

Circular 3511

Released August 2017

SURF LIFE SAVING
NEW SOUTH WALES



2017/18 Branch Youth Leadership Program Financial Support

Attention: Branch Directors of Member Services

Actioned by: Branch Member Services / Youth Director

Date: 4 August 2017

Contact: Naomi Stevenson, Member Services Officer
Phone: (02) 9471 8000
Email: nstevesson@surflifesaving.com.au

Summary	This circular outlines the requirements to receive financial support for a Branch Youth Leadership Program for the 2017/18 season.
Objective	To assist Branches in developing leaders in a chosen age group by supporting the Branch Youth Leadership Program Facilitate organisational development programs and pathways into State development programs
Action	Plan your Branch Youth Leadership Program for 2017/18 ensuring SLSNSW requirements are met.

The aim of the Branch Youth Leadership Program is to provide opportunities for younger members to advance their development and participation in surf lifesaving. Programs should offer members the opportunity to network and build their self-esteem and confidence in a supportive and safe environment.

SLSNSW is again offering financial assistance to Branches wishing to run programs which help develop their younger members and encourage them to continue down Surf Life Saving pathways.

The program for 2017/18, can be run for a youth age group (under 25) of your choice.

Objectives

By the end of the program participants will have:

- been provided with opportunities to network with other young leaders in their Branch;
- improved their interpersonal and communication skills;
- a clearer understanding of goal setting and opportunities within the program to reflect on their future direction within and outside of Surf Life Saving;
- an understanding of what it means to be a leader within Surf Life Saving; and
- an understanding of the pathways and opportunities at all levels within the organisation.

Surf Life Saving New South Wales

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Program Requirements

Branch Youth Leadership Programs must have the following components:

1. a session which helps enable better understanding of Surf Life Saving generally;
2. a session introducing the different pathways and opportunities within Surf Life Saving, including the development program pathways;
3. a goal setting session; including opportunities to explore goals internal and external to Surf;
4. activities which facilitate interpersonal and communication skills;
5. activities which promote and facilitate leadership; and
6. an opportunity for participants to evaluate the program.

Examples of how to meet the following criteria are listed in appendix one.

Funding Exclusions:

Programs are only funded if there is a focus on leadership and development, and as such no Branch program will be funded if the program is used as an opportunity to obtain or refresh any Award or if there is any surf sport training or assessment undertaken.

Please note that funding is not available for personal purchases or alcohol.

Documentation Requirements for Reimbursement

All Branches who wish to apply for the grant must:

- a) Submit a report to SLSNSW using the template in Appendices Two, ensuring that all required attachments are provided.
- b) Submit a financial acquittal using the template in Appendices Three.
- c) Invoice made out to Surf Life Saving New Wales for the amount of \$2,420.00 (Inc. GST) or part thereof.

Funding specifics

- Each branch is eligible for financial assistance to assist in the running of their youth leadership development programs. Reimbursement up to the value of \$2,420.00 (including GST) is available for those Branches who meet the program objectives and supply the required documentation.
- Funding must be allocated within the 2017/2018 financial year.
- Documentation must be submitted by **1 June 2018**, at the latest, by email to nstevenson@surflivesaving.com.au or posted to:

Naomi Stevenson
Member Services Officer
Surf Life Saving NSW
PO Box 307
Belrose NSW 2085

Please note, late applications will not be accepted. If any Branch fails to submit an application for funding reimbursement by 1 June 2018 it will be assumed that the Branch does not require the financial assistance offered.

APPENDIX ONE - Example Discussions and Activities

Please note that this is not an exhaustive list and Branches are encouraged to come up with their own activities and ways of meeting the criteria.

Remember, each activity might actually fulfill several of the objectives at the same time.

1. An opportunity to network with other young leaders in their Branch

- Activities which allow the participants to interact with one another and foster friendships between branch members e.g. ice breaker activities, group work, getting to know you games etc. where participants can learn more about other participants.
- Encourage interaction during meal times and other informal social settings for participants to talk about their respective surf clubs etc. so they can compare and contrast how things are done at different clubs and learn where other participants are from.
- Allow for time at the end of guest speakers for participants to go up and talk to them and introduce themselves and make those connections with important people in their branch.
- Provide for time at the end of the program for participants to say goodbye, exchange contact details etc.

2. Activities which improve interpersonal and communication skills

- Create opportunities for participants to work together, ensuring that activities require them to use skills such as consultation and negotiation.
- Brainstorming/ creative session in group have to design something or come up with an idea related to surf-life saving e.g. Mid-North Coast in the past did a 'design my perfect surf club' activity where the groups had to design a club thinking about equipment, the structure of the club and where to source funding from. Variation on this idea could include:
 - designing a new lifeguarding uniform;
 - designing new signage for the beach or new rules/ bylaws for beach goers;
 - designing a new piece of rescue equipment;
 - designing a new first aid kit/ equipment;
 - or choosing any one of these things and coming up with ways to improve or make them better/ more effective/ more efficient / cheaper etc.
- Roll playing lifesaving scenarios – each group gets a different scenario with allocated rolls; they have to sort of the rolls amongst themselves, make a script and then perform their scenario to the rest of the groups.
- Any activities which involve working as a group or a team including team building exercises e.g. create teams for the weekend and set up challenges, games and tasks which accumulate points – this is a simple ways of building team cohesion and promoting communication and interpersonal skills through teamwork.

3. A clearer understanding of goal setting and opportunities within the program to reflect on their future direction within and outside of Surf Life Saving

- Discuss why goal setting is important: motivation, to achieve results, to achieve larger goals.
- Discuss how goals can evolve and change over time.
- Outline the differences between short (weeks – 1 year) and long term goals (usually 3-5 years).

- Have participants set short and long term goals for their lifesaving careers and beyond and brainstorm what they will need to do in order to achieve these goals.
- Give an opportunity at the end for participants to share some of their goals if they feel comfortable doing so.
- Invite a well-known guest speaker who has achieved highly in their discipline (e.g. someone who has done well in SLS, another sport, business person etc.). Have them talk about goal setting/ their approach to it/ how they have achieved their goals.
- Link these discussions in with the pathways available in Surf Life Saving.

4. An understanding of what it means to be a leader within Surf Life Saving

- Invite guest speakers from different areas of SLS (e.g. Patrol Captain, Director of Education, Age Manager etc.) to talk about their role in their club. Offer opportunities for questions and answers and interactions with the guest presenter.
- During activities, allocate the role of leader and ensure that everyone has a turn as being a leader in group activities throughout the program.
- Develop activities which help participants learn about the role of SLS leaders, including the challenges that they face. For example, last year Central Coast branch had participants come up with strategies, programs or events to promote Surf Life Saving and retain membership. Some similar ideas would be to create a fundraiser to help raise funds for the club, design a club open day to attract new members, create an advertising or social media campaign etc. In the activity challenge participants to think about the pitfalls that they might face when trying to implement their idea and how they might be able to overcome these issues.

5. An understanding of the pathways and opportunities at all levels within the organisation including the development program pathways

- Engage with participants about their interests in SLS, what their favourite parts are about it, what they are looking forward to doing in the future (eg Patrol Captain, member of the Youth Committee, gain more Awards, become an IRB driver, be a program facilitator etc.).
- Introduce the different State programs (YOM, JLOTY, 18-25 DNP, Exchange programs) and the National programs (National Leadership College and Masterclass).
- Invite someone who has participated in a State development program either as a participant or as a facilitator to tell them a bit about their experience or the programs and the framework of State development programs.
- Place emphasis on the future, for example “when you are a patrolling member...”, “when you are 15 you can apply for YOM”, “when you are 18 you can apply for DNP” etc.
- Introduce participants to the other awards that can be obtained which cater for different interests e.g. advanced first aid, IRB, age managers, assessors, trainers etc.

APPENDIX TWO – Report Template

2017/18 Branch Youth Leadership Program Report

Branch: _____

1. Program Coordinator Details

Coordinator Name: _____

Phone: _____

Email: _____

2. Program Details

Location: _____ Date: _____

No. of Participants: _____ No. of Facilitators: _____

(Please provide a list of the names and clubs of participants as appendices to the report so they can be sent a formal invitation to attend future State development programs).

3. Program Overview

Please provide a brief overview of the program, including general concept and structure:

(Please provide a copy of the program timetable as appendices to the report)

4. Program Objectives

Please provide details about how the program met each of the objectives:

- Opportunities to network with other young leaders in their Branch

- Improved interpersonal and communication skills

- A clearer understanding of goal setting and opportunities within the program to reflect on their future direction within and outside of Surf Life Saving

- An understanding of what it means to be a leader within Surf Life Saving

- An understanding of the pathways and opportunities at all levels within the organisation

5. Program Evaluation

Please summarise the feedback received, including highlighting those aspects that worked well and those that did not.

Please summarise any recommendations for future programs.

5. Endorsement

Program Coordinator

Signed _____ Date ___/___/___

Print Name _____

Branch President / Director

Signed _____ Date ___/___/___

Print Name _____

APPENDIX THREE – Financial Acquittal Template

2017/18 Branch Youth Leadership Program Financial Acquittal

Branch: _____

	Budget \$	Actual \$
Income		
Branch contribution		
Other income...		
Total Income		

Expenses		
Venue Hire		
Accommodation		
Catering		
Bus transfers		
Parking		
Participant 'packs'		
Resources		
Stationary		
Other expenses...		
Total Expense		

Profit / Loss		
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Program Coordinator

Signed _____ Date ____/____/____

Print Name _____

Branch President / Director

Signed _____ Date ____/____/____

Print Name _____