



## Memorandum

<b>To:</b>	Clubs, Presidents, Secretaries, JD Chairmans
<b>From:</b>	Keith Grima OAM, Director of Administration
<b>CC:</b>	BOM
<b>Date:</b>	27 <sup>th</sup> May 2016
<b>Pages:</b>	1
<b>Subject:</b>	Club Reports for Branch Annual Report 2015-2016 & Club Annual Reports 2015-2016

Club Presidents are kindly requested to submit to the Branch office a Club Report for inclusion in the Surf Life Saving Sydney 2015-2016 Annual Report.

Clubs are allocated one page for the senior report and one page for the junior nippers report. Reports must be a maximum of 900 words and may include **one high resolution image** for consideration with the report. Clubs may choose to combine their senior and junior reports as one single (combined) report and if this option is taken up the maximum number of words will be 1800 and two high resolution images.

***Please note: only one image (two in the case of a combined report) will be used and they MUST be high resolution to be included in the report.***

Reports need to be submitted to the Branch office no later than 14<sup>th</sup> June 2016. Please email reports with photos to [admin@surflifesavingsydney.com.au](mailto:admin@surflifesavingsydney.com.au) (Please note that this task forms part of the Sydney Branch Champion Club competition point score).

Additionally, as we draw to the close of the 2015-2016 season, we remind Clubs to forward two (2) copies of their Club Annual Report to the Branch Office.

SLSNSW Annual Compliancy requires Clubs to send a copy of their annual report and signed financial statement to SLSNSW. The Branch office will forward these to SLS NSW when received at Branch office from Clubs.

It would be appreciated if Clubs could forward these copies as soon as possible after their Club AGM with a deadline of August 19<sup>th</sup> 2016. (Please note that this task forms part of the Sydney Branch Champion Club competition point score).

Regards

**Keith Grima OAM**  
**DIRECTOR OF ADMINISTRATION**