managing sponsorships, donations and grant income, and media liaison, both proactive and reactive.

CORPORATE SERVICES

Responsible for the day to day operation of the business of Surf Life Saving in Western Australia. The Department focuses on administration and support services and any new business opportunities. It also has a role in ensuring that Surf Life Saving maintains its legislative compliance, risk management and quality Management systems and the development of minimum standards. In addition Corporate Services is available to assist the Clubs with advocacy, negotiation and development needs.

Other fundamental roles of the Department include:

Human Resources

Develops and manages HR strategies, policies, processes and activities throughout SLSWA for both staff and volunteers.



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Finance

Responsible for directing the organisation's financial planning and accounting practices as well as its relationship with financial institutions and auditors. Compliance with legislation and to analyse and prepare financial reports as required to meet the SLSWA business plan.

Information Technology

Assists with the development of IT needs throughout the state's operations. This includes communications, specialist software needs and database management. Responsible for the management the SLSWA website www.surflifesavingwa.com.au

The Corporate Services Department is available to assist Clubs with general IT advice and management of any SLSA Programs or database



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SECTION 01

INTRODUCTION

1.4 SURF LIFE SAVING WA – AFFILIATED CLUBS

Albany SLSC
Binningup SLSC
Broome SLSC
Busselton SLSC*
Champion Bay SLSC
City of Bunbury SLSC
City of Perth SLSC
Coogee Beach SLSC
Cottesloe SLSC
Dalyellup Beach SLSC*
Denmark SLSC
Dongara-Denison SLSC
Esperance Goldfields SLSC
Floreat SLSC
Fremantle SLSC
Geraldton SLSC
Mandurah SLSC
Margaret River SLSC*
Mullaloo SLSC
North Cottesloe SLSC
Port Bouvard SLSC
Quinns Mindarie SLSC
Scarboro SLSC
Secret Harbour SLSC
Smiths Beach SLSC*
Sorrento SLSC
Swanbourne Nedlands SLSC
Trigg Island SLSC
Yanchep SLSC

* Probationary Club