



Annual Report Procedure (Version 20130505)

Purpose

The purpose of this document is described how the Shelly beach Surf Club Annual Report is constructed, approved and circulated.

The Annual Report is serves as a historical record and as such is provided to the State Library of NSW every year. (via Branch)

Scope

This applies to the Annual Report for Shelly Beach Surf Club. It includes all activities related to the operation of the surf club in the context of Surf Life Saving and Financial sustainability.

Roles and Responsibilities

It is the responsibility of the Publicity Officer to compile the Annual Report. Whilst responsible the Publicity Officer may delegate this responsibility to another person to facilitate the report

It is the role of all those listed in the table below to provide information no later than the 31st of April. It takes approx. 4 weeks of compiling (part time) to complete the report.

Sections that make up the Annual Report

| Section | Purpose | Source of Information | Section Owner |
|---------------------|---|---|-------------------|
| Sponsorship | To acknowledge our club sponsors. All registered sponsors Bronze, Silver, Gold and Platinum are mentioned | Sponsorship records | Publicity Officer |
| Board of Management | A list of our Executive | Website or AGM minutes from previous season | Senior Secretary |
| Office Bearers | A list of all Office Bearers | Website or AGM minutes from previous season (BOM/JAC) | Senior Secretary |
| JAC Committee | A list of all JAC committee members | Website or AGM minutes from previous season (BOM/JAC) | Junior Secretary |
| President's Report | An address to the Members and Guests of the club | Written report | President |
| Secretary's Report | An address to the Members and Guests of the club | Written report | Senior Secretary |

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| Registrars Report | A list by category of all members including names who were registered in the season before the 31 st of Dec | Surfguard | Senior Registrar |
| Club Captains Report | A written account of the activities over the season | Written Report | Club Captain |
| JAC President Report (Club Vice President) | An address to the Members and Guests of the club in the context of the JAC (Nippers) | Written Report | JAC President |
| Chief Trainers Report | A report on the training capability (Education and Development) of the club over the season. | Written Report | Chief Trainer |
| Awards | A list by category of all awards obtained by our members over the season | Surfguard | Chief Trainer |
| Head Coach Report | A report on the coaching capability of the club over the season. | Written report | Chief Coach |
| Publicity Officer Report | A report explaining sponsorships and communications for the season | Written Report with reference to financial records and Google/Facebook Statistics | Publicity Officer |
| Boat Captain Report | An address to the Members and Guests of the club from the eyes of the Boat Crew | Written Report | Boat Captain |
| Board and Ski Report | A report on our Board and Skis (Condition recent purchases) and our development | Written Report | Board and Ski Captain |
| IRB Report | A report on our IRBs (Hulls, Motors, Repairs etc) | Written Report | IRB Captain |
| Senior Perpetual Awards | A list by category of all Perpetual Awards | List provided by senior exec after voting process has concluded | Senior Secretary |
| JAC Perpetual Awards | A list by category of all JAC Perpetual Awards | List provided by JAC exec after voting process has concluded | Junior Secretary |
| Life Members | A list acknowledging our Life members | SurfGuard | Registrar |
| Long Service | A list acknowledging our Long service members | SurfGuard | Registrar |
| National Medallists | A list of all Medallists or Finalists | Championship Points made available from either Aussies, State or | Club Captain |
| National Finalists | | | |
| State Medallists | | | |

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|----------------------------------|--|--------------------------|-------------------------|
| State Finalists | | | |
| Branch Medallists | | | |
| Branch Finalists | | | |
| Senior Championship | A list of all placing's between the ages of under 15 through to masters | Club Championship points | Club Captain |
| Junior Championship | A list of palcings for all events under 14s and below | Club Championship points | Junior Club Captain |
| March Past Team | A report describing March Past activity for the season | Written Report | March Past Team Captain |
| Rookie Coordinator Report | A report describing the coordination and development of our rookies | Written Report | Rookie Coordinator(s) |
| Under 6 Age Manager Report | A report describing the activities and achievements of the Age group throughout the season | Written Report | Age Manager(s) |
| Under 7 Age Manager Report | | | |
| Under 8 Age Manager Report | | | |
| Under 9 Age Manager Report | | | |
| Under 10 Age Manager Report | | | |
| Under 11 Age Manager Report | | | |
| Under 12 Age Manager Report | | | |
| Under 13 Age Manager Report | | | |
| Under 14 Age Manager Report | | | |
| Notice of Annual General Meeting | | | |



Annual Report Process and Schedule

Collection of Information (February to May)

The collection process commences with an email reminding people of the requirement for information. Information typically arrives via email or hard copy. A reminder for information is often needed in April.

Compilation of Report (April to May)

Compiling the report can be done in Microsoft Word, Apple Pages or Open Office. When compiling the report simply use the headings above as placeholders. The final report along with pictures needs to be in a PDF format but it is important to keep the source document as a backup.

Photographs and additional graphics may be used. Graphics should ensure that the reputation of the club is upheld and any reference to Surf Life Saving is managed with integrity.

The report can reach over 50mb in size so any graphics should be scaled to around 100dpi before inclusion.

Review and Approval of Annual Report (May to June)

When the first draft is complete it needs to be forwarded to the Exec for review. It is also recommended to provide the report to some of the older members of the club to check information for accuracy.

Distribution of Annual Report (June)

When the report is deemed complete and the Exec has approved the Annual report needs to be compiled to PDF.

If the Exec elects to have the Annual Report professionally printed then the author needs to ensure the final file format is fit for printing.

The report then needs to be provided to members usually at the AGM and to Branch.

Distribution of the Annual report is withheld until the AGM so as perpetual award winners are not revealed prematurely

Finally 2 copies of the Annual Report are sent to Branch who in turn send a copy to the State Library