To: Club Presidents  
Cc: Club Registrars  
From: Prue Weber – LSV History Officer  
Date: 14 May 2014  

Subject: Club History Officer Appointment  

Action: Clubs management to appoint a Club History Officer

For additional details on this Circular please contact:  
David Potter on 03 9676 6931 or email david.potter@lifesavingvictoria.com.au  

Many clubs are approaching major age milestones in the near future. It is more important than ever that both clubs and Life Saving Victoria (LSV) have an increased focus on history and ensuring that we keep historical documents for use in future years.

In light of this, LSV is recommending that clubs appoint a Club History Officer to facilitate records of both the current and future historical documents and memorabilia. It would also provide a contact at the clubs to discuss details for any future projects that occur.

Clubs that do appoint a History Officer, or currently have the position filled, are also asked to complete the attached form that provides LSV with their contact information.

It would also be advantageous if clubs could complete an audit of their historical documents and memorabilia. An example form is also attached for your convenience. This would include but is not limited to the following:

- Scrap books
- Newspapers
- Photographs
- Trophies (Club, RSSLA, RSSLA-V, SLSV or LSV)
- Club minute books
- Club honour boards
- Historical equipment (e.g. belt and reels)
- Books or club events/activities
- Any other possible historical information or items.

Please e-mail the attached club history officer details form to the details above or post to:

ATT: David Potter  
PO Box 353  
South Melbourne DC  
VIC 3205
<table>
<thead>
<tr>
<th>Item</th>
<th>Date Range of item</th>
<th>Quality</th>
<th>Details of item (what is says/includes)</th>
<th>Other information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minute Books</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photos</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newspaper Articles/Scrap books</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club History Books</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Films, Videos or DVD’s</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Annual Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RLSSA/V records or documentation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honour Boards</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Old Equipment or objects of note</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trophies (Club, RLSSA/V or SLSV/LSV)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Club History Officer Details

Club:__________________________________________

Name:_________________________________________

Contact Details

Street Address:________________________________

Suburb:________________________________________ State:_______________

Postcode:___________

Phone Number:________________________________

E-Mail address:___________________________________