



The life of the beach.

# SurfGuard: Access Form

Season: 2011/2012

Club name: \_\_\_\_\_ Name of Officer completing Form: \_\_\_\_\_ Position: \_\_\_\_\_

CLUB OFFICER	CURRENT OFFICER (10/11 Officer)	NEW OFFICER <i>(access will be removed from previous officer, unless remaining in role)</i>	EMAIL ADDRESS	ADMINISTRATIVE RESPONSIBILITY	STATE CENTRE USE ONLY
President**				➤ Transfers	➤ President SA Clubs
Secretary				➤ Annual registrations ➤ Maintain members details ➤ Maintain Organisation Management section ➤ Transfers ➤ Transactions	➤ Administration SA Clubs
Registrar**					➤ Administration SA Clubs
Junior Registrar**				➤ Transfers ➤ Transactions	➤ Junior Admin SA Clubs
Treasurer*				➤ Maintain club Gear and Equipment section (asset register) ➤ Transactions	➤ Treasurer SA Clubs ➤ Asset Register
Lifesaving Officer/ Vice Captain*				➤ Patrol rosters set up ➤ Patrol log entry ➤ Patrol statistics entry ➤ Incident report entry	➤ Patrol Admin ➤ SA Incidents
Club Captain**				➤ Transfers	➤ Captain SA Clubs
Competition Officer				➤ N/A	➤ Competition SA Clubs
Chief Instructor/ Education				➤ N/A	➤ Chief Instructor SA Clubs
Club Lifesaving Advisor/s	Access will be given to endorsed Club Lifesaving Advisors only Clubs will be advised once CLA's have been endorsed by Chairman-Board of Lifesaving			➤ Assessment requests ➤ Proficiency advice	➤ Lifesaving Advisors SA Clubs

\*Required by SLSSA to perform necessary administration functions

\*\* Club Officers permitted to 'Endorse/Not Endorse' member clearance/transfers

**NOTES:**

- SurfGuard requires broadband internet access
- All users MUST have a unique email address
- One member may perform several officer roles
- One member only for each officer

**PLEASE RETURN COMPLETED FORM TO:**

Email: [ashlee.biddle@surfrescue.com](mailto:ashlee.biddle@surfrescue.com)  
 Fax: 08 8354 6999  
 Post: Po Box 108, Torrensville SA 5031