

2022 Surf Woman of the Year Program

Terms and Conditions of Entry

The program is the 2022 Surf Woman of the Year. The event organisers are Surf Life Saving Queensland (therein after referred to as SLSQ).

1. APPLICATION AND ELIGIBILITY CRITERIA

To apply and be eligible for the 2022 Surf Woman of the Year program and prizes, applicants MUST:

- a) Be a female member of a Queensland Surf Life Saving Club;
- b) Be 18 years of age by 1 May, 2022;
- c) Hold a proficient Bronze Medallion by 1 January 2022;
- d) Accept and agree to the following terms and conditions;
- e) \$1,000 application fee is required and payable from the final fundraised amount by 5pm, Friday 29 April, 2022; and
- f) Raise a minimum of \$5,000 by 1700, Friday 29 April, 2022.

2. ENTRY CONDITIONS

Clubs and participants must accept and agree to the following terms and conditions:

- a) Registration approval is at the discretion of SLSQ. A registration is only confirmed once your club has received written confirmation from SLSQ;
- b) All participants and Clubs must submit a completed [Official Registration Form](#). Participants and Surf Life Saving Clubs acknowledge upon submitting an application they agree to all the terms and conditions laid out in the '2022 Surf Woman of the Year Program Terms and Conditions of Entry.';
- c) All participants and clubs must complete and submit an '[Authority to use Registered Trademark](#)' form along with their completed registration form;
- d) Participants can commence fundraising as soon as written confirmation has been received by SLSQ;
- e) Upon completion of registration (forms and confirmation from SLSQ), participants will receive the following items by Monday August 9*; AND
 - ❖ 1 x official uniform (see Clause 8) * (uniform to be distributed at Workshop Weekend)
 - ❖ Link to SWOTY Dropbox, which contains:
 - 2022 Surf Woman of the Year Portfolio Checklist
 - 2022 Surf Woman of the Year Banking Form – Final Funds
 - 2022 Surf Woman of the Year Fundraising Event Record form
 - 2022 Surf Woman of the Year Profile Questionnaire
 - 2022 Surf Woman of the Year Final Summary of Monies Raised
 - 2022 Surf Woman of the Year Letter of Sponsorship template
 - 2022 Surf Woman of the Year information

- 2022 Surf Woman of the Year and SLSQ official logos (refer to Clause 10 for condition of use)
 - Surf Woman of the Year 2022 Participant submission folder (for participant to submit their documents). This link and content must remain confidential.
- f) For participants to be eligible to be part of the judging and Awards Dinner in 2022, they must have raised and banked a minimum of \$5,000 by 5pm Friday April 29, 2022. All money raised by the participant must then be received by SLSQ (either by direct debit or bank cheque) by 5pm Friday April 29 to be included in the participant's judging total. Failure to do so will result in automatic ineligibility for final judging.

3. CLUB REPRESENTATION

A maximum of two female financial members of any affiliated Queensland Surf Life Saving Club may be a Surf Woman of the Year participant at one time. The following rules will apply:

- a) Funds raised by the Surf Woman of the Year participant must be channelled back to the club for distribution to surf lifesaving services within the club's jurisdiction;
- b) Surf Woman of the Year individual prizes won by the participant must be retained by the participant.

4. REGIONAL PARTICIPANTS – NORTH QUEENSLAND & NORTH BARRIER

SLSQ will make all necessary arrangements in regards to transport to and from Surf Woman of the Year functions in South East Queensland for participants from clubs including and north of Bundaberg (i.e. all participants from Tannum Sands, Yeppoon, Emu Park, North Barrier and North Queensland regions only).

5. CANCELLATION POLICY

In the event of cancellation of entry by a club or participant, cancellations must be submitted to SLSQ in writing by the participant and club and before the first Weekend Workshop.

SLSQ reserves the right to deny an application or cancel a registration at any time should a participant be deemed to bring, or have brought, the organisation or program into disrepute. In this instance, the entry fee will not be reimbursed.

6. RESIGNATIONS

Should a participant wish to resign from Surf Woman of the Year they will be required to submit a letter of resignation firstly to their Club President and Treasurer and forward a copy to SLSQ.

It is then their duty to return their Surf Woman of the Year uniform and any program materials to SLSQ. Should a participant resign from their position, the cancellation policy will take effect (see Clause 5).

7. WITHDRAWAL OF PARTICIPANT

The individual Surf Club can reserve the right to withdraw their participant at their discretion under reasonable circumstances. Should a club see fit to take this action, the Club President would be required to contact SLSQ to explain the circumstances/reasons and written confirmation is to be supplied.

If a club chooses to withdraw a participant, this decision will be final.

8. OFFICIAL UNIFORM

Upon confirmation of entry, each participant will be supplied with a Surf Woman of the Year official uniform at the Workshop Weekend:

- 1 x SWOTY polo shirt
- 1 x SWOTY board shorts
- 1 x SWOTY rash shirt
- 1 x SWOTY hat
- 1 x SWOTY swimwear

Participants will only receive their official uniform once the official registration form has been received and processed.

This uniform must be worn by participants at all publicity/media calls, participants fundraising events and when advised by SLSQ staff.

The upkeep of the uniform is the responsibility of each participant. Should the uniform become damaged or lost during the course of the fundraising period, the participant will be required to purchase replacement items at own cost.

The size of uniform provided will be as specified on the entry form.

Extra uniform items may be available for purchase subject to availability of stock.

Participants are ONLY to be photographed in the supplied uniform (shorts and polo shirt/rashie) for all media opportunities and promotions for the Surf Woman of the Year. Under NO circumstances is a participant to be photographed in non-uniform for the promotion of the program. Should the official uniform not be available for any given reason, your club uniform or patrol uniform shall be worn.

Participants are to wear the official uniform at media opportunities and promotions. For formal functions, participants are permitted to wear the official polo shirt with black or navy dress pants or skirt.

Participants are required to provide their own enclosed footwear to wear as part of their official uniform.

9. PARTICIPANT REQUIREMENTS

By agreeing to these conditions of entry, each participant is responsible for the following terms;

- i) All participants will be required to attend all scheduled activities including the Weekend Workshop, Alumni Luncheon and Final Weekend, 2022;
- ii) Within 4 weeks of receiving the participant tool kit, participants must supply SLSQ with their completed profile questionnaire. Participants must be aware these details may be used to promote the program;
- iii) Within 4 weeks of receiving their official uniform, participants must supply SLSQ with a minimum of two (2) high res colour photographs wearing:
 - 1 x SWOTY official uniform (profile, waist up)
 - 1 x SWOTY official uniform (full length)

Plus, action photos taken of the participant volunteering on the beach (patrolling), assisting at the club (if relevant), events or promotions. These should also be used in your portfolio

These photographs are to be provided in high-res jpg format into the submission folder (Dropbox). Please do NOT wear sunglasses in these photos. These photos do not have to be taken by a professional photographer, however they will need to be of reasonable quality, as they will be used to promote the program and the participant;

- iv) By entering the program, the participant is choosing to represent Surf Life Saving and their individual club. It is therefore imperative the participant conducts themselves in a professional manner and in line with the SLSA Code of Conduct at all times whilst in this role;
- v) Each participant will be required to prepare a portfolio to be assessed by the Judging Panel. These portfolios must be uploaded to the participant submission folder (Dropbox) along with the final bank statements and final fundraising summary by 1700 Friday April 29 (see Portfolios – Clause 11).;
- vi) Each participant will be responsible for submitting a Final Fundraising Summary 1700 Friday April 29 (see Fundraising/Monetary Procedures – Clause 12).;
- vii) The participant is responsible for fulfilling all requirements above in a timely manner. If for any reason a participant is not able to complete the requested requirements in set time, please notify SLSQ immediately.

10. ADVERTISING/PROMOTIONS

Any advertising or printed collateral for Surf Woman of the Year functions and events should specifically state that the proceeds of that event will benefit the participant/club efforts for Surf Woman of the Year.

Participants are required to acknowledge and reference the program by its full title, Surf Woman of the Year, in all promotional materials and media opportunities. It should NOT be referred to as

Summer Surf Girl, Miss Surf Girl, or as a quest or beauty pageant. Media tend to abbreviate the program title, so please do refer to its full title at all times.

Event promotion – It is ESSENTIAL that all advertising and promotional material produced for all activities and fundraising events include the Surf Woman of the Year logo, and are approved by SLSQ prior to promoting, printing or advertising on any website or social media sites. Please email surfwomanoftheyear@lifesaving.com.au for all event approvals. We will endeavour to approve such materials within two (2) working days of receipt where possible.

Participants wishing to create social media accounts to assist in the promotion of their campaign MUST first receive approval from SLSQ by emailing surfwomanoftheyear@lifesaving.com.au

11. PORTFOLIOS

Portfolios must be submitted as a PDF document into the Surf Woman of the Year 2022 Participant Submission Folder (Dropbox link).

Each participant will be required to prepare a portfolio, in accordance with the checklist provided at the time of registration, which will be assessed by the judges. These portfolios must be submitted as a PDF document to SLSQ along with photographs (must be provided in high res JPEG format), Final Bank Statement and Fundraising Summary by 1700, Friday 29 April.

The portfolio is a summary of your Surf Woman of the Year fundraising events, activities and promotions held throughout the year. This portfolio can contain materials such as photos, flyers, invitations, newspaper clippings, social media coverage, etc. that you have used to promote your fundraising efforts, community education activities, Surf Life Saving and the Surf Woman of the Year program.

The portfolio must be no more than ten pages long and adhere to the provided criteria sheet.

Do not include your final fundraising total in your portfolio or disclose it to any judges, as the award for Highest Fundraiser is announced at the Awards Dinner.

12. FUNDRAISING/MONETARY PROCEDURES

Monies can be raised by participants in accordance with the rules set down by the current Charitable Collections Act (QLD). The following rules apply:

1. Each participant's Club must open a specific Surf Woman of the Year bank account upon entering. It is a necessity that ALL funds raised from the participant's fundraising activities be banked into this account. The club's treasurer and one (1) appointed member from the participant's committee or the participant MUST be signatories for this account.
2. Funds raised during the Surf Woman of the Year program cannot be donated to any other charity.
3. Clubs do not have to charge GST on SWOTY events conducted, but must nominate before an event if it is going to be a GST or non-GST fundraising event. If it is going to be a non-GST event then, (a) a formal declaration of this must be noted at a club or committee meeting and recorded in the minutes and, (b) GST cannot be claimed on event expenses.

4. Only funds raised after completion and return of the registration form can be included in the participant's final fundraising total for the program.
5. Each participant's club is responsible for the accounting of all monies raised for the Surf Woman of the Year. SLSQ are not required to keep or maintain a participant's club financial records.
6. The participant will be supplied with function records in their entry kit for their own use to record details for each function/fundraiser held by the participant and/or their committee. SLSQ reserves the right to request a progress report or copies of financial records from a participant throughout the campaign if required.
7. Every expense incurred for a participant's event must be deducted from the funds raised at your events throughout the program.
8. Participants are required to submit a Final Fundraising Summary and Final Bank Statement to SLSQ no later than 1700, Friday 29 April. A Final Fundraising Summary will be provided in the entry kit.
9. Participants must satisfy SLSQ that all monies raised have been raised through the efforts of themselves and/or their committee. Cheque donations from any club, supporters club or branch will not be permitted.
10. Direct donations from external/unaffiliated companies totalling \$10,000 or more to the Surf Woman of the Year fundraising account must be substantiated in writing by the participant to SLSQ. The participant must illustrate they actively instigated the donation in aid of their fundraising efforts for the SWOTY. The participant will be required to provide a letter signed by their Club President substantiating how the donation was instigated. Alternatively, the participant can substantiate the donation by providing a copy of the participant's letter to the company requesting such a donation and a letter from the donor company confirming the donation. Such documentation must be provided with the Final Fundraising Summary.
11. Monies raised from pre-existing fundraising events managed and coordinated by SLSQ cannot be included in the participant's fundraising activities. These fundraising events include, but are not limited to the 2022 Queensland Lifesavers Appeal. It is mandatory that participants adhere to these conditions to avoid double counting of funds raised by a particular club, and any ambiguity of fundraising totals.
12. Events must not be held one week prior or one week post the Alumni Luncheon or Gala Dinner at the Finals Weekend.
13. If monies from the above events are included in the participant's overall fundraising total submitted at the end of the Surf Woman of the Year, SLSQ will remove the total amount raised from the participant's final total and money from these activities listed above will not be counted towards the participant's final fundraising total.

Each participant's club will be responsible for any debt incurred by fundraising activities in pursuance of this promotion and SLSQ accept no liability for any such debts.

14. FINAL MONIES

At the close of fundraising each participant/club is required to DIRECTLY DEPOSIT the total monies raised (including interest) to SLSQ, together with the Final Bank Statement and Final Fundraising Summary Form. Total monies must be received by SLSQ no later than 1700, Friday 29 April.

SLSQ must receive \$5,000 by this date in order for the participant to be eligible for the awards at the Finals Weekend in 2022.

After a final reconciliation by SLSQ, the total funds raised will be distributed directly back to the club, along with any online fundraising amount by Tuesday 1 June.

Each participant's final fundraising totals are not to be discussed with other participants, the judges, SLSQ staff, or between clubs and branches at any time.

15. ONLINE FUNDRAISING

Each participant will have access to use an online fundraising system, Stripe, to collect donations. SLSQ will set up a personal fundraising page for each participant to utilise during their campaign to obtain online donations.

All participants online fundraising accounts will be closed and will no longer be open to receive donations 1700 Friday April 29. The total online donation amount will be added to each participant's final (offline) fundraising total in order to determine the Surf Woman of the Year Highest Fundraiser.

After a final reconciliation by SLSQ, the total online donations raised, less online fundraising commission, processing, merchant fees, licensing management fees and \$1,000 entry fee will be distributed directly back to the club along with the final (offline) fundraising total by Tuesday 1 June, 2022.

All online totals are visible to the public however your overall fundraising total (offline and online combined) must not be publicised to the media, to the judges or other participants throughout the program and should not appear in your portfolios (refer to Clause 11).

16. FINAL JUDGING, AWARDS DINNER & AWARD ELIGIBILITY

The Weekend Workshop, Alumni Luncheon and Final Weekend, which includes the Awards Dinner, will be held in 2022 on the following dates:

1. Workshop Weekend – 3-5 September, 2021
2. Alumni Luncheon -18-20 March, 2022
3. Final Weekend – 13-15 May, 2022

Participants must raise and bank a minimum of \$5,0000 by 1700 Friday April 29 to be eligible to attend Final Weekend and receive any award titles.

With the exception of Tannum Sands, Emu Park and Yeppoon, participants from Wide Bay Capricorn, Sunshine Coast, South Coast and Point Danger regions are required to organise their own transport to and from judging week at their own cost. Travel arrangements for Bundaberg, Tannum Sands, Emu Park, Yeppoon, North Barrier and North Queensland participants will be organised by SLSQ.

Participants will receive accommodation and meals for the duration of Workshop Weekend, Alumni Luncheon and Finals Weekend period between 13-15 May, 2022 on the Gold Coast.

Participants are required to attend ALL scheduled activities over the Weekend Workshop, Alumni Luncheon and Final Judging as all participants will be judged throughout the year.

Any participant who misses any judging point will not have the opportunity to re-sit it at a later date.

Participants MUST notify and gain permission from the Surf Woman of the Year manager if they cannot attend or need to leave early at any of the three key events.

Should a participant not complete all Final Judging points as deemed by SLSQ, they will NOT be eligible to gain the maximum points available in determining the winners of the following awards:

- 2022 Surf Woman of the Year Winner
- 2022 Surf Woman of the Year Runner Up
- 2022 Surf Life Saving Queensland Internship

Participants who do not complete some/all judging points will still be eligible for the following awards:

- 2022 Surf Woman of the Year Highest Fundraiser Award
- 2022 Surf Woman of the Year Innovation Award

17. JUDGING CRITERIA

Awards:

The Judging Panel will select winners for the following awards;

- 2022 Surf Woman of the Year Winner
- 2022 Surf Woman of the Year Runner-Up
- 2022 Surf Woman of the Year Innovation Award

The 2022 Surf Woman of the Year Highest Fundraiser award will be presented to the participant who has raised and banked the highest total funds (online and offline) by 1700 Friday 29 April, 2022. The judging panel are not involved in the determination of this award, and do not know the participants' final monies raised until it is announced at the Awards Dinner.

The 2022 Surf Life Saving Queensland Internship is a separate application process, which is run by SLSQ's People and Culture team.

These five (5) awards will be presented at the Awards Dinner.

Awards Criteria:

In addition to the final judging activities, each participant will also be assessed on the activities and promotions conducted throughout the year (portfolio), the contribution they have made in helping to raise the profile of their club, Surf Life Saving and the Surf Woman of the Year program within their community. The recipients of the four (4) awards, excluding the Surf Life Saving Queensland Internship, will be determined by the following criteria:

Surf Woman of the Year and the Surf Woman of the Year Runner-Up will be awarded to the participants who have best demonstrated:

- **Lifesaving** skills and knowledge
- **Communication** that is effective and professional
- **Leadership** through positively influencing, listening, mentoring and negotiating
- **Innovation** in their efforts to promote surf lifesaving in their community

The Surf Woman of the Year Highest Fundraiser will be awarded solely on the total amount of money raised including online donations.

The Surf Woman of the Year Innovation Award will be awarded to the participant that has displayed the most innovation for one project they had during their campaign. This could include, but is not limited to, a fundraising activity, community awareness event, or promotion of the program or Surf Life Saving. This award is not based on the amount of money raised by the participant, rather the participant's efforts and initiative. Where applicable, SLSQ staff may be appointed to the judging panel in determining the winner of this award.

**The award decisions of the judging panel at Finals Weekend are final and no correspondence or discussion will be entered into with participants, families or clubs. SLSQ has the right at any time prior to the final judging period to make changes to these award names and selection criteria. All participants and clubs will be notified if any new awards or changes are made and also notified of prizes attached to winning such award/s.

The judges' votes will be tallied by an independent third-party, Bentley's Chartered Accounting.

18. ROLE OF WINNERS

The 2022 Surf Woman of the Year may be invited to attend various SLSQ functions (including educational, promotional, beneficiary and fundraising activities) without remuneration as required by SLSQ until the promotion concludes the following year.

SLSQ understands that a participant's work commitments may prevent attendance at some events and thus will endeavour to provide as much notice as possible. In the event the overall winner is not available, SLSQ may invite the runner-up, highest fundraiser or innovation award winners to attend.

19. PRIZES

\$20,000 worth of prizing will be awarded and announced to winners at the Finals Weekend in May, 2022.

20. TRADEMARK & CPYRIGHT

Each participant of Surf Woman of the Year acknowledges that the copyright and intellectual property of the program including the name 'Surf Woman of the Year', and that all photographs and video imagery taken by SLSQ or its agents remain the property of the SLSQ.

Each participant acknowledges that all surf lifesaving trademarks are registered trademarks belonging to Surf Life Saving Australia and Surf Life Saving Queensland, and that the participant is required to complete and submit an 'Authority to use registered trademark' form (see Attachment 3)

to SLSQ for use of such images in the participant's portfolio and in promotional materials for fundraising events and initiatives. Refer to Attachment 1 for 'SLSQ's Intellectual Property Policy' and Attachment 2 for 'Sanctioned use of SLSQ Intellectual Property' for further details.

21. INDEMNITY

The participants agree to indemnify and hold indemnified SLSQ and all sponsors of the program against all demands, claims, damages, suits and actions for any loss, damage or injury, whether personal or otherwise, whatsoever and howsoever arising which may be sustained or suffered by the participants or their dependents during the fundraising and final judging periods.

SLSQ reserve the right to exclude any participant from the promotion of the program without assigning any reason therefore.

22. CLOSING DATE

To enter a participant in the 2022 Surf Woman of the Year program, SLSQ must receive the signed registration form by 1 August, 2022.

23. THE ORGANISER

SLSQ Media and Communications Manager Josie Fielding
surfwomanoftheyear@lifesaving.com.au
0417 387 158