



SURF LIFE SAVING SYDNEY

MEMORANDUM

To	Clubs, Presidents, Secretaries, Junior Development/Nipper Chairs
From	Director of Administration
CC	BOM, LSEC, SSC, JDC, MSC
Date	28 th March 2018
Pages	1
Subject	Club Reports for Branch Annual Report 2017-2018 and Club Annual Reports 2017-2018

Club Presidents are kindly requested to submit to the Branch office a Club Report for inclusion in the Surf Life Saving Sydney 2017-2018 Annual Report.

Clubs are allocated one page (900 words) for the senior report and one page (900 words) for the junior nipper's 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 8th June 2018. Please email reports with photos to 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 2017-2018 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 30th 2018. (Please note that this task forms part of the Sydney Branch Champion Club competition point score).

Regards

Elissa Hancock
DIRECTOR OF ADMINISTRATION

OFFICIAL PARTNERS

