

STEP 1

- Club to identify potential Qld Junior Activities Accreditation Officer for endorsement and endorsed at the Club Management Committee

STEP 2

- Club to confirm if member accepts the role and ensure all pre-requisites are met

STEP 3

- Club to hold information session for member on role requirements
- Member to sign copy of the Code of Conduct for JAAO's

STEP 4

- Club to Raise Assessment in Surfguard: New Award or Proficiency ***Qld Junior Activities Accreditation Officer***
- Add members to assessment in surfguard

STEP 5

- Club to finalise and sign all paperwork and submit to branch to process

STEP 6

- Branch to check all requirements are met and process to branch level

STEP 7

- Branch to send paperwork to EMDC to finalise processing

Pre-requisites for members:

- Be a Financial Member
- Minimum 18 years of age
- Hold valid Working with Children Blue Card
- Complete Child Youth Risk Management Strategies Training (CYRMS)
- Complete Child Safe Awareness Course
- A recommendation to hold the Proficient Bronze Medallion award AND the Certificate II in Public Safety (Aquatic Rescue) or Surf Rescue Certificate (CPR Endorsed)
- 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).

Resources: Location: [SLSQ APP](#)

- Information on JAAO Award
- JAAO Code of Conduct

Paperwork:

- JAAO Code of Conduct signed / Club management meeting minutes / Form 14

Key Points:

- Any personal or interpersonal factors that are irrelevant to the assessment of competence must not influence the assessment outcomes
- Any assessment decisions made are based on available evidence that can be produced and verified by another JAAO
- Assessments are conducted within the boundaries of the assessment system policies and procedures
- Any activity which is not in conformance with procedures, work instructions and/or specifications or which may result in the health and safety of any person at the workplace being at risk are ceased immediately
- For the safety and protection of all members, including yourself in the position that you hold, it is important that a high standard of assessments is retained and members, are not merely just "signed-off" because they were a member last season/you know they can swim/you don't want to raise extra paperwork just for them.