

## Circular

<b>Title:</b> Operation Support Application and Renewal Process
<b>Document ID:</b> 169.10.2017
<b>Department:</b> Lifesaving Operations
<b>Audience:</b> All Members, All Clubs, All Branches, All SLSQ Staff
<b>Summary:</b> Surf Life Saving Queensland has reviewed and updated the Operations Support application and renewal process.
<b>Date:</b> 12.10.2017

Surf Life Saving Queensland (SLSQ) on average receives 70 new applications each season from members across the state wishing to join Operations Support. Each season SLSQ renews on average 280 dedicated individuals memberships to Operations Support. With such numbers and several requirements involved, it is important that the process is efficient and effective. Over the past few months Surf Life Saving Queensland has worked to review the application and renewal process. To significantly improve the overall effectiveness and efficiency, all applications and renewals will now move to an online automated system. **The previous paper application forms will no longer be accepted.**

### NEW APPLICATIONS

All new applications are to be completed by the individual at <https://form.jotform.co/opssupport/application>

Step 1: Follow this link, <https://form.jotform.co/opssupport/application> and ensure minimum requirements are met.

Step 2: If the minimum requirements for the chosen service are met, the applicant completes the application in full.

Step 3: On completion, a notification email will be sent to the applicants club advising of the application received.

Step 4: Clubs are then requested to endorse the application within 14 days by following the link in the notification email.

Step 5: Once endorsed by the Club, the application will be submitted to the Operations Support Panel for endorsement.

### RENEWALS

As per normal prior to the commencement of each season members are required to express their intention of continuing in the service and update their details by completing a renewal form. As per usual, membership renewals are subject to endorsement by the Operation Support Panel.

Members who were not a member of the service the year prior are required to reapply to join Operations Support.

A link to the online renewal form will be circulated prior to the beginning of the next patrolling season.

### IMPORTANT INFORMATION

- Members are required to meet the prerequisites prior to applying to join the relevant Operations Support service.
- All applications are subject to club and the Operations Support Panel endorsement.
- Members who are not a member of the service in the previous season are required to reapply to join Operations Support.
- Previous paper applications will no longer be accepted as of the 12<sup>th</sup> October 2017.

If you have any questions regarding this process, please contact your regional Lifesaving Services Coordinator or Regional Manager.

Kind regards,



### **DAVID MCLEAN**

State Operations Support Officer  
Surf Life Saving Queensland