



SURF LIFE SAVING SYDNEY

CIRCULAR

Issue Date	Number
Monday 5, March 2018	26/17-18

To	Clubs, Presidents, Secretaries, Captains, Interested Parties
From	Director Member Services, Director of Administration
CC	BOM, LSEC, SSC, JDC, MSC
Subject	2017-2018 SLSS Awards of Excellence Nominations for Award Categories : Surf Lifesaver of the Year, Volunteer of the Year, 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 2017/18 season. All awards will be recognised at the 2018 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 2017/18 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 COB 2nd April 2018

This Circular contains 7 pages plus attachment – Nomination Form

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 2017/18 season. This year's awards will be presented at the Surf Life Saving Sydney Awards of Excellence function at Crowne Plaza Coogee, on 26th May 2018.

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 **COB Monday 2nd April 2018***

Nominations may be submitted by mail or email. No hand written nominations will be accepted. E: lifesaving@surflifesavingsydney.com.au PO Box 6006 Malabar NSW 2036

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

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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 2017/18 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 COB 2nd April 2018.**

SELECTION CRITERIA

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

1. 2017/18 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.

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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. Branch Winners of these Categories will be forwarded to SLSNSW for consideration for the state award.

Winners from the SLSS Awards of Excellence of these 3 awards will be automatically be put forward for the SLSNSW Awards of Excellence by the Branch, as per SLSNSW Circular 3536

NOTE : This Circular is calling for Nominations for Surf Lifesaver of the Year, Volunteer of the Year and Club of the Year only. CLOSING DATE 2/4/2018

All other Award Categories criteria will be in a separate Circular with different closing date.

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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 Information

Please supply evidence, where appropriate, via either a printout from Surf guard or equivalent.

1. Current financial and proficient patrolling 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 2017/18, 2016/17 and 2015/16

Selection Criteria

Please answer the selection criteria under the following headings for the period of 1st July 2017 to 30th June 2018 unless otherwise stated.

Club / Nominator

1. List the nominee's involvement in Surf Life Saving during the current season e.g. on the beach, off the beach, qualifications gained, training, workshops and skills developed in relation to lifesaving duties.
2. Briefly describe the nominee's history in Surf Life Saving (minimum 3 years).
3. Provide details of the nominee's achievements during the past 12 months within surf lifesaving including information about leadership roles and lifesaving achievements. Also, provide any other relevant information about contributions or involvement with other community organisations that the nominee has been involved with.
4. Provide examples of how the nominee has demonstrated that they are a role model within the organisation including where they have proven themselves as an ambassador for the organisation.
5. Why is the nominee worthy of the award (maximum 200 words).
6. Additional Information – optional (e.g. academic or sporting achievements).

Nominee

1. What is your single greatest achievement in SLS in the past three (3) years and what lasting impact has it left.
2. Describe current and possible future challenges in lifesaving and how they could possibly be overcome.

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Interview

A 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

This award will recognise an individual's contribution that has enhanced the development of Surf Life Saving throughout the past year. The demonstrated achievements may be in a range of different areas of a club or surf lifesaving service organisation, or who has shown demonstrated outstanding service to the organisation at large. The nominee would clearly demonstrate that they have a positive attitude and are capable of being a role model and an ambassador for the organisation.

A nominee may be a volunteer in any of the following areas of surf lifesaving, including, but not limited to:

- | | |
|-------------------------------|------------------------------------|
| • Club activities | • Branch/State/National activities |
| • Carnivals | • Training/assessing |
| • Coaching | • Organisational Leadership |
| • Administration | • Active patrolling |
| • Junior activities | • Officiating |
| • Fundraising/Grants/Sponsors | • Scrutineering |

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 Information

Please supply evidence, 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)

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Selection Criteria

Please answer the selection criteria under the following headings for the period of 1st July 2017 to 30th June 2018 unless stated otherwise.

Club / Nominator

1. Describe how the nominee has demonstrated commitment to surf lifesaving across the organisation.
2. Describe the nominee's major achievements and positions, held at Club, Branch and or State level (Current Season).
3. Describe a challenge the nominee has overcome that has made a significant difference to their club or the organisation.
4. Describe a key change / improvement that the nominee has bought / made to their club or the organisation in the past three years.
5. Why is the nominee worthy of the award (maximum 200 words)
6. Additional information – optional.

Nominee

1. What is your single greatest achievement in Surf Life Saving in the past three (3) years, and what lasting impact has it left?
2. Describe current and possible future challenges in surf lifesaving and how they could possibly be overcome.

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/ volunteer management
- Planning your club's future
- Recruitment

Club of the Year

The purpose of the SLSNSW 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. SLSNSW acknowledges that clubs achieve many outstanding achievements through their members during each season, and that many of these initiatives are inspirational and different to our core business. The process to select the Club of the Year relies on two major elements that provide the critical information for the selection panel.

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The Nomination

Finalists will be required to submit a nomination form providing essential information and addressing all of the selection criteria. The nomination text **MUST not exceed five (5) pages in length** (size 12 Arial or Times font with 2cm margins all around) and should be constructed in a concise well written manner 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. Cover sheets and a number of photos/news articles/reference letters can be in addition to the five (5) pages of text.

Essential Information (addition to the nomination text)

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 1st July 2017 to 30th June 2018 unless stated otherwise.

The written submission should be structured to address the following questions:

1. How does your club implement and nurture a culture of continuous improvement?
2. How does your club deliver a range of sustainability and improvement measures across areas of Governance, Leadership, Development, Community Engagement (or community support initiatives), and delivery of lifesaving services?
3. How does your club support SLS 2020?
4. What are the club's plans for future development and continuous improvement?
5. What is the ONE lesson that your club can teach and share with all other SLS clubs both here in Australia and internationally?

**CLOSING DATE FOR THESE 3 AWARD CATEGORIES COB 2ND April 2018
E: lifesaving@surflifesavingsydney.com.au**

Attachment : Awards of Excellence Nomination Form

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