

## Circular 101:08:08

**To:** Club Secretaries  
Surfguard Registrars  
Chief Instructors

Club Treasurers  
Club Captains  
Club Presidents

**From:** Richarda Goodwin  
Support Officer - Administration

**Date:** 27 August 2008

**Subject:** Surfguard Training

**Action:** Bookings required by 5pm, Wednesday, 12 November

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With the 2008/09 season approaching, Surf Life Saving Australia and Life Saving Victoria will be conducting Surfguard Training Sessions on Saturday, 15 November at Life Saving Victoria.

Sessions to be made available include:

### **Session 1 – New Users (9 – 11am)**

This session will be aimed at new Surfguard users and will cover the following:

- Adding members
- Organisational Management (including Committees, Officers etc)
- Gear and Equipment
- Assessments
- Patrols

### **Session 2 – Refreshers (11:30am – 1.30pm)**

This session is targeted to users who require a 'refresher' course on using Surfguard. This will cover the above (in brief) and will cover any Surfguard user questions.

### **Session 3 – Treasurers (2 – 4pm)**

The last session is for Treasurers, which will cover transactions and the new Payment Gateway set up by Surf Life Saving Australia.

Members interested in attending these sessions should contact Richarda Goodwin at Life Saving Victoria on (03) 9676 6934 or email [richarda.goodwin@lifesavingvictoria.com.au](mailto:richarda.goodwin@lifesavingvictoria.com.au).

**For additional detail on this Circular contact: Richarda Goodwin – Support Officer, Administration**

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Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

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