

## Circular

<b>Title:</b>	<b>Woodside Nipper Packs Distribution Arrangements</b>
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<b>Audience:</b>	Club President, Club Administrators, Woodside Nipper Coordinators
<b>Summary:</b>	This circular details arrangements and priorities in respect to the Woodside Nipper Packs, soon to be distributed to clubs.

As previously advised, this season each Woodside Nipper will receive a pack, which includes a high-vis vest, high-vis age group skull cap, a broad brim sun hat and a sling bag. For ease of distribution, the high-vis vest will come packed in the nine size variations, the skull caps will come packed in their various age group colours and the broad brim hats will be packed in their three size variations. Clubs are advised that they should receive these items within the next seven to ten days. This will allow clubs time to make suitable arrangements redistributing to their Woodside Nippers.

As you may recall, the number of packs provided to clubs this season was determined by calculating a 10% growth in each age group per club however, it is possible some clubs will exceed this growth estimation. Our priority is to ensure **every child at every club** receives a full pack of equipment, clubs are asked to follow the arrangements outlined below;

- The following age groups are to be allocated the appropriate high-vis age group skull cap
  - Under 6 – Pink
  - Under 7 – White
  - Under 8 – Yellow
  - Under 9 – Green
  - Under 10 – Light Blue
  - Under 11 – Purple
  - Under 12 – Dark Blue
  - Under 13 – Red
- Additional supplies will only be given to clubs when the SurfGuard database reflects the clubs' Woodside Nipper membership has exceeded the allocation provided by SLSWA. This applies to overall Woodside Nipper numbers as well as specific age group numbers for the age group skull caps.
- Swapping of vest and hat sizes will be at negotiation with SLSWA and will only be allowed if SLSWA believes they have enough spare stock to be able to complete the swap without disadvantaging other clubs. Where possible clubs are asked to outfit Nippers with the stock they have been allocated, remembering it is the club that determined sizing, not SLSWA.
- On Monday 2 December 2019 SLSWA will run a report from the SurfGuard database to see the number of Woodside Nippers at each club and in each age group. Based on that report SLSWA will determine the number of spare items that either;
  1. Must be returned to SLSWA by Friday 20 December 2019 or
  2. Can be retained by clubs but will be taken off 2020/21 club allocation eg your club will not receive a pack for every Woodside Nipper because you are holding stock.
- SLSWA reserves the right to ask a club for a return of unallocated pack items for the purposes of supplying to another club who requires additional supplies. SLSWA will use the SurfGuard database to determine the clubs that are to return items.

During the season, should a Woodside Nipper lose an item from their pack, SLSWA will have additional stock that can be purchased by clubs at the fee stated in the table below;

ITEM	FEE PER ITEM
High-vis vest – please provide size	\$15
High-vis skull cap – please provide age group	\$5
Broad brim hat	\$10
Sling sack	\$5

As outlined above, the SurfGuard database will be used to determine the number of registered Woodside Nippers that a club has. It is vitally important that clubs keep up to date with their administrative responsibilities and ensure SurfGuard records are kept updated with new Woodside Nipper members input as soon as possible after they have registered. Clubs are also asked not to archive members during the course of the season simply because they are not showing up or have indicated they are not returning in the new year. Doing this alters and affects our overall statistics. Please archive after June to allow us time to retrieve data off SurfGuard.

Should there be any questions on the arrangement outlined in this Circular please contact David Somers, Senior Development Officer.



**James O'Toole**  
**Chief Executive Officer**