



Youth Involvement Program (YIPS) Handbook

Aimed at 14 - 18 year olds



YOUTH INVOLVEMENT YIPS PROGRAM



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Introduction

Retention of members aged 14-18 years in lifesaving seems to be a difficult task for Life Saving Clubs across Victoria. The Youth Involvement Program (YIP's) aims to overcome this retention issue and help develop and engage our young members. YIP's was originally designed by the Anglesea Surf Life Saving Club in 2002. After great success the program has been adopted by Life Saving Victoria and many other clubs across Australia.

This Implementation Guide in conjunction with the YIP's program handbook outlines all of the program requirements and will assist clubs in setting up YIP's for their members.

This guide outlines:

- A step by step process of setting up YIP's
- Requirements for running the program
- Job descriptions for program Mentors
- Examples of letters, articles and other promotional materials
- Registration and ordering forms

Background on the Youth Involvement Program

Nippers

The number of Victorian children participating in Nippers is increasing significantly every year and hundreds of our volunteers contribute many hours to this program to develop their self esteem, competition skills, surf safety awareness and lifesaving skills. It is a valuable program consisting of many structured activities and tangible outcomes. There is a well-established reward program and an emphasis on participation.

Lifesaving Youth

After the age of 13, Life Saving Club members have the opportunity to increase their skills through a number of areas including:

- Patrolling
- The lifesaving award structure
- Fundraising
- Water safety
- Competition & training
- Assisting with Nippers
- Being involved in Leadership Development Programs

Programs for youth within Life Saving Clubs are unstructured (compared to Nippers) and this can present a problem for retaining youth. Identified issues within clubs that contribute to losing junior members include:

- A lack of program structure
- A lack of rewards and development opportunities
- Uninspiring patrols
- Lack of transport
- Busy parents
- Part time jobs
- Other sporting commitments
- Friends and parties
- Surfing

Lack of structured activity and tangible rewards, competing interests/hobbies and other interests take precedence which can result in losing members aged 14-18 years.

Why this a problem?

Clubs invest time and money to encourage and reward nippers. Thousands of hours and significant budgets are dedicated to the development of our junior members through Nippers. If youth members leave the club after completion of Nippers, clubs receive little or no return on their investment.

The Surf Life Saving Australia National Board of Development has been working on a number of programs to address retention of our youth and still identifies this issue as “essential for the continuing growth and development of the organisation”. If we wish to continue to grow and develop as a viable, relevant community organisation, we need to adopt a program that develops our youth on all levels.

It is also important that we realise the threat that other activities pose to Life Saving Club membership. We need to market ourselves as an organisation for youth that gives them more than just competition or career development.

In accordance with the SLSA Youth Policy, our aim for junior members is to help create not just great lifesavers but great Australians. This involves developing a junior program that comprises of patrolling activities, fundraising, decision-making, social activities, awards, training, and competition.

How does YIP's help with retention?

YIP's is a fantastic retention tool that provides young people with motivation and rewards to keep them involved in lifesaving. This motivation requires continual renewal and effort otherwise youth can become disinterested and engage in other activities.

The structured nature of the program provides youth with goals, empowers them with decision making skills and satisfies their needs for affiliation by providing social activities which they can participate in with people of similar interests. This all contributes to increasing motivation to participate in lifesaving resulting in a greater retention rate.

YIP's also creates a sense of organisational commitment amongst young people. The program builds on the good work that volunteers are currently undertaking in Life Saving Clubs and allows youth members to work closely with committee members to deliver a holistic program, covering all aspects of club life.

What does YIP's involve?

The concept is quite simple. YIP's is a recognition and reward program with a similar concept to Frequent Flyer Points. Participants collect points for being involved in lifesaving activities. The more activities they engage in, the more hours they volunteer, the greater their YIP's point score! YIP's encourages participation in all areas of club activity such as:

- Lifesaving
- Development
- Competition
- Administration
- Junior Activities
- Youth Activities
- Club Activities

Participants can choose their level of involvement and the areas they are specifically interested in. By collecting points three levels of achievement can be attained. These include:

- Bronze (Minimum 150 points completed in 3 areas and 16 hours patrol)
- Silver (Minimum 250 points completed in 4 areas and 20 hours of patrol)
- Gold (Minimum of 400 points in 5 areas, 30 hours of patrol and completion of a project of significance)

As outlined above a minimum number of points and patrol hours are required for each level. Once each level is obtained the participant is presented with a reward to acknowledge their achievement and contribution to lifesaving.

The Point System

How to allocate points for lifesaving activities are clearly outlined in the participant's handbook. . A summary of the point allocation is outlined in **Appendix 1**.

What does YIP's cost?

Individual clubs can to decide how the program will be funded. All expenses outlined below are a guide only. Please consult with the Membership & Leadership Development Department for the current cost of YIP's resources.

Income

Each YIP participant contributes an enrolment fee of \$27.50 per season for their involvement. This is paid directly to the club.

On average, involvement is for three years, totalling \$82.50 club revenue for the program. This amount will assist in coving programming costs.

Clubs can choose to partially or fully fund.

Prices for each item are subject to change. Please consult with the Membership & Leadership Development Department for current costing. Please note that postage and handling charges may apply.

Clubs return on investment

Minimum benefit to club over three years:

- 66 patrolling hours
- Increased participation in all areas of club life
- Youth members more actively involved and taking responsibility for club activities and events
- Completion of a significant project for the Club
- Strong network of youth, linked to mentors
- Wonderful role models for other youth and nippers
- Commitment and ongoing involvement with the club
- Youth developing leadership talent to use within the club.

Note: Life Saving Victoria fully endorses the program and encourages all clubs to participate in the YIP's program.

YIP's Rewards

Please refer to Appendix 1 for visual on the YIP's Rewards.

Level Of Achievement	Rewards
<i>Entry Level</i>	Program handbook Participant t-shirt
<i>Bronze Level</i>	YIP's branded sports bag
<i>Silver Level</i>	YIP's branded grey hoodie
<i>Gold Level</i>	YIP's branded navy jacket Certificate

What you need to start YIP's

The following pages outlines a Step by Step Guide in getting the program established including:

STEP 1:

Collect membership data (14-18 years) – you're club and SurfGuard registrar can provide you with this information

STEP 2:

Create a report to gain Club approval for YIP's

STEP 3:

Present the report to your committee

STEP 4:

Appoint a YIP's Coordinator to ensure the success of the program

STEP 5:

Promote YIP's to youth members via posters, club newsletter, website and letters to members

STEP 6:

Identify and recruit YIP's mentors

STEP 7:

Register and order YIP's resources – order forms are available on the LSV website:

www.lifesavingvictoria.com.au/yips

STEP 8:

Begin the program

STEP 9:

Reward your YIP's – order forms available on the LSV website:

www.lifesavingvictoria.com.au/yldresources

STEP 10:

Report your progress to Life Saving Victoria

Where can I go for help?

If you feel like you need assistance or have any queries in relation to the YIP's program please do not hesitate to contact one of the following people for support:

Membership & Leadership Development Department

- Phone: 03 9676 6945
- Email: youth@lifesavingvictoria.com.au

Step 1: Collect Membership Data (14-18 years)

1.1

Approach your club membership registrar or equivalent and find out exactly how many members you currently have especially the under 13's & 14's. This information can be looked up on the national membership data base SurfGuard. (Please contact LSV if you need assistance retrieving this data)

1.2

Collect as much information as you can about their current level of involvement in club activities: Review the number of last season nippers who are no longer active this season. See **Appendix 2**

Step 2: Generate a Report to Gain Club Approval for YIP's

2.1

Prepare a report to present to your committee. This should include the previous information on your youth membership and information about the importance of the YIP's program, especially the difference between the numbers of U/14's who are actively involved in the club, and the numbers who completed Nippers the previous season.

Step 3: Present the report to your Committee

3.1

Begin speaking to other committee members at least one week before the committee meeting:

Highlight the benefits of the YIP's Program
Gauge their support for the program
Show them your report as prepared in Steps 1 and 2
Ask for suggestions/feedback on your report

3.2

At least two weeks before the next Committee Meeting, call the secretary of your club, arrange to have YIP's added to the agenda and if they can circulate your report to the Committee before the meeting.

3.3

If you would like to invite the State YIP's Coordinator or a representative of Life Saving Victoria to attend your Committee Meeting, contact them two weeks prior to your meeting to establish their availability. They will be able to answer specific questions in relation to the program.

3.4

Present to the Committee during the meeting at the time allocated to you on the agenda and invite questions, feedback and thoughts about YIP's.

3.5

As discussion is winding down, propose a motion for the Committee to endorse and approve YIP's at your Club:

'I would like to propose a motion that(S)LSC supports and endorses the implementation of the YIP's program for this season.'

Your main supporter on the Committee will second your motion and all your supporters will vote for it.

Step 4: Appoint a YIP's Coordinator

4.1

Identify key people who may like to become your Club's YIP's coordinator.

4.2

Advertise the YIP's Coordinator Job Description (see **Appendix3**) on your website, in your newsletter and promote it to the members you identified as potential candidates.

4.3

Call for informal applications for the position.

4.4

Offer the position to the most appropriate candidate.

Step 5: Promote YIP's to Youth Members

5.1

Advertise the program in your club newsletter, on the website and in other publications relevant to your members

5.2

Send a personalised letter to all 14-18 year old club members (**Appendix 5**). Ensure that you include what activities participants can gain points in (**Appendix 2**).

5.3

Display posters around the club house promoting YIP's.

Step 6: Identify and Recruit YIP's Mentors

6.1

Identify and approach a suitable club member (recommended 18-25 years old) to become YIP's Mentors.

When choosing YIP's Mentors, approach highly visible club members who are active and are positive role models. If possible, try to have a mentor assigned to looking after the following key areas:

- Competition
- Nippers
- Patrolling
- Administration
- Committee
- Fundraising
- Social activities

Mentors should be of mixed gender and cover a broad range of ages and abilities. Some examples of mentors maybe:

- Club Captain
- Patrol Captains
- Chief Instructor
- Competition Captains
- Club Directors/Committee Members
- Nipper Coordinator
- YIP's Coordinator
- Gold YIP's Award Holders

6.2

Give your identified Mentors an information sheet outlining their responsibilities and commitments (see **Appendix 6**).

6.3

Try to maintain a ratio of 1 Mentor: 4 YIP Participants
If budget allows, order additional YIP's entry level shirts for the Mentors as a reward and to ensure Mentors are highly visible within the club.

6.4

Take photos of YIP's Mentors and display them in the clubhouse to make YIP's Mentors known in the club community.

Step 7: Register and Order YIP's Resources

7.1

Obtain the YIP's interest forms from your members. (**Appendix 7**)

7.2

Record these in a table such as the one shown below.

First Name	Last Name	Address	Phone Number	YIP level	Paid	Handbook Given	T-shirt Given

7.3

Order the number of handbooks and entry level t-shirts from Life Saving Victoria www.lifesavingvictoria.com.au/yldresources that will be required for your participants. Don't forget to order extra t-shirts for your mentors if your budget allows.

7.4

Liaise with the Membership & Leadership department to see what time your order will be ready.

7.5

Book your clubhouse for a YIP's meeting after the date your order is due, for an official launch of the program.

7.6

Send out a letter confirming TIME, DATE and VENUE of the inaugural meeting as outlined in **Appendix 7**. Be sure to mention that money will be collected at this time if it hasn't already been returned.

7.7

Contact your Mentors and invite them to attend the meeting also. Encourage them to arrive one hour earlier than the meeting to help you set up and to discuss any questions they may have.

7.8

Determine the Agenda for the inaugural meeting.

A suggested agenda:

1. Administration – collect money, mark attendance, distribute t-shirt and handbook
2. Formal Welcome and introduction of YIP Coordinator
3. Explanation of YIP's & how to fill in the handbook
4. Introduction of Mentors
5. Question time
6. Food and drink
7. Signature of books for first allocation of points (all Mentors can help)

7.9

Record who attended the YIP's program, who has paid their money, who received a t-shirt and handbook and any other details relevant to your club in the table provided in 7.2.

Step 8: Begin the Program

8.1

Make sure your contact details are readily available for YIP's.

8.2

Record the progress of your YIP's. Include comments, common questions, problems, new YIP's, leaving YIP's, reasons for leaving, achievements etc.

8.3

Check in with YIP participants when you see them and review their handbooks.

8.4

Advertise activities to gain points in newsletters, on the website and in the clubhouse.

See Appendix 1

8.5

Encourage other club members to advertise point's opportunities too.

8.6

Report YIP's progress at Committee meetings. Include updates on the number of participants and the achievements made to date.

8.7

Use discretion to allocate points according to the level of involvement by YIP participants. If in doubt, contact the State YIP's Coordinator for points allocation. Keep a record of any extra point allocations that were relevant to your club. This information will be used at the end of the season to continuously improve the program.

8.8

As participants complete their Silver Level and begin their Gold, research possible Gold Award Projects with the club committee and communicate project options to participants.

If uncertain about the suitability of a Gold Project – contact the State YIP's Coordinator or the Membership & Leadership Development Department for further information.

Step 9: Reward Your YIP's

9.1

Regularly advertise for YIP's participants to contact you when they have enough points to complete a level.

9.2

Collect the YIP's handbook from the participant, read it and assesses all criteria for completing a level.

9.3

If the participant has successfully completed all requirements, sign their book and comment on their achievement in the relevant space provided.

9.4

Return the reward order form - www.lifesavingvictoria.com.au/yldresources to Life Saving Victoria with the details of the awards you need.

9.5

Send each awardee a letter of congratulations from the Club President (**Appendix 8**).

9.6

Congratulate awardees in Club newsletter and website.

Look for opportunities to publicly present awards. E.g. Start of Nipper Sessions, Club Award Nights, and Committee Meetings etc.)

Step 10: Regularly Report your Progress to Life Saving Victoria

10.1

Offer feedback and suggestions to Life Saving Victoria when you identify issues by emailing youth@lifesavingvictoria.com.au

10.2

Annually report the statistics of your program to Life Saving Victoria (Form 4). This ensures support and funding for the following year. Please complete in June each year.

Appendix 1 – YIP’s Point System

LIFESAVING

Activity	Points
Full Patrol (start – pack up/rostered)	5pts + 2pts/hour
Patrol at a different beach	10pts
Patrol Voluntary/Substitute	2pts per hour
Rescue (Paperwork filled out)	20pts
First Aid (Paperwork filled out)	10pts Depending on case
Other Duties Assigned by Patrol Captain	5pts

ADMINISTRATION

Activity	Points
Write an Article for Club Newsletter	5pts (per article)
Club Mail Out	5pts
Take on a Club Position (junior or senior)	30pts
Assist a Club Position	20pts
Attend a Club Meeting	10pts (per meeting)
Take on a State Volunteer Position	50pts (+ 10pts per meeting)
General Administration Duties	10pts

DEVELOPMENT

Gain New Award or Re qualify Award	New	Re qual
Surf Rescue Certificate	30pts	10pts
Radio Operators Certificate	15pts	10pts
Bronze Medallion	50pts	10pts
Applied Senior First Aid Certificate	30pts	10pts
Advanced Resuscitation Techniques Certificate	30pts	20pts
IRB Crew Certificate	30pts	10pts
Spinal Management Certificate	30pts	10pts
Training Officer Certificate	75pts	50pts
Silver Medallion – Basic Beach Management	50pts	20pts
Silver Medallion – IRB Driver	75pts	50pts
Gold Medallion – Advanced Lifesaving	100pts	75pts
Assessor's Certificate	100pts	75pts
RWC Operator	30pts	10pts
Certificate IV	150pts	
Accreditations		
Coordinate Training Course	5pts	
Assist in the Training of Awards	Max 30pts	
Age Managers Accreditation	50pts	
Level 1 Coaching Accreditation	50pts	
Level 1 Officials Accreditation	50pts	

COMPETITION

Activity	Points
Attend Club Training Session	10pts
Compete at Club Championships	10pts
Compete at State Titles	10pts
Compete at Regional Championships	15pts
Compete at Victorian Lifesaving Championships	25pts
Compete at National Championships	30pts
Assistance at a Carnival	10pts
Water Safety	10pts
Official Duties at Carnival	20pts
Accredited Coaching	15pts
Participation in State Development Program	50pts
Selected for State Team	30pts

JUNIOR ACTIVITIES/NIPPERS

Activity	Points
Water Safety for Junior Activities	2pt (per hour)
Age Group Leader/Assistant	10pts (5pts for unaccredited)
Attend a Carnival as an Assistant	10pts (per carnival)
Age Group Leader at a Carnival	15pts (per carnival)
Organise a Junior Social Event	30pts (per event)

YOUTH ACTIVITIES

Activity	Points
Attending a YIP's Event/Youth Meeting	5pts (per event/meeting)
Assist/Develop a Youth Program	30pts (per program)
Attend a Club Youth Forum/Program	5pts (per program)
Attend a State Youth Forum/Program	15pts (per program)
Attend State Development Camp/Program	50pts (each)
Attend National Development Camp/Program	100pts (each)

CLUB ACTIVITIES

Activity	Points
Attend a Club Function	5pts (per function)
Attend a Working Bee	10pts
General Club Cleaning Duties	15pts (per duty)
Equipment Maintenance	15pts (per duty)
Assist in Fundraising	10pts (per event)
Assist at a Club Function	20pts (per event)
Organise a Club Function	30pts (per event)

Appendix 2 - Membership Reporting Form

.....(S) LSC

Youth Membership Information

According to our records;

We have *[insert number]* members aged between 14 and 18 years of age.

[insert number] were Nippers

[insert number] currently patrol *[insert number]* hours on average

[insert number] currently regularly attend carnivals

[insert number] currently assist in the Nippers Program

[insert number] regularly attend club social functions

[insert number] assist in fundraising and other administration activities

[insert number] are currently member(s) of our committee

ACCORDING TO ANEDCOTAL EVIDENCE

Our young members enjoy *[insert a summary of responses]*

They think we could be a better organisation if *[insert a summary of responses]*:

They would like to be more involved in *[insert a summary of responses]*:

They would consider leaving our club if *[insert a summary of responses]*:

But we could help them stay by *[insert a summary of responses]*:

Appendix 3 - YIP's Coordinator PD

Position Description

Youth Involvement Program Coordinator

The YIP's Coordinator is responsible for the implementation and ongoing support of the Youth Involvement Program and associated activities within *[Insert your club]*. This includes developing a membership base which supports and contributes to youth activities and mentoring.

The Junior/Youth Coordinator will attend club meetings when requested and will provide written reports outlining the progress of YIP's to the rest of the members.

Responsible to:

[Insert your club] Junior/Youth Coordinator, *[Insert your club]* Committee, *[Insert your club]* Members

Responsibilities and Duties

The YIP's Coordinator is responsible for:

- Liaise with club to gain support
- Development of a budget for YIP's
- Regular communication with 14-18 year old club members
- Responsible for ordering YIP's handbooks, t-shirts and rewards from Life Saving Victoria
- Identifying and training YIP's mentors
- Advertising and promoting YIP's to club members
- Ensuring all YIP's participants are safe during their activities
- Organising a minimum of one annual barbeque to launch the YIP program
- Writing a brief report for each YIP that achieves an award level
- Coordinating Gold YIP's projects
- Reporting on YIP's to Life Saving Victoria

Knowledge and Skills Required

Ideally the YIP coordinator is:

- An effective communicator
- Experienced in working with young people
- Well organised
- Passionate about young people
- Able to identify leaders within the club
- Easily contactable throughout the lifesaving season
- Actively involved with club activities
- Hold a current Working with Children check

The estimated time commitment required as the YIP's Coordinator is 2 hours per week.

Appendix 4 - Newsletter Advertisement

You can adapt the following advertisement for your situation:

CALLING ALL 14 – 18 YEAR OLDS:

- INTERESTED IN GETTING MORE FROM YOUR CLUB?
- TIRED OF DOING STUFF AND NOT BEING RECOGNISED FOR YOUR EFFORTS?
- BORED WITH THE SAME OLD PATROL?
- WANT TO GET MORE INVOLVED BUT DON'T KNOW HOW?

THEN YIP'S IS THE THING FOR YOU!!!!!!

COOL PRIZES, FREE STUFF AND GREAT ACTIVITES

FOR MORE INFORMATION CONTACT YOUR YIP's COORDINATOR

[insert name & contact details]

Appendix 5 – YIP’s Invitation

(INSERT CLUB LOGO AND INFORMATION)

(INSERT DATE)

Hello

This is a special invitation for all 14 to 18 year olds to join our Youth Involvement Program (YIP). By being one of the first members to join YIP’s you will learn new skills and earn points which, in turn you will receive great rewards for your efforts, and it will only cost \$27.50 to join.

It may sound a little confusing at first but once it is explained to you, you will soon understand. By doing things around your club you will earn points, when you earn enough points and complete enough patrol hours you be ranked at a level, for each level you receive different rewards. There are three levels, Bronze, Silver and Gold.

When you enrol you will receive a handbook and a YIP’s t-shirt. When you complete a level you will gain the following rewards as an appreciation for your input into our club:

- **Bronze level** - you will receive a YIP’s sports bag
- **Silver level** - you will receive a grey hoodie
- **Gold level** - you will receive a YIP’s Branded Water Proof Jacket
- **ALL AWARDS WILL ACHNOWLEDGE YOUR CLUB’S NAME**

If you would like to be involved in YIP’s this year, please complete the attached form and return with your \$27.50 to:

[Insert YIP’s Coordinator contact name and address]

You will be contacted to confirm your registration and to inform you of the upcoming YIP’s barbeque and social function to kick off the season.

See you on the beach.

[Insert YIP’s Coordinators name]

[Insert YIP’s Coordinators e-mail address]

[Insert YIP’s Coordinators phone number]

Note: don’t forget to include the YIP’s Point System as part of this letter.

Appendix 6 Mentor Information Sheet

Adapt the information below to suit your specific needs.

Youth Involvement Program (YIP's) Mentor Information Sheet

The YIP's Mentor System is a process linking youth members (14 – 18 years) to the senior area of club life. The YIP participants will be involved in a series of activities. YIP's mentors need to confirm and sign the YIP's handbook in order for the YIP's to attain points for that activity.

The YIP's Mentor system is not only a great idea for the YIP's to have access to the senior area of lifesaving, but will also allow senior members to discover other parts of the club and become more involved in youth activities.

Guidelines for YIP's Mentors:

A YIP's Mentor should be a person with greater experience and knowledge, and, for the first mentoring experience, is supervised by a senior Mentor for support. The YIP's Mentor should:

- Have a flexible, approachable style and be open and friendly towards the participant.
- Be a person who will enjoy helping the YIP's to develop skills, knowledge and be able to share their knowledge and experience openly
- Have established themselves in the Club, be aware of different aspects of the Club and have the maturity to take on the job.
- Share the responsibility of assisting the YIP's participants fulfil their program requirements.
- Encourages the YIP's to get involved in as many activities the club has to offer; create pathways or pass on contacts to enable this to occur.

Mentors are encouraged to get involved with YIP's social or fundraising activities.

All YIP's Mentors will need to be aware of and abide by the Surf Lifesaving Australia and Life Saving Victoria Member Protection Policies. All YIP's Mentors 18+ will need to obtain a current Working with children Check.

What does YIP's Mentoring Involve?

You will be asked to have your photo taken and this will be displayed with all of the other YIP's Mentors in a prominent position in the club. This will ensure YIP's are aware of who they can approach to complete the administration aspect of their program.

As a YIP's Mentor, you need to be available to sign the YIP's handbook and give advice on activities if you are asked. This should not take up a great amount of time. The reason a number of high profile YIP's Mentors have been approached to be part of this program is to get maximum involvement with only a small time commitment from you.

Please familiarise yourself with the YIP's program. We also encourage you to ask YIP's participants how they are going, what they have been involved in and how they are progressing with their current award. If there is a YIP's function you will be invited to attend. Joining them at these activities helps reinforce your commitment towards them.

What if I have a query or problem?

Any queries or problems should be directed to your Club's YIP's Coordinator.

[insert YIP's coordinators details]

Appendix 7 – YIP’s Registration Letter

Example letter to participants:

[insert club logo & information]

[insert date]

Hi! Thanks for registering for YIP’s this season.

To officially launch YIP’s at our club we have decided to kick off the season at *[insert time]* on *[insert date]*. This will provide an opportunity to get to meet the other YIP’s, to ask any questions and to get to meet the *[insert club name]* Mentors that will be involved in the program. This event is the first occasion for the season to earn some points towards your YIP’s award. Food will be made available to all in attendance, please bring your bring your \$27.50 (if you haven’t already done so) in order to collect your handbook and t-shirt.

If you can’t make it, give me a call (contact detail are below) to arrange another way to Collect the above resources.

I’m looking forward to seeing you on the *[insert date, time]*

[insert YIP’s coordinators name]

[insert YIP’s coordinators e-mail]

[insert YIP’s coordinators phone number]

Appendix 8 – President’s Letter to YIP’s

(Use this as a guide☺)

[insert club logo and details]

[insert name & address of awardee]

[insert date]

Dear *[insert name of awardee]*,

On behalf of *[insert club name]*, I would like to extend my congratulations to you for achieving the *[insert bronze/silver or gold]* Level YIP’s Award.

Your commitment to our club has been shown through your considerable efforts in a number of different areas. We are proud of your achievement and recognise the significant contribution you have made to the continuing success of our club.

We hope that your support and commitment to excellence in all areas of lifesaving continues through your involvement in the Youth Involvement Program and in club activities in the future.

The Club is in safe hands with young people like you at the helm.

Once again, congratulations and thank you for your efforts.

Yours Sincerely,

[insert president’s name]
President of *[insert club]*

Appendix 9 – Article for the local press

A suggested article is:

Congratulations to our latest YIP's on achieving their awards.
All YIP's are continuing to work hard and achieve great outcomes for the club and for themselves.

We are so proud to have these young club members as valuable, committed and enthusiastic members of our club.

Bronze Awardees: *[insert names]*

Silver Awardees: *[insert names]*

Gold Awardees: *[insert names]*

It could look like this:

NEW RELEASE

(INSERT CLUB LOGO)
AND ADDRESS HERE

(INSERT DATE HERE)

FOR IMMEDIATE RELEASE

TIDE TURNED ON YOUTH EBB

[insert your club name] recognised that action had to be taken to prevent the loss of youth to the organisation.

The Youth Involvement Program (YIP's) was undertaken and has resulted in *[insert total number of participants]* members, between the ages of 14 and 18 contributing more to the *[insert club name]* in return for tangible rewards and recognition.

[insert names] have achieved the honour of a *[insert bronze/silver or gold]* award under YIP and are motivated to continue their involvement to the (Surf) Life Saving Club in the future.

'The club has begun to recognise our efforts and give us meaningful tasks to complete, which makes us want to help out more' said Gold Award recipient *[insert name]*.

For more information, contact YIP's Coordinator *[insert name]* on *[insert phone number]* (BH) or *[insert mobile number]* (AH).

***Note Photo Opportunity: be sure to include a photo that can be used as part of the article**