

### STEP 1

- Club & Member to ensure all pre-requisites are met

### STEP 2

- Member to receive Assessment Portfolio for delivery mode:  
**Online** - Complete Third Party Endorsement Form  
**Face to Face** - Age Managers Assessment Portfolio F2F v2 Sep 2021

### STEP 3

- Member to complete “Age Manager Online Theory” through **SLS Members Area - eLearning**
- Print Completion Certificate

### STEP 4

- Member to attend Two On beach mentoring sessions with an Age Manager Mentor/ Supervisor (Mentor to complete **Third Party Report**)

### STEP 5

- Club JAC/CTO to Raise Award Assessment in Surfguard:  
**Age Manager Award** and add members to award assessment in surfguard

### STEP 6

- Club JAC/CTO to finalise and sign all paperwork and submit to branch to process

### STEP 7

- Branch to process

#### Pre-requisites for members:

- Be a Financial Member
- Minimum 16 years of age or 18 years for U6 & U7 age groups
- Hold valid Working with Children Blue Card (over 18 years)
- Complete Child Youth Risk Management Strategies Training (CYRMS)
- Complete Child Safe Awareness Course (All members must complete CYRMS & CSA)
- Hold current a Bronze, SRC, or Observers Certificate

#### Online Courses to be completed: SLS Members Area - eLearning

- Complete Age Manager Award Online Theory
- Complete Child Youth Risk Management Strategies Training (CYRMS)
- Complete Child Safe Awareness Course (All members must complete CYRMS & CSA)

#### Third Party Report: (SLSQ APP) Located in Portfolio

- Two On beach mentoring sessions with an Age Manager Mentor
- Third Party Report to be completed by supervisor (Either the Club JAC if they hold the Age Managers Qualification or an Age Manager with 2+ years’ experience)

#### Resources:

FORMS - SLSQ APP / COURSE - SLS Members Area / FORM 14 - Surfguard

#### Paperwork:

- Online Theory Completion Certificate (*SLS Members Area*)
- Online - Age Manager Third Party Endorsement Form **or**  
Face to Face - Age Managers Assessment Portfolio F2F v2 Sep 2021
- Completed Third Party Report (*located in Assessment Portfolio*)
- Form 14 (*Surfguard*)

#### Key Points:

- Two delivery methods: Online or Face to face (either at your club or branch)
- All persons responsible for a Junior Activities age group must hold an Age Managers Accreditation
- Age Manager Awards are to be renewed every 5 years (Refer to renewal process)