



MEMORANDUM

To	Club Presidents, Secretaries, Juniors (Nippers)
From	Director of Administration
CC	BOM
Date	Friday 9 April 2021
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Subject	Club Reports for SLSS Branch Annual Report 20-21

As advised at the April Branch Council meeting, Club Presidents are kindly requested to submit to the Branch office a Club Report for inclusion in the Surf Life Saving Sydney (SLSS) 2020-2021 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 Friday 4 June 2021.

Please email reports with photos to admin@surflifesavingsydney.com.au

Regards

Elissa Hancock
DIRECTOR OF ADMINISTRATION