



# Memorandum

<b>To:</b>	Clubs, Presidents, Secretaries, Junior Development/Nipper Chairs
<b>From:</b>	Keith Grima OAM, Director of Administration
<b>CC:</b>	BOM
<b>Date:</b>	21 April 2017
<b>Pages:</b>	1
<b>Subject:</b>	Club Reports for Branch Annual Report 2016-2017 & Club Annual Reports 2016-2017

Club Presidents are kindly requested to submit to the Branch office a Club Report for inclusion in the Surf Life Saving Sydney 2016-2017 Annual Report.

Clubs are allocated one page (900 words) for the senior report and one page (900 words) 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 9<sup>th</sup> June 2017.** 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).

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Additionally, as we draw to the close of the 2016-2017 season, we remind Clubs to forward two copies of their Club Annual Report including signed Financial 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 30<sup>th</sup> 2017.** (Please note that this task forms part of the Sydney Branch Champion Club competition point score).

Regards

**Keith Grima OAM  
DIRECTOR OF ADMINISTRATION**