

Surf Life Saving Sydney Northern Beaches Inc.
Chief Training Officer Meeting
Minutes
20th September 2018
 North Narrabeen SLSC

ATTENDANCE: Adrienne Lowe, Director of Education; Belinda Dobson, SNB Lifesaving & Education Co-ordinator; Geoff Raper, Nth Palm Beach; Eilish Sheerin, Palm Beach; Lara Boyle, Whale Beach; Michael King, Avalon Beach; Peter Fenley, Bilgola; Guyren Smith, Newport; Glenn Smee, Mona Vale; John Dulieu, Warriewood; Gordon Coburn, Nth Narrabeen; Rob Cook, Narrabeen Beach; Greg MacMahon, Collaroy; Justin Utteridge, Long Reef; Emily Buckle, Dee Why; Natasha Spencer, Nth Curl Curl; Mike Le Geyt, Sth Curl Curl; Kerry Seipelt, Queenscliff; Kyra Jenkins, North Steyne; Rhani-Lee Payne, Manly; Rick Mitchell, Avalon Beach;

APOLOGIES: Jackie Phillips, Freshwater; Peter Finch, Powercraft Adviser; Liz Green, Collaroy;

PROXIES: Graeme Jephcote for Gordon Coburn (late arrival); Greg MacMahon, Collaroy;

Meeting Opened: 7.02pm

MINUTES

Item	Area	Discussion	Action	Date
	Welcome	The Director welcomed everyone to the meeting and everyone introduced themselves.		
335	Previous minutes	Minutes of the previous meeting – 15 th June 2017 – were accepted. Motion raised: Peter Fenley Seconded: Mike Le Geyt, Justin Utteridge		
336	Keys to Success	The Director introduced new CTOs to the SLSNSW booklet; Keys to Success, showing roles and strategies for CTOs. She made the following recommendations: <ul style="list-style-type: none"> • CTOs are at risk of taking on too much. Learn to say no and ask for help • Combine resources and work with neighbouring clubs to make the best use of your Training Officers' (T/Os) time • Enlist the help of a co-ordinator to take on some of the administrative tasks • Keep in mind it's good practice for T/Os and Probationary T/Os to work with other clubs and gain a variety of experience • Remember we're all volunteers and thank them regularly for their efforts • Plan your succession EARLY • Join the NSW CTO's Facebook page as another source of information 		
337	SNB Education Guide for Clubs	See attached document. The document does refer to other documents in an effort to		

		<p>avoid duplication. Note the following:</p> <ul style="list-style-type: none"> • When accessing resources in the Members Area Document Library, ALWAYS change to the “Surf Life Saving NSW” organisation first. • Many Branch education documents can be found on the SLS SNB website under the Education / Frequently Requested Documents page. • Educheck is a compliance & sustainability report done every 2 years. Clubs will need to do it next in the 2019-20 season • Mentors are allocated to Probationary TAFs by the Branch. Probationary Trainers must not conduct any training without their Mentor/Associate Mentor being present. • Members that wish to attend a course or assessment outside their club or branch must first seek approval. This is because the club/branch hosting the course cannot view the members record and check eligibility 		
338	Education SOPs	<p>The SLSNSW Academy Volunteer Handbook is the SLSNSW Education Standard Operating Procedures (SOPs).</p> <p>Please note the following:</p> <ul style="list-style-type: none"> • Clubs must hold at least 2 education meetings per year and forward the minutes to the Branch. • There are rules around training and assessment on closed and/or unpatrolled beaches • Training delivery – if in doubt, stick to the manual and any update circulars. • Feedback forms from candidates; Please make sure the candidates have a true opportunity to respond, anonymously if they choose. They are invaluable for continuous improvement. • RPL applications for awards are sent to SLSNSW for final approval • RPL applications for parts of assessment tasks (ie. First Aid section of the Bronze) MUST be applied for before the assessment occurs. If not arranged beforehand it will be denied at the assessment and the candidate will be assessed as normal • Complaints: 1st try to resolve informally. If you are uncomfortable doing this, raise it to the DOE. Must be made within 14 days of occurrence, in writing (preferably email). • Job descriptions for CTOs, Trainers, Assessors, Mentors and the Branch DOE are included in the SOPs. 		
339	Skills Maintenance	Surprisingly, this falls under the Lifesaving portfolio...		

		<p>Proficiency details for each award can be found in the 2018 Pre-season Information Pack (attached). Theory questions for relevant awards can be found on the Members Area and completed online, on paper or verbally. Note that Q8 within the IRB skills maintenance question may lead to some confusion. To clarify – regardless of a member meeting the requirements for an IRB “try out”, an endorsed IRB Training Officer must be present.</p> <p>Members who haven't completed a proficiency in 3+ years – please follow the SLSNSW In-depth Proficiency flowchart to determine if they must be re-assessed in full or not. It also outlines the changes in each award over the years to allow for gap training. Clubs will not be able to enter these on Surfguard and will need to provide the evidence of completion to Branch to enter.</p> <p>Time limits for processing proficiencies on Surfguard. Should be done within 2 weeks of the proficiency occurring, but MUST be done within 3 months or it cannot be entered at all.</p> <p>Late proficiencies (ie. post 31st December). Non-competitors – can be approved at a club level for patrolling purposes only. Competitors must be proficient by 31st December. If they have a valid reason for not meeting the deadline the Club can apply to Branch DOL for approval to complete late.</p> <p>Silver Medallion Aquatic Rescue now has a proficiency. 400m pool swim (or measured open water course) in 8 min's or less. Can be assessed by club delegates SMAR Facilitators.</p>		
340	Bronze & SRC Central Venue Guidelines	<p>Last season the guidelines were split into 2 separate documents – Preparation & Organisation and Assessment Guidelines. However, people were not reading both documents so this year they will be recombined. Please remember that the document is fluid so keep an eye on version numbers and download the latest from the SNB website.</p>		
341	Bronze & SRC Central Venue Bookings	<p>Bookings close 7 working days prior to the assessment date to allow for co-ordination of assessors and resources. BUT the assessments often book out well before that.</p> <p>Book your candidates into assessments as early as you can. Many of the assessments in mid-December are already closed as they're fully booked. Additional assessments can be scheduled – please offer to host them.</p> <p>To book candidates in, a list of candidate names must be sent to the Branch office with the date/s required. In addition, the Club should raise an assessment request in Surfguard at the start of the course to ensure all candidates meet the pre-requisites for the course (financial status and minimum age).</p>		
342	Branch Course Bookings	<p>Branch is responsible for scheduling and planning of the following courses:</p> <ul style="list-style-type: none"> • Spinal Management 		

		<ul style="list-style-type: none"> • Silver Medallion Beach Management • Silver Medallion Aquatic Rescue • Gold Medallion • Rescue Water Craft • Pain Management <p>The goal is to have these courses on the calendar 3 months in advance. Club's CTOs must book their members into these courses via the Branch office. The Branch will then ensure the candidate received all the pre-course information directly by email.</p> <p>There are limits to the number of candidates for each course, and therefore limits to the number of candidates we can accept from each club for each course. If a Club needs a large number of candidates to complete an award, please speak to us about running a course for your Club.</p>		
343	SurfGuard Tips	<p>Please review the attached document for some tips on processing things in SurfGuard. If you need any support beyond this, please contact the IT Help Desk....</p> <p style="text-align: center;"> https://help.sls.com.au/ithelp@slsa.asn.au 1300 724 006 </p>		
344	Powercraft Report	<p>As mentioned in the Skills Maintenance section, regardless of a member meeting the requirements for an IRB "try out", an endorsed IRB Training Officer must be present.</p> <p>There seem to be some differences in IRB Driver training that Assessors are keen to help review. A guide is coming for IRB T/Os and Assessors.</p> <p>IRB T/Os are welcome to go along to IRB Assessments to observe how they are run and how the Crew & Driver awards are assessed.</p> <p>ALL Assessors are happy to do mock assessments. Found in the past this is good for candidates and Trainers.</p> <p>A recommendation has been made for a "sample" assessment for T/Os.</p> <p>IRB TAFs and CTOs were recently sent a survey on how they run IRB training. All results were completely anonymous. The results will be attached with these minutes.</p>		
345	Junior Education	<p>Tracey Hare-Boyd reported that the pre-season meeting will be held on Fri 21 Sept. CTOs should be aware that nipper education falls under their umbrella.</p> <p>SLSNSW are providing new resources for Age Managers.</p> <p>THB will put together an Education cheat-sheet for Age Managers.</p>		

		<p>Make sure nippers are not in the water before the flags are up.</p> <p>THB is running an SRC program for Warriewood. Probationary T/Os from other clubs are welcome to email her about joining in and using it as an additional training opportunity.</p>		
346	SRC Report	<p>Andrew Hjorth reported that there are no major changes this year. The Radio Operator unit of competency is now able to be included in the SRC assessment request so no need to issue the Radio Operator's Certificate award with SRC now.</p> <p>Last season, many SRC candidates were only just scraping through assessments. Please make sure sufficient attention is paid to this part of the award when training SRC candidates this season.</p> <p>There is an RPL opportunity for members who are moving from SRC to Bronze which should alleviate the training load (and also the assessment load). However, this also means we must ensure that SRC candidates are always assessed to the same standard as Bronze Medallion.</p>		
347	Facilitated Course Report	<p>Mike Le Geyt reported the following:</p> <p>TOC courses – 2 scheduled in Oct/Nov that were only offered to the waiting list and they are fully booked. Further courses will be scheduled in the new year which should resolve the waiting list issue.</p> <p>Assessor and Cert IV courses – none available at the moment, so look after your Assessors as we can't replace them at the moment.</p> <p>Spinal Management course – 2 running this weekend (22 & 23 Sept) with opportunities for clubs' delegates and TAFs to complete their Spinal proficiency at 8.30am</p> <p>SM Beach Management – 5 courses run this season already. Be mindful of who you are booking into the course as there seems to be a wide range of ability and experience on the courses which makes it harder to run effectively. Priority for courses should be those members stepping into Patrol Captain roles. Leave the Gold Medallion candidates until later in the season.</p> <p>SM Aquatic Rescue – course this month is fully booked. Another will be run towards the end of the season – outside daylight saving. Please prioritise your candidates - in the event of an aquatic search & rescue, these are the members who will be called upon to assist. Latest advice from SLNSW is that the minimum age for this course is likely to increase to 18 years.</p>		
348	ARTC Assessments	<p>Clubs can choose to host an ARTC assessment on their preferred date. However, please check the calendar first as we will not run multiple assessments in a short date range. Groups need to be consolidated so that we make the best use</p>		

		of our Assessors time.		
349	Gold Medallion	No changes this season. Bookings for assessments are through Belinda at Branch.		
350	Data Breaches	Be mindful of the personal information you collect when running courses. The risk in losing that information is identity theft. Be respectful of the information you have collected and if there is a breach (ie. lost enrolment forms, shared logins and passwords, etc.) please contact the Branch for information on the process to mitigate the risk.		
351	General Business	Is there an easy way to collaborate with other clubs? The Branch publishes an Info Guide each season which contains contact details for each of the club's officers, including CTOs. Access this as soon as it's available and make an effort to get to know the CTOs from your neighbouring clubs. Also, join the NSW CTOs Facebook group.		
325	General Business	Is there an order in which proficiencies need to be entered in Surfguard (S/G)? If the proficiencies are being entered prior to 31 st December, and the candidates are still proficient in any pre-requisite awards from last season, then no. For example, members in an IRB Crew proficiencies must have their Bronze proficient. But, if a member is not proficient in a pre-requisite award, then they need to complete that first and have it entered on S/G first. If the proficiency is being entered into S/G after 31 st Dec, then any pre-requisite awards must be entered and processed in full first.		
326	General Business	The Branch is making an effort to go paperless at meetings. At the next meeting (19 October) there will not be printed agenda's, etc. All the relevant information will be emailed to CTOs and Assessors before the meeting so that they can access it on their devices rather than on paper.		

Meeting Closed: 8.41pm

Upcoming Meetings: BoE Meeting 19th October, 7pm