

# 2017/18 SLSNSW PRE-SEASON INFORMATION PACK

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SURF LIFE SAVING  
NEW SOUTH WALES

# Contents

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**03**

**Education  
and Awards**

**16**

**Member  
Services**

**34**

**Surf Sports**

**39**

**Lifesaving**



# Education and Awards

- Note: Red writing represents minor changes

# Skills Maintenance

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## Introduction

Skills maintenance checks are necessary to:

- Ensure ongoing competency of members in their area of training and activities
- Maintain the standards of knowledge and expertise of surf life savers
- Satisfy legal and statutory requirements
- Reinforce and maintain our service commitment to the bathing and beach going community

A member's proficiency is valid until the **31 December each year** unless stated otherwise in Surfguard or via Circular (e.g. First Aid has a three year proficiency requirement). This Circular should be read in conjunction with Policy 5.04, where it is stated:

"1.2 Members who are not proficient as at 31 December are not permitted to patrol, or compete in any SLSA competition, until they have obtained the required proficiency."

This means that any member who is not proficient by 31 December, or has not completed appropriate awards shall not be allowed to:

- Perform patrols
- Operate rescue craft or
- Compete in surf life saving competitions

Skills maintenance checks may be conducted after 31 December under the requirements/approval of the local State/Branch. Any member completing their proficiency after 31 December each season shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until 1 July later in that year, (see SLSA Policy 5.04 for further details on competitor proficiency/patrol requirements).

When a skills maintenance check is successfully completed (or a member gains a relevant award after 30 June, in a particular year) the proficiency or qualification is current until 31 December in the following season.

## Things to remember

### Delegation of skills maintenance

Surf Life Saving Clubs are responsible for ensuring that their members maintain their skills to the minimum standard set by Surf Life Saving Australia. The guiding principle for skills maintenance is that Clubs must be able to meet their service level agreements with confidence in the lifesaving skills and abilities of their active patrolling members.

The Club Executive may nominate suitably qualified members to act as their delegate for the purpose of assessing skills maintenance activities. The exception to this is that all Powercraft (except IRB Crew) award holders must be observed by qualified Assessors.

Delegates should be selected on the basis of expertise in the awards being assessed. For example: Patrol Captains may assess skills in rescue techniques, radio use and signals; IRB Drivers may assess IRB Crew skills; and, First Aid or Advanced Resuscitation Techniques Trainers may assess resuscitation skills. Where club members are qualified emergency medical or ambulance officers they may also assess resuscitation and advanced resuscitation skills. Delegate's full names must be minuted at a Club Executive meeting annually.

Delegates will need to be briefed prior to conducting any assessment on:

- what skills maintenance activities are to be run
- the skills they are required to assess
- the key competencies they should be looking for in assessing skills (e.g., depth and rate of compressions in CPR, personal safety and patient care in a tube rescue, safely navigating conditions on a board, operational knowledge of radio use)
- the process of reasonable adjustment and how it might be applied
- what paperwork needs to be completed
- who paperwork should be returned to and by when

**NOTE:** There is no requirement for the delegate to enter any information into SurfGuard. This will need to be done by club officials authorised to enter data into SurfGuard. Where a delegate has assessed skills maintenance activities this must be recorded on the work card submitted. Work cards from delegates should be filed with the club's records for the season.

A delegate must:

- Be proficient in the award that they are assessing skills maintenance in.
- Be familiar with the process of reasonable adjustment.
- Adhere to the program of skills maintenance requested by the club.
- Complete any paperwork required accurately and return in a timely manner.

The Skills Maintenance Information Booklet can be provided to delegates as a resource. It includes the above information, plus additional guidance on reasonable adjustment, providing feedback and options for if candidates are felt to be not competent. The booklet can be found at [www.surflifesaving.com.au/members/resources/administration](http://www.surflifesaving.com.au/members/resources/administration).

### **Online activities**

Some skills maintenance activities are available to be conducted online, accessible via the SLSA Members Portal. These activities are indicated as such with this icon . Hard copy papers are also available for those members who would prefer this option, or the questions can be completed orally. Some awards required both a theory and practical component to be completed.

### **Surfguard processing**

“Bulk Proficiency” functionality is available until 31 January to make the processing of skills maintenance easier. This functionality allows Clubs to process awards so that the results appear on the members record immediately, without the need for Branch and State approval. Additional functionality is also available this season to add multiple awards at one time for processing (e.g. IRB Crew and IRB Driver).

Please remember to record any delegates conducting skills maintenance in the Comments box of the Assessment Request.

### **Suggested Scenarios for use on patrol**

Recognising that skills maintenance should be an ongoing process throughout the season, SLSA have developed suggested scenarios that can be run during quieter times on routine patrol activities. The scenarios are accessible via the “On Patrol” section of the Surf Life Saving NSW website.

### **Interstate deployment**

SLSA set the minimum standard required for skills maintenance. Members who are visiting another club and wish to patrol, or who are transferring to a new club and have already conducted their skills maintenance, are only required to bring proof of membership and proof of completion of their skills maintenance. All clubs are required to accept this evidence as having demonstrated an acceptable level of skill for active lifesaving. Clubs may give visitors and transferring members a short induction before commencing patrolling duties in a new location.

### **In-Depth Proficiencies**

If a member remains non-proficient in any award for a period of 3 continuous years or more, then they are required to go through SLSNSW's in-depth proficiency process. Further information on the process can be found at [www.surflifesaving.com.au/members/member-training/training-resources](http://www.surflifesaving.com.au/members/member-training/training-resources). Please note that you will need to notify your Branch of any in-depth proficiencies that have been completed as they can no longer be processed at a Club level in SurfGuard.

### **Re-accrediting awards when members are deployed for SLS offshore**

Where SLS members are offered an opportunity to travel overseas on behalf of SLS, and as a consequence miss scheduled skills maintenance sessions, they can apply to their State Education Manager to have their skills maintenance recorded. These members will generally still be delivering SLSA awards while on assignment, and therefore maintaining the currency of the skills in these awards. SLS need to be flexible and accommodate these members who can't fulfil the requirements of the annual proficiency by virtue of them undertaking international development work, while not compromising SLS standards. Refer to Circular 79/14-15 for further information.

### **How many times does a competency need to be demonstrated in any one 12 month period?**

Each component of a required skills maintenance need only be demonstrated once in any one (12 month) period. For example, this means that a member who has successfully completed the CPR component of their ARTC need not repeat the skills maintenance check for that part of the Bronze Medallion proficiency. The principle outlined above also applies to fitness testing. In other words, a fitness test for a higher award, such as the Gold Medallion, will be evidence that a member has passed the fitness component of the Bronze Medallion (Run/Swim/Run) proficiency. Note that it is expected that all patrolling members maintain their minimum fitness levels for the awards that they wish to remain proficient in and a member may be requested at any time during the season to complete an additional skills maintenance check by the Club, or authorised SLS Official. A member who fails a skills maintenance check at any time during the season is deemed to be non-proficient until such time as another skills maintenance check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the skills maintenance check has been completed successfully.

# Aquatic Rescue Awards

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## Surf Rescue Certificate

- 1. Run Swim Run (timed)** 100m Run / 100m Swim / 100m Run unaided in 5 minutes or less.
  - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
  - Aquatic course must be around two swimming buoys
  - Reasonable adjustment may be made for ocean conditions on the day. Please see the notes included in the Skills Maintenance Information booklet



- 2. Resuscitation (CPR)**
  - Theory and a practical demonstration. Theory is available online.
  - A patient assessment on a live patient and demonstration of lateral position
  - DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.

**3. Signals:** Demonstrate the following 4 signals correctly as determined by the authorised person conducting the skills maintenance check:

- Assistance required
- Return to shore
- Proceed further out to sea
- Pick up patient to the left or right
- Please note: Signals need to be demonstrated practically, however, there is an online tool available for members to refresh their knowledge at [bronzies.com](http://bronzies.com).
- **4. Rescue** (1 of either Board or Tube):

Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:

- Negotiating the surf zone
- Securing the patient
- Returning to shore with the patient
- Calling for assistance

The member may choose the rescue equipment and should use swim fins during the tube rescue if available.

## Bronze Medallion

- 1. Run Swim Run (timed)** 200m Run / 200m Swim / 200m Run unaided in 8 minutes or less:
  - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
  - Aquatic course must be around two swimming buoys
  - Reasonable adjustment may be made for ocean conditions on the day. Please see the notes included in the Skills Maintenance Information booklet

**e 2. Resuscitation (CPR) with oxygen and defibrillation:**

- Theory and a practical demonstration. Theory is available online.
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask
- Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED

**3. Signals:** Demonstrate the following 4 signals correctly as determined by the authorised person conducting the skills maintenance check:

- Assistance required
- Return to shore
- Proceed further out to sea
- Pick up patient to the left or right
- Please note: Signals need to be demonstrated practically, however, there is an online tool available for members to refresh their knowledge at [bronzies.com](http://bronzies.com).

**4. Rescue (1 of either Board or Tube):**

Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:

- Negotiating the surf zone
- Securing the patient
- Returning to shore with the patient
- Calling for assistance

The member may choose the rescue equipment and should use swim fins during the tube rescue if available.

**e 5. Radio:**

Theory and a practical demonstration. A scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.

- Pre operation checks
- Knowledge of local operating channels and uses
- Interpatrol communications
- Sign on/sign off
- Rescue procedures and requests for assistance

**Gold Medallion (Advanced Lifesaving)**

A member must hold the Silver Medallion Beach Management and be proficient in ALL of the following awards:

- a) Bronze Medallion (and hold the Cert II in Public Safety (Aquatic Rescue))
- b) Advanced Resuscitation Techniques Certificate/Advanced Resuscitation Techniques [AID]
- c) Apply First Aid/First Aid [AID]

If any of these award proficiencies lapse during the season, even after successful completion of the Gold Medallion, then the member will become non-proficient in the Gold Medallion.

**1. Pool Swim:**

The member must complete an 800 metre swim in 14 minutes or less in a swimming pool of not less than 25 metres. The pool swim must be completed before any other component of a Gold Medallion proficiency.

## 2. Mission Test

- The distance will be 400m swim, 800m run, 400m board paddle, and 800m run
- The time will be 25 minutes or less
- The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
- Aquatic course must be around two swimming buoys

## 3. Rescue:

Demonstrate a board and tube rescue according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual.

- Tube Rescue: Complete a tube rescue of a patient 100 metres out to sea and return. Member should use swim fins during this rescue
- Board Rescue: Complete a board rescue of a patient 200 metres out to sea and return

## 4. Complex Rescue Scenario (may include one of the rescues above):

Demonstrate a complex rescue scenario as set by the delegated Assessor according to the SLSA operational procedures in the current Public Safety and Aquatic Rescue Training Manual.

The rescue must assess the following events:

- Negotiating the surf zone
- Securing the patient/s
- Returning to shore without losing the patient/s
- Calling for assistance
- Performing emergency care as required by the patient/s

Please note: There are now standardised resources recommended for use in the Gold Medallion assessment. You can access these on the SLS Members Portal.

# Emergency Care Awards

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Awards involving resuscitation are to be assessed annually. Once proficiency is achieved, resuscitation in other award proficiencies is not required. Please note that completion of the Resuscitation skills maintenance is not sufficient to result in the renewal of a members CPR unit of competency.

## Resuscitation Certificate

- Theory and a practical demonstration. Theory is available online.
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask

## **Advanced Resuscitation Techniques Certificate/Advanced Resuscitation Techniques [AID]**

There is a training tool available online for members who want to refresh their knowledge of advanced resuscitation techniques. This is not a requirement of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here :

### **1. Resuscitation\***

- Theory and a practical demonstration. Theory is available online.
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask
- Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED.

### **2. Oxy Viva Operation**

- Use of air bag resuscitator on conscious/unconscious patient(s) during resuscitation scenario

### **3. Oropharyngeal Airways**

- Correct measurement and insertion of an Oropharyngeal Airway (on a manikin where possible)
- Demonstrate an understanding of when and why an airway is introduced into resuscitation

### **4. Suction**

- The use of hand held suction apparatus for the removal of fluids from the mouth

\*Remember: If a member has already completed a skills maintenance that required Resuscitation to be assessed i.e. Bronze Medallion, they are considered to be proficient in that section of this award. Members still need to be assessed as competent in sections 2-4 to be deemed proficient in ARTC.

## **Spinal Management Certificate**

- Participate in a spinal management scenario relevant to your location.

Please note: Due to changes in Australian Resuscitation Council guidelines, application of a cervical collar is no longer necessary.

There is an online course available online for members who want to refresh their knowledge of advanced resuscitation techniques. This is not a requirement of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here above.

## **Pain Management Certificate**

Proficiencies for this award will be required at a minimum every two years and in some states annually depending on state permit requirements. Independent of the frequency, items included in the proficiency will include:

- Demonstration of set up and simulated use
- Knowledge of local security and state documentation requirements

There is an online course available for members wanting to refresh their knowledge prior to attending their practical skills maintenance session. There is also video available in the Members Portal. These are not requirements of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed above.

## **Silver Medallion Advanced First Aid**

The skills maintenance requirement for this award is every three years; however, a member must maintain proficiency annually in the prerequisite awards of

- a) Spinal Management and
- b) Advanced Resuscitation Techniques

to remain current in Silver Medallion Advanced First Aid. Every three years the Advanced First Aid component of the course will need to be completed again in full.

# Powercraft Awards

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Not all powercraft award holders need to demonstrate skills in a 'one off' skills maintenance check and that many may be deemed as proficient via demonstration of competency during normal operational activities. Proficiency of powercraft award holders may be able to be assessed in numerous ways such as through the use of log books and club powercraft officer recommendation.

All members must demonstrate proficiency in the pre-requisite awards associated with these awards as follows:

## **IRB Crew Person Certificate**

- Proficient Bronze Medallion

## **Silver Medallion IRB Driver**

- Proficient Bronze Medallion
- Proficient IRB Crew
- Hold a current state/territory boat licence (where applicable)

## **RWC Operator**

- Proficient Bronze Medallion
- Proficient Advanced Resuscitation Techniques Certificate/Advanced Resuscitation Techniques [AID]
- Proficient Apply First Aid/First Aid [AID]
- Hold Silver Medallion Beach Management
- Hold a current state/territory boat/PWC licence (where applicable)
- Additional state/territory pre-requisites as required

## **IRB Crew Certificate**

Skills maintenance in this award may be assessed by an authorised delegate. Logged hours should be included in an assessment of skills maintenance.

1. Questions on safety and the SLSA Powercraft Code of Conduct. Theory is available online.
2. Demonstrate effective and safe crewing practice and ability including:
  - Parallel running
  - Figures eight
  - Response to signals
  - Negotiation of surf as required
  - Demonstrate patient rescue
  - Demonstrate ability to carry out a patient lift, exit, carry and lay.

## **Silver Medallion IRB Driver**

Skills maintenance in the Silver Medallion IRB Driver award can only be assessed by an IRB Assessor. Logged hours should be included in making assessment decisions.

1. Questions on safety and the SLSA Powercraft Code of Conduct. Theory is available online.
2. Demonstrate the ability to apply safe driving practice including but not limited to:
  - Parallel running
  - Figures eight
  - Response to signals

- Negotiation of surf as required
- Demonstrate ability to conduct a patient rescue
- Demonstrate ability to carry out a patient lift, exit, carry and lay.

### **Specialist Powercraft Awards (JRB/ORB) and RWC Operator**

Skills maintenance for specialist groups shall be determined by the individual group and as approved by the relevant State Director of Lifesaving. Skills maintenance may be assessed during normal operational activities.

### **ATV Awards**

A member's driving licence must be checked each year for currency.

A member whose driver's licence has been cancelled (or suspended) must not be driving the ATV.

Once the member's driving licence has been checked, an Assessment Request for a proficiency must be entered into SurfGuard.

# Beach Management and Radio Awards

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## Silver Medallion Beach Management

Proficiency is required in the prerequisites for these awards to remain current.

- e SLSA recommend that all current Patrol Captains undertake the online course 'online component of the Silver Medallion Aquatic Rescue' as part of their skills maintenance. This short online course has been developed to provide access to the theory content of the Silver Medallion Aquatic Rescue, and is most relevant to Patrol Captains. It is available in the SLSA eLearning platform.

## e Radio Operators Certificate

For those who hold the stand alone Radio Operators Certificate (i.e. who do not have their BM), theory is online however a practical demonstration is also necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.

- Pre operation checks
- Knowledge of local operating channels and uses
- Interpatrol communications
- Sign on/sign off
- Rescue procedures and requests for assistance

For those who use this award as part of their operation within a SurfCom, additional assessment may be included at a local level.

# Training and Assessing Awards

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## **Training Officer**

Be currently endorsed as per State/Territory requirements.

## **Assessor**

Be currently endorsed as per State/Territory requirements.

## **Facilitator**

Be currently endorsed as per State/Territory requirements.

For more information about the re-endorsement process, refer to the Academy Volunteer Handbook (Education SOPs) at [www.surflifesaving.com.au/members/member-training](http://www.surflifesaving.com.au/members/member-training).



# Member Services

# Membership

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Members can be registered for the 2017/18 season using one of two methods – the paper based Membership form (available in the SLSA Members Portal library - <https://portal.sls.com.au/> or on the [SLSNSW website](#)) or via Surf Life Saving's electronic systems.

In 2008, Surf Life Saving Australia introduced Lifesaving Online - a self-service membership system where members of the organisation could view and manage some aspects of their membership information. However, in July 2015 Lifesaving online was replaced with a new Members Area. As such membership renewals can be completed via <https://portal.sls.com.au/>.

Surf Life Saving Clubs (SLSCs) wishing to direct new members to an electronic registration system can utilise the SLSA Join function, available on the [SLSA Website](#) - <https://sls.com.au/join>

Please note SLSA up-dated the membership paper-based form in July 2017 and the online form in August 2017. These changes were made to reflect SLSs increased commitment to safeguarding children, with the addition of a declaration to the protection of children and young people. If members renewed their membership prior to these dates please note that there is no requirement to re-submit membership forms.

It should also be noted that SLSNSW have up-dated the Member Protection Declaration form, and the newest version can be found on the SLSNSW website. There is no requirement for those who have already signed the previous version to re-sign, however SLSCs should utilise the newest version moving forward with any new signatories.

# Club Management And Operations

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## Quality Club Program

Strong grassroots operations are fundamental to the success of Surf Life Saving, and so by adopting the three-tiered accreditation standards within the Quality Club Program, SLSCs will be able to take the tangible steps necessary to advance their own organisational practices and benchmark against a state-wide standard of excellence.

The program provides a linear pathway for progression and is a highly effective audit tool, providing quick reference and identification of best practice operations. Ultimately it assists your SLSC to strengthen its governance and management, be compliant with legislation, build the capacity of your volunteers and programs and ensure that it is able to utilise the human, technological, physical and social resources available.

The timeframes for the Quality Club Program for the 2017/18 season are as follows:

**August – September 2017:** Register your SLSC via the SLSNSW website

**September 2017 –October 2017:** Develop your 'plan of attack' – use the tool to audit your SLSC, identify gaps and put plans in place to address these throughout the season, and make a plan for how and when each of your Committee members are going to submit the evidence required for their area of work.

**October 2017 – May 2018:** Submit your evidence for the program throughout the season. The easiest thing to do is to continuously add to your submission, and don't leave it all to the end of the season. Also don't leave it to one person – all Committee members should be involved in the process.

**1 June 2018:** Submissions should be finalised for the season as they are due to SLSNSW. Don't worry, if you are having trouble submitting speak to the SLSNSW Quality Club Officer in your region for some support and advice.

**June – July 2018:** The SLSNSW Quality Club Officers will assess your submissions. If there are any missing items, or any points that need clarifying, they will be in touch to discuss.

**July 2018:** Successful SLSCs will be awarded Bronze, Silver or Gold status in the Quality Club Program.

Accreditation for every level, including Bronze, Silver and Gold, is valid for one season only – meaning the checklist must be completed each season to maintain accreditation under the program.

For more information visit the members section of the Surf Life Saving NSW website ([www.surflifesaving.com.au/members](http://www.surflifesaving.com.au/members)) or call 02 9471 8000 to speak to the SLSNSW Quality Club Officer for your region.

## Club Sustainability Framework

Ultimately SLSNSW and Branches want every SLSC to be healthy and sustainable. Through the Club Sustainability Framework specific localised challenges can be addressed and sustainable systems identified and implemented which will help ensure the future strength and stability of SLSCs.

The Club Sustainability Framework aims to develop a measurable evidence based process to identify where the greatest need is, which can be used to identify specific areas within SLSCs in need of attention. This process also assists in the development of a plan of action to improve SLSC health and a timeframe for improvement.

SLSNSW uses indicators of SLSC health and develops a Club Sustainability Report for every SLSC in NSW. This report is the first stage of the process to support SLSCs, and involves the analysis of the data available to SLSNSW through SurfGuard and other means to create a meaningful picture about the SLSC.

Of course it is appreciated that statistics alone will not provide us with the whole story, and as such SLSNSW and Branches endeavour to meet with those SLSCs who are identified as having some risk factors in order to discuss what has been identified and to further build upon that picture in an effort to identify what it might be that the SLSC is struggling with.

By identifying your needs, SLSNSW and Branches will then be in a position to better support the SLSCs individual areas of improvement, and provide any advice or guidance within our capacity.

The timeframes for the Club Sustainability Framework for the 2017/18 season are as follows:

**June – July 2017:** SLSNSW staff will collect, analyse and prepare the Club Sustainability Reports for all SLSCs.

**August – September 2017:** SLSNSW Quality Club Officers present and discuss the Club Sustainability Reports with the Branches and plans will be made in relation to support requirements for those SLSCs who have been identified as needing extra supports.

**September – October 2017:** SLSNSW Quality Club Officers meet with SLSCs who have been identified as requiring some extra support so that Action Plans / plans for improvement can be developed.

**October – November 2017:** Other SLSCs are welcome to meet with SLSNSW Quality Club Officers to discuss their reports, or reports will be emailed electronically to the SLSC.

**October 2017 – May 2018:** SLSNSW Quality Club Officers and other members of staff will particularly keep in regular contact with identified SLSCs, and provide support in relation to the plans for improvement. All SLSCs are welcome to contact SLSNSW Quality Club Officers and other staff during this time for any support required however.

**May – June 2018:** SLSNSW Quality Club Officers will meet with SLSCs who were identified as requiring extra supports, to ensure that the Action Plans / plans were successfully implemented throughout the season, and to discuss the goals for the 2018/19 season.

### **Club Guide 5.0**

The SLSNSW Club Guide Version 5.0 will be released at the start of the season, and will be available for download from the members section of the SLSNSW website: [www.surflifesaving.com.au/members](http://www.surflifesaving.com.au/members). This latest version has a significant number of changes in all sections and therefore will replace version 4.4.

The Club Guide is a way of centralising the numerous Surf Life Saving NSW resources that have been developed over recent years to convey the vital information that SLSCs require to effectively operate. Through the development of a resource that unites information from all aspects of Surf Life Saving, SLSCs have access to information that is recent, relevant and accessible to all.

SLSNSW works to review the Club Guide regularly throughout the year, and will release a memo advising SLSCs of any significant changes as each new version is released. Feedback is always valued, and can be submitted to SLSNSW via [memberservices@surflifesaving.com.au](mailto:memberservices@surflifesaving.com.au).

### **Other resources**

There are a host of other resources available on the SLSNSW website to support SLSCs, such as the Club Constitution Template, Club Sponsorship Kit and Annual Report Guidelines. Visit <http://www.surflifesaving.com.au/members> for more information.

# Leadership Development

## Facilitator Network Program

At Branch and State level within Surf Life Saving there are a number of programs which are run to support the development of members, particularly our future leaders within the movement. These programs are led by Branches or State, but are facilitated by amazing volunteers who have a passion for seeing our people grow in confidence and skill.

We are always after new facilitators, and encourage any SLSNSW members who feel they are able to fulfil this unique role to join the SLSNSW Facilitator Network Program. Visit the SLSNSW website or email [memberservices@surflifesaving.com.au](mailto:memberservices@surflifesaving.com.au) for more information.

## SLSNSW Leadership Development Programs

The Member Services team coordinates four leadership development programs throughout the season, including the Junior Lifesaver of the Year program, the Youth Opportunity Makers workshop; the Development Networking Program; and the Beyond My Club Development Program. The timeframes for the 2017/18 season are as follows:

Development Networking Program (18 – 25s)		
Circular Released	Applications Due to SLSNSW	Program Dates
July 2017	9am, 4 September 2017	17 – 19 November 2017
Junior Lifesaver of the Year (U13 – 14)		
Circular Released	Applications Due to SLSNSW	Program Dates
Oct 2017	9am, 5 February 2018	16 – 19 April 2018
Youth Opportunity Makers workshop (15 – 17s)		
Circular Released	Applications Due to SLSNSW	Program Dates
Oct 2017	9am, 5 February 2018	16 – 19 April 2018
Beyond My Club (26+) Development Program		
Circular Released	Applications Due to SLSNSW	Program Dates
TBC	TBC	TBC – June 2018

### JUNIOR LIFESAVER OF THE YEAR:

This program is for U/13-14 members who are the branch winners of the Junior Lifesaver of the Year Award. Interviews for the SLSNSW Junior Lifesaver of the Year Award are held during the camp, with the male and female winner being announced at completion of the program.

The focus of this program is about learning through experience and fun. Participants are involved in presentations and discussions, activities and scenarios, and physical challenges, all of which support them to develop their leadership, teamwork and communication skills.

### YOUTH OPPORTUNITY MAKERS WORKSHOP:

This program is targeted towards members who are 15-17 years of age whose SLSCs and Branches believe they have qualities that can be developed to enhance the future of the Surf Life Saving movement.

The workshop aims to create situations that promote fun learning experiences, create an awareness of current issues, pathways and opportunities, promote teamwork, communication skills and goal setting, and develop confidence and self-esteem, while providing an opportunity for participations to share ideas with like-minded peers.

## **DEVELOPMENT NETWORKING PROGRAM:**

This program offers the opportunity for members aged between 18 and 25 years, from all areas of the organisation, to participate in a weekend of workshops, keynote speakers, high energy discussions and personal development.

The program focuses on developing individuals and exploring the skills and talents they bring to Surf Life Saving in a fun and supportive environment. The 3 day event is all about getting together our Surf Life Saving leaders of the future, giving them a platform to discuss issues that affect them and most importantly, the chance to meet like-minded people from other SLSCs to foster strong inter-club and branch relationships for the future.

## **BEYOND MY CLUB DEVELOPMENT PROGRAM:**

This program is targeted at applicants who are aged 26 years or over, who have attained their SLS Bronze Medallion within the past 3 years and ideally not have participated in previous SLSNSW development programs. Additionally, they should have a level of organisational involvement within their SLSC so that the ideas learnt and shared at the program can be taken back and implemented.

The program aims to encompass all aspects of Surf Life Saving including club and member development, educational pathways, sport participation and lifesaving skills development. A key focus of the program is to promote best practice initiatives that can be tailored to an individual SLSCs needs.

For more information about all the SLSNSW leadership development programs visit the [SLSNSW website](#).

## **Surf Life Saving Australia Leadership Development Programs**

SLSA have two leadership programs which are held through the season – The National Leadership College and the Leaders Masterclass.

### **NATIONAL LEADERSHIP COLLEGE**

The National Leadership College provides an opportunity for young people, aged 18 to 30, within the movement to further develop their leadership skills and continue to positively contribute to the success of SLS. The college challenges, inspires, motivates and empowers young people through an interactive, dynamic and innovative environment. As well as learning new skills and creating opportunities for personal growth, the college opens up new networks with other likeminded passionate members across the country, who also are committed to making a difference within the movement.

The program is usually run around February each year, and more information will be made available about the 2018 program closer to the date via Memo and Clubmail.

### **LEADERS MASTERCLASS**

The aim of the SLSA Leaders' Masterclass is to provide an opportunity for existing leaders within SLSA (at all levels) to participate in a high-level leadership development program. The target audience are those who are current leaders, or those who aspire to be or have been identified as being potential future leaders in the near future. Informed by best practice in the leadership area, and tailored to needs and issues as identified by the participants, it provides participants with the opportunity to be proactive in sharing skills and expertise.

This program is currently under review by SLSA and as such will not be running in 2017. However information about the 2018 should be available later in the 2017/18 season.

# MEMBER RECRUITMENT

## SLSNSW Promotional Trailers

Three promotional trailers are available for use by SLSCs in the Northern, Metro and Southern regions. These trailers house a number of resources which can be used to create interactive displays at community and other events throughout the year. The trailers can be booked by emailing [memberservices@surflifesaving.com.au](mailto:memberservices@surflifesaving.com.au) or contacting the Quality Club Officer in your region.



## Surf Club Open Day

All SLSCs are urged to take up the opportunity to throw their doors open to the public and promote surf lifesaving within their local community. The Surf Club Open Day is a great way to showcase the amazing efforts undertaken each season by members in keeping our beaches safe.

The Surf Club Open Day gives SLSCs the opportunity to illustrate to the community how they can give, get involved and be safe with Surf Lifesaving. SLSNSW coordinate the state media activities leading up to the event and provides Branches and SLSCs with information and resources to ensure that they are supported throughout the process.

The 2017 Surf Club Open Day will be held on 15 October. SLSCs were required to be registered for the event by the beginning of August 2017 in order to receive their resources, however if any SLSC who has not registered still wants to be involved, they should contact the Member Services team on [memberservices@surflifesaving.com.au](mailto:memberservices@surflifesaving.com.au).

# YOUTH RETENTION

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## **SLSA Youth Engagement Program**

The Surf Life Saving Junior Development Program (Nippers) provides a structured development program for members aged five to thirteen to develop self-esteem, surf safety, lifesaving and competition skills. It is a highly valued program consisting of tangible outcomes, clear pathways and an emphasis on fun and participation.

Often programs for youth aged over thirteen within Surf Life Saving offer very little structure in comparison to the Junior Activities Program and this can present problems in engaging and retaining youth in Surf Life Saving. This age group is highly valuable to Surf Life Saving, making up one third of our patrolling membership.

The SLSA Youth Engagement Program (YEP) provides youth members with a structured engagement program to keep them motivated and involved in Surf Life Saving while providing them with the opportunity to explore and become involved in a range of areas within the movement which they may not have previously considered.

For more information about running YEPs in your SLSC please contact the Member Services team on [memberservices@surflifesaving.com.au](mailto:memberservices@surflifesaving.com.au).

# MEMBER RECOGNITION

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## **SLSNSW Awards of Excellence**

The Awards of Excellence recognises outstanding achievements and contributions in all aspects of Surf Life Saving. The awards celebrate the accomplishments of members, SLSCs and Branches throughout the season.

These Awards are progressive from Branch to State to National, and so once Surf Life Saving Australia have released information about the Award categories and selection criteria, SLSNSW will confirm via circular and Clubmail. Depending on the SLSA release date, SLSNSW hope to release these in January 2018.

All nominations are to be endorsed by respective SLSCs and Branches and forwarded to Surf Life Saving NSW by 1 July 2018.

## **SLSA Member Recognition**

Surf Life Saving Australia has a robust Member Recognition Framework to support SLSCs to recognise the membership. These include:

- SLSA Honours – Members of SLSA may be recommended for an SLSA Honour if they have rendered service to SLSA over a period of at least twenty (20) years.
- Long Service Awards (25,30,40,50,60,70 & 75 years of sustained membership of surf lifesaving).
- National Patrol Service Awards (5, 10, 15,20,25,30,35,40,45 & 50 years of lifesaving patrol service).
- Assessing, Officiating and Coaching Service Certificates (5, 10, 15,20,25,30,35,40,45 & 50 years of long service as examiners/assessors, to competition as officials and/or coaches and to Junior Activities as Age Managers).
- Meritorious Award (Individual and Group/Club Awards) for outstanding deeds of bravery performed in the sphere of operations of SLSA (lifesaving - both in and outside of designated patrol hours).
- National Medal. Established by the Commonwealth Government of Australia, it recognises long service in organisations that protect life and property. This award recognises the long service (minimum 15 years) of members /employees of SLSA as Rescue helicopter pilots and aircrew; Jet/Offshore rescue boat skippers, boat drivers or crew; operational members of emergency response groups; and Patrol members.
- SLSA Hall of Fame, available to members in recognition of their contribution in Surf Life Saving, SLS Administration and SLS Sport.
- National Innovation Award, given to a person or group in recognition of any development of initiatives that improve any facet of surf lifesaving in Australia.
- For more information about SLSA Member Recognition visit the SLSA Members Area.

# JUNIOR ACTIVITIES

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## Junior Membership

Age groups remain a minimum age of 7 years (U/8) up to a maximum age of 13 years (U/14) on a seasonal basis, with age group for the season being determined as at midnight on 30 September at the commencement of that season.

Listed below are the age groups members will be in for the 2017/18 season if they are born between the following dates:

1st October 2003 to 30th September 2004	U/14
1st October 2004 to 30th September 2005	U/13
1st October 2005 to 30th September 2006	U/12
1st October 2006 to 30th September 2007	U/11
1st October 2007 to 30th September 2008	U/10
1st October 2008 to 30th September 2009	U/9
1st October 2009 to 30th September 2010	U/8

Note: Proof of age/birth certificate must be sighted for all new children joining a SLSC.

U/6 and U/7 members may participate in activities on an educational basis only, meaning children in these age groups may not compete in any point score/ championship events.

A child may join a SLSC as soon as he/she turns five years of age. No SLSC is to accept membership of a child until they have reached the age of five years to comply with insurance requirements. A child who reaches five years of age after 30th September 2017 may join Nippers at that time; however, this child will be required to stay in the U/6 Nippers age group again the following season. It is the SLSCs responsibility to explain this to the parents of the child.

Listed below are the age groups members will be in for the 2017/18 season if they are born between the following dates:

1st October 2010 to 30th September 2011	U/7
1st October 2011 to 30th September 2012	U/6

## Junior Preliminary Evaluations

Many activities that will be completed by children as part of junior activities will be conducted in the water. To ensure that all children have a suitable swimming ability to allow them to participate in these activities, SLSCA has developed a Junior Preliminary Evaluation for each age group. Every junior member is required to participate in this evaluation prior to any water-based activities being undertaken.

Note: It is not an assessment which if not completed competently precludes the child from becoming a member or continuing with junior surf education or training activities – see information below.

The SLSC Executive may nominate suitably qualified members to act as their delegate for the purpose of assessing skills maintenance activities. Delegates should be selected on the basis of expertise in the awards being assessed, and the delegates names must be minuted at a SLSC Executive meeting annually.

A member who is delegated to assess junior preliminary evaluations must:

- Be proficient in SRC (at minimum) and have an understanding at the requirements of the evaluations for juniors
- Be familiar with the process of reasonable adjustment
- Adhere to the program of skills maintenance requested by the SLSC
- Complete any paperwork required accurately and return in a timely manner

For more information please see the 'Skills Maintenance Information' document available in the members section of the SLSNSW website: [www.surflifesaving.com.au/members](http://www.surflifesaving.com.au/members)

## **CONDUCTING THE EVALUATION**

This evaluation should be conducted in a low-risk environment, as determined by a completion of a pre-activity risk assessment. All new junior members should be supported by a 1:1 water safety ratio (water safety personnel: Activity Participant) when completing their evaluation. For all returning junior members, where knowledge of their ability is known by the SLSC, a 1:5 water safety ratio (water safety personnel: Activity Participants) may be used (Refer to SLSA Policy and Procedure 1.1 Water Safety).

## **FOLLOWING THE EVALUATION**

Any child that does not meet the required evaluation level will require a higher level of supervision when involved in water based activities. It is a requirement that these children remain in shallow water and based on a 1:1 ratio until the child is deemed competent in relation to the preliminary evaluation guidelines.

Any child that does complete the preliminary skills evaluation competently can progress to water based junior activities noting 1:5 water safety ratio (water safety personnel: Activity Participants). For still water / pool activities or low-risk conditions (ascertained after a formal risk assessment) the ratio may be expanded to 1:10 water safety ratio (water safety personnel: Activity participants) as per SLS Policy and Procedure 1.1 Water Safety.

## **Junior Competition**

### **JUNIOR COMPETITION EVALUATIONS**

From the age of 7 (Under 8) juniors can begin to compete in intra-club, inter-club and branch competition, while from the age of 8 (Under 9) juniors can participate in state competition. To ensure that all junior members that wish to compete in any inter-club, branch, state and national events/championships have the ability, strength and fitness standard to complete the courses they must be able to complete the junior competition evaluation for their age group.

Junior Evaluations can be completed on the Surf Life Saving NSW Proficiency Test Work Card. The card for the 2017/18 season is lavender / purple. Please contact your SLSC Chief Training Officer if you do not have a copy of this card.

### **BRANCH AND STATE COMPETITION REQUIREMENTS**

Any competitor wishing to compete at carnivals (water or beach events) must have successfully completed:

- Junior Preliminary Evaluation
- Junior Competition Evaluation
- Appropriate Surf Education award for their age group by 31 December 2017.

Junior Activities members (i.e. members comprising Under 14 and below), are not required to perform patrol hours to compete in Junior Activities competitions. However, if eligible members wish to compete in Under 15 competition, they must fulfil their patrol hour obligations as set out in SLSA Policy 5.4.

## SLSA Junior Evaluations and Education National Guidelines

	Preliminary Evaluation	Competition Evaluation	Surf Education Awards
<b>Under 6 Surf Play 1</b>	From a standing position in waist deep water perform a front glide and recover to a secure position. Perform a back or front float holding a buoyant aid and recover to a secure position.		Surf Play 1
<b>Under 7 Surf Play 2</b>	From a standing position in waist deep water perform a front glide, kick for 3m and recover to a secure position. Perform a back or front float for a few seconds and recover to a secure position.		Surf Play 2
<b>Under 8 Surf Aware 1</b>	25 metre swim (any stroke) 1 minute survival float	Nil (no water competition, except for wade which takes place in waist deep water)	Surf Aware 1
<b>Under 9 Surf Aware 2</b>	25 metre swim (any stroke) 1 minute survival float	Minimum 150m open water swim (competition course as per competition manual)	Surf Aware 2
<b>Under 10 Surf Safe 1</b>	25 metre swim (freestyle) 1 1/2 minutes survival float	Minimum 150m open water swim (competition course as per competition manual)	Surf Safe 1
<b>Under 11 Surf Safe 2</b>	50 metre swim (freestyle) 2 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Safe 2
<b>Under 12 Surf Smart 1</b>	100 metre swim (freestyle) 2 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Smart 1
<b>Under 13 Surf Smart 2</b>	150 metre swim (freestyle) 3 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Smart 2
<b>Under 14 SRC</b>	200 metre swim (freestyle, in less than 5 minutes) 3 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Rescue Certificate
<b>Assessors</b>	Delegated authority as per the SLSA Circular No. 108/15-16.		
<b>Notes</b>	Every junior member is required to participate in this evaluation, conducted by the club, prior to any junior water activity training or competition being undertaken. Any child that does not meet the required evaluation level will require a higher level of supervision when involved in water based activities at the discretion of the club.	The competition evaluation must be achieved before any competitors are eligible to compete in water based interclub competition.	Every junior member should achieve the relevant Surf Education Award appropriate to their age group.

## Junior Development Program

The Junior Development Program includes lessons that are tailored to each of the nipper age groups, ensuring the content is relevant and in line with lifesaving and surf sports most up to date training standards. The program is based on participatory evaluation and not assessed on competence; this means children must only be actively involved in each of the lessons to be eligible for the award.

Every junior member is expected to achieve the relevant Surf Education Award appropriate to their age group, and all Awards are to be recorded on SurfGuard by 31 December 2017.

All Junior Development Program resources remain unchanged for the 2017/18 season, and are available via the Members Portal: <https://portal.sls.com.au/>

## Age Managers

A supervision ratio of 1:20 is required by SLSNSW. However SLSA is recommending that where possible a supervision ratio of 2:20, with at least one accredited Age Manager and one male and one female, is recommended for all junior activities conducted on the beach. This ratio is based on overall numbers of junior members and not per age group.

SLSA up-dated the Age Manager Course and resources in June 2017. The up-dated resources include:

- SLSA Age Managers Syllabus v1.0
- SLSA Age Managers Learner Guide v4.0 replaces the previous Age Managers Guide 3rd Edition and includes the previous SLSA Age Managers online guide
- SLSA Assessment Portfolio v1.0 replaces the previous Age Managers Workbook. This is where all participant documentation required for assessment is located
- SLSA Age Managers Delivery and Assessment Guide v1.0 replaces the previous Age Managers Course Presenter Guide 2nd Edition and contains information relevant to age manager mentors delivering the course face-to-face and/or mentoring participants
- SLSA Age Managers Online Course 2017 (within the SLSA eLearning system). It aligns with the face-to-face theory component of the SLSA Age Managers course 2017 and can be completed by the participant instead of having to attend a face-to-face session. Assessment will still need to be completed face-to-face
- SLSA Age Managers Course PowerPoint v3.0 May 2017
- Age Managers Online Course Competency Record v1.0 July
- 

Notable updates to the course include:

- the process to become an age manager has been updated to include an additional on-the-beach mentoring session. This assists new age managers to better demonstrate competency in a variety of weather and beach conditions, as well as learn from a wider variety of age managers with different teaching styles
- the role of an age manager mentor has been formalised to clarify who is to guide new age managers through the course and deem them as competent to perform the role of an age manager.
- a greater emphasis is placed on accessing the SLSA Members Portal for information and educational resources relative to the Junior Development Program (JDR), in addition to resources related to other core SLSA activities (e.g., the SLSA Surf Sports Manual related to surf sport activities). Participants will see within the JDR resources available on the Members Portal that there is also room for flexibility among states
- a change from five (5) to seven (7) course topics
- minimum age to become a qualified SLS age manager is now 15 years old
- the inclusion of content related to programming a Nipper season, wet weather activities, SLSA 6.05 Member Protection Policy, surf safety (including rip currents and signals) and surf sport competitions
- more information on engaging and providing feedback to both Nippers and their parents

- new appendices that include sample beach layouts, a signals poster, season calendar templates and an outline of support roles
- formal reference to a recommended annual skills maintenance
- the removal of the requirement for participants to sign the age managers code of conduct as there are no longer role specific codes of conduct
- more emphasis on delivering fun, inclusive and education-focused Nipper sessions
- updated imagery throughout

Age Managers are encouraged to access the Foundation Coach Award if they would like to further develop their capability to provide a quality service to the participants they are working with. This entry level course targets participants actively participating in a club surf sport environment (recreationally or competitively).

All Age Manager resources are available via the Members Portal: <https://portal.sls.com.au/>

## **Water Safety Requirements**

SLSA Policy 1.1 sets out the risk management procedures and minimum requirements for the provision of water safety for surf lifesaving aquatic activities. This needs to be read in conjunction with the SLSA Water Safety Procedures 1.1. Access to these documents is via the SLSA Members Portal: <https://portal.sls.com.au/>

Two areas of focus for Junior Activities within the Water Safety Policy and Procedure include a recommendation for use of high visibility garments for aquatic activity participants and water safety personnel.

### **PARTICIPANT HIGH VISIBILITY GARMENTS**

For all junior activities it is recommended that aquatic activity participants be clearly identified with an endorsed high visibility garment as a means of easy identification above the water surface. Refer to Procedure 1.1 for information about the endorsed high-visibility colours.

### **WATER SAFETY SUPERVISORS AND PERSONNEL HIGH VISIBILITY GARMENTS**

For SLS junior activities water safety supervisors and personnel must be wearing a clearly identified uniform. It must consist of a cap (secured under the chin) and rash shirt. This may be either:

#### **1. Surf Rescue Uniform**

SLSA red and yellow quartered patrol cap secured under the chin;

SLSA Surf Rescue rash shirt;

Where appropriate, SLS Surf Rescue wetsuits and stinger suits

#### **2. High visibility (water safety) uniform**

A high-visibility (fluorescent) orange cap secured under the chin;

A high-visibility (fluorescent) orange rash shirt branded with 'WATER SAFETY' on the front and back of the shirt.

# MEMBER PROTECTION

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## Member Protection and Information Officer

A Member Protection Information Officer (MPIO) is a vital role in all SLSCs and is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern. They can also provide information and advice to administrators and complaint handlers with regard to the SLSA Member Protection Policy. MPIOs should be impartial, meaning they do not mediate or investigate complaints.

The MPIO can play a key role in ensuring our SLSCs are safe, fair and inclusive. MPIOs do this through ensuring SLSC members and administrators know their rights and responsibilities and ensuring policies that focus on member protection are being implemented. Such policies may include but are not limited to the complaints policy and procedures, child protection policies, harassment and discrimination policies.

SLS members can become a certified MPIO by taking the following steps:

1. Complete the online course which is delivered by Play by the Rules. The course will take approximately four hours and participants can pause and resume the course at any time. Visit <https://learning.ausport.gov.au/>
2. Once the course is completed participants will receive a completion certificate that includes an online certification number.
3. Complete the face to face workshop, which is delivered by NSW Sport, Sport and Recreation.
4. On completion of the face to face workshop a certification number will be received. Participants will need both this number and the online certificate number to finally register as a MPIO to receive a certificate of recognition.

Visit <https://www.playbytherules.net.au/online-courses/mpio-online-course> for more information.

## Child protection and working with children

SLSCs, as organisations that involve children, should have a strong interest in keeping children safe. As such Surf Life Saving New South Wales (SLSNSW) has developed a number of procedures and resources which complement the Surf Life Saving Australia (SLSA) Member Protection Policy.

It is important for SLSCs to understand that good child safe policies and practices are the best way to reduce potential environmental risks and keep kids safer in our organisation. SLSNSW encourages all SLSCs to use a range of responses to manage the potential risks in their individual environments, including meeting their Working With Children Check (WWCC) legal obligations.

While a WWCC can be an important tool in an organisation's approach to being 'child safe', they cannot identify people who have not previously been caught or are yet to offend. As such, although an important part of being a child safe organisation, practices such as reviewing risks, appointing Member Protection and Information Officers (MPIO), good communication and training, and managing allegations, are equally important.

### WORKING WITH CHILDREN CHECKS

The WWCC is managed by the Office of the Children's Guardian (OCG) and involves a national criminal history check and review of findings of workplace misconduct. The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

All NSW Surf Life Saving (SLS) members and employees (over the age of 18 years) require a WWCC from April 2015 if they are undertaking a child-related role. However, there are a number of exemptions under the legislation including children (under the age of 18); administrative, clerical, maintenance or ancillary work not ordinarily involving contact with children for extended period; very short term work (not more than a total of 5 days in a calendar year); volunteering by a parent or close relative with a team, program or other activity in which the child usually participates or is a team member; and co-workers and supervisors where a child works.

It should be noted that SLSA made changes to the field names in SurfGuard in July 2017. The fields that need to be populated with WWCC information are now as follows:

SurfGuard Field	Information to be Entered by SLSC
Working with Children Registration / Verification Date:	Record the date that the online verification was made
Working with Children Registration Expiry Date:	Record the WWCC expiry date (only available if verifying a WWCC Number, not an Application Number. Needs to be up-dated once the WWCC is received)
Working with Children Registration No:	Record the WWCC Number (or Application Number)
Member Protection Note:	Write the result of the online verification, ie "Result: In Progress/Cleared/Barred/Interim Barred/Not Found".

For more information visit the members section of the Surf Life Saving NSW website (<https://www.surflifesaving.com.au/members/resources/child-protection>)

### Member Protection Declaration Forms

The SLSNSW Member Protection Declaration form still needs to be completed by all members. While the WWCC looks specifically at national criminal history and workplace misconduct in relation to child-related work, the SLSNSW Member Protection Declaration is designed to make members aware of their responsibilities in relation to criminal charges more broadly, anti-doping violations, and any other matters which could constitute risk to members, employees, volunteers, athletes or reputation.

All new members, as well as any members renewing their membership after a leave of absence of at least one season, are to sign the SLSNSW Member Protection Declaration.

It should be noted that SLSA made changes to the field names in SurfGuard in July 2017. The fields that need to be populated with WWCC information are now as follows:

SurfGuard Field	Information to be Entered by SLSC
Member Protection Declaration Form:	Check completed
Member Protection Declaration Date:	Record the date which the form was completed
Member Protection Declaration Expiry Date:	If the member is under 18, insert the date they will turn 18 to ensure that a new declaration is completed at this time. For members over the age of 18, there is no expiry. They are however required to re-sign if they are renewing their membership after a leave of absence.

For more information and a copy of the Member Protection Declaration form visit the members section of the Surf Life Saving NSW website (<https://www.surflifesaving.com.au/members/resources/child-protection>)

# SURFGUARD ADMINISTRATION

## PART ONE: Assessment Requests

### When completing Assessment Requests for Lifesaving Education Awards:

- Input an endorsed Trainer and Assessor – if you are using a Facilitator they should be imputed into both. Probationary Trainers and Assessors can be listed in the Comments box, but you still need an endorsed Trainer and Assessor present and listed on SurfGuard.
- If the Trainer/Assessor you are trying to add cannot be entered into the Assessment Request, use the “Assessment Candidate Qualification Check” which can be accessed via the Education tab on SurfGuard. This check will identify why the Trainer/Assessor cannot be added and you will need to rectify the identified issue before continuing. Note that this check can also be used to identify why candidates cannot be entered into Assessment Requests.
- Do not uncheck the “Allocate/Update Equivalent Award” – this will require you to add to two separate Assessment Requests (e.g. one for the Bronze Medallion and all the units of competency, and another for the Certificate II in Public Safety (Aquatic Rescue)).

### When applying for any Service Awards (including National Patrol Service and National Medals):

- Please use the Members Area as the preferred method of application.

### When completing Assessment Requests for the Bronze Medallion:

- Remember to drag over the available Provide cardiopulmonary resuscitation [CPR] (HLTAID001) unit of competency if your Trainers/Assessors are qualified to train and assess this unit.

### For Junior Awards:

- Check that you are only issuing awards to the correct people. Selecting all available can result in juniors being awarded with two or three education or completion awards as their age makes them eligible for more than one award.

## PART TWO: Assessment Requests

- Please note that the time frame for printing of certificates is between 2-6 weeks. Please ensure that you have all of your Club’s awards processed in plenty of time for your presentations.
- If you know that awards have been processed with less than 6 weeks lead-time allowed, please contact [education@surflifesaving.com.au](mailto:education@surflifesaving.com.au). We will do our best to get them to you in time for your presentations, however please be aware that this is a very busy time so delivery in these circumstances cannot be guaranteed.

## PART THREE: Organisational and Officer Details

### How to up-date Organisational details in SurfGuard:

To update or enter Club/Branch organisational details please proceed as follows:

1. Login into SurfGuard
2. Go to Organisational Management
3. Go to Organisational Details
4. Select Edit
5. Make appropriate changes and additions (if required)
6. Save

The screenshot shows the 'Organisational Details' form in SurfGuard. The form is divided into several sections: 'General Details', 'Physical Address', 'Postal Address', 'Contact', and 'Web Details'. Each section contains various input fields for organisational information. A red arrow points to the 'EDIT' button at the bottom right of the form, with the text 'EDIT to save details even if unchanged' next to it.

Please ensure that these steps are completed even if there are no changes so that it is clear to others that this has been reviewed.

### How to enter / up-date Officer details in SurfGuard:

To update/enter Club/Branch contacts please use these instructions:

1. Login into SurfGuard
2. Go to Organisational Management
3. Go to Officers
4. Go to Officers
5. Under Officer Positions go to Edit (if previously entered) or New
6. Add Name from drop down box , from date, to date (please ensure dates are updated even if position holders are unchanged)
7. Save

Please do not delete Officers who no longer hold a position – it is essential that these records stay intact as a way of preserving the Officer history within your Club / Branch. Only current position holders will be displayed on the Officers screen in SurfGuard, however a custom report can be utilised to search for past Officers.

Position Name	Alternate Position Name/s	Branch	Club
Accident Investigation Officer		✓	
Director of Administration	Secretary	✓	✓
After Hours Emergency Contact		✓	✓
Coaching		✓	✓
Deputy President		✓	✓
District Supervisor		✓	
Director of Education	Chief Training Officer	✓	✓
First Aid Officer			✓
Director of Junior Activities	Junior Activities Coordinator	✓	✓
Director of Lifesaving	Club Captain	✓	✓
Member Protection and Information Officer (MPIO)		✓	✓
Director of Member Services		✓	✓
OH&S Officer		✓	✓
Official Co-ordinator		✓	✓
Paid Administration		✓	✓
Powercraft		✓	✓
President		✓	✓
Publicity/Media Officer		✓	✓
Radio		✓	✓
Registrar/SurfGuard Coordinator		✓	✓
Support Operations Officer		✓	
Director of Surf Sports		✓	✓
Team Manager		✓	✓
Treasurer		✓	✓
Vice Club Captain			✓
Youth Coordinator		✓	✓

### Additional Help

The SurfGuard User Manual is available by clicking [here](#), by selecting 'Go to online help' in SurfGuard, or via the Members Area (Library/Administration and IT/IT/SLSA/Guides/Clubs and Club Officers).

See Section 6 on Organisational Management, specifically 6.1 Organisation Details and Section 6.5 Officers.



# Surf Sports

## Who May Compete?

Surf Life Saving Australia (SLSA) competition is for registered, qualified and proficient members of surf lifesaving clubs who have fulfilled their club, patrol, financial and other membership obligations.

All members who wish to compete at any SLSA competition must be registered, proficient and carry out required patrol duties, in accordance with the "Eligibility to compete in SLSA competition" detailed in SLSA Policy Statement 5.4.

For further information on view the policy in the Member's Portal <http://portal.sls.com.au>

## Surf Sports Compliance

Branch Officials may carry out checks on patrol hour obligations on any club within their Branch. Surf Life Saving New South Wales may carry out checks or request a Branch to carry out the check on their behalf.

With regard to entries submitted for competition events, it will be the responsibility of the Club Officer completing the entries to ensure all members meet the requirements of SLSA Policy 5.4.

There may be checks of patrol logs prior to the State Championships.

## Workers Compensation

If you have suffered an illness or injury while performing authorised surf lifesaving activities, Workers Compensation may be payable under the Workers Compensation (Bush Fire, Emergency and Rescue Services) Act 1987. Please note WorkCover NSW is now called iCare.

### Who is entitled to make a claim?

- Registered SLSNSW financial members.
- If injury or illness occurred while undertaking a genuine, authorised activity as a surf lifesaver and the member was not receiving remuneration or reward. The member must be performing the activity voluntarily and without obligation.

*NB: Members who compete in elite events where prize money is paid or professional sportspersons or competitors who compete in events not under the control of SLS may need to take separate insurance/workers compensation.*

### Steps to take

- **Step one:** Immediately notify your supervisor or club official such as your patrol or club captain.
- **Step two:** The injury or incident must be recorded in the logbook and Incident Reporting Database (IRD) by a nominated club official as soon as possible.
- **Step three:** Complete the Workers Compensation Claim Form including witness details and send it directly to iCare Workers Insurance within 48 hours of injury. This can be done via fax: 02 9287 4828 or email [wiclaims@icare.nsw.gov.au](mailto:wiclaims@icare.nsw.gov.au). A copy of this form is not required to be sent to Surf Life Saving NSW however please retain a copy for your records.

*If your injury will keep you away from paid employment for at least 7 days you will need to contact iCare immediately on 1800 221 960.*

- **Step four:** Provide any documents required to assess the claim.
- **Step five:** If you require medical treatment, approval must be obtained from iCare prior to the commencement of treatment (unless the treatment is needed in case of an emergency).

iCare will assess a Workers Compensation claim and advice if liability has been accepted or declined after all the official documentation has been provided.

### WorkCover NSW requirements

Additional documentation such as a Certificate of Capacity, pay slips, tax invoices and receipts may be required. If your claim is accepted by iCare you will be assigned a case worker.

### Workers Compensation documents

For Workers Compensation related documents visit <http://www.surflifesaving.com.au/members/resources/workers-compensation>

## Athlete, Coach and Official pathway

SLSNSW provide many development pathways throughout the year that not only upskill competitors of all levels but also coaches and officials.

Program	Description
Pool Rescue Clinics	To allow grassroots, intermediate, elite athletes and developing coaches the chance to learn and fine tune their pool rescue skills.
U18 New Zealand Pool Rescue Development Tour	To give NSW's emerging elite athletes from the age of 16-18 the opportunity to compete/officiate at the Surf Life Saving New Zealand (SLSNZ) National Pool Rescue Championships.
Surf Boat Sweep Schools	To provide grassroots, intermediate, elite sweeps and surf boat athletes the opportunity to improve on their skills and knowledge.
Junior Development Academy	To expose NSW's U/12-14 athletes in performance enhancing theory training and skill development.
Beach Development Clinic	To give NSW beach athletes and emerging coaches of all levels the very best coaching and development Surf Life Saving has to offer for the beach
State Training Squad Camp	To give NSW's elite water athletes from U/15 – opens the very best coaching Surf Life Saving has to offer at three day high intensity camp.
Interstate Teams	To provide NSW's elite competitors in Surf Boats, IRB, Pool and Surf the a competitive pathway to the Interstate Championships.

## National Officiating Accreditation Scheme (NOAS)

Accredited Surf Sports officials are essential to the success of any surf carnival or event. Officials are required at all levels of competition. Some events require clubs participating in competition to fulfil a quota of officials in order to compete in a carnival. To officiate at competitions, individuals must nominate to the relevant Club, Branch, State or National organiser.

SLSNSW will be rolling out the National Officiating Accreditation Scheme known as NOAS), in line with SLSA.

NOAS will replace the current accreditation process and has been designed for self-paced learning of the theory, coupled with on the job assessments and/or mentoring.

The four stages in NOAS are;

- Core Official (previously Junior Official)
- Technical Official (Previously Level 1 Official)
- Senior Official (Previously Level 2 Official)
- Performance Official ( Previously Level 3 Official)

In the 2017-2018 season, it is likely that only the first two levels will be rolled out.

More information will be available shortly.

## National Coaching Accreditation Scheme (NOAS)

Becoming an accredited coach is an important step in ensuring that you are providing a quality service to the participants you are working with and your accreditation will be endorsed by the Australian Sports Commission.

National Coaching Accreditation Scheme (NCAS) is Australia's system of training and accrediting coaches, which more than 80 sports participate in.

SLSA has redesigned the way coaches are recruited, trained, supported, and retained. The result is a contemporary, flexible, interactive and purpose-built coach development framework, designed to ensure we are developing great coaches in all coaching environments and in all Surf Sport disciplines.

The NCAS replaced what was formally known as the Junior Coaching, Level 1, Level 2, and Level 3 courses.

The major change to the coaching framework is that it is now discipline specific under the following accreditations pathways;

- Foundation Coach - Previously Junior Coach
- Development Coach (i.e.; Board, Ski, Swim, Pool Rescue, IRB, Beach, Surf Boat) - Previously Level 1/2 Coach
- Performance Coach - Previously Level 2/3 Coach

#### How to enrol in courses;

Please first read the detailed information on <http://www.surflifesaving.com.au/members/surfsports/coaching>

Members can now participate in a coaching course at any stage throughout the year and can access these through their SLSA Members Portal.

Please ensure you have a SLSA Members Portal account. Contact the SLSA IT helpdesk if you are trying to enrol in a coaching course and need access to Members Portal.

### 2017/18 SLSNSW Events

There are many events that SLSNSW host. Depending on the event, you can enter from the U/8's all the way through to the 70 plus age group. For further information visit the website.

Event	Date	Location
NSW Interbranch Championship	9 - 10 December 2017	Stockton SLSC, Hunter
NSW Stramit Country Championship	3-4 February 2018	South West Rocks SLSC, MNC
NSW State Championships - supported by Clubs NSW	Life Saving: 24-25 February 2018 Age: 2-4 March 2018 Masters: 7-8 March 2018 Opens: 9-11 March 2018	Swansea Belmont SLSC, HUN
NSW Best of the Best Surf Boat Challenge Interbranch	24th March 2018	North Narrabeen, SNB
NSW IRB Premiership	Round 1: 5-6th May 2018 Round 2: 19-20th May 2018 Round 3: 2-3 June 2018 Round 4: 19-20 June 2018	TBA TBA TBA TBA
NSW IRB State Championship	TBA	TBA
NSW Pool Rescue Championships	July, 2018	TBA
NSW Board Riding Championships	TBA	TBA

## 2018 NSW Country Championships

3 - 4 February 2018 at South West Rocks SLSC. Clubs are advised of the following:

Entries will close on Wednesday 10 January 2018 at 11.00pm

Online Late Entries (late entry fee will apply) Sunday 21 January at 11.00pm

**Note: There will be no late entries accepted at the Championships**

## 2018 NSW Surf Life Saving Championships supported by Your local club

The following dates have been set for close of entries for the 2018 NSW Surf Life Saving State Championships supported by Your local club, to be held at Swansea Belmont, Hunter.

**Lifesaving Events – Champion Lifesaver and Patrol Competition - Saturday 25 Feb and Sunday 26 Feb, First Aid Competition on 4 March**

Entries will close on Monday 5 February at 11.00pm

Online Late Entries (late entry fee will apply) Sunday 18 February at 11:00pm

**Note: There will be no late entries accepted at the Championships**

**Age events 3, 4 & 5 March**

Entries will close on Monday 5 February at 11:00pm

Online Late Entries (late entry fee will apply): Sunday 18 February at 11.00 pm

**Note: There will be no late entries accepted at the Championships**

**Masters events: 9 & 10 March (Note: Masters Boats on 11 March)**

Entries will close on Monday 12 February at 11.00 pm

Online Late Entries (late entry fee will apply) Sunday 25 February at 11:00pm

**Note: There will be no late entries accepted at the Championships**

**Open events 10, 11 & 12 March**

Entries will close on Monday 12 February at 11.00 pm

Online Late Entries (late entry fee will apply) Sunday 25 February at 11.00 pm

**Note: There will be no late entries accepted at the Championships**



# Lifesaving

# Administration

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## **SLSNSW Standard Operating Procedures - Lifesaving Services**

The SLSNSW Standard Operating Procedures (SOPs) provide policy/guidelines and reference for lifesaving operations in New South Wales. The SOPs cover a range of topics that senior patrolling members (Club Captains, Patrol Captains, Support Operations Members etc.) should be familiar with such as; patrolling obligations and standards, gear and equipment guidelines, patrolling operations, emergency response guidelines and responsibilities.

It is important that the most recent and up to date version of the SOPs is referenced. Club Directors of Lifesaving should ensure that a hard copy is available to patrolling members (e.g. patrol box). Additionally, patrolling members should be made aware that the SOPs can be found online at [www.surflifesaving.com.au/lifesaving](http://www.surflifesaving.com.au/lifesaving)

To further assist patrolling members, SLSNSW has developed the 'Lifesaving Operations Procedures Guide' that outlines the key patrolling orientated information from the SOPs in a water-proof pocket sized flipbook. All Patrol Captains are encouraged to have their own procedures guide. Clubs can order procedure guides using the order form at [www.surflifesaving.com.au/onpatrol](http://www.surflifesaving.com.au/onpatrol)

## **Lifesaving Service Agreements**

All clubs/services in New South Wales have a signed SLSNSW and branch endorsed three year Lifesaving Service Agreement that outlines the minimum patrol dates/times/patrolling gear and equipment/service strengths for each club/service based on beach attendance, rescues/preventative actions and local government requirements.

Lifesaving Service Agreements should form the basis of annual patrol roster planning.

SurfCom sign on/off times are reflective of the Lifesaving Service Agreement as well as Surf Life Saving's public beach safety website [www.beachsafe.org.au](http://www.beachsafe.org.au), which details the patrol dates/times of each Club. It is imperative that all clubs/services patrol as per their Lifesaving Service Agreement to ensure the public maintains confidence in the information distributed and that Surf Life Saving fulfils its obligations to the community.

Clubs that are experiencing shortfalls due to membership levels or award qualifications can discuss the various options available with their Branch Director of Lifesaving.

## **Incident Report Logs**

All clubs/services should be inputting their Incident Report Logs and Patrol Logs into SurfGuard within two weeks of the associated patrol. This up to date information ensures that hotspots and trends are identified as early as possible, enabling time for preventative solutions to be put in place as well as providing accurate statistic figures for sponsors and media outlets to report the ongoing hard work of our volunteers.

A key focus of the 2017/2018 season will be collating accurate patrol data, especially attendance figures and the inputting of the rescue equipment used during a rescue (i.e. board, tube, IRB etc.). This information will be valuable in assisting Clubs identify through an evidence based system what equipment is used the most during patrols and what equipment is a priority for replacement/turnover.

# Club Patrols

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## SLSNSW Minimum Patrol Requirements 2017/2018

As per the SLSNSW Standard Operating Procedures, a volunteer SLS patrol must consist of the following minimum personnel:

- 3 x Bronze Medallion qualified patrol members

The following proficient qualifications/awards must be held by the collective patrol members on any patrol day:

- 1 x Current ART
- 1 x Current Silver Medallion IRB Driver
- 1 x Current IRB Crew Award
- 1 x Silver Medallion Beach Management

note:

- These awards may be shared between the three patrolling members on patrol.
- The minimum patrol requirements will need to be followed when configuring patrol rosters for the 2017/2018 season.

Clubs/branches may set further requirements on top of the SLSNSW minimum patrol requirements. Please contact your branch Director of Lifesaving

## SLS Patrol Uniform

Patrolling lifesavers should be professional and neat in appearance, as to present the best possible image to the community and be easily identifiable as an on-duty lifesaver.

It is the responsibility of the Club Captain and Patrol Captains to ensure that their patrol members are in correct uniform at all times whilst on patrol. The mandatory SLSA patrol uniform comprises of a:

- SLSA yellow long sleeved patrol shirt
- SLSA red patrol shorts
- Red and yellow quartered patrol cap
- SLSA red patrol peaked-cap or wide-brim hat

For further equipment and operational requirements related to the use of lifejackets in IRBs, please refer to SLSA Bulletin 03/13-14 Mandatory Wearing of Certified Lifejackets in IRBs – Lifesaving and Competition. This bulletin can be found in the SLSA Members Portal at; <http://portal.sls.com.au>

## Patrol Jackets

If wearing a jacket on patrol, a red/yellow jacket which meets SLSA brand guidelines shall be worn.

The full uniform policy and details can be viewed at [www.sls.com.au](http://www.sls.com.au) and within the SOPs at [www.surflifesaving.com.au/lifesaving](http://www.surflifesaving.com.au/lifesaving)

Clubs will again be kindly supplied with a Patrol Uniform Allocation directly through SLSA. The free allocation of patrol shirts and shorts can be retrieved via the SLSA online surf shop. Clubs will be advised directly by SLSA with more information [www.sls.com.au/store](http://www.sls.com.au/store).

## Patrol Operations Manuals (POM)

Patrol Operations Manuals (POMs) are designed to outline specific local beach management/response plans which will help all members, from existing Patrol Captains to new Bronze members familiarise themselves with the local beach hazards/and risk management plans.. Please remember to share this valuable document with all patrolling members!

The POMs have been overhauled with the support of a review panel and member feedback to create a more succinct POM template for Clubs to work from with information that is already inputted into SurfGuard is no longer required in the POM ensuring that the POM does not require in-depth updating each season.

Key features of the overhauled POMs are;

- Club radio procedures
- Improved template for risk management plans
- Patrol type diagrams and definitions
- Daily patrol procedures
- Club based procedures for large emergency response incidents

The POM template available at [www.surflifesaving.com.au/onpatrol](http://www.surflifesaving.com.au/onpatrol)



# CLUB RADIO PROCEDURES



## SIGNING ON/OFF WITH SURFCOM

### SIGN-ON

#### SurfCom Contacts Clubs, Services (North to South)

- Beach Status (closed + reason for beach closure)
- Number of Bronze members
- IRB Status (Operational/Non Operational)

### SIGN-OFF

#### SurfCom Contacts Clubs, Services (North to South)

- Extension of Patrol Hours: Notify SurfCom 15 minutes prior to scheduled finish time and advised finish time
- Number of Rescues (total for whole day)

Always contact SurfCom if your patrol status changes (IRB, ATV, Bronze Numbers below 3)



## RADIO CHANNELS

### Channel 1

- Emergency Working Channel (line of sight only)  
Used during major incidents where Duty Officers, RWCs, Helicopters are involved.

### Channel 2

- Patrol Channel (line of sight only)  
Used for everyday internal patrol communications (e.g. IRB, roving patrol, ATV)

### Channel 3

- Primary Repeater Channel  
Used for all communications with SurfCom & other SLS assets/ clubs



## CONTACT

**State Operations Centre:** 9471 8092  
Covers – FNC, NC, MNC, LNC, HUN, CC, SYD, ILL

**SurfCom Warringah:** 9982 5959  
Covers – SNB, SC, FSC

## Lifesaving Operations Procedure Guide

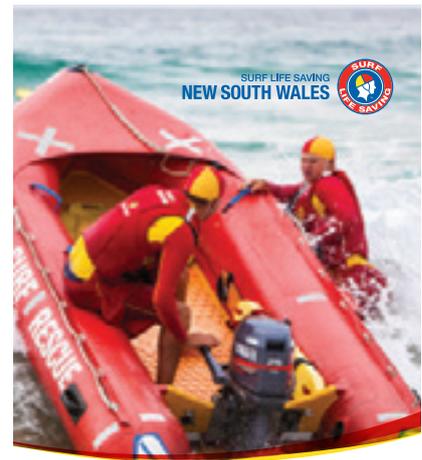
Revised in line with the Standard Operating Procedures, the guide (also known as Flipbook) is a 'must have item' for all lifesaving patrol personnel, especially Club Captains and Patrol Captains.

The Procedure Guide is 'pocket sized' and produced on water proof paper to enable it to be a quick reference on patrol.

The guide focuses on the following key areas;

- Preparation
- General Operations
- Emergency Operations
- Recovery Operations
- Communications

To purchase Procedure Guides for your Patrol Captains and senior members, please fill in and submit the order form (found at [www.surflifesaving.com.au/onpatrol](http://www.surflifesaving.com.au/onpatrol)) to Lachlan Wild ([lifesaving@surflifesaving.com.au](mailto:lifesaving@surflifesaving.com.au))



## Lifesaving Operations Procedures Guide

## Patrol Ops App

As the rollout of the Patrol Ops App progresses, SurfCom has changed their procedures to better facilitate the use of the App by Clubs. In 2017/2018, SurfCom will remind clubs that they can sign on via the Patrol Ops App before contacting each club approximately 10-15 minutes later for either sign on or a radio check.

For example, SurfCom will broadcast at 9am reminding clubs to sign on via the Patrol Ops App if they wish. At approximately 9:10am SurfCom will contact clubs north to south requesting either a sign on or conducting a quick radio check (for clubs already signed on).

To access the Patrol Ops App, members will need to have a 'Members Portal' account. The App can be downloaded via the Google or Apple App stores.

## Breaches of Lifesaving Standards Guide

The 'Breaches of Lifesaving Standards Guide' outlines the identification/ notification/response responsibilities for clubs, branches and SLSNSW in resolving breaches of lifesaving standards to ensure a consistent and structured approach. The aim of the guide is to outline a clear notification process that prevents a breach occurring in the first instance, or from repeated breaches occurring.

Branches and Surf Life Saving New South Wales are committed to assisting clubs where possible to ensure service levels are maintained.

A breach of lifesaving standards is outlined within the guide, however they are based on the Lifesaving Service Agreement, Standard Operating Procedures and Patrol Operations Manual.

The 'Breaches of Lifesaving Standards Guide can be accessed at [www.surflifesaving.com.au/onpatrol](http://www.surflifesaving.com.au/onpatrol)

# Gear and Equipment

## Annual Gear and Equipment Inspections

As per Surf Life Saving requirements; ALL frontline lifesaving equipment is to be annually inspected prior to the commencement of the patrolling season to ensure:

1. Gear & equipment is safe to use
2. Gear & equipment is not damaged or faulty
3. Gear & equipment is operationally fit to use for Surf Life Saving purposes
4. Clubs and services meet the minimum patrol equipment requirements as outlined in the SLSNSW SOP's
5. Gear & equipment repairs, maintenance and upgrade requirements are identified
6. New gear & equipment SOP's, Specifications and Policy update requirements have been implemented
7. Correct and current information is updated on SurfGuard
8. All gear & equipment is SLSA endorsed

Branch Gear Inspectors will mark all approved lifesaving equipment with a new SLSNSW gear inspections sticker each year. Equipment that is not "passed" by the Gear Inspectors is to be recorded and tagged with a red reinspection sticker and must not be used by members on patrol until the equipment has been passed.

SLSNSW requires the 2018 Annual Pre-Season Gear and Equipment inspection process to be fully completed by 14 September 2017. This requires all clubs to have their inspections conducted well before 14 September 2017 to allow adequate time for repairs on any defective equipment and to ensure ALL information has been updated on SurfGuard. Please contact your branch office for inspection dates and times.

For more information refer to Circular 3509: 2017-18 Gear and Equipment Inspection Program that will be found on the SLSNSW website. [www.surflifesaving.com.au/members/circulars-and-memos](http://www.surflifesaving.com.au/members/circulars-and-memos)

## Patrol Captain Defective Equipment Tags

All clubs will again be provided with a pack of Defective Equipment Tags in the 2017/2018 season.

The tags designed to be attached to any equipment that is broken or deemed defective and is in need of repair and should not be used until the equipment is repaired and the tag is removed.

The tags are to be dated and signed by Patrol Captains and the Club Captain should be informed of the defect and logged into the clubs maintenance manual.

Defective Equipment Tags are being implemented to:

- Allow club members to identify dangerous and faulty equipment
- Ensure effective equipment is used in emergencies and patrol use
- Prevent Member injury
- Ensure required maintenance is conducted



## Surf Rescue Vessel Registrations

Under NSW Roads and Maritime Services (RMS) regulations it is illegal to operate an unregistered vessel. SLSNSW holds a special exemption which allows clubs/ branches to register their vessels internally (with SLSNSW) – saving considerable workload cost on members.

All Surf Rescue vessel are reregistered annually through the SLSNSW Annual Gear & Equipment Inspections Program outlined in this document.

Where any Surf Rescue vessel is purchased, sold or disposed of, SLSNSW must be notified via the following channels:

- Existing vessels which are not on SurfGuard - complete the 'New Vessel Registration Application Form' ([www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg](http://www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg)) and return to SLSNSW. Clubs are required to update information in SurfGuard.
- New vessels – complete the 'SLSNSW Vessel Registration Application Form' ([www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg](http://www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg)) and return to SLSNSW. SLSNSW will issue a vessel registration number (SR number). Clubs are required to update information in SurfGuard.
- Vessels being sold or disposed of - complete the 'Transfer of Vessel Registration Form' ([www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg](http://www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg)) and return to SLSNSW. Remove SR numbers and SLS signage before selling or disposing of vessel. Clubs are required to update information in SurfGuard.

For more information please contact Lachlan Wild ([lifesaving@surflifesaving.com.au](mailto:lifesaving@surflifesaving.com.au))

# Emergency Response

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## Surf Rescue Emergency Response System (Callouts)

The Surf Rescue Emergency Response System was introduced in January 2008 to give Emergency Services (primarily NSW Police) a single point of contact to advise SLS of incidents along the NSW coastline. This system enables the on-duty State Duty Officer to be contacted 24/7.

All clubs, branches, support operations and Lifeguard Services affiliated with or employed by SLSNSW fall under the Surf Rescue Emergency Response System. This system is critical in reducing the drowning rate along the NSW coastline.

## Club/ Service equipment Preparedness

Clubs and services should ensure that core items of emergency response equipment are set up and ready to respond 24/7, including;

- IRB (fully set up with a full tank of fuel)
- ATV (fully set up with a full tank of fuel)
- Radios
- Oxygen resuscitation equipment
- Defibrillator
- Rescue tubes
- Rescue boards
- First Aid Kit
- Spinal Board

## Club/Service Emergency Call-Out Teams

Each club/service should also identify and form a team of qualified members who may be available to respond (if available) to incidents at their beach (and surrounding areas) outside of patrol hours and/or in support of an on-duty patrol. This team should be made up of appropriately experienced and qualified personnel who are versed in the relevant SLSNSW procedures and any/all branch/club specific plans/procedures.

Each club in NSW is required to have an Emergency Call-Out Team saved in the 'mailing group' section of SurfGuard. The emergency call out team is activated during an incident through the Surf Rescue Emergency Response System (13SURF). The State Operations Centre (SOC) and Branch Duty Officer have the ability to send a text message to all members in the call-out team advising them of the incident and requesting a SLS response. Clubs are to have a minimum of 6 members on their call out team; most clubs have between 10 and 20 members.

For assistance in updating the Emergency Call-out Team 'mailing group' in SurfGuard please see the below instruction;

## How to create Duty Officer (Branch) and Emergency Callout Team (Club/Service) details in SurfGuard:

1. Login into SurfGuard
2. Go to 'Mailing Groups' drop-down
3. Select 'Mailing Groups'
4. Click 'edit' on the 'Emergency Call Out Team' group already created
5. Keep 'Mailing Group Type' as 'SurfCom'
6. Select members name and click arrow to insert into 'Emergency Call Out Team'
7. Once all members selected, click 'SUBMIT'

## Critical Incident Debrief

The environment in which Surf Life Saving operates has the potential for members to be involved in serious incidents of a high-intensity and traumatic nature, and which often involve death, serious injury and/or significant risk to lifesaving personnel.

### **A Critical Incident Debrief is undertaken to ensure that:**

- Member welfare/support is optimised
- The ability to re-establish core lifesaving services is achieved
- Obligatory paperwork and data is recorded, collected and forwarded appropriately
- The Surf Life Saving response is documented for future review or for legal reasons (if required)
- Surf Life Saving is able (through effective data collection) to provide drowning prevention recommendations to the Coroner and relevant local government authorities

**The correct, accurate and comprehensive filling out of Critical Incident Debrief paperwork cannot be over emphasised. Especially for member welfare as this means there is a lodged record of the incident with WorkCover should there be a need for a future claim.**

The Branch Duty Officer (or equivalent) should lead every Critical Incident Debrief as part of the incident Recovery Phase. If a Duty Officer is not available an appropriate Branch Officer should be tasked to deliver the debrief.

### **Expert Counselling:**

SLSNSW has a contract with a private counselling organisation. Expert counselling plays the following roles in SLS Critical Incidents:

- Provision of trauma information/brochures
- Provision of three free 24/7 counselling sessions to members once approved by SLSNSW
- Provision of psychological first aid (emotive debrief) training to Branch Duty Officers and Peer Support Officers
- Provision of group counselling sessions for significantly traumatic critical incidents

### **Accessing expert counselling:**

Individual Counselling Session (post-incident): Members (or their parents for members 18years or younger) can request an individual counselling session as they deem necessary.

For more information please contact Maddy Scutts ([lifesaving@surflifesaving.com.au](mailto:lifesaving@surflifesaving.com.au))