

**To:** Presidents  
Secretaries  
Membership Officers  
Surfguard Registrars

**From:** Club Support Department

**Date:** 7 September 2022

**Action:** Clubs to incorporate inductions into their membership processes and members to complete inductions

## Launch of the LSV's Member and Club Governance Inductions

Life Saving Victoria (LSV) is pleased to advise of the launched suite of two online LSV Inductions, the general member induction and the club governance induction.

The inductions project was a key action in the 2021-22 Council of Lifesaving Clubs (CLC) workplan (developed based on needs identified by CLC council delegates). Each online induction provides an opportunity for members to, in their own time, step through a professional development course to help build their skills and understanding across the organisation. Overtime, LSV hopes this will help encourage members to get involved in other areas of lifesaving, which they may not have considered before.

### What are the purposes of these inductions?

LSV Member Induction	LSV Club Governance Induction
<i>Focused on new members (over 15 years of age), it contains key information for all members to be aware of as they proceed through their member journey. The purpose of this induction is to provide our volunteer workforce with a consistent welcome into the organisation, provide a sense of belonging and to make the member feel that they are part of something bigger.</i>	<i>Designed for club directors and committee members, this aims to provide an overview of the key knowledge members should know when joining a club's board or management committee. It highlights some 'big picture' aspects, an overview to their responsibilities, and how their clubs fit into the wide community of lifesaving.</i>

Throughout the induction, we cover the following topics:

LSV Member Induction	LSV Club Governance Induction
<ol style="list-style-type: none"> <li>1. Who is Life Saving Victoria</li> <li>2. Staying safe around the club</li> <li>3. Welfare, and why it's important</li> <li>4. Qualifications and pathways; and</li> <li>5. Wrap up.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mission, vision, and values</li> <li>2. Club's relationship with LSV</li> <li>3. Club governance responsibilities; and</li> <li>4. Wrap up.</li> </ol>

## Frequently Asked Questions:

### How do I access the inductions?

The inductions can be access through LSV's [Member Training site](#) (the same site members use for their skill maintenance). By using the SLSA member area credentials, LSV members will be able to log into the system and access both inductions, under the 'Membership & Development' tab.

Further instructions can be found through the work instructions:

- LSV member induction work instructions
- Club governance work instructions

### Does this replace our club induction?

As outlined at the May 2022, Council of Lifesaving Clubs council meeting, we would strongly encourage clubs to embed this within their own club inductions. This induction is not aimed at replacing club guided inductions and instead is aimed to complement. Given this, we ask that clubs still conduct inductions into their specific operations and facilities to ensure members are properly informed when joining.

### **How can my club encourage the use of the inductions?**

There are two options for clubs to consider:

1. Incorporate within your membership management processes e.g., a step in your instructions (see example wording 1 on page 4).
2. Following the membership acceptance, members can be sent instructions on how to complete the induction (see example wording 2 on page 4)

Through LSV, we have arranged for the member induction to appear on the member's SurfGuard award profile once fully completed. As a result, reporting through SurfGuard is possible, should you wish to view this directly. Additionally, should you need reports on those who have completed it, your club's VSO will be able to assist.

### **Is the induction mandatory for new members?**

This is not mandatory but is highly encouraged for new members. For the governance inductions, we also highly recommend that all committee members or aspiring committee members complete this. All new LSV officers will be required to complete this induction.

*For additional details on this circular please contact:  
Club support on 03 9676 6930 or email [clubsupport@lsv.com.au](mailto:clubsupport@lsv.com.au)*

## Example wording

### **1. Step with membership joining instructions**

Step X: Complete the Life Saving Victoria Member Induction (25 minutes)

Head to <https://mt.lsv.com.au/>, and log in using your SLSA Member Portal Account details.

Click on Membership and Leadership Development, and then find LSV Member Induction in the online only list.

Click Launch and follow the steps.

### **2. Inclusion in your formal welcome to the club**

Thank you for completing your membership with XXX SLSC/LSC. We would like to formally welcome you to the organisation and to the wider lifesaving movement.

To help provide you with some key information about the movement, we would like to request that you complete LSV's online member induction which will help provide you with key information about the movement and the expectations of the community.

To complete this, please follow the following steps:

1. Head to <https://mt.lsv.com.au/>, and log in using your SLSA Member Portal Account details.
2. Click on Membership and Leadership Development, and then find LSV Member Induction in the online only list.
3. Click Launch and follow the steps to completion. It will take you approximately 25 minutes to complete.