



SURF LIFE SAVING SYDNEY

## CIRCULAR

Issue Date	Number
<b>Tuesday, 26 March 2019</b>	<b>28/18-19</b>

<b>To</b>	Clubs, Presidents, Secretaries, Captains, Interested Parties
<b>From</b>	Director Member Services, Director of Administration
<b>CC</b>	BOM, LSEC, SSC, JDC, MSC
<b>Subject</b>	2018-2019 SLSS Awards of Excellence Nominations for Award Categories: <b>Surf Lifesaver of the Year - Volunteer of the Year - Club of the Year</b>

<b>Summary</b>	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 2018/19 season. All awards will be recognised at the 2019 Awards of Excellence. Award categories, selection criteria and application processes are outlined in this circular.
<b>Objective</b>	To recognise outstanding achievements and contributions from members and clubs in the 2018/19 season.
<b>Key Strategy Ref. No.</b>	2.5 - Encourage and promote recognition of volunteers efforts to the wider community and external stakeholders
<b>Action</b>	Clubs are invited to submit nominations for each of the three awards to SLSS by COB Wednesday 1 May 2019

### **This Circular contains 5 pages plus attachment – Nomination Form A**

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 2018/19 Season. This year's awards will be presented at the Surf Life Saving Sydney Awards of Excellence function Saturday 25 May 2019.

Following is the selection criteria and award nomination form for these category of awards.

All nominations are to be endorsed by respective clubs and forwarded to Surf Life Saving Sydney by **Wednesday 1 May 2019**.

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

Please contact Charlie Pavlou, Director of Member Services, via [memberservices@surflifesavingsydney.com.au](mailto:memberservices@surflifesavingsydney.com.au) if you have any queries or concerns.

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# CIRCULAR

## IMPORTANT INFORMATION

### NOTES FOR APPLICANTS

- Paid employees at any level may apply for the awards listed. However, paid service will only be counted if applying for the 'Lifeguard of the Year' Award. All other awards recognise voluntary contributions only.
- These awards are orientated towards involvement and activities during the 2018/19 season, focusing on the individual's/club contribution from 1 July 2018 – 30 June 2019.
- 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 the end of Circular **Form A**).
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 (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 hi res digital copy of the organisation's logo must also be supplied.
4. Completed nominations are to be **forwarded to Surf Life Saving Sydney Branch Office by Wednesday 1 May 2019.**

### BRANCH SELECTION CRITERIA

- Finalists for the 'Surf Lifesaver of the Year' and 'Volunteer of the Year' 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.
- Finalist from all other AOE Award Categories will be determined by a Selection Panel and will involve a review of applications.
- Winners from the SLSS Awards of Excellence of these three (3) award categories will be automatically put forward for the SLSNSW Awards of Excellence by the Branch.

**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 WEDNESDAY 1 MAY 2019**  
**Please ensure you use Nomination Form A for these categories.**

All other Award Categories criteria are in a separate Circular 29 with the same closing date.

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## CIRCULAR

**LIFE SAVER OF THE YEAR**

**Nomination Form A**

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 a printout from Surfguard)

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 2018/19, 2017/18 and 2016/17

### **Selection Criteria**

Please answer the selection criteria under the following headings for the period of 1 July 2018 to 30 June 2019 unless otherwise stated.

#### **Club/Nominator** (Maximum three (3) pages)

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. Additional Information – optional (e.g. academic or sporting achievements).

#### **Nominee** (Maximum one (1) page)

1. Describe current and possible future challenges in lifesaving and how they could be possibly overcome.
2. What is your future focus / impact on the organisation.

#### **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

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SURF LIFE SAVING SYDNEY

## CIRCULAR

### VOLUNTEER OF THE YEAR

### Nomination Form A

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
- Carnivals
- Coaching
- Administration
- Junior activities
- Fundraising/Grants/Sponsors
- Branch/State/National activities
- Training/assessing
- Organisational Leadership
- Active patrolling
- Officiating
- 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 a printout from Surfguard)

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 2018 to 30 June 2019 unless stated otherwise.

#### **Club / Nominator** (Maximum three (3) pages)

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 brought / made to their club or the organisation in the past three years.
5. Additional information – optional.

#### **Nominee** (Maximum one (1) page)

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

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**CLUB OF THE YEAR**

**Nomination Form A**

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.

### **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 10 Arial font with 2cm margins) 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 1 July 2018 to 30 June 2019 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 THREE (3) AWARDS  
WEDNESDAY 1 MAY 2019 - E: [lifesaving@surflifesavingsydney.com.au](mailto:lifesaving@surflifesavingsydney.com.au)**

Attachment: Awards of Excellence Nomination Form: **Form A**

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