



# Surf Life Saving Australia - Circular

<b>Title:</b>	2017 SLSA National Awards of Excellence
<b>Document ID:</b>	35/16-17
<b>Audience:</b>	Education, Lifesaving, Club Volunteers, Presidents, Secretaries, Coaches, Officials, Competitors, Assessors, Trainers, State/Territories and Branches
<b>From:</b>	SLSA Lifesaving, Surf Sports, Learning and Development
<b>Date:</b>	19 December 2016
<b>Subject:</b>	2016-17 SLSA National Awards of Excellence Information
<b>Summary:</b>	<p>This circular contains information about the 2016/17 National Recognition Awards for nominees and selection panels:</p> <ul style="list-style-type: none"><li>▪ Section 1 – Award Categories and General Conditions</li><li>▪ Section 2 – Individual Award Criteria and Conditions</li><li>▪ Section 3 – Nomination Form</li></ul>

The purpose of these awards is to recognise and reward members who have made an outstanding contribution to the delivery and development of surf lifesaving activities.

**Applications for each award close on dates specified by Branches and States/Territories. States/Territories are to submit nominations to SLSA no later than 8<sup>th</sup> September 2017.**

**Please note: Honours (Life Membership) and Hall of Fame nominations must be submitted no later than 26<sup>th</sup> January 2017 and 27<sup>th</sup> July 2017.**

**Please note: Meritorious nominations must be submitted no later than 28 August 2017.**

**Any submissions made after these dates will not be accepted.**

## SECTION 1 – AWARD CATEGORIES AND GENERAL CONDITIONS

### Major Awards:

- Meritorious Awards (Pgs. 4-8 – Includes criteria details and nomination forms)
- Hall of Fame (Pgs. 10-15)
- Honours Awards (SLSA Life Membership) (Pgs. 16-23)
- Surf Lifesaver of the Year (Pg. 24)
- Volunteer of the Year (Pg. 25)
- Club of the Year (Pg. 26)

### Recognition Awards:

- Lifeguard of the Year (Pg. 27)
- Athlete of the Year (Youth and Open categories) (Pg. 28)
- Coach of the Year (Pg. 29)
- Official of the Year (Pg. 30)
- Assessor of the Year Trainer of the Year (Pg. 31)
- Trainer of the Year (Pg. 31)
- Community Education Program of the Year (Pg. 32)



## GENERAL CONDITIONS

### Application closing dates:

Branches As identified by relevant Branch  
State/Territory As identified by relevant State/Territory  
SLSA: **No later than 8<sup>th</sup> September 2017**

**Honours and Hall of Fame nominations no later than 26<sup>th</sup> January 2017 and 27<sup>th</sup> July 2017.**

**Meritorious nominations no later than 28<sup>th</sup> August 2017.**

### Selection Period:

These awards are orientated towards involvement and activities during the 2016/17 season calendar year. The most important area for selection is the individual's/club's contribution from the 1<sup>st</sup> July 2016 – 30<sup>th</sup> June 2017.

### Organisation Employees:

Paid service will only be counted if you are applying for the Lifeguard of the Year Award. All other awards recognise voluntary contributions only.

## GUIDELINES FOR SUBMISSION

1. Applicants are required to complete and **submit a nomination form**.
    - This nomination form can be found in section three of this circular.
  2. Applicants must **address the selection criteria** for their individual nominated award.
    - Selection criteria for each award can be found in section two of this circular.
    - 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.
    - Please no hand written submissions (Inclusive of all attachments and additional information).
- Note:** If you are unable to access the PDF file please request a Microsoft Word version.
3. Applicants are to include a digital profile image of themselves for the individual awards or logo for 'Club of the Year' and 'Community Education Program of the Year' via email or on a USB (JPEG & minimum 2MB in size). **Please ensure all photographs are from the shoulders up.**
  4. Applicants are to include a **video** which will be used during the award ceremony; filming requirement:
    - Wide screen
    - HD
    - 20 seconds maximum
    - Showcasing you as an athlete, volunteer, club etc.
  5. Complete nominations are to be sent to the respective Branch or State/Territory by the closing date specified by them.

When completing the selection criteria, applicants must also address the following:

### 1. **2016-17 Contribution**

This is the single most important area of assessment and the judges will rely heavily on information placed on your nomination form, selection criteria and endorsements by the Club/Branch/State.



## 2. **Past Contribution**

The judges are looking for growing commitment to surf lifesaving, impact of involvement and activities, and continuous improvement while showing initiative, motivation and leadership. This involvement will span the past three years unless the activity is of particular importance.

## 3. **Future Contribution**

Applicants will identify future commitments and ambitions to surf lifesaving.

## **SELECTION PROCESS**

1. Upon receipt of completed nominations, State/Territory center will consider all nominations and determine a State/Territory “winner”.
2. State/Territory winners will be forwarded onto SLSA as finalists for consideration for the national award.
3. All finalist for the national award will go through a selection panel which will involve a review of applications and in some cases an interview.

## **PRESENTATION OF AWARDS**

The SLSA National Awards of Excellence will be held on **Saturday 4<sup>th</sup> November 2017 at Art Gallery of NSW.**

In recognition of their achievements all national finalists will be recognized at the National Awards of Excellence and are encouraged to attend.

### Further Information:

Further enquiries should be directed to State/Territory centers or to;

Mikyla Cleal  
Portfolio Administration Coordinator, SLSA  
(02) 9215 8040  
aoe@slsa.asn.au



## SECTION 2 – SPECIFIC AWARD CRITERIA AND CONDITIONS

### 1. Meritorious Awards

#### Overview

Meritorious Awards are awarded to affiliated clubs and/or their members and/or the public for outstanding deeds of bravery performed during lifesaving operations of Surf Life Saving Australia (SLSA) (during and outside of designated patrol hours).

#### Nomination Guidelines

The following documents are required with each nomination:

- The application for Commendation or Meritorious Award Form
- The SLSA Incident Report Form
- Other supporting statements – Police, Ambulance and/or witness statements
- Information or reports of rescues are also welcome from media agencies

Applications are to be faxed to Surf Life Saving Australia on (02) 9215 8180 or via email to Office Reception-[officereception@slsa.asn.au](mailto:officereception@slsa.asn.au) as soon as possible after the rescue.

- ✓ Please complete the following nomination form for each award nomination.
- ✓ The following supporting documents must be included with this completed nomination form:
  - A copy of the incident report log
  - A copy of the patrol log (where applicable)
  - Other supporting information or statements e.g. Police, Ambulance, Public Witness Statements
- ✓ Please complete ALL fields on the nomination form using clear print in blue or black pen.
- ✓ Please note that all forms must be filled in correctly. SLSA will not accept forms that are incomplete or incorrect. Any forms lacking the mandatory detail will be returned to be completed and will require re-submission.

#### Categories

**Meritorious Awards are established in two sections, each divided into three grades, as follows:**

##### Meritorious Awards - Individual

###### a. Silver Medallion

Very high level of risk to rescuer combined with optimal application of skills and supporting systems. Outcome for patient/s without rescue attempt = Definite fatality.

###### b. Bronze Medallion

High level of risk to rescuer combined with very good application of skills and supporting systems. Outcome for patient/s without rescue attempt = High chance of a fatality.

###### c. Certificate of Merit

Moderate level of risk to rescuer combined with good application of skills and supporting systems. Outcome for patient/s without rescue attempt = Serious injury/possibility of a fatality.



### **Meritorious Awards – Group or Club**

- a. Certificate of Merit with Silver Medallion inset**
- b. Certificate of Merit with Bronze Medallion inset**
- c. Certificate of Merit**

The Group or Club Award is issued for rescues of exceptional merit, in which a group of members are involved and where no individuals can be singled out for an award.

### **3. Commendation**

Commendations recognise outstanding team work, rescue skills, rescue management, individual displays of initiative and resourcefulness, and well conducted rescue activity (e.g. first aid, resuscitation, IRB rescues, board and tube rescues etc.) by members of SLSA. This recognition award includes rescues or application of lifesaving skills by club members in exceptional circumstances on or off the beach, e.g. resuscitation of a person struck by lightning.

This award is presented to lifesavers involved in exceptional rescues. After consideration, a Commendation may be awarded to an individual or group, club or service.

Note: Rescues can occur at any time - on and off duty and at any location.



**MERITORIOUS AWARD NOMINATION FORM**

**SUMMARY OF NOMINATION:**

<b>Award Type: (Individual or Group)</b>	
<b>Nominee Name:</b>	
<b>Nominee Club:</b>	
<b>Location of Incident:</b>	
<b>Date/Time:</b>	
<b>Brief Summary of Incident:</b>	

**NOMINEE DETAILS**

Please provide as many details as possible of the potential award recipient.

**Name of nominee: Mr. / Mrs. / Miss./ Other**

**Nominee's postal address:**

(please include postcode and state)

**Nominee's contact phone no:**

**Nominee's contact email:**

**NOMINEE'S CLUB DETAILS**

(where applicable)

**Club name (in full):**

**Club postal address:**

(please include  
postcode and state)

**Club phone number:**

**Club email address:**



DETAILS OF INCIDENT				
		Time:		
		AM PM		
Weather Conditions:				
Wind:	<input type="checkbox"/> Nil	<input type="checkbox"/> Slight	<input type="checkbox"/> Moderate	<input type="checkbox"/> Strong
Seas:	<input type="checkbox"/> Calm	<input type="checkbox"/> Chop	<input type="checkbox"/> Moderate	<input type="checkbox"/> Rough
Wave Height (Please circle):	0.5m-1.5m	1.5m-2m	2.5m-3m	5m +
Visibility:	<input type="checkbox"/> Poor (dark or thick fog)	<input type="checkbox"/> OK (some fog or dawn/dusk light)	<input type="checkbox"/> Good (clear and well lit)	
Involvement of nominee:				
Equipment used:				
Outcome:				





### NOMINATION FORM: ENDORSEMENTS

<b>CLUB ENDORSEMENT</b>			
<b>Name of Club/Service:</b>		<b>Name of Club/Service representative:</b>	
<b>Club rep. contact phone no:</b>		<b>Club rep. contact email:</b>	
<b>Club rep. comments or rationale:</b>			
<b>Club rep. signature:</b>		<b>Date:</b>	

<b>BRANCH ENDORSEMENT (NSW AND QLD ONLY)</b>			
<b>Name of Branch:</b>		<b>Name of Branch Rep.:</b>	
<b>Branch rep. contact phone no:</b>		<b>Branch rep. contact email:</b>	
<b>Branch rep. comments or rationale:</b>			
<b>Branch rep. signature:</b>		<b>Date:</b>	

<b>STATE/TERRITORY ENDORSEMENT</b>			
<b>State/Territory:</b>		<b>Name of State/Territory rep:</b>	
<b>State/Territory rep. contact phone no:</b>		<b>State/Territory rep. contact email:</b>	
<b>State/Territory rep. comments or rationale:</b>			
<b>State/Territory rep. signature:</b>		<b>Date:</b>	



## 2. Hall of Fame Awards

The Surf Life Saving Australia (SLSA) Hall of Fame is an integral part of recognising the achievements and efforts of members in the surf lifesaving movement.

The Hall of Fame permanently displays, commemorates and recognises members and teams who have achieved outstanding accomplishments and exceptional contributions to the development of surf lifesaving in Australia. The achievements are not restricted in relation to the area of their contribution but must have been inspirational in application to surf lifesaving activities and have been separated into categories explained below.

### Nomination Guidelines

- Please print clearly.
- Please attach additional information if space is not sufficient.
- All nomination forms should be accompanied by the following supporting material:
- A photograph of the nominee
- A conclusive history of the nominee (maximum of 2 pages)
- Once endorsed by the respective branch and/or state centre, nominations should be forwarded SLSA.

Applications are to be faxed to SLSA on (02) 9215 8180 or via email to Office Reception: [officereception@slsa.asn.au](mailto:officereception@slsa.asn.au)

### Eligibility

Only current or past individual members of SLSA are eligible for induction into the Surf Life Saving Australia Hall of Fame (Note: that nominations may be for eligible individual members or for teams of eligible members).

Nominations not endorsed may be re-submitted for consideration. Nominations being resubmitted should be enhanced in order to meet the standard of the award.

Nominations may only be for one category, however evidence supporting the nomination covering activities relevant to the other categories should be provided and will be taken into consideration. It is important that the complete career of the nominee is put forward to allow a total assessment.

Nominees are to be in good standing with SLSA. Persons charged with transgressions or who have been found guilty of criminal offences should not be nominated.

Nominations should draw names from a broad range of members or teams who have been, or are currently:

- Office holders and administrators
- Patrolling members
- Rescue Services groups
- Examiners
- Competitors
- Competitive Teams



- Competition Officials
- Coaches
- Advisors

Nominations for the SLSA Hall of Fame will only be considered once each year and there is no limit to the number of nominees inducted into the Hall of Fame each year. SLSA recognises the prestigious nature of this award and will consider applications appropriately.

### **Categories**

Each award is allocated under the following categories:

#### Surf lifesaving

This category recognises those who have been involved in all facets of surf lifesaving operations. Examples are active patrolling, training and examination, rescue services and the general support activities involved in beach patrols, search and rescue, surveillance, major innovations, international role in the saving of lives.

#### Surf lifesaving - Administration

This category recognises those involved in the purely administrative aspects of surf lifesaving. Examples include but are not limited to, club secretaries and treasurers.

#### Surf lifesaving - Sport

This category recognises those who have excelled in lifesaving sports and/or the coaching, training and officiating associated with lifesaving sports.

### **Criteria**

The following criteria will be taken into consideration for each nomination:

Nominations must clearly demonstrate that individuals or teams have:

- Displayed exceptional service to surf lifesaving in the specific category
- Achieved outstanding individual or team accomplishments which sets the individual or team apart from other surf lifesavers or teams
- Displayed sustained excellence over a long period of time to the category for which they are nominated.

### **Judging Process**

1. The SLSA Hall of Fame Panel will review all nominations.
2. The Committee will provide a recommendation to the SLSA Board; who's decision will be final.
3. Any member awarded an SLSA Hall of Fame will be recorded in the minutes of the relevant Board meeting.
4. Formal acknowledgement of recipients of SLSA Hall of Fame will be announced by the SLSA President.
5. Nominations not endorsed may be re-submitted for consideration. Nominations being resubmitted should be enhanced to order to meet the standard of the award.

## HALL OF FAME NOMINATION FORM



### Nominees details

<b>First Name</b>	<b>Surname</b>
<b>Member ID (if applicable):</b>	
<b>Club:</b>	
<b>Gender:</b>	
<b>Date of Birth:</b>	
<b>Deceased - Y / N</b>	
<b>Residential/ Postal Address:</b>	
<b>Point of Contact:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	

### Family's details

In the situation where a Hall of Fame inductee is deceased, Surf Life Saving Australia would like to present the Hall of Fame award to the inductee's closest living relative. If available, please list the details of this relative so that Surf Life Saving Australia can contact them.

<b>First Name</b>	<b>Surname</b>
<b>Relationship to Inductee:</b>	
<b>Residential/Postal Address:</b>	
<b>Point of Contact:</b>	
<b>Email Address:</b>	
<b>Phone Number:</b>	



Surf Lifesaving		Surf Lifesaving - Administration		Surf Lifesaving - Sport	
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Period nominated for: (please circle a period)	1906 – 1910	1911 – 1920	1921 – 1930	1931 – 1940
	1941 – 1950	1951 – 1960	1961 – 1970	1971 – 1980
	1981 – 1990	1991 – 2000	2001-2010	2011 – Present

Has a photo been attached of the nominee?	Yes	No
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Has a conclusive history of the nominee been attached?	Yes	No
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**Briefly describe the achievements of the nominee:**

**Nomination and endorsement**

Nominations are to be endorsed by each higher level of SLSA. All nominations are to be forwarded to SLSA from the appropriate State Centre except for those nominations from a Director of SLSA. Please note that endorsement by the Branches and States is not a test of the member’s eligibility for the award but merely to ensure that the nominee is in good standing with the Branch and/or State. All Nominations MUST be forwarded to SLSA for review.

**Nomination being made by (please circle appropriate nominating body):**


Club	Branch	State	SLSA Director
Section (a)	Section (b)	Section (c)	Section (d)



CLUBENDORSEMENT			
Name of Club/Service:		Name of Club/Service representative:	
Club rep. contact phone no:		Club rep. contact email:	
Club rep. comments or rationale:			
Club rep. signature:		Date:	

BRANCH ENDORSEMENT (NSW AND QLD ONLY)			
Name of Branch:		Name of Branch Rep.:	
Branch rep. contact phone no:		Branch rep. contact email:	
Branch rep. comments or rationale:			
Branch rep. signature:		Date:	

STATE/TERRITORYENDORSEMENT			
State/Territory:		Name of State/Territory rep:	
State/Territory rep. contact phone no:		State/Territory rep. contact email:	
State/Territory rep. comments or rationale:			
State/Territory rep. signature:		Date:	

SLSA DIRECTORS NOMINATION			
State/Territory:		Name of State/Territory rep:	
State/Territory rep. contact phone no:		State/Territory rep. contact email:	
State/Territory rep. comments or rationale:			
State/Territory rep. signature:		Date:	

### 3. Honours Awards (SLSA Life Membership only)

Surf Life Saving Australia's (SLSA) Honours System recognises those individual members who voluntarily rendered a distinguished, sustained and conspicuous service to SLSA over a period of at least twenty (20) years.

#### Nomination Guidelines

The following nomination guidelines shall be followed for SLSA Honours Awards:

1. Candidates are to be nominated using the appropriate form by the President or two (2) members of SLSA
2. Upon confirmation, nominations by the club/branch are to be forwarded to the relevant state centre
3. State centres shall verify the accuracy of the details provided. It is the responsibility of the Appointed Director to submit the nomination to SLSA

**Life Membership Award** – Members must have rendered distinguished voluntary service to SLSA that is both sustained and conspicuous in contribution. The distinguished nature of this service needs to evidence both sustained service and conspicuous contribution to SLSA by identifying the nominee's contribution towards the development of surf lifesaving in Australia.

Nominations are to be sent to SLSA via - E: [officereception@slsa.asn.au](mailto:officereception@slsa.asn.au) F: (02) 9215 8081

Post: Locked Bag 1010 Rosebery, NSW 2018

#### How to Nominate

1. The nomination must establish and argue the case for the Honours award envisioned by the proposer and seconder
2. The proposer is to summarise the nominee's personal achievements that have impacted on SLSA and/or surf lifesaving in Australia
3. It is important that the nomination is specific to the nature of the individual's achievements apart from that of a group
4. The nomination should provide substantive evidence to support the claims
5. Authoritative sources should be used to validate claims

#### Judging Process

1. The appropriately authorised SLSA Panel will review nominations for SLSA Honours.
2. The Panel will provide a recommendation based on the information presented to the SLSA Board.
3. Any member awarded a SLSA Honour will be recorded in the minutes of the relevant Board meeting.
4. Formal acknowledgement of recipients of SLSA Honours will be announced by the President.
5. Nominations not endorsed may be re-submitted for consideration. Nominations being resubmitted should be enhanced in order to meet the standard of the award.

**NOTE** – A list of roles that an individual has held is insufficient in demonstrating the significance of that individual's service. SLSA may return a nomination to the proposer for further details if it feels that a lack of detail may be prejudicial for the nominee.



## HONOURS AWARD NOMINATION FORM

<b>Nominee Contact Details:</b>			
<b>Name</b>			
<b>Member ID</b>			
<b>Lifesaving Club</b>			
<b>Years of Service</b>			
<b>Date of Birth</b>			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			

<b>Nominating Party Details:</b>			
<b>Name</b>			
<b>Organisation</b>			
<b>Position</b>			
<b>Address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			

Nominee's Club	From (year)	To (year)	Club	From (year)	To (year)

**Nominee's surf lifesaving awards**

SLSA Award	Award number	-	Date
SLSA Award	Award number	-	Date
SLSA Award	Award number	-	Date
SLSA Award	Award number	-	Date
SLSA Award	Award number	-	Date
SLSA Award	Award number	-	Date

**Record of Service - Club**

Achievement/role	From	To	Details

**How are these achievements distinguished / significant / sustained? (Club Level)**

**Record of Service – Branch (NSW/QLD only)**

Achievement/role	From	To	Details



**How are these achievements distinguished / significant / sustained? (Branch Level)**

**Record of Service – State/Territory**

Achievement/role	From	To	Details

**Surf Life Saving Australia**

789 Botany Rd t. +61 2 9215 8000  
Rosebery, NSW 2018 f. +61 2 9215 8180  
Locked Bag1010 w. sls.com.au  
Rosebery, NSW 2018 ABN 67 449 738 159



How are these achievements distinguished / significant / sustained? (State Level)

**Record of Service – National**

Achievement/role	From	To	Details

**Surf Life Saving Australia**

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Locked Bag1010 w. sls.com.au  
Rosebery, NSW 2018 ABN 67 449 738 159



How are these achievements distinguished / significant / sustained? (National Level)

**Record of Service – International**

Achievement/role	From	To	Details

**Surf Life Saving Australia**

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Rosebery, NSW 2018 ABN 67 449 738 159



**How are these achievements distinguished / significant / sustained? (International Level)**

**Supplementary Information (Australian Honours, civil, sporting, community or other honours awards)**



#### 4. Surf Lifesaver of the Year

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 evidence, where appropriate, via either a printout from Surfguard or equivalent*

1. Current financial 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 2016/17, 2015/16 and 2014/15

**Selection Criteria** – *please answer the selection criteria under the following headings for the period of 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 unless stated otherwise.*

1. Describe your contribution to surf lifesaving patrol duties.
2. Describe how you have demonstrated commitment to public safety.
3. Describe major achievements and positions, relevant to lifesaving, held at Club, Branch, State /Territory & National level.
4. Describe future lifesaving ambitions in the areas of Club, Branch, State/Territory, National and the community.
5. Describe current and possible future challenges in active surf lifesaving duties and how they could possibly be overcome.
6. Describe major achievements to surf lifesaving patrol duties for the two years prior to the 2015/16 season.
7. What would it mean to you to be Lifesaver of the Year?
8. Any relevant additional information.

#### Interview

An interview will be conducted with each national finalists to share their personal experience relating to SLSA and the organisation. All finalists will be provided with the opportunity to review each of the set questions 10 minutes prior to their interview. Additionally finalist are required to prepare a three (3) minute presentation at the end of the interview on a topic of their choice from the following (without any aides – includes notes, props, palm cards etc.):

- 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





## 5. DHL Volunteer of the Year

This award will recognise an individual's contribution that has enhanced the development of surf lifesaving 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 significant and outstanding achievements in one particular area.

A nominee may be a volunteer in any area of surf lifesaving including but not limited to:

Club activities	Branch/State/National activities
Carnivals	Training/assessing
Coaching	Scrutineering
Administration	Active patrolling
Junior activities	Officiating

**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 evidence, where appropriate, via either a printout from *Surfguard* or equivalent.

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<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 unless stated otherwise.

1. Describe your contribution to surf lifesaving, at any level in one or more areas of the organisation.
2. Describe how you have demonstrated commitment to surf lifesaving across the organization.
3. Describe your major achievements and positions, held at Club, Branch, State/Territory & National level.
4. Describe your future ambitions in the areas of Club, Branch, State/Territory, National and in the community.
5. Describe current and possible future challenges in surf lifesaving and how they could possibly be overcome.
6. Describe major achievements for surf lifesaving in the two years prior to the 2016/17 season.
7. What would it mean to you to be Volunteer of the Year?
8. Any relevant additional information.

An interview will be conducted with each national finalists to share their personal experience relating to SLSA and the organisation. All finalists will be provided with the opportunity to review each of the set questions 10 minutes prior to their interview. Additionally finalist are required to prepare a 3 minute presentation at the end of the interview on a topic of their choice from the following (without any aides – includes notes, props, palm cards etc.):

- |   |  |
|---|--|
| <input type="checkbox"/> Administration               | <input type="checkbox"/> Volunteer management        |
| <input type="checkbox"/> Sponsorship                  | <input type="checkbox"/> Planning your club's future |
| <input type="checkbox"/> Leadership skills            | <input type="checkbox"/> Recruitment                 |
| <input type="checkbox"/> Government/community support |  |



## 6. DHL Club of the Year

The purpose of the SLSA Club of the Year is to encourage and recognise outstanding achievements in club development that results in SLSA clubs providing safer beach and aquatic environments for the community. SLSA 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 provides 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 12 Arial or Times font with 2cm margins all around) 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<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 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?

### Presentation

To assist the panel in their selection, finalists for Club of the Year will be required to prepare a presentation on the Clubs successes as related to the criteria of the award. Finalists will be required to present approximately one (1) day prior to the Awards of Excellence. Each club presentation will be given 20 minutes total to present, followed by up to 30 minutes of questions and discussions from the panel. All questions will be in relation to the submission **AND** the presentation. Each club presenting on the day can have up to **three (3)** people presenting, SLSA does not specify who should present, however we recommend using club member/s that will best represent your club. Each presenter will have access to a data projector and PC laptop and all presentations should be brought on a memory stick.



## 7. DHL Lifeguard of the Year

This award recognises and rewards Australian Lifeguard Service employees who have made an outstanding contribution to the delivery and development of lifeguard services during 2016/17.

Nominees for this award are nominated by the State/Territory Lifeguard Manager or equivalent.

The selection of nominees for Lifeguard of the Year is based on the following criteria:

- Employment standing (position held and total years of service)
- Valuable contribution
- Commitment to public safety
- Achievement
- Work ethic

**Essential Information** – *Nominators to supply proof, where appropriate, via either a printout from Surfguard or equivalent*

1. Employed as a Lifeguard by the Australian Lifeguard Service during the 2016-17 season.
2. Surf Life Saving Australia awards/certificates Held.
3. Community awards/certificates held (where applicable.)
4. Contract term and lifeguard hours (rostered and achieved).

**NOTE:** It would be preferable that nominees not hold a supervisors positions.

**Selection Criteria** – *Nominators to provide responses to the selection criteria below for the period of 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017*

1. Describe how the nominee has provided a valuable contribution to their lifeguard service
2. (E.g. assisted with training programs, mentored other lifeguards and trainees, gained additional awards, assisted with public relations events etc.).
3. Describe how the nominee has shown commitment to public safety
4. (E.g. community announcements, education programs, proactive patrolling, media and public relations, appropriate set-up of beach area etc.).
5. Describe any achievements the nominee has been involved in (e.g. rescues, major incidents, commendations, community recognition, large number of preventative actions etc.).
6. Describe the nominee's work ethic (e.g. well presented, clean uniform, adherence to SOPs, training, no breaches of ALS policies and procedures etc.).
7. What would it mean to you to be Lifeguard of the Year?
8. Additional information.



## 8. Open Age & Youth Athletes of the Year

The purpose of these awards are to recognise and reward both the Open age group and Youth athletes who have demonstrated sporting excellence as well as contributed to the area of surf sports within surf lifesaving.

Essential Information– *Nominators to supply proof, where appropriate, via either a printout from Surfguard or equivalent.*

1. Must be a Surf Life Saving Australia member in good standing.
2. The nominated athlete (teams not eligible) will be an athlete who has demonstrated outstanding achievements and excellence in their chosen discipline in surf sport/s.
3. The nominated athletes will be athletes who are good ambassadors of SLSA.
4. Youth athletes are categorized as those 15-18 years .
5. Open age group athletes are categorized as those 19 years plus.

**Note:** The athlete age is calculated at midnight on the 30<sup>th</sup> September 2016.

**Selection Criteria** - – *please answer the selection criteria under the following headings for the period of 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 unless stated otherwise.*

1. Major Competitions or Competition Series - Detail specific achievements outlining major results (including team events) at major competitions or e.g. state, national and international championships. Please include event names, carnival and placing.
2. Representative Teams - Detail occasions where the nominee has been a member of a representative team outlining the team and event name. Also include any details of the success of the team and the contribution the athlete made to the success of the team.
3. Outline what you consider to be the nominee's most outstanding achievement for 2016/17 season and why?
4. Outline any areas within your surf Club/Branch/State or Territory center where the nominee has made an important contribution to SLS.
5. What would it mean to you to be awarded the Open/or Youth Athlete of the Year?
6. Any relevant additional information.

**\*Please note these are two separate age category awards\***



## 9. Coach of the Year

This award recognises and rewards coaches who have made a significant contribution towards the area of coaching within surf lifesaving with regards to both athlete/s performance and the area of coach educational development.

Essential Information (based on the following areas) – *Nominators to supply proof, where appropriate, via either a printout from Surfguard or equivalent*

### Coaching within Surf Life Saving

1. Must be an SLSA member in good standing
2. Must be a current accredited surf sports coach throughout the 2016/17 season (attach a current copy of coaching certificate to nomination form)
3. The nominated coach must be a surf coach of any discipline of surf lifesaving competition

### Athlete's performance

1. It will need to be demonstrated that the nominated coach has made a significant contribution towards an athlete/s performance in SLSA competition and their development at an international and/or national and/or state level
2. The nominated coaches will be coaches who present a positive image of the role of the coach and of surf lifesaving and demonstrate sound coaching principles and coaching plans

### Coach education

1. It will need to be demonstrated that the nominated coach is involved with coach education

**Selection Criteria** – *please answer the selection criteria under the following headings for the period of 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 unless stated otherwise.*

### Coaching within Surf Life Saving

2. List the coaching positions that the nominee has held, please include Club/ Branch/ State or Territory/ National positions, including any teams and/or high performance programs.
3. What would it mean to you to be Coach of the Year?
4. Any relevant additional information.

### Athlete's performance

1. Detail specific coaching achievements outlining any athlete/s and/ or teams medal places at major events or series, state, national and international competition. Please include athlete's names, age category, major carnivals and placing.
2. Outline and give examples of ways in which the nominee encourages the development of their athletes outside of sport.

### Coach education

1. List the coaching clinics/conferences/courses that the nominee has presented at or facilitated, at a Club/Branch/State or Territory Interstate, and National or International level. Please list the date, location, number of participants and type of involvement
2. List any sports conferences, coaching workshops or accredited courses that the nominee has attended listing the date, location and name.
3. Detail any publications/ resources or sports papers that the nominee has had published or had acknowledged by SLSA or other recognised sport.



## 10. Official of the Year

This award recognises and rewards Officials who have made a significant contribution to the area of officiating within surf lifesaving with regards to both the commitment shown to officiating over the calendar year and their contribution towards official's educational development.

**Essential Information** - *please supply evidence, where appropriate, via either a printout from Surfguard or equivalent*

1. Must be a Surf Life Saving Australia member and in good standing.
2. Must be a current accredited surf sports official throughout the 2016/17 season.
3. It will need to be demonstrated that the nominated official has outstanding achievement(s) in respect to lifesaving officiating at an international and/or national and/or state level.
4. The nominated surf sports officials will be those who present a positive image of the role of surf sports officiating and surf lifesaving.
5. Demonstration that the nominated official is involved with official's education.

**Selection Criteria** – *please answer the selection criteria under the following headings for the period of 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 unless stated otherwise.*

1. Major roles/positions - List the major officiating roles/positions (e.g. referee) that the nominee has held; please include Branch/State or Territory/ National and International positions including high performance programs and competition series.
2. List the officiating clinics/conferences/courses that the nominee presented or facilitated at a Club/ Branch/State or Territory, and National or International level. Please list the date, location, number of participants and type of involvement.
3. List any sports conferences/high performance camps/officials clinics or accreditation courses that the nominee has attended. Please list the date, location and name.
4. Detail any publications/resources or sports papers that the nominee has had published or had acknowledged by SLSA or another recognised sport.
5. Outline other sports officiating activities or achievements outside SLSA.
6. List any significant innovations or achievement's in the 2016/17 season.
7. Outline what you consider to be the nominee's most outstanding achievement in 2016/17 season and why.
8. Outline any areas within your surf Club/Branch/State or Territory center where the nominee has made an important contribution to SLS.
9. What would it mean to you to be Official of the Year?
10. Any relevant additional information.



## 11. Assessor of the Year

This award recognises and rewards assessors who have made a significant contribution towards the area of education and awards within surf lifesaving.

**Essential Information** – *please supply evidence, where appropriate, via either a printout from Surfguard or equivalent*

1. Must be a current financial Surf Life Saving Australia member.
2. Must hold the SLSA Assessor's certificate or SLSWA equivalent.

**Selection Criteria** – *please answer the selection criteria under the following headings for the period of 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 unless stated otherwise.*

1. Outstanding contribution and commitment to surf lifesaving assessing duties.
2. Attended conferences and participated in professional development relating to education.
3. Contributed to the continuous improvement of assessment processes and tools (e.g. participation on review panels, improvement requests submitted).
4. Major achievements and positions, relevant to assessing, held at local, regional and state level.
5. Future plans for assessing in the areas of Club, Branch and State.
6. Outline any area within your surf Club/Branch/State or Territory center where the nominee has made an important contribution to SLS.
7. Any relevant additional information.

## 12. Trainer of the Year

This award recognises and rewards trainers who have made a significant contribution towards the area of education within surf lifesaving.

**Essential Information** – *please supply evidence, where appropriate, via either a printout from Surfguard or equivalent*

1. Must be a current financial Surf Life Saving Australia member.
2. Must hold the SLSA Training officer's certificate or SLSWA equivalent.

**Selection Criteria** – *please answer the selection criteria under the following headings for the period of 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 unless stated otherwise.*

1. Outstanding contribution and commitment to surf lifesaving training duties.
2. Attended conferences and participated in professional development relating to education.
3. Contributed to the continuous improvement of new training resources and tools
4. (e.g. participation on review panels, improvement requests submitted.)
5. Major achievements and positions, relevant to training at local, regional and state level.
6. Future plans for training in the areas of Club, Branch and State.
7. Outline any area within your surf Club/ Branch/ State or Territory center where the nominee has made an important contribution to SLS.
8. Any relevant additional information.



### 13. Community Education Program of the Year

This award recognises and rewards activities which have significantly worked towards saving lives, creating great Australians and building better communities.

**Selection Criteria** – *please answer the selection criteria under the following headings for the period of 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017 unless stated otherwise.*

1. Outline the motivation for the program including any research or evidence used in its initial set up.
2. Outline the aims and objectives of the program relating to the participants, the Surf Life Saving movement and the wider community.
3. Identify the target market and describe the rationale behind this choice.
4. Describe the program itself including location, duration, and activities involved.
5. Describe the resources involved to deliver the program including how these were developed.
6. Identify who is responsible for what in the program.
7. Provide any promotional material created or media coverage which the program has received.
8. Describe the method used to evaluate the program to ensure it meets the original aims and objectives.
9. Indicate the effect of the program on the local community e.g. increased community engagement, increased participation, new local sponsors etc.
10. Provide any issues identified through the program and strategies adopted to solve them.
11. What are your future plans for the program?





### SECTION 3 – NOMINATION FORM

- Have you **completed the nomination form and answered the criteria**  
(Arial font /minimum 10 point size)

**PLEASE NO HAND WRITTEN SUBMISSIONS – Including all attachments/additional information**

- Have you attached a **high resolution profile photograph** (JPEG and minimum 2MB in size)
- Have you attached a **high resolution video**, nominee in action on the beach/at the club (20 sec max)
- Have you **identified** the nominee’s **three key achievements** during the 2016/17 season
- Have you had your applicants club **endorse the nomination** and sent to Branch/ State or Territory
- Have you checked all nominee details are correct (spelling of names, current email address and SLS club etc.) If unsure, please verify all personal details with the nominee.

**Award Category:**

Nominee Contact Details	
Name of Nominee Mr/ Mrs/ Ms/Miss	
Nominee’s postal address: (include postcode and state)	
Nominee’s contact phone no:	
Nominee’s contact email:	



**Nomination Summary:**

Identify the nominee's key three achievements during the 2016/17 season (bullet pointed)

**(Main points to be included in the Awards of Excellence Program)**

A large, empty rectangular box with a black border, intended for the nominee's key achievements.



**Criteria details:**

Achievements of the applicant during the 2016/17 season :

Empty text area for applicant achievements.



<b>Nominee's Club Details</b>	
Club Name (in full):	
Nominee's membership category:	
Club postal address: (include postcode and state)	
Club phone number:	
Club email address:	
Club website:	

<b>Club Endorsement</b>	
Name of Club:	
Name of Club representative: Mr/ Mrs/Ms/ Miss	
Club rep. position title:	
Club rep. contact phone no:	
Club rep. contact email:	
Club rep. comments:	
Club rep. signature:	Date:



<b>Branch Endorsement (NSW and QLD only)</b>		
Name of Branch:		
Name of Branch Rep: Mr/ Mrs/ Ms/Miss		
Branch rep. position title:		
Branch rep. contact phone no:		
Branch rep. contact email:		
Branch rep. comments:		
Branch rep. signature:		Date:

<b>State Endorsement</b>		
State:		
Name of State Rep: Mr./ Mrs./ Miss.		
State rep. position title:		
State rep. contact phone no:		
State rep. contact email:		
State rep. comments:		
State rep. signature:		Date:

**Surf Life Saving Australia**

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