



MEMORANDUM

May 2021

SLSCC Annual Club and Director Reports

Due Sunday 4th July 2021

Audience: SLSCC Directors, SLSCC Rep Team Manager, Club Presidents and Club Directors of Administration

Date: 24/05/21

Contact: Tom Simpson

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The branch office is requesting club and SLSCC reports for the 2020/21 Annual Report by **Sunday 4th July 2021**. These reports will form part of the 2020/21 Surf Life Saving Annual Report that is published as a historical record of the 2020/21 season.

All reports for the 2020/21 SLSCC Annual Report can be submitted by the online form link below by **Sunday 4th July 2021**.

Each year we request photos for each report to highlight your club's activities. The link to the photo submission is below and in the submission form.

- Link to submission form – [click here](#)
- Link to photo submission – [click here](#)

Below are some suggestions to assist with writing your report.

- Have a paragraph on each functional section of your club i.e Education, Nippers, Surf Sports, Lifesaving etc
- Recognise outstanding achievements
- Thank your members
- Keep your report concise and under 2 pages.

Helpful tips:

- Plan to finish your report at least 5 days before the deadline.
- Send to someone in your club to proof read before sending onto Branch

Reports are required from:

- **Club Presidents**
- **SLSCC Directors**
- **SLSCC CEO**
- **SLSCC Manager of Rep Teams – Interbranch**

All reports are **due by Sunday 4th July 2021**.