

CLUB EXECUTIVE TRAINING SCHEDULE

ALL WORKSHOPS AND WEBINARS WILL RUN FOR 1.5 HOURS UNLESS OTHERWISE NOTED. YOU WILL NEED TO REGISTER IN ADVANCE FOR EACH SESSION, WHERE YOU WILL BE SENT A ZOOM LINK TO THE MEETING.

	Date		Content	Audience	Presenter	Registration Point
JULY	Tuesday 30/07/2024 6pm	Surfguard Training <i>Administration</i>	Surfguard and registrations A workshop specifically aimed at club registrars and administration, exploring the Surfguard user journey for registration, price lists, reports, administration and more.	<i>Administration & Registrars</i>	SLSA	REGISTER
	Wednesday 31/07/2024 6pm	Club Insurance	SLSA Group Insurance explained Delivered by our National Insurance Broker, Marsh, this session aims to clarify the different insurance options available for your club, what the group insurance covers and how to submit your annual insurance declaration.	Club President / Administration / Finance	Marsh Insurance	REGISTER
AUGUST	Thursday 01/08/2024 6pm	Administration Workshop <i>Pre-season</i>	Navigating club administration during the registration season A session focusing on requirements for pre-season administration, including how to manage registrations, renewals, trouble shooting and your club's compliance obligations.	Club Administration / Registrars	Jenni Darwin – Club Development SLSNSW	REGISTER
	Thursday 8/8/2024 6pm	Member Recruitment & Retention	Recruitment and retention of SLSNSW members Discover what we currently know about the key drivers of volunteer satisfaction and turnover intention in SLSNSW and what we are doing to learn even more. Find out about how to retain your members and learn about the tools available when running a club recruitment campaign including using the Canva templates available for clubs.	Presidents, Member Services, JAC	Jenni Darwin - Club Services Manager Claire Bevis – Membership Manager SLSNSW	REGISTER
	Tuesday 13/8/2024 6pm	Finance Webinar 1	Financial management at your club Join SLSNSW's Finance Team as they walk you through best practice in financial management, reporting and financial risk management, and explore what 'not-for-profit' really means.	Finance, President	SLSNSW Finance Team	REGISTER
	Thursday 15/08/2024 6pm	Surfguard Training	If you are new to Surfguard, this workshop is for you! A training session delivered by SLSA as an introduction to Surfguard, the Members Area and reporting. A great session to get your skills up to scratch for the season ahead.	Club Officers	SLSA	REGISTER
	Tuesday 20/08/2024 6pm	Club IT Systems	Streamlining club administration through technology This session is all about using technology to make the general running of your club easier. We'll look at cloud-based systems, NFP options, club emails, record keeping, data storage, communication platforms and more.	Club Management, Club Administration.	Chris Voysey / Matthew Ingersole	REGISTER
	Thursday 22/08/2024 6pm	Club Management Induction for New Position Holders	Discover the Fundamentals of being on a Board Join our workshop to gain essential insights into serving on the board of a not-for-profit organization. Learn beyond your expertise and understand your role and responsibilities as a director. Benefit from role-specific inductions led by portfolio experts in interactive breakout rooms. This session is tailored for new position holders or those who have not previously attended. Elevate your impact as a board member with this comprehensive workshop.	All New Club Board Directors and Presidents	Jenni Darwin - Club Services Manager & Portfolio Managers	REGISTER
	Thursday 29/08/2024 6pm	Privacy and Data Management	Understanding privacy and data management obligations Join SLSA's General Counsel, Ian Fullagar, to explore Commonwealth privacy laws as they apply to SLS, data handling and storage, data breach notification laws, cyber liability insurance, and top tips for privacy protection in a work-from-home environment. Explore best practices for member privacy, including child-safe practices, handling images, and publication consent.	President, JAC, Child Safe Coordinator, Member Services, Club Administration	Ian Fullagar - General Counsel SLSA Jeanette Mangan - Child Safe Officer SLSNSW	REGISTER
SEPTEMBER	Thursday 5/9/2024 6pm	Cyber Security	Cybercrime: how vulnerable is your club? Take a deep dive into cyber security from experts in the field, Apollo Secure, and find out how to protect from phishing attempts, how safe is your website and preventing unauthorised access to your club systems. This session will share real life case studies to help clubs understand the true cost of a cybercrime incident.	Club Management, Club Administration	Apollo Secure	REGISTER
	Wednesday 11/09/2024 6 - 9pm	MPIO Training	Play by the Rules - MPIO Training If you have taken on the role of MPIO this season, this training is a requirement for the position. Part 1 is accessed online and must be completed prior to attending this session. This webinar is Part 2 of the process and provides practical MPIO skills and scenarios. Register to receive your online link, pre reading and access to the webinar.	MPIO's	Morgan Lander Not on my Watch	REGISTER
	Thursday 12/09/2024 6pm	Child Safe <i>Introduction</i>	Introduction to child safety in clubs This introductory session is for clubs and members to learn about the SLSA Child Safe Policy, Code of Conduct and Child Safe Standards in NSW. It provides you with introductory information on how to create a child safe culture within your club and is aimed at new position holders or members who are interested in understanding the key elements of child safety in clubs.	Club Management, Child Safe Coordinator	Jeanette Mangan - Child Safe Officer SLSNSW	REGISTER
	Thursday 19/09/2024 6pm	Complaints Management <i>Introduction</i>	A session designed specifically for Complaints Managers Policy overview, the online complaints portal, complaints handling 101.	Complaints Managers	Jenni Darwin – Club Services Manager SLSNSW	REGISTER
	Wednesday 25/09/2024 6-6.45pm	Volunteer Leadership	Volunteer Leadership: engaging, motivating and retaining volunteers Following a series of externally evaluated pilots, SLSNSW is excited to launch an online volunteer leadership program that has been proven to teach leaders of all ages, genders and experience levels how to better support and motivate volunteers, leading to greater retention. This introductory webinar will set the scene, share the findings from the pilot and talk you through how to access the learning this season.	Club Executives, Front line leaders.	Louise Cooke - General Manager Culture and Capability SLSNSW	REGISTER
	Thursday 26/09/2024 6pm	Member Wellbeing	Supporting member wellbeing in your club Looking after the safety and wellbeing of members is a priority. This session will provide you with an insight into wellbeing support within SLSNSW, including the new peer support program, post critical incident support, our member assistance program (MAP), work cover and services that support members in their volunteering journey.	MPIO, Club Management	Claire Bevis - Membership Manager SLSNSW Lachlan Van der Pluijm - Wellbeing Officer	REGISTER

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	Date	Session	Content	Audience	Presenter	Registration Point
OCTOBER	Tuesday 01/10/2024 6pm	Club Management and Governance	Governance for Good – A guide for responsible club management This important workshop is designed to help your club management team understand the ACNC governance standards, who is a Responsible Person and the liabilities as a director of a not for profit. <i>This session is aimed at both new and returning club position holders.</i>	All Club Board members	TBC	REGISTER
	Tuesday 15/10/2024 6pm	Child Safe <i>Implementation</i>	Understanding best practice in clubs A deeper dive into how to create a child safe culture at your club. This session will share information and resources available to clubs when delivering child safe engagement and will explore case studies and best practice from clubs from across NSW.	Presidents, MPIO, Child Safe Coordinator	Jeannette Mangan - SLSNSW Child Safe Officer	REGISTER
	Thursday 17/10/2024 6-8 pm	MPIO Refresher training	MPIO Proficiency This session is for existing MPIOs to refresh their skills, gain insight into best practise and receive guidance around SLSA policies. A practical and engaging session delivered by industry expert Mogan Lander from Not on My Watch.	MPIO's	Morgan Lander Not on my Watch Jenni Darwin - Club Services Manager	REGISTER
	Tuesday 22/10/2024 6pm	Managing Capital work projects and finances	If your club is currently doing or thinking of a major renovation or capital work project, this is a key session for you. A dive into understanding how to manage project cash flow to completion and acquital, advice on the do's and don'ts of capital works projects and some insight into how to avoid common pitfalls.	Club Presidents and Club Boards	Phil Ayres SLSNS Chief Operating Officer Susan Ahmelman – GSU Manager SLSA	REGISTER
	Thursday 24/10/2024 6pm	Member Engagement	How to create active participation in clubs A hands-on interactive workshop looking at the ways we can engage members to take on roles within clubs and improve communication, inclusion and participation.	Club Management, Member Services	Jenni Darwin – Club Services Manager SLSNSW Taryne Cullen - Club Capability Coordinator SLSNSW	REGISTER
NOVEMBER	Thursday 07/11/2024 6pm	Sponsorship and Funding Webinar	Sponsor engagement and funding sources One of our most popular webinars, find out all you need to know about sponsor engagement and getting the most out of the SLSA Grant Seeking Unit (GSU), delivered by specialists in the field.	Finance, President	Susan Ahmelman – GSU Manager SLSA Helen O'Connor – Partnerships Manager SLSNSW Reginia Goode - SLS Foundation	REGISTER
	Thursday 14/11/2024 6pm	Good Sports Clubs	Alcohol and Drug Foundation's Good Sports Program For over 20 years, Good Sports has helped clubs tackle tricky topics such as alcohol, drugs, smoking, mental health and safe transport. This session, delivered by the Alcohol and Drug Foundation Regional Manager, guides clubs through the Good Sports program and how to achieve gold standard in creating a better environment for members and families.	Club Management teams, Member Services, Child Safe Coordinators	Christie Spiteri - Senior Community Development Officer - Alcohol and Drug Foundation	REGISTER
	Thursday 21/11/2024 6pm	Complaints Management <i>Implementation</i>	A guide to handling complaints well in clubs Guided by experienced complaints managers, this hands-on workshop looks at real life case studies and identifies how to work through processes, understanding steps in the policy, levels of complaints and how to manage difficult conversations.	Complaints Managers	Phil Ayres – SLSNSW Chief Operating Officer Kerry Downes - SLSNSW Complaints Manager	REGISTER
JANUARY	Thursday 30/01/2025 6pm	Member Recognition workshop	How to recognise your members contributions With member recognition an essential tool of member retention, this webinar will help guide you through both SLSA's awards framework (including service awards and national medal applications) and external award opportunities available for volunteers and emergency service personnel	Member Services	Claire Bevis – Membership Manager SLSNSW Nerradene Wolken – Training and Education Coordinator	REGISTER
FEBRUARY	Thursday 06/02/2025 6pm	Safer Surf Clubs	Creating a safe workplace at your club All members have a right to volunteer in a safe environment. This workshop will guide you through the resources available to undertake a safety audit and create a risk management register for your club.	Club Management	TBC	REGISTER
	Thursday 13/02/2025 6pm	Finance Webinar 2	Financial compliance and reporting as a NFP An overview of ACNC requirements for your financial reports, reporting thresholds, audit requirements and EOFY.	Finance, President	Finance team - SLSNSW	REGISTER
MARCH	Thursday 20/03/2025 6pm	Administration Workshop <i>Season end</i>	End of season administration A session focusing on end of season tasks including Surfguard administration, annual reports, Awards of Excellence and AGMs.	Administration	Jenni Darwin – Club Development SLSNSW	REGISTER
APRIL	Thursday 17/04/2025 6pm	Annual Reports – content, design and delivery	Creating a great annual report An overview of reporting requirements, inclusions and content recommendations together with some design guidance from our media team.	Administration	Jenni Darwin – Club Development SLSNSW SLSNSW media team	REGISTER