Circular 161:11:07

To: **Surfguard Registrars** **Club Secretaries**

Cc: **Club Captains**

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

Date: **21 November 2007**

Subject: **Surfguard Organisational Details**

Action: **Clubs to enter their organisational details into Surfguard ASAP**

It has been decided that all correspondence from Surf Life Saving Australia will be sent to contacts obtained from the Organisational Management toolbar in Surfguard.

If not already done, it is imperative that clubs enter their Organisational Details into Surfguard, ensuring that all correspondence and information sent by SLSA is delivered to the correct postal / email addresses. It is also important to ensure that details are checked and updated on a regular basis.

For clubs needing assistance with this task, you can contact Richarda at LSV on (03) 9676 6934 or via email at richarda.goodwin@lifesavingvictoria.com.au

For additional detail on this Circular contact: Richarda Goodwin, Support Officer - Administration
Email richarda.goodwin@lifesavingvictoria.com.au or by phone (03) 9676 6934
Circulars are also available at **www.lifesavingvictoria.com.au**

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