

JUNIOR PRELIMINARY EVALUATION PROCESSING PROCEDURE	
	DETAILS
STEP 1	Check Pre-requisites <ul style="list-style-type: none"> • Current financial member • Date of Birth (to confirm age group) (manual check completed by relevant person)
STEP 2	Junior Preliminary Evaluation (Pool Swim) conducted <ol style="list-style-type: none"> 1. Qualified Junior Pool Evaluation Assessor to conduct Pool Assessment as per SLSQ circular 83.07.12 and record on the Master Record Sheet provided by SLSQ 2. Qualified Junior Pool Evaluation Assessor to sign Pool Swim section of Master Record Sheet
STEP 3	Junior Preliminary Evaluation (Beach Evaluation) conducted <ol style="list-style-type: none"> 1. Proof of pool evaluation swim to be provided to the relevant person before proceeding with beach evaluation (a template form for recording pool evaluation can be found on the members portal) 2. Qualified Junior Beach Evaluation Assessor to conduct Beach Assessment as per SLSQ circular 83.07.12 and record on the Master Record Sheet. 3. Qualified Junior Beach Evaluation Assessor to sign Beach Evaluation section of Master Record Sheet
STEP 4	Club creates 'New Assessment Request' in SurfGuard for each age group Select <i>Assessment > New Assessment Request</i> and complete Fields with following information: Assessment Type: Proficiency Date: <i>Enter date of Beach Evaluation</i> Activity Start Date: <i>Enter date of Pool Swim Evaluation</i> Proposed Assessment Date: <i>Enter date of Beach Evaluation</i> Award Type: Other Award: <i>Select "Junior Activities Preliminary Evaluation AGE GROUP"</i> Comments: <i>Record name of Pool Swim Evaluation Assessor and Beach Evaluation Assessor</i> Candidates: <i>Enter name of members who have completed BOTH Pool and Beach Evaluation competently only</i> Save: <i>Record Assessment ID on the Master Record Sheet</i> Club submits Assessment Request in SurfGuard <ol style="list-style-type: none"> 1. Confirm details and candidates are correct 2. Click Submit – once submit is hit no further editing can be done to the Assessment Request 3. Print Form 14 4. Circle Competent for listed members Sign and date the bottom of Form 14 to confirm as true and accurate record of Assessment evidence provided (Master Attendance Sheet).
STEP 5	Club submits required documents to Branch Send copies of the completed Form 14 AND proof of pool swim only to your respective Branch (contact your Branch for submission requirements and timeframes).
STEP 6	Branch processes results in SurfGuard <ol style="list-style-type: none"> 1. The Branch will confirm that the Form 14 is completed correctly and that all Assessors were eligible to conduct the respective Assessment (Pool/Beach). 2. Once this is confirmed the Assessment Request will be processed by the Branch.

Qualified Junior Pool Swim Assessor:

- Level 1 Swim Coach
- Training Officer Bronze Medallion
- Assessor Bronze Medallion
- Junior Activities Accreditation Officer (JAAO)

Qualified Junior Beach Evaluation Assessor:

- Assessor Bronze Medallion
- Junior Activities Accreditation Officer (JAAO)

JUNIOR COMPETITION EVALUATION PROCESSING PROCEDURE	
	DETAILS
STEP 1	Check Pre-requisites <ul style="list-style-type: none"> Member has completed Junior Activities Preliminary Evaluation <i>Age Group</i> as “competent”
STEP 2	Junior Activities Competition Evaluation conducted <ol style="list-style-type: none"> Qualified Junior Activities Competition Assessor to conduct Assessment as per SLSQ circular 83.07.12 and record on the Master Record Sheet provided by SLSQ Qualified Junior Activities Competition Assessor to sign Competition Evaluation
STEP 3	Club creates ‘New Assessment Request’ in SurfGuard for each age group Select <i>Assessment</i> > <i>New Assessment Request</i> and complete Fields with following information: Assessment Type: Proficiency Date: <i>Enter date of Assessment</i> Activity Start Date: <i>Enter date of Assessment</i> Proposed Assessment Date: <i>Enter date of Assessment</i> Award Type: Other Award: <i>Select “Junior Activities Competition Evaluation AGE GROUP”</i> Comments: <i>Record name of qualified assessor</i> Candidates: <i>Enter name of members who have completed Assessment</i> Save: <i>Record Assessment ID on the Master Record Sheet</i> Club submits Assessment Request in SurfGuard <ol style="list-style-type: none"> Confirm details and candidates are correct Click Submit – once submit is hit no further editing can be done to the Assessment Request Print Form 14 Circle Competent for listed members Sign and date the bottom of Form 14 to confirm as true and accurate record of Assessment evidence provided (Master Attendance Sheet).
STEP 4	Club submits required documents to Branch Send copies of the completed Form 14 to your respective Branch (contact your Branch for submission requirements and timeframes).
STEP 6	Branch processes results in SurfGuard <ol style="list-style-type: none"> The Branch will confirm that the Form 14 is completed correctly and that all Assessors were eligible to conduct the respective Assessment (Competition Evaluation). Once this is confirmed the Assessment Request will be processed by the Branch.

Qualified Junior Competition Evaluation Assessor:

- Assessor Bronze Medallion
- Junior Activities Accreditation Officer (JAAO)

Note: *for members who have successfully completed both the preliminary skills evaluation (pool evaluation & beach evaluation (RSR)) and competition evaluation you are able to raise one assessment request in SurfGuard for both Evaluations for all successful candidates. This assessment will raise two form 14’s which will need to be submitted with the proof of pool swim to your respective Branch.*

JUNIOR SURF EDUCATION AWARD PROCESSING PROCEDURE	
	DETAILS
STEP 1	<p>Check Pre-requisites</p> <ul style="list-style-type: none"> Club to ensure that each age group meets the criteria for their respective age group as outlined in the Junior Development Resource Kit and the Junior Activities Record Sheet is completed correctly.
STEP 2	<p>Club creates 'New Assessment Request' in SurfGuard for each age group Select <i>Assessment > New Assessment Request</i> and complete Fields with following information: Assessment Type: Award Date: <i>Enter date of final Surf Education Session conducted</i> Activity Start Date: <i>Enter date of first Surf Education Session conducted</i> Proposed Assessment Date: <i>Enter date of final Surf Education Session conducted</i> Award Type: SLSA Education Award: Select corresponding Age Award for each Age Group – listed on Junior Activities Record Sheet Comments: <i>Record name of qualified assessor</i> Candidates: <i>Enter name of members who have completed Age Award Requirements competently</i> Save: <i>Record Assessment ID on the Master Record Sheet</i></p>
STEP 3	<p>Club submits Assessment Request in SurfGuard</p> <ol style="list-style-type: none"> Select <i>Assessment > Assessment Request List</i> Assessment ID: <i>Enter Assessment ID recorded on Junior Activities Record Sheet</i> Search Update Confirm details and candidates are correct Click Submit – once submit is hit no further editing can be done to the Assessment Request Print Form 14 and give to qualified assessor Qualified Assessor to circle Competent for listed members Qualified Assessor to print name, sign and date the bottom of Form 14 to confirm as true and accurate record of Assessment evidence provided (Junior Activities Record Sheet).
STEP 4	<p>Club submits required documents to Branch Send copies of the completed Form 14 to your respective Branch (contact your Branch for submission requirements and timeframes).</p>
STEP 5	<p>Branch processes results in SurfGuard</p> <ol style="list-style-type: none"> The Branch will confirm that the Form 14 is completed correctly and that all Assessors were eligible to conduct the respective Assessment. Once this is confirmed the Assessment Request will be completed by the Branch.

Qualified Age Award Assessor (Under 6 to Under 13)

- Assessor Bronze Medallion
- Junior Activities Accreditation Officer (JAAO)

Qualified Age Award Assessor (Under 14)

- Assessor Bronze Medallion