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Surfguard Access for authorised Club Officials (Season 2023)	
ATTENTION	All Club Office Bearers
Date of Circular	24 March 2023
Emailed to	Administrators & Club Presidents
SLSNT Contact	Samantha Farrow, Chief Executive Officer 8985 6588 or samantha.farrow@lifesavingnt.com.au
Summary	Access to SLS Surfguard database requires annual application for access. This Circular confirms the process required to be completed by CLUB PRESIDENT OR SECRETARY for each Club officer requiring access. NOTE: 2022 Surfguard access ceases on 30 March 2022.
Action Required	<ul style="list-style-type: none"> • Ascertain which Club Officers require Surfguard access, including responsibility level. • Club President or Secretary to complete the JotForm. • Replicate above process as/when required (i.e. 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).

1. After your Clubs AGM or once Committee Members/Club Officers for the new season have been appointed, please complete the [Surfguard Access form](https://form.jotform.com/230818767008057) through this link - <https://form.jotform.com/230818767008057>
2. Once the President or Secretary has completed this form through Jotform, they will receive two emails.
 - a. First is a copy of the information submitted on the Surfguard Access Form for your records.
 - b. Second is an email with a link that is required to be forwarded to ALL Officers nominated for Surfguard access. This link is to the [IT User Agreement](#) that all Surfguard users must complete to acknowledge and agree to the IT Systems – Terms of Use Policy 6.19.

Note: SLSNT highly recommends that all members requiring access to Surfguard have a current Working with Children Check recorded on Surfguard.

SLSNT 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 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.

SURFGUARD – Access Levels

Administration Responsibility: **A**

- View only access to everything
Suggested 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
Suggested access: Treasurer (Asset Register only), Club Captain, Vice-Captain (Patrol Coordinator)

Administration Responsibility: **C**

- Assessments
Suggested access: Chief Instructor & Club Lead Trainer

Administration Responsibility: **D**

- View/Edit membership details
- Bulk SMS/Email Club members
- Administration
Suggested access: Secretary, Registrar, Director of Surf Sport, 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
- Suggested access: Secretary, Treasurer (online Store Only)**

Administration Responsibility: **F**

- Updating Member Protection details
 - To update and maintain members WWCC details.
 - To update and maintain members NPC and General Probity Check details
- Suggested access: Secretary, Registrar or Authorised Delegate**