Subject: Surf Education Awards are a prerequisite for the Victorian Junior State Championships

Action: Surf Education Award Form 14’s must be submitted to LSV no later than Monday, 17 February 2014

For additional details on this Circular please contact:
M&LD Department on 03 9676 6945 or email kate.mclauchlan@lifesavingvictoria.com.au

Circulars are available at www.lifesavingvictoria.com.au/circulars

Completion of the relevant junior surf education awards is a prerequisite to be eligible to compete in the Victorian Junior State Championships. All surf education awards must be completed in SurfGuard by Monday, 17 February 2014.

Competitors must be financial for the 2013/14 season, have their Competition Skills Evaluation and their Surf Education Award entered into SurfGuard to be eligible to enter this event. All under 14 members wishing to compete in the Junior State Championships will also be required to have completed their Surf Rescue Certificate.

- It is clubs responsibility to ensure that all competitors meet the desired criteria.

Instructions are outlined below on how to enter the Surf Education Awards in SurfGuard. Please refer to the LSV website www.lifesavingvictoria.com.au/nippersresources on how to complete Form 14 Competition Skills Evaluation.
Surfguard entry of Surf Education Awards

Log onto Surfguard
- Scroll to Assessments and click on “New Assessment Request”

Assessment Details
- Assessment type - select Award

Award Details
- Award Type – select SLSA Education
- Award – Click on the relevant Age Group Award – Surf Play 1, Surf Aware 2 etc.

Contact details
- Fill in details

Candidates
- Press - Get candidates > Select names of those who completed the Junior Activities Preliminary Evaluation (Hold Ctrl key and mouse click candidates to select more than 1 at a time
- Press > to move candidates into the Selected box

Save
- Document location is empty-click on ‘ok’
- Click on “assessment request list”
- Select the award you just requested.
- Click – Submit
- Continue submitting until it is approved. Please note - LSV will not be processing forms that read “incomplete”
- Surf Education Wufoo form replace the need for clubs to email/fax/post physical Form 14’s to LSV
- Surf Education Wufoo form will need to be completed and declaration ticked prior to Form 14’s being processed by LSV. (Upon completion of the Surf Education Wufoo Form the relevant staff at LSV will be notified)
- [https://lifesavingvictoria.wufoo.com/forms/qeidcom0g8aaqi/](https://lifesavingvictoria.wufoo.com/forms/qeidcom0g8aaqi/)