

Circular 3961

10 July 2026



Annual Club & Branch Compliance Surf Life Saving NSW 2026/27 Season	
Subject	A practical guide to completing your annual compliance requirements and remaining eligible for funding and organisational support
To	Club & Branch Presidents & Officers for Administration, Finance & Lifesaving

Why compliance matters

Compliance with operational and governance requirements helps every club to:

- operate safely
- meet legal and organisational obligations
- remain eligible for funding and insurance
- protect members, volunteers and the reputation of Surf Life Saving.

Our goal is to support every club to achieve compliance. This circular explains what is required, key deadlines and where to find help.

The compliance framework

Phase	Purpose	Deadline
Phase 1	Insurance Coverage	27 August 2026 (5pm)
	Operational Readiness	11 September 2026 (5pm)
Phase 2	Governance Compliance	30 October 2026 (5pm)
Phase 3	Other Regulatory Compliance	As required throughout season

Funding distributions

Clubs are eligible to receive the funding distributions below. Clubs that complete both phases **before the deadline** will also receive a **\$2,000 bonus payment**, bringing the maximum total distribution to **\$10,000**. Clubs that have not achieved full compliance by Monday 16 November 2026 will not be eligible for a financial distribution and may be subject to further sanctions.

Phase 1		Phase 2	
Compliance Achieved	Distribution	Compliance Achieved	Distribution
Before deadline (11 September 2026)	\$4,000.00	Before deadline (30 October 2026)	\$4,000.00
Before 21 September 2026 (9am)	\$3,000.00	Before 2 November 2026 (9am)	\$3,000.00
Before 28 September 2026 (9am)	\$2,000.00	Before 9 November 2026 (9am)	\$2,000.00
Before 5 October 2026 (9am)	\$1,000.00	Before 16 November 2026 (9am)	\$1,000.00
After 5 October 2026 (9am)	\$0	After 16 November 2026 (9am)	\$0



Compliance checklist

For further information and “How To” guides, see **pages 4-8** of this circular.

Phase 1 – Complete by 11 September 2026 (5pm)		
Club & Branch Requirements	Notes	Complete
1. Insurance Renewal Declaration	Managed by Marsh Advise Branch Administrator when complete	☐
2. Affiliation Form	Managed via JotForm	☐
3. Organisational Details in SurfGuard	‘Edit’ & ‘Save’ even if no changes following AGM	☐
4. Officer Positions in SurfGuard	‘Edit’ & ‘Save’ even if no changes following AGM Required officers: President, Administration, Lifesaving, Education, Finance, MPIO 1, Complaints Manager 1, Child Safe Coordinator	☐
5. Confirm SurfGuard Users	Managed via Branch Administrators	☐
Club Requirements	Notes	Complete
6. Lifesaving Service Agreement	Managed via DocuSign for clubs renewing	☐
7. Emergency Call Out Team ‘Mailing Group’ in SurfGuard	‘Edit’ & ‘Save’ even if no changes	☐
8. Gear & Equipment Inspection	Refer to “How To Guide” below for minimum required equipment checks	☐
Phase 2 – Complete by 30 October 2026 (5pm)		
Club & Branch Requirements	Notes	Complete
9. Annual Report	To be shared with Branch Administrator	☐
10. Signed & Audited Financial Statements	To be shared with Branch Administrator	☐
11. Annual Information Statement, Financial Report & Responsible Officer Updates	Submitted via the ACNC Charity Portal	☐
Phase 3 – As Required Throughout Season		
If...	Action	Complete
...a new Public Officer has been appointed	Notify Fair Trading using Form A9 within 28 days of appointment	☐
...changes to the constitution have been made	Notify Fair Trading using Form A6 within 28 days of passing a resolution Update ACNC via the ACNC Charity Portal	☐
...a Liquor & Gaming licence is held	Maintain compliance with Liquor & Gaming NSW using self-audit checklist	☐
...Working with Children Checks are required	Verify with the OCG	☐



Extensions and exemptions

If circumstances outside of your control prevent compliance (e.g., executive committee disruption, auditor-verified delays, IT system failures, natural disasters, emergency activation) please contact [Jill Vernon](#), SLSNSW Club Services Manager before the due date to discuss an extension or exemption.

Need Support

Your Branch Administration or Development Officer is your first point of contact for compliance support.

Branch	Contact	Contact Email	Contact Phone
Far North Coast	Vanessa Izzard	vizzard@surflifesaving.com.au	0447 878 024
North Coast	Nicole Slater	nslater@surflifesaving.com.au	0429 586 659
Mid North Coast	Leanne Hatherly	lhatherly@surflifesaving.com.au	0435 121 457
Lower North Coast	Amanda Schubert	adminassist@slslnc.org.au	0478 270 167
Hunter	Zachary Donelly	zachary.donelly@hsls.org.au	(02) 4961 4533
Central Coast	Julia Skinner	admin@slscc.com.au	0403 673 330
Sydney Northern Beaches	Max Le Ban	mleban@surflifesaving.com.au	0458 444 147
Sydney	Linda Perrin	lperrin@sls.sydney	(02) 9019 0722
Illawarra	Ashleigh Wilkinson	office@slsillawarra.com.au	0403 224 258
South Coast	Vikki Marshall	vmarshall@surflifesaving.com.au	0478 278 049
Far South Coast	Vikki Marshall	vmarshall@surflifesaving.com.au	0478 278 049



How To Guides

1. Insurance Renewal Declaration

What you need to do

Complete the annual Insurance Renewal Declaration provided by Marsh. The declaration will be sent to the specified club contact in July. It includes an online survey for clubs and, where applicable, a pre-populated asset register.

Important

Certificates of Currency will only be issued once the declaration is completed. Clubs without a current Certificate of Currency are not covered under the SLSA Group Insurance Policy.

Need help?

Contact your Branch Administration and Development Officer or visit the [Marsh website](#).

Best Practice

Review your insurance annually to ensure all club assets are adequately insured at current replacement value. Remember to advise your insurer of any equipment stored away from the clubhouse (e.g. surfboats, trailers and IRBs).

2. Lifesaving Service Agreement (LSA)

What you need to do

If your club's Lifesaving Service Agreement is due for renewal this season (clubs from Far North Coast to Central Coast), review and sign it via DocuSign.

Clubs from Sydney Northern Beaches to Far South Coast with a current signed agreement will be automatically recorded as compliant.

Need help?

Contact the [SLSNSW Lifesaving Team](#).

3. Affiliation Form

What you need to do

Complete and submit the digital Affiliation Form via JotForm.

Clubs must affiliate with both their Branch and SLSNSW. Branches must affiliate with SLSNSW.

The form will be sent to the President listed in SurfGuard in July and may be reassigned to another serving officer if required.



Why it matters

Affiliation confirms your agreement to comply with SLSNSW and SLSA Constitutions and Regulations and provides access to insurance, competition, events and formal SLS recognition.

Need help?

Contact [Jill Vernon](#), SLSNSW Club Services Manager.

4. Organisational Details

What you need to do

After your AGM, review your Organisational Details in SurfGuard.

Update contact information where required, then select 'Edit' and 'Save' **even if no changes are needed**. This updates the "Last Updated" date for the current season.

How to complete

In SurfGuard, go to the left-hand side **Menu**, and select **Organisational Details** under the **Organisational Management** heading.

5. Officer Positions

What you need to do

Update all officer positions in SurfGuard following your AGM.

The following eight (8) positions must be filled at a minimum:

- President
- Administration
- Lifesaving
- Education
- Finance
- MPIO 1
- Complaints Manager 1
- Child Safe Coordinator 1

Important

- **Do not delete previous officers** – retain officer history.
- Update dates, **even if the position holder hasn't changed**.
- If your club uses officer email addresses, add this as the alternate email.
- Complaints Managers from another club must be added as a General Member before assigning the officer role.
- If any required positions remain vacant, contact your Branch Administrator.



Why it matters

Officer details are used to contact your club's office bearers and provide access to Surf Life Saving systems, including the SLSA eLearning platform, Complaints Portal and other role-based applications.

How to complete

In SurfGuard, go to the left-hand side **Menu**, and select **Officers** under the **Organisational Management** heading. Review the [step-by-step instructions](#).

6. Emergency Call Out Team (ECOT)

What you need to do

Review your Emergency Call Out Team in SurfGuard.

Each club must maintain an ECOT with at least six members (typically 10–20 members).

Review group members and contact details and save the record **even if no changes are required**.

Why it matters

The ECOT is activated during an incident by the State Operations Centre and Branch Duty Officers.

How to complete

In SurfGuard, go to the left-hand side **Menu**, and select **Mailing Groups** under the **Organisational Management** heading. Review the [step-by-step instructions](#).

7. Gear & Equipment Inspection

What you need to do

Complete the annual inspection of **all lifesaving equipment** and record the results in the Operations App or SurfGuard.

For compliance purposes, SLSNSW will verify that, at a minimum, the following equipment records have been updated:

1. IRBs
2. Motors
3. Fuel Cells
4. Lifejackets
5. Rescue Boards
6. Rescue Tubes
7. Rescue Fins
8. Radios
9. Defibrillators
10. Oxygen Kits
11. First Aid Equipment



12. Spinal Equipment

Important

- Equipment inspected in the Operations App automatically updates SurfGuard.
- If using SurfGuard manually, update the **inspection date, condition** (Pass/Re-inspect/Discard) and tick **Successfully Completed Gear Inspection**.
- Remove any failed equipment from service until repaired.

Need help?

Review the [Gear & Equipment Inspection Program Circular](#) or contact the [SLSNSW Lifesaving Team](#).

8. SurfGuard Users

What you need to do

Review the list of SurfGuard users provided to your club in August.

Confirm who still requires access and advise your Branch Administration or Development Officer.

Important

User access expires every 12 months. Unconfirmed users will be automatically deactivated after the compliance deadline.

9. Annual Report

What you need to do

Submit an electronic copy of your Annual Report to your Branch Administration or Development Officer.

Why it matters

Annual Reports showcase your club's achievements to members, sponsors, government and the community.

Refer to the [Annual Report Guidelines](#) for further assistance.

10. Audited / Reviewed Financial Statements

What you need to do

Submit a signed copy of your audited or reviewed financial statements to your Branch Administration or Development Officer.

Statements may be included within your Annual Report or submitted separately.

They must include



- Profit & Loss Statement
- Balance Sheet
- Statement of Changes in Equity
- Notes to the Accounts
- Responsible Person's Declaration (signed and dated)
- Audit Report **or** Review Report
- Cash Flow Statement (if considered a medium or large charity)

Additional guidance

SLSNSW provides clubs with a regular **Financial Compliance Review report** to support compliance with the Incorporated Associations Act 2009 (NSW) and the Australian Charities and Not-for-profits Commission (ACNC) reporting requirements.

Treasurers and/or external accountants and auditors should use previous Financial Compliance Review Reports to:

- identify the financial statements and disclosures required in their annual reports
- address any recommendations or amendments identified in previous reviews.

Need help?

Refer to the [Annual Report Guidelines](#) or contact the [SLSNSW Finance Team](#).

11. ACNC Reporting

What you need to do

Submit your Annual Information Statement (AIS) and Financial Report through the [ACNC Charity Portal](#).

Ensure your charity details, responsible persons and constitution are up to date.

Important

Failure to submit required reports by your ACNC due date may place your charity registration at risk.

Need help?

Refer to the [ACNC Reporting Circular](#) or visit the [ACNC website](#).