



FOR YOUTH → FOR YOU.

Youth Engagement Program
YEP Coordinators Guide



CONTENTS

Forward	1
Purpose of the Program	4
What the Program Involves	5
Gold Project	6
Gaining Recognition for your members	7
Surf creds	8
Surf Cred Scorecard	9
Surf Cred Guide	10
Roles and Responsibilities	14
Role of the YEP Coordinator	14
Role of the YEP Mentor	15
Getting Started	16
Planning the Program	18
Engaging Participants	19
Getting the most out of Participants	19
Ideas for Youth Activities	19
Where can I go for help?	20

FORWARD

Congratulations on taking the first step in becoming a coordinator of the Surf Life Saving Youth Engagement Program – YEP. The position of YEP Coordinator is one of great satisfaction. In this role you will be required to inspire, encourage, motivate and assist our young members within your club to reach their full lifesaving potential.

YEP (previously known as YIPs) was originally designed by the Anglesea Surf Life Saving Club in 2002. Over the years a number other clubs in Victoria and Queensland adopted the program. After great successes the program was adopted nationally in 2012. YEP aims to engage and expose youth to a variety of activities and pathways available within Surf Life Saving. This Coordinators Guide in conjunction with the YEP Participant Handbook outlines all of the program requirements and will assist clubs implement this program for their members.

This guide outlines:

- The purpose and benefits of the program
- A step by step process of setting up YEP
- Requirements for running the program

At times, I am sure you will find this position challenging but as you see your members gain confidence, additional lifesaving knowledge, and develop as individuals you will find it even more rewarding.

I wish you every success with the program and feel confident that your participation will assist in the development and retention of youth membership within your club.

Regards,

Kevin Larkins

Chair, Development and Education Committee
Surf Life Saving Australia



YEP PURPOSE

The Surf Life Saving Junior Development Program (Nippers) provides a structured development program for members aged five to thirteen to develop self-esteem, surf safety, lifesaving and competition skills. It is a highly valued program consisting of tangible outcomes, clear pathways and an emphasis on fun and participation.

Often programs for youth aged over thirteen within Surf Life Saving offer very little structure in comparison to the Junior Activities Program and this can present problems in engaging and retaining youth in Surf Life Saving. This age group is highly valuable to Surf Life Saving, making up one third of our patrolling membership.

YEP provides youth members with a structured engagement program to keep them motivated and involved in Surf Life Saving while providing them with the

opportunity to explore and become involved in a range of areas within the movement which they may not have previously considered.

The Youth Engagement Program aims to;

- Engage and expose participants to a variety of activities and pathways available within surf life saving
- Increase the retention of members between 13-18 years of age - assisting the transition from the junior movement into the senior movement
- Encourage continuous development of youth
- Promote increased participation and commitment of youth
- Increase the recognition of members through the identification of contributions and activities of 13-18 year old members
- Positively promote youth as respected members and citizens within their local community



ABOUT THE PROGRAM

YOUTH MEMBERS EARN POINTS KNOWN AS 'SURF CRED'S'

Youth members earn points known as 'surf creds' for engaging in a wide range of activities offered by Surf Life Saving with a goal of gaining nationally recognised awards and a log of achievements and contribution. Participants need to engage in all areas of Surf Life Saving to gain an award level including:

Development

- Junior and Youth Activities
- Club Activities/Administration
- Community
- Leadership and Personal Development

Surf Sports

- Surf Sports Participation
- Surf Sports Development/coaching/officiating/other support
- Surf Sports Competition/events/carnivals

Lifesaving

- Lifesaving Services
- Education

By collecting the allocated creds in these three areas the following levels of achievement can be attained:

Bronze

- 100 creds Lifesaving (must include a new award)
- 20 creds Surf Sports
- 30 creds Development

Silver

- 150 creds Lifesaving (must include a new award)
- 40 creds Surf Sports
- 60 creds Development

Gold

- 300 creds Lifesaving (must include a new award)
- 160 creds Surf Sports
- 140 creds Development
- Completion of project

As outlined above a minimum number of Surf creds are required for each level. Once each level is obtained the participant is acknowledged for their achievement.



GOLD COMMUNITY PROJECT

GAINING RECOGNITION FOR YOUR MEMBERS

As part of the YEP Gold, level a community project must be undertaken and completed. The project is to be chosen by the participant in consultation with yourself as the YEP coordinator, and must be of benefit to your club, branch or state. You are able to ask for assistance from your club as well as branch or State Centre, and this may be offered to you by way of advice, resources or direction. The project has to be the participant's idea and of significance. It should either involve solving a problem that you have noticed at your club or develop an idea they have within Surf Life Saving.

Examples of projects that have been completed in the past include:

1. Nippers for older kids – aim was to hold a more social type of training/activity for the Cadets and youth which allowed the youth to run a supervised and altered more fun Nippers Day (SUNDAY SKILLS).

2. Approval and implementation of a new board policy which allowed youth to take the club boards out at any time under correct supervision and provided all the forms were filled out. Previously the board policy only allowed boards to be used at official board trainings and on patrol. Now if adequate requirements are met, youth can take a board out at any time.

It is envisaged that projects will be done individually but may be undertaken as part of a group. The project should take around six months to complete and the participant should be able to show an outcome or result from work they have undertaken. The participant will need to submit a project report outlining what their project is, how they tackled it and the results they have seen from implementing this project. This information will be used to promote the community project to others within the club, branch or state.

Recognition is a key component for the youth participating in YEP. It is a factor that will reinforce the positive actions of the participants through both tangible and intangible rewards. Incentives and rewards do not need to be complicated or expensive – it is really up to what the club can afford and is willing to invest in the program and its future leaders. Some branches or states may assist clubs with recognition, and we encourage you to contact them directly to find out more.

Recommendations for reward values are:

- Bronze \$30- \$40 (e.g. bag)
- Silver \$50- \$60 (e.g. hoodie)
- Gold \$70- \$80 (e.g. jacket)

Certificates are issued by State Centres to members for each level (award) completed, but recognition and reward at a club level is even more important.

RECOGNITION ACTIVITIES AT A CLUB LEVEL MAY INCLUDE:

- Recognition in the club newsletter once members have completed levels
- Awards/recognition to be built into the club's annual awards program; and/or
- Special presentation/recognition at a club youth event

It is then highly recommended that the Club Coordinator presents YEP participants with their certificate and club rewards at a special function, to ensure that the participants feel recognised and other club members are made aware of the program and the great work that the participants have been doing.



SURF CRED

THE YEP SCORECARD CAN BE ACCESSED ON THE MEMBERS PORTAL

Participants and coordinators should use the Surf Cred Guide provided to allocate creds for individual activities. You will notice some activities have minimum age or maximum point limitations. Once participants have gained the maximum surf creds for an activity any additional surf creds gained for that activity can be allocated to the next award level.

Surf creds can be backdated, however only as far back as the start of the season in which a participant joins the Youth Engagement Program. Backdating of surf creds will also depend on a mentor's ability to verify that the participant did actually complete certain

activities, and the club's willingness to accept the surf creds before join up occurs.

If you have been using a different reward program at your own club you don't need to start all over again; however, you will need to work with your participants to convert scores to the new scoring system.

Based on a scale of 1-20 creds mentors can allocate surf creds for outstanding behaviour/effort, exceptional talent and going beyond the call of duty for activities not listed. These surf creds must be allocated under one of the three portfolios (Lifesaving, Surf Sports and Development).



The YEP Surf cred Scorecard can be accessed on the Members Portal (portal.sls.com.au). Once logged in participants can access the YEP Scorecard in the Forms section. Participants can log all activities and surf creds gained, along with attaching any supporting documents. The form can be saved until the required creds have been achieved. When the creds have been gained, participants can submit the form. It's a good idea as a YEPs Coordinator to monitor how your participants are going.

The YEP coordinator or another member of the club will need Members Portal

administrative rights to approve Forms and Workflow. You can request permission for these administrative rights by completing a Form49. This can be accessed on the log in page of Surfguard under Account Assistance. On the form under Members Portal Administrative Function simply tick the Forms and Workflow Approver.

The Administrator can access all YEP forms for their club by logging into their Members Portal Account and selecting My Tasks. The forms requiring action are those forms listed as Club Approval. Simply open the form and ensure all requirements have been met. You will need to write a comment in the box provided and either approve or reject. Once approved the form will be submitted to the next level (Branch/State) for final approval.

Administrators can also apply, log activities and submit forms for participants in their club if required by utilising the forms section within their Members Portal account.

SURF CREDS GUIDE

LIFESAVING

ACTIVITIES CREDs

LIFESAVING SERVICES

Patrol (SRC, BM, First Aid)	10/patrol
Advanced patrol (Patrol Captain, Vice Captain, Advanced Award, IRB Driver, Silver Medallion)	20/patrol
Attending 100% of rostered patrols	10/season
Patrol for a different club	15/patrol
Volunteer for patrol on Christmas or New Years	20/patrol
Other duties assigned by PC	5/duty
Additional Patrol Activities (Roving Patrol, Public Engagement, outpost patrol, participate in search)	5/duty

EDUCATION

Surf Rescue Certificate (New Award)	30
Surf Rescue Certificate (Requalify)	10
Bronze Medallion (New Award)	40
Bronze Medallion (Requalify)	10
Radio Operators Certificate (New Award)	15
Radio Operators Certificate (Requalify)	10
Advanced Resuscitation Techniques (New Award)	40
Advanced Resuscitation Techniques (Requalify)	20
Apply First Aid (New Award)	30
Apply First Aid (Requalify)	10

LIFESAVING

ACTIVITIES

CREDs

EDUCATION (CONTINUED)

IRB Crewperson Certificate (New Award)	40
IRB Crewperson Certificate (Requalify)	10
Silver Medallion IRB Driving (New Award)	75
Silver Medallion IRB Driving (Requalify)	20
Silver Medallion Advanced Emergency Care (New Award)	75
Silver Medallion Advanced Emergency Care (Requalify)	20
Silver Medallion - Patrol Captain (New Award)	75 <i>(Minimum age 16)</i>
Silver Medallion - Patrol Captain (Requalify)	20
Silver Medallion Aquatic Rescue (New Award)	75
Silver Medallion Aquatic Rescue (Requalify)	20
Training Officer (New Award)	100
Assessor (New Award)	50 <i>(Minimum age 18)</i>
Gold Medallion - Advanced lifesaving (New Award)	100 <i>(Minimum age 17)</i>
Gold Medallion - Advanced lifesaving (Requalify)	70
Spinal Management (New Award)	30
Spinal Management (Requalify)	10
Silver Medallion Basic Beach Management (New Award)	100 <i>(Minimum age 17)</i>
Assist in training awards (Requalify)	5/session <i>(Maximum 50 creds)</i>

DEVELOPMENT

ACTIVITIES

CREDS

CLUB ACTIVITIES/ADMINISTRATION

Contribute to club communications (newsletter, website)	5/item
Maintain website or social media	25/season
Obtain local media coverage (with approval club management)	15/item
Obtain sponsorship/donations or organise fundraising event	30/activity
Take on club position - officer	30/role
Take on club position - assistant role	20/role
Attend a Club Regional/Branch or State meeting	5/season (Maximum 50)
General administration duties	5/duty
General club cleaning duties	10/duty
Assist in equipment maintenance	10/duty
Attend a club event	5/event
Assist in delivery club sanctioned event	10/event
Organise a club sanctioned event	30/event
Recruit a new club member	10/member
Make new members welcome (tour, induction, introduction)	5/activity

JUNIOR AND YOUTH ACTIVITIES

Age Managers Accreditation	50
YEP mentor	20/season (Gold only)
Water safety for junior activities	5/session
Age Manager	40/season
Age Manager assistant	20/season
Organise a junior social event	30/event

DEVELOPMENT

ACTIVITIES

CREDS

LEADERSHIP AND PERSONAL DEVELOPMENT

Attend and participate in a youth development program/exchange/leadership program	15/program
Develop or facilitate youth development program exchange/leadership program	30/program
Continual advocate key messages e.g. sun safety, correct patrol uniform	10/issue/season

COMMUNITY EDUCATION & ECOSURF

Organise a community education/engagement program	30/program
Participate in a community education/engagement program	10/program
Organise an Ecosurf activity	30/activity
Participate in an Ecosurf activity	10/activity

SURF SPORTS

SURF SPORTS PARTICIPATION

Attend Club Training Session	1/session (15 maximum)
Compete in Club Swim	2/session (20 maximum)

SURF SPORTS DEVELOPMENT (COACHING/OFFICIATING/OTHER)

Junior and or Level 1 Officiating	50
Officiating at a carnival	10/carnival (50 maximum)
Junior and or Level 1 Coaching	50
Coaching (Junior Coach or Level 1) a session	2/session (30 maximum)

SURF SPORTS COMPETITION (EVENTS/CARNIVALS)

Compete at Club Championships	10/carnival
Compete in Branch, State or National Carnival	5/carnival (25 maximum)
Water Safety/First aid at carnival	10/carnival
Assistance at a Carnival	5/carnival (25 maximum)
Assistant Team/Age Manager at carnival	10/carnival

ROLE AND RESPONSIBILITIES

The role of the Coordinator

The YEP Coordinator is responsible for the implementation and ongoing support of the Youth Engagement Program and associated activities within their surf club. This includes developing a membership base which supports and contributes to youth activities, mentoring, and the future patrolling members of the club. The YEP Coordinator will attend club meetings when requested and will provide written reports outlining the progress of YEP to the rest of the members.

Responsibilities and Duties

The YEP Coordinator is responsible for:

- Liaison with the Club Executive and Members to gain support
- Development of a budget for the program
- Regular communication with 13-18 year old club members
- Organising YEP resources
- Identifying and training YEP mentors
- Advertising and promoting YEP to club members
- Ensuring all YEP participants are safe

- during their activities
- Organising a minimum of one annual event to launch the YEP program
- Writing a brief report for each YEP participant that achieves an award level
- Coordinating Gold YEP community projects
- Reporting on YEP to Club Executive regarding YEP progress
- Abiding by Surf Life Saving Australia and state Policies and Guidelines

Knowledge and Skills Required

The YEP Coordinator must:

- Hold a current Working With Children Check which meets state requirements
- Be a strong and effective communicator
- Have strong organisational and leadership skills
- Be passionate about the development of young people
- Have experience in youth work
- Be actively involved in Surf Life Saving club activities.

Note: A formal copy of the YEP Coordinators Position Description can be found in the YEP resources provided on the Members Portal Library portal.sls.com.au (Library –Member and Club Development- Juniors and Youth)



A YEP Mentor

The YEP Mentor is responsible for providing advice and support to YEP participant/s in a particular area of expertise. The mentor will aim to form links with the youth members (13 – 18 years) in to the senior area of club life and operations. Mentors should be of mixed gender and cover a broad range of ages and abilities. Some examples of mentors may be:

- Club Captain
- Patrol Captains
- Chief Instructor
- Competition Captains
- Club Directors/Committee Members
- Nipper Coordinator
- Life members
- Youth Development Officers
- Gold YEP Award Holders

Responsibilities and Duties

The YEP Mentor is responsible for:

- Sharing knowledge with participants
- Providing advice to participants
- Confirming the completion of activities undertaken by participants under their guidance
- Assisting to induct participants into senior club life
- Inducting new mentors into the role, as required
- Attending YEP social or fundraising activities, where possible
- The YEP Mentor may have to attend club meetings, when requested
- Providing reports to the YEP Coordinator that outline participant's progress
- Abiding by Surf Life Saving Australia and state Policies & Guidelines

Knowledge and Skills Required

The YEP Mentor must be:

- The holder of a current Working With Children Check
- Flexible, approachable, open, and friendly towards the participant/s
- A person who will enjoy helping the YEPs participants to develop skills, knowledge and be able to share their knowledge and experience openly
- Have established themselves in the Club, be aware of different aspects of the Club, and have the maturity to take on the job
- Share the responsibility of assisting the YEPs participants fulfil their program requirements
- Able to encourage participants to get involved in as many activities the club has to offer through the creation of pathways or passing on contacts to enable this to occur.

Note: A formal copy of the YEP Mentors Position Description can be found in the YEP resources provided on the Members Portal Library portal.sls.com.au (Library –Member and Club Development- Juniors and Youth)

GETTING STARTED

CLUB ACTIVITIES/ADMINISTRATION

- 1.1 Collect current data about youth members including:
 - How many members you currently have especially under 13 and 14 years of age.
 - Their current level of their involvement in club activities
 - The numbers of last season Nippers who are not active in the club this season

This information can be looked up on the national membership data base SurfGuard. (Please contact your state office if you need assistance retrieving this data).
- 1.2 Prepare a report to present to your committee, including the above information along with potential budget requirements and promote the benefits to the club.
- 1.3 At least one week before the next committee meeting, arrange to have YEP added to the agenda and circulate your report to the committee before the meeting.

Begin speaking to other committee members before the committee meeting:

 - Highlight the benefits of the YEP Program
 - Gauge their support for the program
 - Ask for suggestions and feedback on your report
- 1.4 Present your agenda item at the committee meeting and propose a motion to endorse the implementation of YEP.

STEP 2: ASSIGN A YEP COORDINATOR

- 2.1 Identify key people and/or advertise the position asking for nominations
- 2.2 Offer the position to the most appropriate candidate, following Executive Committee endorsement

STEP 3: PROMOTE YEP TO YOUTH MEMBERS

- 3.1 Advertise the program to your target group (e.g. club newsletter, website, social media, email, text message).

STEP 4: IDENTIFY AND RECRUIT YEP MENTORS

- 4.1 Identify and approach high profile club members to become YEP mentors. Try to maintain a ratio of 1 mentor: 4 YEP participants.
- 4.2 Give your identified mentors a position description outlining their responsibilities and commitments.

STEP 5: REGISTER AND ORDER YEP RESOURCES

- 5.1 Obtain the YEP expression of interest from your members and follow administration process for your state.

STEP 5: REGISTER AND ORDER YEP RESOURCES (CONTINUED)

- 5.2 Contact your state office to obtain participant resources (where applicable) or download resources and templates from the Members Portal portal.sls.com.au. (Library –Club and Development-Juniors and Youth)
- 5.3 Book your clubhouse for an official meeting to launch of the program and invite participants and mentors to attend
- 5.4 Determine the agenda for the inaugural meeting. It should last for about one hour.

A suggested agenda may include:

 - Administration –mark attendance and distribute participant resources
 - Formal welcome and introduction of YEP Coordinator
 - Introduction of mentors
 - Explanation of the program and how to access and complete the Surfcred Scorecard
 - Question time
 - Food and drink
 - Signature of books for first allocation of creds (all mentors can help).

STEP 6: BEGIN THE PROGRAM

- 6.1 Make sure your contact details are readily available for YEP participants.
- 6.2 Record the progress of your YEP participants. Include comments, common questions, problems, new participants, leaving participants, reasons for leaving, achievements etc.
- 6.3 Advertise activities to gain creds in newsletters, on the website and in the clubhouse and encourage other club members to do the same.
- 6.4 Report YEP progress at committee meetings. Include updates on the number of participants and the achievements made to date.
- 6.5 As participants complete their Silver Level and begin their Gold, research possible Gold Award Projects with the club committee and communicate project options to participants. If uncertain about the suitability of a Gold Project – contact the state office for further information.

STEP 7: REWARD YOUR YEP PARTICIPANTS

- 7.1 Regularly advertise for YEP participants to contact you when they have enough creds to complete a level.
- 7.3 Process the award following administration process relevant to your state to obtain certificate.
- 7.4 Recognise and reward participants. Some options may be:
 - Letter of congratulations from the Club President
 - Club newsletter and website
 - Look for opportunities to publicly present awards. E.g. Start of Nipper sessions, club award nights and committee meetings etc.
 - Organise an honour board for Gold awardees to be displayed in the clubhouse.



PLANNING THE PROGRAM

PROMOTING THE PROGRAM

A YEP Coordinator can help to promote the program and activities throughout the club. This includes:

- Posters
- Flyers
- Newsletter articles
- Notice boards
- Website

As a YEP Coordinator it is important that you are aware of the goals outlined in the plan so you can tailor YEP to suit your club and assist in the achievement of these goals. You may also be asked to provide input into the club development plan to ensure the goals and initiatives are realistic and achievable.

As a YEP Coordinator it is a good idea to develop a planner for the season that includes any fundraising activities, social gatherings etc. that YEP participants can get involved in and ultimately gain more creds towards the completion of a level.

When setting a planner it is important to consider some of the following time constraints that may have an impact on the YEP participants:

- School exams and holidays
- Patrolling expectations and roster
- Surf sports carnival calendar
- SLSA award training
- Branch and state leadership programs.

It's important that all planned activities are supported and endorsed by the club management committee and recorded in the committee meeting minutes.

To maintain the recruitment of members in YEP, Coordinators should also look at running information sessions within the following groups in the club:

- New youth Bronze/SRC members – it is good to speak to these members soon after joining the club so they can start early in the program
- Nippers that are moving in the youth ranks i.e. under 13s – again this is an important group to encourage into the program early.

ENGAGING PARTICIPANTS

Getting the most out of your participants

As a YEP Coordinator, it is important that you learn how to get the best results from your participants, get to know their strengths and weaknesses and learn how to use those qualities to motivate and inspire them.

Giving people responsibility and a sense of purpose is also an effective way to motivate members. Recognising and rewarding members for their contribution to the club will also help to maintain member motivation. Knowing what motivates your members to participate in the club will help you to get the most out of them.

It is also important that you recognise and reward your members for their efforts throughout the season such as a YEP member's only barbeque, just to say well done.

Ideas for youth activities

Regular YEP events are a good way to keep members involved and up to date with their surf creds. These events don't need to be expensive or complicated - they may be simple events such as a pancake breakfast at the club or an afternoon touch football competition followed by a meeting. These events should be low cost both to the members and the club. If they can be free this would be even more inclusive for members. These events also give members the opportunity to gain surf creds.

Some healthy, friendly competition whilst completing YEP levels can also be a good way to keep members interested in the program.

BELOW IS A LIST OF YOUTH ACTIVITIES THAT YOU COULD RUN:

- BBQ's
- Group training sessions
- Movie nights
- Sleepovers
- Youth Committee's
- Youth Forum's
- Carnival workforce
- Fundraising
- Meet and greet nights
- Youth newsletter groups
- Camps
- Club Competitions
- Youth Xchange programs.

Please ensure that any activity that you arrange is officially approved in the club executive committee meeting minutes to ensure that the club is aware of your activity and the activity can be approved for insurance purposes.

Program Resources

A range of promotional and program resources are available on the Members Portal Library portal.sls.com.au (Library – Member and Club Development-Juniors and Youth) for your use. Contact your State Centre for more information about printed resources that they may have available.

WHERE CAN I GO FOR HELP?

If you feel like you need assistance or have any queries in relation to the YEP program please do not hesitate to contact your state office for more information.

NSW

Email: experts@surflifesaving.com.au
Phone: (02) 9471 8000

SA

Email: surflifesaving@surfrescue.com.au
Phone: (08) 8354 6900

QLD

Email: YEP@lifesaving.com.au
Phone: (07) 3846 8000

TAS

Email: slst@slst.asn.au
Phone: (03) 6222 6555

VIC

Email: youth@lifesavingvictoria.com.au
Phone: (03) 9676 6900

NT

Email: business@lifesavingnt.com.au
Phone: (08) 8985 6588

WA

Email: mail@sllswa.com.au
Phone: (08) 9207 6666

ACKNOWLEDGEMENTS

This resource has been adapted from YEP resources previously produced by Life Saving Victoria and Surf Life Saving Queensland.

Thanks to the following individuals for their contribution:

Michelle Hunt (SLSA), Vanessa Brown (SLSA), Claire Parry (SLSNSW), Brenda Lofthouse (SLSQLD), Renee Scully (SLSWA), Nancy Joseph (LSV), Julie Snelling (SLSNT), Steve Cornish (SLSSA), Kate McLaughlan (LSV).

PUBLISHED BY

Surf Life Saving Australia
789 Botany Rd Rosebery,
NSW 2018 Australia
Tel: +61 2 9215 8000
Fax: +61 2 9215 8180

Copyright

©2014 Surf Life Saving Australia (SLSA)

This publication is copyright. Apart from any fair dealing for the purposes of private study, research, criticism or review as permitted under the Copyright Act, no part may be reproduced by any processes without the written permission of SLSA. Requests for written permission should be addressed the Chief Executive Officer, Surf Life Saving Australia Ltd, Locked Bag 1010, Rosebery, NSW 2018, or by email info@slsa.asn.au.

The reproduction of this resource is strictly limited to surf life saving clubs and their respective members for the purpose of surf life saving junior activities.