



Surf Life Saving Sydney Inc.

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ISSUE DATE: 25th October 2011 **CIRCULAR NO:** 30/11-12

TO: Clubs, Presidents, Secretaries, Captains, Chief Training Officers	FROM: Education Manager, Marissa Jank
Cc: SLSS & BOL Management	

SUBJECT: Silver Medallion Basic Beach Management (SMBBM) Course November 2011

The following Silver Medallion Basic Beach Course has been scheduled in the SLSS Branch Lifesaving & Education Calendar for the month of December 2011. Registrations are called from Clubs for interested and eligible members who wish to gain this award. Courses run by SLS Sydney will be either Nationally Recognised Qualification or a SLSA Award. The SMBBM course is not a Nationally Recognised Qualification, Basic Beach Management is module 1 of PUA31004 Certificate III In Public Safety (Aquatic Search and Rescue). Participants must attend and successfully complete both sessions of this course to receive the SLSA Silver Medallion Basic Beach Management award.

When:	Monday 7 th November 2011 Session 1
	Thursday 10 th November 2011 Session 2
Time:	6:30pm – 9.30 pm (both nights)
Where:	North Bondi SLSC
Facilitator:	Peter Agnew
Registrations Close:	COB Thursday 3/11/2011 (Minimum 6 candidates, Maximum 30 candidates. Registrations may close off prior to this date if maximum course numbers are met.

Casual comfortable dress for classroom activities is recommended. Dinner is not provided at the course, therefore we would recommend candidates bring a snack along. Tea/Coffee will be provided

Course Purpose : The aim of this course is to provide participants with the skills, knowledge and experience to manage a beach in emergency and non emergency situations.

Pre requisites : Minimum of 17 years of age
Bronze Medallion/Cert II (**not proficient is ok**)
But must be proficient in one of the following :
BM/Cert II, ROC, ARTC, Snr First Aid, Spinal

Course Content : Responsibilities and Duties of a Lifeguard/Patrol Captain
Regulations at your beach
Managing your beach and the public
Media Management
Liaising with other organisations
Risk Management
Search and Rescue
Navigation
Patrol Methods
Rescue Scenarios

Registration Process : (as per SLSS SOP 2-2-1 SLSA Advanced Awards Procedures)

Those members who are interested in attending a course should advise their club Chief Training Officer or Club Administrator. Members should not register direct with the Branch Office. The club Chief Training Officer should also be proactive in selecting candidates to attend upcoming courses.

- **Step 1**
Clubs are to enter interested members into Surfguard by creating an Assessment Request for the course / date – this will ensure that eligible members with the appropriate pre-requisites are selected for the course. Do not submit the request at this stage.
- **Step 2**
Once you have created an Assessment Request in Surfguard with eligible members you should email the names and total number to the Branch Office (awards@surflifesavingsydney.com.au)
If the registration is after the close date or if the course is full the Branch Office will advise the club of the situation.
- **Step 3**
Once the Branch Office confirms that your names/numbers have been accepted press the submit button in Surfguard.

The Club should send the course circular to registered candidates so that they have details of the course and its requirements. The Club is required to print out 2 copies of the Form 14 for this assessment from Surfguard and send it to the course with the candidates.

Candidate Preparation for Course

Candidates will be given copies of all course resources at the course. Candidates will only need to bring pen and paper with them to the course.

Prior to the commencement of the course, please ensure that you make yourself familiar with the following documents as they contain reference to policies that relate to you as a course participant. These documents are available from the Surf Life Saving NSW website www.surflifesaving.com.au.

- SLSNSW Academy Handbook
- SLSNSW RPL Guide for Applicants
- Participant Code of Conduct policy (TA3.2)

To access these documents, select *Training & Education*, then *Member Training*, then *Participant Resources*.

You should also print a copy of the Training Enrolment Form, and bring this completed and signed form with you to the course. To access this form select *Training & Education; Member Training; Participant Resources*, then *SLSNSW Training Enrolment Form*.

It is our aim to cater for the special needs of all our participants. If you feel you have additional learning needs or may require extra assistance, please speak with your course Facilitator before the first day of your course or at your induction session.

Should you have any enquiries regarding the course, or have difficulty accessing the documents from the interest, please contact the Branch Office.

Marissa Jank
Education Manager