



## MEMORANDUM

<b>To</b>	<b>Club Presidents, Secretaries, Junior Development (Nippers)</b>
<b>From</b>	<b>Director Administration</b>
<b>CC</b>	<b>BOM</b>
<b>Date</b>	<b>Monday 2 May 2022</b>
<b>Pages</b>	<b>1</b>
<b>Subject</b>	<b>Club Reports for SLSS Branch Annual Report 21-22</b>

Its that time of the year again. Annual Report preparation is underway.

Club Presidents are kindly requested to submit to the Branch office a Club Report for inclusion in the Surf Life Saving Sydney (SLSS) 2021-2022 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 Monday 6 June 2022.**

Please email reports with photos to [admin@surflifesavingsydney.com.au](mailto:admin@surflifesavingsydney.com.au)

Regards

A handwritten signature in black ink, appearing to read "Elissa Hancock", with a long, sweeping flourish extending to the right.

**Elissa Hancock**  
**DIRECTOR OF ADMINISTRATION**

BRANCH OF THE YEAR

SAVING LIVES 24/7

LEADING IN INNOVATION

Principal Sponsor

