



LEADING IN INNOVATION

BONDI BURNING PALMS BRONTE CLOVELLY COOGEE CRONULLA ELOUERA ERA GARIE  
MAROUBRA NORTH BONDI NORTH CRONULLA SOUTH MAROUBRA TAMARAMA WANDA

## MEMORANDUM

<b>To</b>	Clubs, Presidents, Secretaries, Juniors
<b>From</b>	Director of Administration
<b>CC</b>	BOM, LSEC, SSC, JDC, MSC
<b>Date</b>	4 May 2020
<b>Pages</b>	1
<b>Subject</b>	Club Reports for Branch Annual Report Season 2019-2020

Club Presidents are kindly requested to submit to the Branch office a Club Report for inclusion in the Surf Life Saving Sydney (SLSS) 2019-2020 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 5 June 2020.** Please email reports with photos to [admin@surflifesavingsydney.com.au](mailto:admin@surflifesavingsydney.com.au)

(Note: meeting this task deadline forms part of the Sydney Branch Club of the Year for the following season).

As we draw to the close of the 2019-2020 Season, we remind Clubs to forward one copy of their Club Annual Report including signed Financial Report to the Branch Office. We understand that the timeframe for completing this task may be affected by COVID-19, but we would ask that clubs have provided Branch with a copy of their report within the week after their AGM.

Additionally, we remind Clubs as part of 'SLSNSW Annual Compliancy' requires Clubs to submit electronically a copy of their 'Annual Report' and signed 'Financial Statement' to SLSNSW. The SLSS Branch office will forward these to SLSNSW when received at Branch office from Clubs.

Regards

**Elissa Hancock**  
DIRECTOR OF ADMINISTRATION



PARTNER  
SINCE 2002