

Surf Education Awards - Process Reminder for Clubs 23-24 Season

Nippers complete the lesson plans for their Age appropriate group conducted by the Club 31 December Surf Education Awards are either processed by the Club via the **Nipper App** or as a new **Award Assessment request** via **Surfguard**. **The below is the process if the Club is going to process via New Award Assessment request in Surfguard.**

Club	Branch	Club	Branch	Award Certificates
<ul style="list-style-type: none"> Creates new award assessment request in Surfguard for each age appropriate award Only select the members who have completed that age appropriate award <p><i>(ie only the U8 group girls and boys are eligible for Surf Aware One award). Please do not simply select all available candidates. If the dates of the birth do not match the age group.</i></p> <ul style="list-style-type: none"> 'submit' Surfguard Assessment request 	<ul style="list-style-type: none"> Branch office 'approves' assessment in Surfguard 	<ul style="list-style-type: none"> Club 'process results' in Surfguard for each Assessment request Print off Form 14's for each Assessment request Form 14's to be signed off by club Nippers and a Club Trainer or Assessor Send signed Form 14's to Branch office - either scan and email, mail or hand deliver. 	<ul style="list-style-type: none"> Surfguard Assessment status is now 'awaiting candidate approval' Upon receipt of the form 14's Branch office will action next step in Surfguard. The assessment request then sits at 'award allocation' with SLSNSW to finalise the Surfguard steps. 	<ul style="list-style-type: none"> Issued at no charge by SLSNSW Preferred delivery options have already been advised to SLSNSW direct by Clubs. <p><i>Award Administration - Processing Times Allow up to 2 months to receive hard copy certificates or 2 – 4 weeks for electronic distribution. Certificate Format Option 1: Hard copy posted to the club Option 2: PDF emailed directly to the member Option 3: PDF downloaded by club (only available when clubs select to generate their Nipper awards in the SLSA Nipper App)</i></p>

AGE GROUP
U6 (Surf Play One)
U7 (Surf Play Two)
U8 (Surf Aware One)
U9 (Surf Aware Two)
U10 (Surf Safe One)
U11 (Surf Safe Two)
U12 (Surf Smart One)
U13 (Surf Smart Two)
U14 (SRC)

