



CIRCULAR

Title: Surfguard Access for authorised Club Officers 2023-24
Document ID: C23039
Department: Administration
Audience: ALL Club Office Bearers
Date: 2 August 2023

Summary:	Access to SLSA Surfguard database requires annual application. This Circular confirms the process required to be completed by CLUB PRESIDENT OR SECRETARY for each Club officer requiring access. NOTE: 2022-23 Surfguard access ceases on 10 September 2023
Action:	<ul style="list-style-type: none"> • Ascertain which Club Officers require Surfguard access, including responsibility level • Ensure such persons have a current WWCC recorded on Surfguard for access to be approved • Club President or Secretary to complete the JotForm • Replicate above process as/when required (ie change of officers) during the season

Anyone involved in the administration of an SLS affiliated organisation is eligible to have access to one or more of the following: Surfguard, Online SLSA store Administrator and Members Area Administrator. These accesses are most commonly used at a club level by Committee members and Club officers to manage their member’s personal details, membership renewals, patrol hours and awards.

By using an application, database, IT system or website made available or provided by SLSA (“IT System”) you acknowledge and agree to the [IT Systems - Term of Use Policy 6.19](#) (Policy 6.19 can be accessed via the Members Area).

***All Surfguard Officers are required to complete the User Agreement**

1. After your Clubs AGM or once Committee Members/Club Officers for the new season (2023/2024) have been appointed, please complete the [Surfguard Access form](#) through this link - <https://form.jotform.com/211857455977068>
2. Once the President or Secretary has completed this form through Jotform, they will receive an email with a link that is required to be forwarded to **ALL** nominated Surfguard users to sign off on the IT Systems user agreement.

Note: To be granted Surfguard access, members are required to have a current Working with Children Check recorded on Surfguard. If they do not have a current check, Clubs can initiate one if required.

SLSSA does not rollover access from one season to the next. The submitted Jotform is the ONLY way a member can receive access to Surfguard for the 2023/2024 season.

We have separated the Administration Responsibilities into different categories, so Clubs can delegate the responsibilities to more than one Club Officer to reduce the workload.

There is a category of access for maintaining Working with Children Checks (WWCC) and National Police Checks (NPC)/General Probity Checks into Surfguard. This amount of access is limited to two (2) members from each club. Click [here](#) for WWCC Procedure.

If you need any assistance, please contact Amie on amie.smith@surflifesavingsa.com.au
 Or Phone: (08) 8354 6900

Please refer to next page for Surfguard access levels



SURFGUARD – Access Levels

Administration Responsibility: **A**

- View only access to everything

Required access: President, Secretary

Administration Responsibility: **B**

- Maintain Club Gear and Equipment (Asset Register)
- Patrol roster set up
- Patrol log entry
- Patrol statistics
- Incident report entry

Recommended roles: Treasurer (Asset Register only), Club Captain, Vice-Captain (Patrol Coordinator)

Administration Responsibility: **C**

- Assessments

Required access: Chief Instructor and Club Lead Trainer

Administration Responsibility: **D**

- View/Edit membership details
- Bulk SMS/Email Club members
- Administration

Recommended roles: Secretary, Registrar, Surf Sports Officer, Junior Coordinator & Administrator

Administration Responsibility: **E**

Online SLSA Store Administrator

- To purchase on behalf of the Club (e.g. Patrol equipment, uniforms etc.)

Members Area Administrator

- Communication Management
- Library Maintenance
- Person Management
 - Content Approver
 - Form Approver

Recommended roles: Secretary, Treasurer (Online store only)

Administration Responsibility: **F (Max two people)**

Updating Member Protection details

- To update and maintain members WWCC details.
- To update and maintain members NPC and General Probity Check details

Recommended roles: Secretary, Registrar or Authorised Delegate