



Surf Life Saving Sydney Inc.

Established October 1907

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**TO: Clubs, Presidents, Secretaries, Captains,
Life Members**

**FROM: Trent Thomas, Director Member Services
Keith Grima, Director Administration**

CC: BOM, LSEC, SSC, JDC

**SUBJECT: 2015/16 Surf Life Saving Sydney Awards of Excellence
Surf Lifesaver of the Year, Volunteer of the Year and Club of the Year**

Summary	This circular outlines the Surf Life Saving Sydney Surf Lifesaver of the Year, Volunteer of the Year and Club of the Year awards for the 2015/16 season. All awards will be recognised at the 2016 Awards of Excellence. Award categories, selection criteria and application processes are outlined in this circular.
Objective	To recognise outstanding achievements and contributions from members and clubs in the 2015/16 season.
Key Strategy Ref. No.	2.5 Encourage and promote recognition of volunteers efforts to the wider community and external stakeholders
Action	Clubs are invited to submit nominations for each of the three awards to SLSS by 13th March 2016

The Awards of Excellence recognises outstanding achievements and contributions in all aspects of Surf Life Saving. The awards will celebrate the accomplishments of members and clubs in the 2015/16 season. This year's awards will be presented at the Surf Life Saving Sydney Awards of Excellence function at The Randwick Club on 21st May 2016.

Following is the selection criteria and award nomination forms.

Responses to application questions are limited to a **maximum of five (5) A4 pages**.

*All nominations are to be endorsed by respective clubs and forwarded to Surf Life Saving Sydney by **13th March 2016**.*

Nominations may be submitted by mail or email. No hand written nominations will be accepted.

Please contact Trent Thomas, Director of Member Services, via memberservices@surflifesavingsydney.com.au if you have any queries or concerns.

Affiliated Clubs

Garie Era Burning Palms

Wanda Elouera North Cronulla Cronulla

Clovelly Coogee Maroubra South Maroubra

North Bondi Bondi Tamarama Bronte

IMPORTANT INFORMATION

NOTES FOR APPLICANTS

- Paid employees at any level may apply for the awards listed. However, all awards recognise voluntary contributions only.
- Nominations should include achievements in the 2015/16 surf lifesaving season only.
- Nominations will **not** be returned after judging is complete.
- Clubs may nominate more than one member for each of these awards. However only one nominee per club will be recognised as a finalist (determined by the selection panel) at the awards of excellence presentation function.

GUIDELINES FOR SUBMISSION

1. Applicants are required to complete and **submit a nomination form** (found at end of circular).
2. Applicants must **address the specific criteria** for their individual nominated award:
 - Selection criteria for each award can be found on the following pages;
 - **Please list each selection criteria as a heading with your response typed under each section;**
 - Please complete using Arial Font and minimum 10 point size;
 - No hand written submissions will be considered (inclusive of all attachments and additional information);
 - Maximum five (5) pages.
3. Applicants must **include a digital photograph** of themselves (JPEG and a minimum of 2MB in size). For individuals, this would preferably be a head shot. Nominations for Club of the Year can include a photograph of team members, but a digital copy of the organisation's logo must also be supplied.
4. Completed nominations are to be **forwarded to Surf Life Saving Sydney by 13th March 2016**.

SELECTION CRITERIA

When completing the selection criteria, applicants must also address the following:

1. **2015/16 Contribution**

This is the single most important area of assessment and the judges will rely heavily on information placed on your nomination form, selection criteria and endorsements by the club.

2. **Past contribution**

The judges are looking for growing commitment to surf lifesaving, impact of involvement and activities, and continuous improvement while showing initiative, motivation and leadership. This involvement will span the past three years unless the activity is of particular importance.

3. **Future Contribution**

Applicants will identify future commitments and ambitions to surf lifesaving.

SELECTION PROCESS

1. Upon receipt of completed nominations, the Branch will select finalists for the 'Surf Lifesaver of the Year' and 'Volunteer of the Year'. Finalists will be required to participate in an interview; details of which will be available following the close of nominations. The selection panel will determine a winner from both a review of the application and the interview. Finalists for Club of the Year may be required to attend an interview as determined by the selection panel.
2. Winners will be forwarded to SLSNSW for consideration for the state award.

2015/16 SLSNSW AWARDS OF EXCELLENCE CATEGORIES

Awards recognised by SLSS are currently under review. It is anticipated that SLSS will include SLSNSW award categories (listed below).

- ***Surf Lifesaver of the Year***
- ***Volunteer of the Year***
- ***Club of the Year***
- Official of the Year
- Athlete of the Year
- Young Athlete of the Year (U/19)
- Coach of the Year
- Assessor of the Year
- Trainer of the Year
- Community Education Program of the Year

Awards recognised at the SLSNSW Awards of Excellence only:

- Masters Athlete of the Year
- Team of the Year
- Initiative of the Year
- Facilitator of the Year
- Administrator of the Year
- Young Lifesaver of the Year (U/19)
- Branch of the Year
- Junior Lifesaver of the Year (the winners for this award will be selected at the Junior Lifesaver of the Year Development Program in April 2016)
- Rescue of the Year (the Rescue of the Year award is selected from the state Rescue of the Month winners)

Winners from the SLSS Awards will be automatically put forward for the SLSNSW Awards of Excellence.

Note: Nominations are called for Surf Lifesaver of the Year, Volunteer of the Year and Club of the Year only at this time.

Nominations for all other awards will be called for in the coming weeks.

AWARD CATEGORIES AND CRITERIA

Surf Lifesaver of the Year

This award recognises and rewards members who have made an outstanding contribution to the delivery and development of surf lifesaving frontline services. It is aimed at active surf lifesavers undertaking lifesaving duties and who can be presented as an identifiable “ambassador” for surf lifesaving.

Essential Criteria – *please supply proof, where appropriate, via either a printout from SurfGuard or equivalent.*

1. Current financial member of Surf Life Saving Australia
2. Surf Life Saving Australia Awards/Certificates held
3. Community Awards/Certificates held
4. Patrolling Hours (rostered and achieved) for 2015/16, 2014/15 and 2013/14 seasons
5. Befitting the image of an Australian Surf Life Saver

Selection Criteria – *please answer the selection criteria under the following headings for the period of 1 July 2015 to 30 June 2016 unless stated otherwise.*

1. Describe your contribution to surf lifesaving patrol duties.
2. Describe how you have demonstrated commitment to public safety.
3. Describe major achievements and positions, relevant to lifesaving, held at club, branch, state & Australian level.
4. Describe future lifesaving ambitions in the areas of club, branch, state, Australia, and the community.
5. Describe current and possible future challenges in active surf lifesaving duties and how they could possibly be overcome.
6. Describe major achievements to surf lifesaving patrol duties for the two years prior to the 2015/16 season.
7. What would it mean to you to be Lifesaver of the Year?
8. Any relevant additional information.

Interview

An interview will be conducted with selected Club finalists on knowledge of Surf Life Saving and the organisation including areas such as:

- Patrolling duties
- Club/branch/state activities related to lifesaving services
- Rescue related activities
- Personal award development
- Community involvement in lifesaving related activities (e.g. surf education)
- Activities specific to the further enhancement and development of surf lifesaving services

Volunteer of the Year

The Volunteer of the Year award will recognise an individual who has demonstrated achievements in a range of different areas of a club or surf lifesaving service organisation throughout the year, or who has shown significant and outstanding achievements in one particular area. The individual's contribution demonstrably enhances the development of surf lifesaving.

A nominee may be a volunteer in any area of surf lifesaving including but not limited to:

- Club activities
- Carnivals
- Coaching
- Administrating
- Junior Activities
- Branch / State / National Activities
- Training/Assessing
- Scrutineering
- Active patrolling
- Officiating

Note: Applications that focus on significant achievements in one particular area will not be considered if this area is also covered by other awards (e.g. Lifesaver, Coach, Official, Trainer, and Assessor of the Year).

Essential Criteria – *please supply proof, where appropriate, via either a printout from Surfguard or equivalent.*

1. Current financial member of Surf Life Saving Australia.
2. Surf Life Saving Australia awards/certificates held (where applicable).
3. Community awards/certificates held (where applicable).

Selection Criteria – *please answer the selection criteria under the following headings for the period of 1 July 2015 to 30 June 2016 unless stated otherwise.*

1. Describe your contribution to surf lifesaving, at any level in one or more areas of the organisation.
2. Describe how you have demonstrated commitment to surf lifesaving across the organisation.
3. Describe your major achievements and positions, held at club, branch, state & Australian level.
4. Describe your future ambitions in the areas of club, branch, state, Australia, and in the community.
5. Describe current and possible future challenges in surf lifesaving and how they could possibly be overcome.
6. Describe major achievements to surf lifesaving for the two years prior to the 2015/16 season.
7. What would it mean to you to be Volunteer of the Year?
8. Any relevant additional information.

Interview

An interview will be conducted with selected Club finalists on knowledge of Surf Life Saving and the organisation including areas such as:

- Administration
- Sponsorship
- Government/community support
- Leadership skills
- Planning your club's future
- Recruitment
- Volunteer management

Club of the Year

The purpose of the SLSS Club of the Year is to encourage and recognise outstanding achievements in club development that results in SLSNSW clubs providing safer beach and aquatic environments for the community.

The nomination should not exceed 20 pages in length and should be constructed in a concise well written manner that uses facts and figures to demonstrate achievements against the criteria in the nomination form and improvement in the clubs operations, benefits to the community, benefits to members, any major achievements and innovation.

Essential Information – *please supply proof, where appropriate, via either a printout from Surfguard or equivalent.*

1. Evidence that the club is a current affiliated club of Surf Life Saving Australia
2. Australian Business Number
3. Contact details for the member who is submitting the nominations
4. A copy of the clubs strategic and/or operational business plan

Selection Criteria – *please answer the selection criteria under the following headings for the period of 1 July 2015 to 30 June 2016 unless stated otherwise.*

1. Clubs will demonstrate how they have accessed and implemented a continuous improvement program – such as the SLSNSW Quality Club Program, the ASC Club Development Resources, State Department of Sport and Recreation club improvement program, or another identified improvement program – and demonstrate how that program has delivered strategic direction for the club.
2. Clubs will further demonstrate how their implemented continuous improvement program has delivered a range of sustainability measures in a minimum of two of the areas of: Governance, Leadership, Development, Engagement, and delivery of core business.
3. Clubs will evidence achievements that support SLS 2020.
4. Clubs will demonstrate improved lifesaving services and engagement of members in club operations, resulting in engagement and performance.
5. Clubs will demonstrate extended partnerships with external stakeholders and/or demonstrate strategies focusing on engaging the local community and what benefit(s) have been derived.
6. Clubs should identify plans for future development and continuous improvement.
7. What would it mean to you to be Club of the Year?



2015/16 AWARDS OF EXCELLENCE NOMINATION FORM

- Have you **completed nomination form** and answered the criteria (Arial font & minimum/10 point size)
- Have you attached a high resolution **photograph (JPEG & minimum 2MB in size)**
- Have you **identified** the nominee's **three key achievements** during the 2015/16 season
- Has the nomination form been **endorsed by the club**
- Have you checked all nominee details are correct (spelling of names, current email address and SLS club etc.) If unsure, please verify all personal details with nominee.

PLEASE NO HAND WRITTEN SUBMISSIONS – Including all attachments/additional information

Award Category

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Nominee Contact Details

Name of Nominee Mr/ Mrs/ Ms/Miss	
Nominee's postal address: (include postcode and state)	
Nominee's contact phone no:	
Nominee's contact email:	

Nomination Summary:

Identify the nominees' key three achievements during the 2015/16 season (bullet pointed)
(Main points to be included in the Awards of Excellence Program)

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Criteria details:

Achievements of the applicant during the 2015/16 season

Nominee's Club Details	
Club Name (in full):	
Nominee's membership category:	
Club postal address: (include postcode and state)	
Club phone number:	
Club email address:	
Club website:	

Club Endorsement		
Name of Club:		
Name of Club representative: Mr/ Mrs/Ms/ Miss		
Club rep. position title:		
Club rep. contact phone no:		
Club rep. contact email:		
Club rep. comments:		
Club rep. signature:		Date: