

MEMBERSHIP AND VOLUNTEER / STUDENT DECLARATION FORMS – NEW FORMS AND ONLINE CAPABILITIES 2010

Audience: Club Presidents, Club Secretaries, Member Protection Information Officers, Registrars

Actioned By: Individuals who register members

Date: July 2010

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Summary	Details the requirements of members to complete the Membership and Volunteer / Student Declaration Forms.
Objective	Communicate the requirements in relation to these and to meet the requirements of the Child Protection (Offenders Regulation) Act 2000, and the Commission for Children and Young People Act 1998.
Action Plan Ref No.	2.2.2 facilitate Member Safety and Wellbeing
Action	Ensure all members complete the membership form and that all members over the age of 18 and any members under the age of 18 who work with children also complete the Volunteer / Student Declaration Form.

MEMBERSHIP FORM

The Membership Form must be completed and signed by all members at the beginning of each season whether joining, renewing or transferring membership. A copy of the membership form can be viewed on the SLSA website at <http://www.slsa.com.au/site/content/resource/00001272-docsource.pdf>

Member Renewal Forms

Membership Renewal forms are easily produced in the report section of SurfGuard. The membership form with the members current details included is produced. This increases efficiency for members in updating members details on SurfGuard. Details on how to do this can be found in the SurfGuard user guide <http://www.slsa.com.au/site/content/resource/00001886-docsource.pdf>

SurfGuard

All members must be entered on SurfGuard, go to <https://www.surfguard.slsa.asn.au>

VOLUNTEER / STUDENT DECLARATION FORM

The Commission for Children and Young People Act 1998, require Surf Life Saving New South Wales (SLSNSW) to ask **all new** members and volunteers and members renewing their membership after a leave of absence of at least one season, to sign the Volunteer / Student Declaration.

All **new** members, and volunteers, over the age of 18 and those members under the age of 18 who work with children (eg: 16yr olds who help train the U/8 Nippers, provide water safety for Nippers, etc) **MUST** sign the Volunteer / Student Declaration **ONCE ONLY**. Members under 18 years can have a parent or guardian co-sign.

SLSNSW require clubs to keep the signed volunteer/student declaration form in a secure location for as long as that member is a part of the club.

**** Please note that changes have been made to this process, and members need only sign the form once. This has been changed from previous years to reduce the burden on clubs. Clubs must ensure that every member has this box ticked on SurfGuard.**

It is an offence for prohibited persons to sign this declaration or to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity, whether paid, volunteering or self-employed. The maximum penalty for falsely declaring that you are not a person prohibited from child related employment is 12 months imprisonment, 100 penalty units (\$11,000) or both.

CHANGES TO THE FORM

- The form is now able to be completed online. The form must be fully completed, printed and signed and then brought to the club to verify the new members' identity. <https://check.kids.nsw.gov.au/volunteer-declaration.php>
- Appropriate identifying documentation (*Drivers License, Passport etc*) will need to be supplied to, and sighted by a club official when a member initially completes the declaration
- Club declaration forms can now be randomly audited by the Commission for Children and Young People, and members consent to this by ticking the box on page two of the declaration.

Recording Completion of Form on SurfGuard

The completion of the Volunteer/Student Declaration **must be** recorded in SurfGuard. This involves ticking the Member Protection Form Completed Box and entering the date for the current year.

If applicants do not complete a Volunteer / Student Declaration their membership application/renewal cannot be accepted.

What if a member won't sign?

If a member/potential member will not sign the Volunteer / Student Declaration, Clubs are required to request, in writing, that the member sign the declaration (please see below for a template which can be used by clubs). If the member/potential member will not sign the form, they must reply, in writing, stating the legal reasons why they will not sign and include their contact details. If a member/potential member elects to respond their reasons for not signing the declaration, the club is to send a copy of the written response to:

Matthew Hanks
General Manager
Surf Life Saving NSW
PO Box 430
Narrabeen NSW 2101

The statement will be assessed and Surf Life Saving NSW will advise the club and member/potential member of the decision as to whether the membership application/renewal can be accepted.

If the member/potential member will not sign the form and will not give legal reasons as to why they will not sign the form, **the application for membership or membership renewal is to be rejected**. Please notify Matthew Hanks via email if this occurs: mhanks@surflifesaving.com.au

Related Information

In addition to members and volunteers signing the Volunteer / Student Declaration, SLSNSW and its affiliated clubs also follow guidelines set out by SLSA including, but not limited to, the following policies which are available on the SLSA website (www.slsa.com.au):

- 6.5 Member Safety & Wellbeing
- 6.5 Member Safety & Wellbeing – Child Protection
- 6.5 Member Safety & Wellbeing – Codes of Conduct

Additional Resources

Commission for Children and Young People – www.kids.nsw.gov.au
Current Volunteer / Student Declaration and many other useful resources

Surf Life Saving Australia – www.slsa.com.au
Policies and many other useful resources

Template to SLSC Member who has not signed the Volunteer / Student Declaration

(Name)
(Address)
(Suburb; Post Code)

Date

Dear (Name)

In order for (enter your SLSC) to accept your membership application/renewal, (enter your SLSC) must receive a signed copy of the SLSA Membership Application and Declaration and a signed copy of the Volunteer / Student Declaration. (Enter your SLSC) need these documents to follow SLSNSW policy and meet the requirements of the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998.

In accordance with the law and SLSNSW policy, **all SLSNSW members, and volunteers, over the age of 18 and those members under the age of 18 who work with children** (eg: 16yr olds who help train the U/8 Nippers, provide water safety for Nippers etc) **need to sign the Volunteer / Student Declaration**. Members under 18 years can have a parent co-sign. Please refer to Circular 3170, available on the SLSNSW website www.surflifesaving.com.au, for further details.

Enclosed is a blank copy of the Volunteer / Student Declaration. Please complete this document and return it to:

(Enter relevant SLSC details)

If you have legal reasons for not filling out the declaration, can you please write a formal letter indicating these reasons and send it to:

(Enter relevant SLSC details)

(Enter relevant SLSC details) will pass the information on to SLSNSW. SLSNSW will then assess the response and advise (enter relevant SLSC details) and yourself as to whether your membership application/renewal is accepted or rejected.

If you choose not to complete a Volunteer / Student Declaration nor respond in writing, stating your legal reasons for not signing the declaration, your membership application/renewal cannot be accepted.

Sincerely

(Enter relevant SLSC details)