

# Circular 080:09:18



**To:** Club Presidents  
Club Treasurers  
Club Secretaries  
Club Captains

**Cc:** LSOC Executive  
LSOC Delegates

**From:** Andrew Foran– General Manager, Lifesaving Club Development

**Date:** 19 September 2018

**Subject:** Club Administration Grant requirements 2018/19

**Action:** Fulfil administration grant criteria by the due dates

For additional details on this Circular please contact:  
Lifesaving Operations on 03 9676 6930 or [lifesavingoperations@lsv.com.au](mailto:lifesavingoperations@lsv.com.au)  
Circulars are available at [www.lsv.com.au/circulars](http://www.lsv.com.au/circulars)

Lifesaving clubs affiliated with Life Saving Victoria (LSV) will again receive financial support this season. The Club Administration Grant will be paid to clubs as a result of completing a number of administrative milestones by the set due dates.

These administrative milestones have been selected to ensure a club is completing the necessary administrative requirements appropriate for an affiliated Life Saving Club in a timely manner. And critically, it enables LSV to report to various agencies and government departments. These reports are essential in supporting our movement's ongoing funding and operational programs.

It's recommended that clubs enter the relevant data (especially in the case of completed patrol logs) into SurfGuard as an ongoing process rather than waiting until the end of the season for completion. This will assist in spreading the administrative load across the season.

Clubs with issues in meeting these dates can appeal to the Lifesaving Operations Council Executive in writing within one (1) month of the relevant grant group closing date. Clubs that do not meet the group requirements prior to the due date will be notified via email. It is LSV's intention that all clubs meet these requirements and obtain the funds. If any club foresees difficulty with achieving these requirements by the due date they should contact Lifesaving Operations staff as soon as possible to help resolve the difficulty.

## LOG BOOKS (requirements)

The following table outlines the administrative requirements of club log books:

Log type	Complete Hard copy or electronically	Maintain hard copy	Enter into SurfGuard	Return to LSV
		<i>(If Hard Copy ONLY)</i>		
LIMSOC Patrol Statistics	Electronic via LIMSOC	No	No	No
Patrol Attendance	Hard Copy	Yes	Yes	No
Incident Report* (IRL) & First Aid Log	Electronic via LIMSOC (recommended) or hard copy	Yes	Yes	Yes
Powercraft	Hard Copy	Yes	No	No

\*Any hard copies completed in lieu of using LIMSOC will need to be returned to LSV – this is related to privacy issues concerning the third-party information contained in these logs. This is a component of the Group C Criteria.



**ADMINISTRATION GRANT CRITERIA****Group A - \$1,000.00 (plus GST)**

Due date: Friday, 23 November 2018

Payment date: Friday, 30 November December 2018

<b>Group A criteria:</b>	<b>Completed</b>
<b>A1.</b> 2017/18 Club Annual Report and Financial Statements submitted to LSV (1 Electronic copy is emailed to <a href="mailto:Lifesavingoperations@lsv.com.au">Lifesavingoperations@lsv.com.au</a> )	
<b>A2.</b> 2018/19 LSV Affiliation form completed and returned to LSV	
<b>A3.</b> Ensure that you have confirmed your clubs appointed individual delegates for the Aquatic Sports Council; Lifesaving Operations Council; Council of Lifesaving Clubs; and Membership and Leadership Development Council.  <i>Note: These will be circulated by your Clubs VSO. Clubs are then required to respond by either updating the contacts or confirming they are correct.</i>	
<b>A4.</b> 2018/19 Club Information current in SurfGuard: <ul style="list-style-type: none"> <li>• Organisation Details (under Organisational Management tab)</li> <li>• Mandatory Officers contact details including (under Organisational Management tab) <ul style="list-style-type: none"> <li>- President</li> <li>- Secretary</li> <li>- Treasurer</li> <li>- Club Captain</li> <li>- Chief Instructor</li> <li>- Member Protection Officer</li> </ul> </li> <li>• Membership base for 2018/19 season registered</li> <li>• Ensure club contacts lists along with preferred email and telephone are provided to LSV through the VSO</li> </ul>	
<b>A5.</b> Ensure that you have confirmed your club's Emergency Response Contacts as listed by LSV in LIMSOC.  <i>Note: These will be circulated by your Clubs VSO. Clubs are then required to respond by either updating the contacts or confirming they are correct.</i>	
<b>A6.</b> 2018/19 Club Service Protocol Agreement Finalised	N/A
<b>A7.</b> 2018/19 Annual LSV Gear Inspection and Audit process be undertaken	

**Group B - \$1,000.00 (plus GST)**

Due date: Friday, 1 February 2019

Payment date: Friday, 8 February 2019

<b>Group B criteria:</b>	<b>Completed</b>
<b>B1.</b> Group A requirements completed	
<b>B2</b> All November & December 2018 Patrol Attendance Logs entered into SurfGuard <i>(Please note that this documentation is an integral part of confirming members' eligibility to compete in the 2018/19 Victorian Championships and their ability to be recognised at the Valuing Volunteers Event)</i>	

**Group C - \$500.00 (plus GST)**

Due date: Friday, 26 April 2019

Payment date: Friday, 3 May 2019

<b>Group C criteria:</b>	<b>Completed</b>
<b>C1.</b> Group A and B requirements completed	
<b>C2.</b> All January, February, March and April 2019 Patrol Attendance Logs entered into SurfGuard <i>(Please note that this documentation is an integral part of confirming members' eligibility to be recognised at the Valuing Volunteers Event)</i>	
<b>C3.</b> Copies of <u>hard copy</u> First Aid forms and Incident Logs are provided to LSV	
<b>C4.</b> No overdue invoices.	

