

Circular 034:03:10



To: Chief Instructors
Assessors
Club Captains
Training Officers

Cc: Club Secretaries
Club Presidents
Regional Officers
District Officers
LSOC Executive

From: Brooke Irvine – General Manager, Education & Training

Date: 4 March 2010

Subject: **Coordinator – Club Awards & Community Lifesaving Courses**

Action:

For additional details on this Circular please contact:
Brooke Irvine on 03 9676 6941 or email brooke.irvine@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

I would like to introduce Annika Clarebrough, the new Life Saving Victoria Staff member who is responsible for coordinating the processing of Lifesaving Club awards.

Part of Annika's role will be to assist Life Saving Clubs in following the award processing procedures and submission of award paperwork. She will be coordinating the production of Award Cards, Statement of Attainments and Medallions to award recipients and the maintenance of records in the SurfGuard Database.

Annika can be contacted directly on 03 9676 6933 or annika.clarebrough@lifesavingvictoria.com.au