

JUNIOR ACTIVITIES ACCREDITATION OFFICER (JAAO) AWARD

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STEP	DETAILS
STEP 1	<p>Check Pre-requisites</p> <ul style="list-style-type: none"> • Current financial member • Date of birth (to confirm age group) • Current Blue Card • Have held Qld Observers/ Cert II in Public Safety (Aquatic Rescue) or SLSA Surf Rescue Certificate and • Hold an Age Manager Accreditation (at least two seasons in this role) • Be a minimum of 18 years of age • Be entered onto Surfguard and a proficiency raised each season • Has signed copy of the Code of Conduct for JAAO's
STEP 2	<p>Club Management Meeting</p> <ol style="list-style-type: none"> 1. Be proposed by the Club Junior Activities Chair (JAC) and Chief Training Officer (CTO) for endorsement and endorsed at the Club Management Committee (or equivalent) each year (must be in minutes).
STEP 3	<p>Club creates 'New Assessment Request' in Surfguard for the role (Qld Junior Activities Accreditation Officer)</p> <p>Select <i>Assessment > New Assessment Request</i> and complete fields with following information:</p> <p>Assessment Type: Award</p> <p>Date: <i>Enter date of Club management meeting</i></p> <p>Activity Start Date: <i>Enter date of Club management meeting</i></p> <p>Proposed Assessment Date: <i>Enter date of Club management meeting</i></p> <p>Award Type: Other</p> <p>Award: <i>Select "Qld Junior Activities Accreditation Officer"</i></p> <p>Comments: <i>Record name of who has been proposed at the meeting – Role and Name</i></p> <p>Candidates: <i>Enter name of members who have been endorsed</i></p> <p>Save: <i>Record Assessment ID on the copy of the Club management meeting minutes</i></p>
STEP 4	<p>Club submits Assessment Request in Surfguard</p> <ol style="list-style-type: none"> 1. Select <i>Assessment > Assessment Request List</i> Assessment ID: <i>Enter Assessment ID from copy of the Club management meeting minutes</i> Search Update 2. Confirm details and candidates are correct 3. Click Submit – once submit is hit no further editing can be done to the Assessment Request 4. Print Form 14 5. Circle Competent for listed members 6. The Club JAC or CTO needs to print name, sign and date the bottom of Form 14 to confirm as true and accurate record of endorsement. Please note: Endorsed candidates are not required to sign the Form 14 or Attendance or Enrolment form.
STEP 5	<p>Club submits required documents to Branch</p> <ol style="list-style-type: none"> 1. Send copies of the completed Form 14 AND Club management meeting minutes AND signed JAAO Code of Conduct to your respective Branch (contact your Branch for submission requirements and timeframes).
STEP 6	<p>Branch processes results in SurfGuard</p> <ol style="list-style-type: none"> 1. The Branch will confirm that the Form 14 AND Club management meeting minutes AND JAAO Code of Conduct are completed correctly and that all candidates are eligible to conduct the respective Assessments (Pool/Beach). 2. Once this is confirmed the Assessment Request will be completed by the Branch.

JUNIOR ACTIVITIES ACCREDITATION OFFICER (JAAO) PROFICIENCY

DETAILS	
STEP 1	<p>Check Pre-requisites</p> <ul style="list-style-type: none"> • Current financial member • Date of birth (to confirm age group) • Current Blue Card • Have held Qld Observers/ Cert II in Public Safety (Aquatic Rescue) or SLSA Surf Rescue Certificate and • Hold an Age Manager Accreditation (at least two seasons in this role) • Be a minimum of 18 years of age • Be entered onto Surfguard and a proficiency raised each season • Signed copy of the Code of Conduct for JAAO's
STEP 2	<p>Club Management Meeting</p> <ol style="list-style-type: none"> 2. Be proposed by the Club Junior Activities Chair (JAC) and Chief Training Officer (CTO) for endorsement and endorsed at the Club Management Committee (or equivalent) each year (must be in minutes).
STEP 3	<p>Club creates 'New Assessment Request' in Surfguard for the role (Qld Junior Activities Accreditation Officer)</p> <p>Select <i>Assessment > New Assessment Request</i> and complete fields with following information:</p> <p>Assessment Type: Proficiency Date: <i>Enter date of Club management meeting</i> Activity Start Date: <i>Enter date of Club management meeting</i> Proposed Assessment Date: <i>Enter date of Club management meeting</i> Award Type: Other Award: <i>Select "Qld Junior Activities Accreditation Officer"</i> Comments: <i>Record name of who has been proposed at the meeting – Role and Name</i> Candidates: <i>Enter name of members who have been endorsed</i> Save: <i>Record Assessment ID on the copy of the Club management meeting minutes</i></p>
STEP 4	<p>Club submits Assessment Request in Surfguard</p> <ol style="list-style-type: none"> 7. Select <i>Assessment > Assessment Request List</i> Assessment ID: <i>Enter Assessment ID from copy of the Club management meeting minutes</i> Search Update 8. Confirm details and candidates are correct 9. Click Submit – once submit is hit no further editing can be done to the Assessment Request 10. Print Form 14 11. Circle Competent for listed members 12. The Club JAC or CTO needs to print name, sign and date the bottom of Form 14 to confirm as true and accurate record of endorsement. Please note: Endorsed candidates are not required to sign the Form 14 or Attendance or Enrolment form.
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