

Circular 125:09:07



To: Club Secretaries
Club Powercraft Officers
Surfguard Registrars

Club Captains
Club Presidents
Gear Stewards

cc District Officers
Lifesaving Ops State Officers

Regional Officers

From: Mark Scott, Director – Lifesaving Services

Date: 24 September 2007

Subject: **Be Prepared! Gear Inspections and Surfguard**

Action: Ensure gear and equipment is entered into Surfguard PRIOR to scheduled Gear Inspections

Last year, clubs were advised that use of the Surfguard Gear and Equipment Register was optional, but were encouraged to enter their equipment information with the view that the register would become mandatory this season.

It is now important to remind everyone of the requirements as the 2007 – 2008 season rapidly approaches.

Life Saving Victoria has managed to enter, where possible, a large part of the data; however the onus is now on each club to ensure the necessary equipment has been entered and details are correct. Clubs that are having legitimate issues or problems with entering this data please contact Mark Scott, Director of Lifesaving Services directly on 0409 159 341 for advice.

This central approach to gear records will see several important benefits at all levels of the association:

1. Improved efficiency for the gear & equipment inspection process.
2. The ability to produce a club, state and national 'snapshot' of gear & equipment, as well as a variety of reports and statistics, that
 - a. Will assist greatly in lobbying for grants, sponsorship and funding for clubs
 - b. Will be used in the grant prioritisation process
3. Better logistical information available for emergency planning / event management.
4. Improved record keeping for club assets.
5. Assisting in gear planning at all levels.
6. Gradual phase out of duplicated gear & equipment reporting, such as the 'Annual Summary Return'.

Clubs are most welcome to contact the state office for assistance with the use of Surfguard. Training will be provided for club gear stewards as part of the upcoming regional forum sessions to be conducted in October (Circular 111:09:07 refers) and clubs are urged to ensure that the gear steward/or administrator attends this training.

A list of the Compulsory Equipment to be recorded in Surfguard for 2007 – 2008, outlining the minimum fields to be entered, is provided below.

This information needs to be entered **prior** to Gear Inspections. Other fields may be left blank. There is time to make an early start.

Using the Manage Gear and Equipment module in Surfguard

The Manage Gear and Equipment module can be found under **Organisational Management** from the **Main Menu** screen.

Clubs are to enter the minimum equipment and relevant details as listed below. These details are the same as previously required for gear inspections and require no new information. It is permissible to leave any or all other fields blank. Those fields marked with an '*' are compulsory.

Below is an example of the input screen for IRBs.

Manage Gear & Equipment @ Surf Life Saving VIC

IRB - Inflatable Rescue Boat

Name: *

Current Gear Inspection Date:

Date of Purchase:

Equipment Insured by::

Equipment Insured for:: \$

Gear Inspection Completed by::

Gear Inspection Notes/Comments:

IRB Class:

IRB Model:

Manufacturer:

Price on Purchase: \$

Registration Expiry:

Serial Number:

SLSA Registration Number:

Successfully Completed Gear Inspection:

Equipment Required to be Entered into Surfguard for 2007-2008

- Beach Vehicle (Encompassing ATVs and Four Wheel Drives)
 - Make / Model
 - Manufacturer
 - Date of Purchase – Year only is adequate for this field
 - Registration Number (if registered)
 - Registration Expiry (if registered)
 - Serial Number (for ATVs)

- Defibrillator
 - Make / Model
 - Manufacturer
 - Serial Number
 - Last Service Date

- IRB
 - LSV Registration Number – Enter this into the Name field
 - IRB Class
 - IRB Model
 - Manufacturer
 - Manufacturer Serial Number
 - SLSA Serial Number

- IRB Motor
 - Date of Purchase – Year only is adequate for this field
 - Make / Model
 - Serial Number
 - Motor Number – Enter into the Motor field
 - Prop Guard Number – Enter into the Notes field

- IRB Trailer
 - Manufacturer Serial Number
 - Registration Expiry
 - Registration Number

- Oxygen Resuscitator
 - Make / Model
 - Manufacturer
 - Serial Number
 - Last Service Date

- Radio
 - Name – Club assigned number
 - Date of Purchase – Year only is adequate for this field
 - Make / Model
 - Manufacturer
 - Serial Number
 - Type (Base / Handheld / Vehicle) – Enter this into the item description field

- Rescue Board / Body Board
 - Name – Club assigned number or description of board
 - Board Type
 - Date of Purchase – Year only is adequate for this field
 - Make / Model

- Rescue Tube
 - Name – Club assigned number
 - Date of Purchase – Year only is adequate for this field
 - Manufacturer

For additional detail on this Circular contact: Mark Scott, Director - Lifesaving Services.

Email: markscott@wlsc.org.au or by phone 0409 159 341.

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353, South Melbourne DC 3205