

SNB Lifesaving Guide for Clubs

This document is intended as a guide only and will reference other documents. If you require further detail, please refer to the relevant document.

Where to find information

- SLSA Members Portal (<https://portal.sls.com.au>)
- SLS NSW Website (www.surflifesaving.com.au)
- SLS SNB Website (www.surflifesaving.net.au)
- SLS NSW Standard Operating Procedures Lifesaving Services (www.surflifesaving.com.au/members/lifesaving)
- SLS NSW Pre-season Information Pack
- SLS SNB Info Guide (published annually)

Surfguard

This is the national database that contains all Members' records including personal information, awards, and patrol hours. It is only accessible by authorised club members. Other databases, such as the Members Portal and the Carnival Entry System, pull member data from Surfguard. Surfguard also holds a record of all lifesaving gear and equipment owned by the Club.

Rule of thumb is that any information that Clubs must record on Surfguard, such as patrol logs, should be entered into Surfguard within 2 weeks of the activity occurring.

Lifesaving Service Agreements

This document outlines the Club's agreement with regards to patrols. It is normally a 3-year agreement and includes:

- Defined primary and secondary patrol areas for the Club
- Minimum patrol requirements (Bronze numbers, advanced awards, etc.)
- Dates and hours of patrol operations

LSAs in SNB for 2016-17 will be for 1 year only and will be reviewed again in 2017 following council amalgamations.

Patrol tents

The SNB Branch is fortunate to have our Club's patrol tents sponsored by Streets Ice Cream (Unilever). The branded patrol tents should be erected during patrol hours, whether the beach is open or closed. No other tent should be used for patrols without prior agreement from the Branch office. The patrol tent should only be taken down during patrolling hours if it is deemed unsafe for it to stay up. If this occurs, Surfcom should be notified immediately.

Patrol Uniforms

Patrolling members should be in uniform when they are on duty. The minimum uniform includes shorts, shirt and quartered cap. Patrol Caps are compulsory for all patrolling members that hold a proficient Bronze Medallion or Surf Rescue Certificate. They are to be worn on the head and tied under the chin. They should not be left hanging on the back of the neck.

Award members are those who patrol and do not hold a Lifesaving award (ie. Bronze or SRC) but do hold another award such as Radio Operator, First Aid or Advanced Resuscitation Techniques. Award members should not wear the quartered cap when patrolling.

The uniform that is currently available for purchase from SLSA was brought in 3 seasons ago. All patrolling members should be wearing this design of uniform by the beginning of the 2016-17 season. The only exception to this is Patrol Captains at Warringah beaches, who should be wearing the HBI shorts and shirts that are supplied by Warringah Council.

Patrol Logs

All details on patrol logs should be completed, including statistics such as preventative actions and beach attendance. This information must then be transferred into Surfguard when the log is entered. The information is used for reporting on our activities and planning for future lifesaving operations. Patrol logs should be entered into Surfguard within 2 weeks of the patrol date.

Patrol Audits

Patrol Audits help to monitor Patrol standards set by SLSNSW and SNB, as well as providing feedback to Clubs to enable them to monitor their own standards. A group of 4 or 5 Auditors will visit every Club once per season, on different dates, ensuring each Club is audited at least 4 times each season. Results from the Patrol Audits form the basis of the SNB Patrol Competition and winning Clubs are announced at the SNB Awards of Excellence.

Auditors will avoid sign-on, sign-off times and patrol changeover times by at least 20 minutes. They will not audit Clubs on Christmas Day, New Years Day or Australia Day. Patrol Captains will always be asked if it is OK to go ahead with the Audit and have the right to say “no” if they feel the patrol is too busy to participate. If a Patrol Captain is unhappy with the way the Audit was conducted, they may add comments to the form and may also choose not to sign it.

Members that are named on the Audit form will have their awards checked by the Branch office. Points will be deducted if the member is not financial, does not hold the award or the award is not proficient. The Branch will check if any of the other members identified on the form hold the same award before deducting points for lack of awards. A location for the ARTC award holder to be identified will be added to the form by hand if it is not pre-printed on the form.

Gear Inspection

Gear Inspection is conducted on the 3rd Sunday of August every year and detailed information is sent to Clubs in July each year. All lifesaving equipment must be inspected. All items must be shown in Surfguard Gear & Equipment lists. Clubs are advised to begin checking all lifesaving gear for any required repairs, etc. at the end of each season and not to leave it until close to Gear Inspection as you will run out of time.

Items that are often forgotten about include rescue boards and tubes that are used for Nipper activities. These items will be inspected and must meet the operational requirements for rescue equipment. Clubs should ensure that the JAC is aware of this, that they ensure any repairs needed are completed and that the equipment is available to inspect on the day of Gear Inspection.

Clubs are required to ensure they have 1 member volunteer as a part of the Branch Inspection Team. Clubs should ensure the member joining the team has some experience, whether it is with boards and tubes, first aid / oxygen equipment or IRBs.

Gear & Equipment Grants

There are a couple of grants that are usually offered annually for Lifesaving equipment. The Beach Safety Equipment Fund (BSEF) is a federal grant and the Lifesaving Equipment Grant is a State offering. All relevant information about these grants will be forwarded to the Club Captains when it is released. Clubs are also welcome to seek and apply for their own grants.

Proficiencies / Skills Maintenance

Detailed information about Proficiencies / Skills Maintenance can be found in the SLSNSW Pre-season Information Pack and the SLSNSW Skills Maintenance Information Booklet.

Nearly all awards require an annual proficiency (aka Skills Maintenance) that should be completed prior to 31st December each year. Clubs should enter the results of these proficiencies into Surfguard within 2 weeks of the assessment being completed. Paper records (such as proficiency cards, sign-in sheets, etc) should be filed at the Club for reference during the season.

Skills Maintenance should follow the procedure set out by SLSA and must be conducted by endorsed Assessors or Authorised Delegates.

Note that Delegates are authorised by a Club to conduct proficiencies for that same Club's members. They are not authorised to conduct proficiencies for members of other Club(s) unless they have been authorised by the other Club(s).

Members who have not completed skills maintenance for 3 years or more should be referred to the Club's Chief Training Officer for an in-depth proficiency to be conducted by an Endorsed Assessor. Clubs must follow the in-depth proficiency process as outlined by SLSNSW. Details can be found on the SLSNSW website.

Late Proficiencies

Members who are unable to complete their annual skills assessment prior to 31st December must apply in writing to both the NSW and SNB Directors of Lifesaving for permission to complete a late proficiency. This applies to all awards, not just Bronze Medallion and SRC. Typically, permission is only granted to those members who had a valid reason for not completing their proficiency prior to the deadline.

Examples of this are:

- Injuries that prevented completion (a medical certificate may be requested)
- Overseas travel that meant the member was away for most of the first half of the season and therefore not here for proficiencies (copies of travel documents such as passport and exit/re-entry stamps may be requested)
- Or if the member was not a financial member until after 31st December

If approval for a late proficiency is granted, the NSW Director of Lifesaving will advise who must conduct the proficiency. Usually it is the SNB Director of Lifesaving or his Authorised Delegate. Clubs should not go ahead and complete the proficiency without written approval, as the member will most likely have to do it again if and when approval is granted.

Patrol Captains on Beaches in the Former Warringah area

Patrol Captains at Clubs in the former Warringah Council area must complete the Honorary Beach Inspector (HBI) course run by Northern Beaches Council. Clinton Rose, from Northern Beaches Council, is happy to conduct courses for the Clubs each season. The course takes about 45 min's and Clinton will come to the Club upon request.

Each Club has a "mailing group" on Surfguard listing their members who have completed the HBI course. Clubs should ensure this list remains current by adding or removing members as required.

Emergency Call Outs

The SNB Branch operates a 24-hour/7-day emergency call-out system for emergencies that occur at our beaches. The Duty Officer coordinates all emergency services and activates the Club's after-hours personnel as required.

Clubs have a list of nominated members who can assist with after-hours emergency callouts that are listed in a Surfguard Mailing Group. It is important that Clubs keep this list up to date at all times. Any changes made to Club's Mailing Groups will be automatically made to the State emergency callout system. The system operates by text message so mobile phone numbers are an essential requirement for members included in the groups.

Member Injuries and Accidents

If a member suffers 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. There are a number of steps in the process,

starting with immediately notifying a supervisor or club official such as the Patrol Captain, Club Captain or a Carnival Official.

An Incident Report must be completed and entered into SurfGuard in all cases of member injury, no matter how minor it may seem at the time. This is required for any Workers Compensation claims that may be made in the future.

Full details on how to go about claiming can be found on the SLSNSW website here: <http://www.surflifesaving.com.au/members/resources/workers-compensation>

Duty Officers

Branch Duty Officers are in charge of the lifesaving operations during patrol hours. They are available to assist Patrol Captains in the coordination of major rescues and liaise with other emergency services.

Members interested in becoming a Duty Officer must apply in writing. Applications generally open in April/May each year and are advertised via the SNB newsletter.

RWC Operations

RWCs (or jet skis) provide increased surveillance and rapid response in high-risk and unpatrolled areas. SNB has 3 Support Skis patrolling specific areas:

- SS1 – based at North Palm Beach and patrolling from Patonga to Newport
- SS2 – based at Newport and patrolling from Bilgola to Long Reef
- SS3 – based at Freshwater and patrolling from Fisherman’s Beach to Blue Fish Point

Members interested in joining the RWC support operations team must hold the Silver Medallion IRB Driver award for a minimum of 2 years plus a number of other pre-requisites. An RWC training program is run each year during the off-season. Applications generally open in March and are advertised via the SNB newsletter.

TIPS

TIPS stands for Trauma Incident Peer Support. Our TIPS team provides a debriefing and support service to members involved in critical incidents. The team also provides a group debrief and can refer members for professional assistance if required. TIPS can be contacted directly, or via the Duty Officer.

Surfcom

The radio room at Fisherman’s Beach provides overall coordination of lifesaving services for a number of branches, including SNB. Members who perform patrols at Surfcom receive patrol hours just like patrols on the beach. Members interested in becoming radio operators at Surfcom should contact SLSNSW for further information.