**Circular**

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| **Title:**  2023 Surf Life Saving Queensland INSERT PROGRAM NAME  Call for Participant & Facilitator Applications  |
| **Document ID:**  XXX.XX.XXXX  |
| **Department:**  Membership  |
| **Audience:**  All SLSQ Clubs and Branches, All SLSQ Staff, , All SLSQ Club YDO’s and Branch YDO’s |
| **Summary:**  Call for members to apply as Participants or Facilitators for the 2023 INSERT PROGRAM NAME  |
| **Date:**  INSERT DATE |

**Applications are now open for the 2023 Surf Life Saving Queensland (SLSQ) INSERT PROGRAM NAME, DATE & LOCAITON**

**About the Program**

INSERT INFORMATION ON WHAT THE PROGRAM IS AND OBJECTIVES

**Who can apply?**

To apply as a **Participant**, members must:

* INSERT PRE-REQUISITES

**When & where is it?**

Dates: ADD DATES

Address: ADD LOCATION

**How much will it cost?**

The cost for Participants will be $350 (+GST) per person.

We understand that each Club may support their members’ attendance differently as it is a worthwhile opportunity for them to learn and be able to give back to the Club. We strongly encourage Clubs to consider subsidising attendance at the program. Fees will cover all program costs, including meals, use of equipment, program pack, flights and accommodation.

Successful applicants will be notified via email along with further information pertaining to the program. ***Any Participant/Facilitator who withdraws after being selected will be invoiced for the full cost of the program***, however Clubs may opt to send an eligible replacement.

***Please note, completing the application does not confirm acceptance to the development program. Members are encouraged to discuss attendance at the program with your Club’s Management Committee as all nominations will be sent to Clubs for endorsement. In addition, payment for attendance will be the responsibility of the Participant/Facilitator and their Club.***

**How to apply?**

Complete the application form via the following links:

|  |  |  |
| --- | --- | --- |
|  | **Application Link**  | **Applications Close**  |
| **Participant**  | INSERT LINK | INSERT CLOSING TIME  |

**Participant Selection Guidelines:**

* Following the close of participant applications, all Clubs/Branches will be sent a list of their Participant applicants to endorse, and are asked to preference nominations (with a ‘1’ being the first preference). Ranking sheets will then need to be sent from the Club to the relevant Branch for endorsement, and submitted to SLSQ by INSERT DATE & TIME
* From the endorsed applications, SLSQ will be accepting at least one (1) member from each Club, however if Clubs do not fill their one (1) position, additional applications from within Clubs may be considered.
* Clubs are encouraged to consider gender equity and nominate a male and a female where possible.
* Participants may attend the program more than once – it is the responsibility of the Club to prioritise their applicants accordingly.

If you have any queries, please do not hesitate to contact INSERT CONTACT DETAILS.

Kind Regards,

Program coordinator name & signature

Branch director name & signature