



Junior Awards and Certificates Factsheet

All children who regularly attend nippers are eligible for a Junior Surf Award relevant to their age group. These certificates are recognition for the knowledge and skills the children have learnt throughout the season and are based on participation, not competence.

It is recommended that nippers who complete 75% of nipper sessions (recorded in nipper attendance sheets) are eligible for the award and included in the award assessment request. This is at the discretion of the club and will not be checked at a Branch or State level.

Junior Surf Awards can be processed either via Surfguard **OR** the Nipper App, but not both.

Award Processing via Surfguard *(Once Surf Education has been completed)*

Step 1 – Create a New Assessment Request in Surfguard for each Surf Education Award (eg Surf Safe Two – U11). Ensure that children are in the age group they attended.

Do not simply select all available candidates as some children may have attended up or down an age group.

Step 2 – Submit to Branch for approval.

Step 3 – Awards will be distributed by SLSNSW in the format selected by the club (*see below*).

Award Processing via Nipper App *(Once surf education has been completed)*

There are 2 parts to the award allocation process in the Nipper App.

This process can be viewed in the [Nipper Management User Guide](#).

Step 1 – Done in Nipper App

Members who are assigned the Permissions to approve Awards in the app will mark Nippers as eligible for a specific award when they are in their Members Area account Awards.

Step 2 – Done in Surfguard

The JAC or Club Administrator needs to select **Allocate Awards** and the default display will be to only see awards that have been approved by the Age Manager or Age Manager Assistant via their Members Area account. There are several filter options available including First Name, Last Name, Age Group or Season.

Step 3 – Awards will be distributed by the club **OR** SLSNSW as per club selection and preference.

Clubs making use of the Nipper App can also choose to be responsible for their own certificate production, including the option to email PDF certificates to the club (this option is not available for awards processed via Assessment request in Surfguard). If you wish to check or change your preference for whether the club or SLSNSW processes the awards, please email education@surflifesaving.com.au **before** submitting any awards for processing.



Certificate Format

In the 2023/24 season clubs advised SLSNSW of their preferred certificate format; if you wish to check or change your preference for PDF emails/hard copy nipper certificates for the 2024/25 season please email education@surflifesaving.com.au **before** submitting any awards for processing.

Option 1: Hard copy posted to the club

Option 2: PDF emailed directly to the member

Option 3: PDF emailed to club – only available via the Nipper App

Award Administration – Processing Times

Please see table below for timeline on certificate issuance.

Date Received by SLSNSW for Allocation / Processing	Date Awards will be distributed
2nd January 2025	Late January
30th January 2025	Mid-February
27th February 2025	Mid-March
28th March 2025	Mid-April
28th April 2025	Mid-May