

# Circular 19-08



## SLSA MEMBER RECOGNITION PROGRAM

**Attention:** Clubs, Presidents, Secretaries, Lifesaving, Development and Surf Sports Managers.

**Actioned by:** Relevant Club Officer Bearers or members.

**Date:** 25th March 2019

**Contact:** **Karyn Blakey | Executive Support Officer**  
E: [0417 333 504](mailto:0417333504)

<b>Summary</b>	This circular outlines the process for applying for the National Patrol Service, Long Service, Officiating, Coaching, Age Manager and Training and Facilitator Service Awards.
<b>Strategic Goals</b>	<ul style="list-style-type: none"><li>Value members by providing them with recognition, direction and support to enable them and build capacity</li></ul>
<b>Key Strategies from the SLST 2020 Strategic Plan</b>	2.1 Provide members with a board range of opportunities and pathways within the SLS organisation 2.5 Encourage and promote recognition of volunteers efforts to the wider community and external stakeholders
<b>Action</b>	<ol style="list-style-type: none"><li>Nominate for the National Patrol Service Award on the prescribed form, submit to SLSA. Ongoing due dates allow for submissions throughout the year;</li><li>Nominate for Service and Long Service Awards and prescribed form, submit to SLST for processing. Ongoing due dates allow for submissions throughout the year.</li></ol>

### Background

SLSA has established the National Patrol Service, Long Service and Service Awards to recognise members for their sustained contribution to a variety of areas within surf lifesaving.

Criteria for each of the awards can be found in the SLSA Rewards and Recognition Framework.

### How to apply

#### **National Medal**

This application may be lodged by either the member, or the member's current club/service. This award is processed at a national level. Information can be found at the National Medal website:

<https://www.pmc.gov.au/government/its-honour> Closing date for applications are 25th March and 23rd August each year.

Application Form on page 3 of this circular. Applications can be emailed to SLSA either via Karyn Blakey at SLST or directly to SLSA by emailing [officereception@slsa.asn.au](mailto:officereception@slsa.asn.au)

Or post to:  
Learning and Development Assistant  
Surf Life Saving Australia  
PO Box 7773  
Bondi Beach NSW 2026

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## **National Patrol Service Award**

Applications for this must be submitted to SLSA for approval and processing. Recipients will be awarded a certificate (plus pin from 10 years onwards).

Application Form on page 6 of this circular.

Applications can be emailed to SLSA either via Karyn Blakey at SLST or directly to SLSA by emailing [officereception@slsa.asn.au](mailto:officereception@slsa.asn.au)

Or post to:

Learning and Development Assistant  
Surf Life Saving Australia  
PO Box 7773  
Bondi Beach NSW 2026

## **Long Service Awards**

Applications can be submitted to SLST for processing. Recipients will be awarded a certificate (pins are also available if requested, at \$50.00 per pin).

Application Form on page 9 of this circular.

## **Coaching, Officiating and Age Manager Service Certificates**

Applications can be submitted to SLST for processing. Recipients will be awarded a certificate.

Application Form on page 11 of this circular.

## **Training and Facilitating Service Certificates**

Applications can be submitted to SLST for processing. Recipients will be awarded a certificate.

Application Form on page 14 of this circular.

**Please submit all nominations for Long Service and Service awards to Karyn Blakey at [kblakey@slst.asn.au](mailto:kblakey@slst.asn.au)**

## **Presentation of Awards**

Clubs may choose to present these awards at club functions or events e.g. Annual Dinner, presentation days etc.

SLST may also offer opportunities to present or re-present the National Medal, National Patrol Service Awards or Long Service Awards at various functions throughout the year, these may include, but are not limited to the Awards of Excellence, Patron or Vice Patron functions or the Premier's Reception. SLST will advise clubs as these opportunities arise.

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## Application for National Medal

Application on behalf of:

First & Middle Name :
Surname:
Date of Birth:
Deceased – Y / N
Name & Address where the award and correspondence is to be sent:
Point of Contact (Nominating Party):
Email Address (Nominating Party):
Phone Number (Nominating Party):

Bronze Medallion (Please tick)	Other Eligible Awards (please specify):
Club where the member gained this award:	Club where the member gained this award:
Date:	Date
Number (if known):	Number (if known):

### Declaration and authorisation to disclose information

I declare that the details I have given on this form are complete and correct.

I authorise the disclosure of any information provided in this application to the Australian Honours and Awards Secretariat involved in the administrative procedures for this award. This includes the provision of your full name and name of the club to be included in the Australian honours list.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

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Only include years that proficiency was current and form part of eligible service.

A **minimum of 30 hours per season** must also have been achieved.

Qualifying Service period Day and Month must be the same from commencement of eligible service to the last day of eligible service.

Total Service Period from: / / to / / (EXAMPLE: 20/10/1986 to 30/04/2003)

Qualifying Service Period: / / to / / (EXAMPLE: 20/10/1986 TO 20/10/2001)

Service:						Other Service:					
Cumulative Years	Service at:	Season	Membership Category	Prof Y/N	Patrol Hours	Cumulative Years	Service at:	Season	Membership Category	Prof Y/N	Patrol Hours
		75/76						75/76			
		76/77						76/77			
		77/78						77/78			
		78/79						78/79			
		79/80						79/80			
		80/81						80/81			
		81/82						81/82			
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		08/09						08/09			
		09/10						09/10			
		10/11						10/11			
		11/12						11/12			
		12/13						12/13			
		13/14						13/14			
		14/15						14/15			
		15/16						15/16			
		16/17						16/17			
		17/18						17/18			
		18/19						18/19			

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## Club Endorsement

I hereby declare that the above information is correct and that the applicant has completed the patrol/employment obligations during the years as shown. Further, I have been authorized to endorse this application for National Medal, which has been endorsed at a club/service meeting on the date shown below.

Applicants Current Club or Service:  _____	Name, position and signature of Club/Service contact:  _____  _____  _____	Club/Service Meeting Date:  _____
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## Applicant Endorsement

State  _____	Name, position and signature of State contact:  _____  _____  _____	Bronze Medallion or other eligible award – date attained checked:  _____
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## Application for SLSA National Patrol Service Award

- ✓ This application may be lodged by either the member, or the member's current club. However, all details must be completed and duly endorsed as checked and correct, by a designated senior club officer.
- ✓ Please print clearly.
- ✓ Further enquires, reference and eligibility for SLSA Nation Patrol Service Awards, may be referred to SLSA.
- ✓ Conditions for SLSA National Patrol Service Awards are as set out in National Recognition Framework and is available in the SLSA Members Area document library.
- ✓ A **DUPLICATE** copy should be retained by the applicant or club and the **ORIGINAL** forwarded to SLSA, [officereception@slsa.asn.au](mailto:officereception@slsa.asn.au)
- ✓ **The applicant's club must ensure that an award request is lodged for each award in Surfguard (Form 14) in order for the application to be processed successfully.**

### Privacy

Surf lifesaving state centres, on behalf of Surf Life Saving Australia are collecting these personal details for the purpose of assessing the applicant's eligibility for a SLSA Long Service Award. The personal information will not be disclosed to any other parties. You have the right to access the information held about you by these surf lifesaving state centres. **Surf Club Details**

### Application on behalf of:

First Name :		Surname:	
Member ID (if applicable):		Male/Female:	
Address of where award to be sent:			
Town:	State :	Postcode:	
Email:			

This application is being lodged for the following award (please tick)	
SLSA 5 Year National Patrol Service Award	SLSA 10 Year National Patrol Service Award
SLSA 15 Year National Patrol Service Award	SLSA 20 Year National Patrol Service Award
SLSA 25 Year National Patrol Service Award	SLSA 30 Year National Patrol Service Award
SLSA 35 Year National Patrol Service Award	SLSA 40 Year National Patrol Service Award
SLSA 45 Year National Patrol Service Award	SLSA 50 Year National Patrol Service Award

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Prerequisite Awards for Commencement of Patrol Service		
SRC	Bronze Medallion	Other Eligible Awards (please specify):
Club where the member gained this award:		Club where the member gained this award:

## Patrol Service

Yr	Service/Club	Season	Membership Category	Patrol Hours	Yr	Service/Club	Season	Membership Category	Patrol Hours
1					26				
2					27				
3					28				
4					29				
5					30				
6					31				
7					32				
8					33				
9					34				
10					35				
11					36				
12					37				
13					38				
14					39				
15					40				
16					41				
17					42				
18					43				
19					44				
20					45				
21					46				
22					47				
23					48				
24					49				
25					50				

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## Club Endorsement

I hereby declare that the above information is correct and that the applicant has completed the full membership obligations during the years as shown. Further, I have been authorised to endorse this application for National Patrol Service Award which has been endorsed by the club meeting on the date shown below.

<p>Form 14 created in Surfguard:</p> <p>Yes</p> <p>(please circle)</p>	<p>Name, position and signature of Club contact:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Club meeting date:</p> <p>_____</p>
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## Applicant Endorsement

<p>State</p> <p>_____</p>	<p>Name, position and signature of State contact:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Bronze Medallion or other eligible award – date attained checked:</p> <p>_____</p>
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## Application for SLSA Long Service Awards

- ✓ This application may be lodged by either the member, or the member's present club. However, all details must be completed and duly endorsed as checked and correct, by a designated senior club officer.
- ✓ **Members are able to submit an electronic application via the Members Portal, My Forms.**
- ✓ Please print clearly.
- ✓ Please attach additional information if space is not sufficient.
- ✓ Further enquires, reference and eligibility for SLSA Long Service Awards, may be referred to State Offices.
- ✓ Conditions for SLSA Long Service Awards are as set out in National Recognition Framework and is available in the SLSA Members Area document library.
- ✓ A **DUPLICATE** copy should be retained by the applicant or club and the **ORIGINAL** forwarded to your relevant state centre.
- ✓ A separate form should be completed for each type and length of wards (e.g. Training 10 years and Training 20 years should be on separate forms etc.
- ✓ Multiple forms need only have the surf lifesaving club details completed once (please fasten all forms together).

### Privacy

Surf lifesaving state centres, on behalf of Surf Life Saving Australia are collecting these personal details for the purpose of assessing the applicant's eligibility for a SLSA Long Service Award. The personal information will not be disclosed to any other parties. You have the right to access the information held about you by these surf lifesaving state centres.

### Surf Life Saving Club Details

Club Name :			SLSC		
Address:					
Town:		State :		Postcode:	
Phone: (H)			Phone: (W)		
Phone: (M)			Fax:		
Email:					

### This application is being lodged for the following award (please tick)

25 Years SLSA Long Service Award	30 Years SLSA Long Service Award
40 Years SLSA Long Service Award	50 Years SLSA Long Service Award
60 Years SLSA Long Service Award	70 Years SLSA Long Service Award
75 Years SLSA Long Service Award	

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## Applicants for Long Service Awards

No.	Surname	First Name	Membership From/To (e.g. 1984-1990, 1998-2016)	BM/SRC No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

### Club Endorsement

I hereby declare that the above information is correct and that the applicant has completed the full membership obligations during the years as shown. Further, I have been authorised to endorse this application for SLSA Long Service Award which has been endorsed by the club. Applicants Current Club

Applicants Current Club:  _____    	Name, position and signature of Club contact:  _____  _____  _____  	Date:  _____  
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### Application for Coaching, Officiating, Assessing and Age Managers Service Awards

- ✓ This application may be lodged by either the member, or the member's present club. However, all details must be completed and duly endorsed as checked and correct, by a designated senior club officer.
- ✓ Please print clearly.
- ✓ Please attach additional information if space is not sufficient.
- ✓ Further enquires, reference and eligibility for Coaching, Officiating, Assessing and Age Manager Service Awards, may be referred to State Offices.
- ✓ Conditions for the Coaching, Officiating, Assessing and Age Manager Service Awards are as set out in National Recognition Framework and is available in the SLSA Members Area document library.
- ✓ A **DUPLICATE** copy should be retained by the applicant or club and the **ORIGINAL** forwarded to your relevant state centre.
- ✓ A separate form should be completed for each type and length of wards (e.g. Coaching 10 years and Coaching 20 years should be on separate forms etc.
- ✓ Multiple forms need only have the surf lifesaving club details completed once (please fasten all forms together).

#### Privacy

Surf lifesaving state centres, on behalf of Surf Life Saving Australia are collecting these personal details for the purpose of assessing the applicant's eligibility for a SLSA Long Service Award. The personal information will not be disclosed to any other parties. You have the right to access the information held about you by these surf lifesaving state centres.

#### Surf Life Saving Club Details

Club Name :			SLSC		
Address:					
Town:		State :		Postcode:	
Phone: (H)			Phone: (W)		
Phone: (M)			Fax:		
Email:					

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This application is being lodged for the following award (please tick)

5 Year Service Award	10 Year Service Award
15 Year Service Award	20 Year Service Award
25 Year Service Award	30 Year Service Award
40 Year Service Award	50 Year Service Award

This application is being lodged for the following category (please circle)

Coaching                      Officiating                      Assessing                      Age Manager

### Applicants for Long Service Awards

No.	Surname	First Name	Service From/To (e.g. 1984-1990, 1998-2016)	Assessors Award No. or Coach/Official ID
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

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## Club Endorsement

I hereby declare that the above information is correct and that the applicant has completed the full membership obligations during the years as shown. Further, I have been authorised to endorse this application for the Coaching, Officiating, Assessing and Age Manager Service Awards which has been endorsed by the club.

<p>Applicants Current Club:</p> <hr/>	<p>Name, position and signature of Club contact:</p> <hr/> <hr/> <hr/>	<p>Date:</p> <hr/>
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## Application for Training and Facilitating Service Awards

- ✓ This application may be lodged by either the member, or the member's present club. However, all details must be completed and duly endorsed as checked and correct, by a designated senior club officer.
- ✓ Please print clearly.
- ✓ Please attach additional information if space is not sufficient.
- ✓ Further enquires, reference and eligibility for Training and Facilitation Service Awards, may be referred to State Offices.
- ✓ Conditions for the Training and Facilitating Service Awards are as set out in National Recognition Framework and is available in the SLSA Members Area document library.
- ✓ A **DUPLICATE** copy should be retained by the applicant or club and the **ORIGINAL** forwarded to your relevant state centre.
- ✓ A separate form should be completed for each type and length of wards (e.g. Training 10 years and Training 20 years should be on separate forms etc.
- ✓ Multiple forms need only have the surf lifesaving club details completed once (please fasten all forms together).

### Privacy

Surf lifesaving state centres, on behalf of Surf Life Saving Australia are collecting these personal details for the purpose of assessing the applicant's eligibility for a SLSA Long Service Award. The personal information will not be disclosed to any other parties. You have the right to access the information held about you by these surf lifesaving state centres.

### Surf Life Saving Club Details

Club Name :			SLSC		
Address:					
Town:		State :		Postcode:	
Phone: (H)			Phone: (W)		
Phone: (M)			Fax:		
Email:					

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This application is being lodged for the following award (please tick)

5 Year Service Award	10 Year Service Award
15 Year Service Award	20 Year Service Award
25 Year Service Award	30 Year Service Award
40 Year Service Award	50 Year Service Award

This application is being lodged for the following category (please circle)

Training

Facilitating

### Applicants for Service Awards

No.	Surname	First Name	Service From/To (e.g. 1984-1990, 1998-2016)	Trainers or Facilitators Award No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
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12				
13				
14				
15				

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## Club Endorsement

I hereby declare that the above information is correct and that the applicant has completed the full membership obligations during the years as shown. Further, I have been authorised to endorse this application for the Training and Facilitating Service Awards which has been endorsed by the club.

<p>Applicants Current Club:</p> <hr/>	<p>Name, position and signature of Club contact:</p> <hr/> <hr/> <hr/>	<p>Date:</p> <hr/>
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