



## Surf Life Saving Sydney Inc.

Established October 1907

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**ISSUE DATE: 22<sup>nd</sup> December 2011**

**CIRCULAR NO: 35/11-12**

**TO: Clubs, Presidents, Secretaries, Captains  
Chief Training Officers**

**FROM: Glen Clarke, Director of Lifesaving**

**CC: SLSS Management, BoL Management**

**SUBJECT: Mid Season Reminders Lifesaving & Education 2011-2012**

### LIFESAVING

#### **General**

Patrol standards for the first half of the season have been generally good, so well done to Clubs, Services and Patrol Captains on your efforts so far.

There have however been a number of issues creeping in to our patrols that have been affecting standards, therefore this circular has been produced to remind Clubs and particularly Patrol Captains of the procedures required to ensure best practice.

As a professional Volunteer rescue service, it is VITAL that we perform our duties diligently, correctly and enthusiastically to ensure the continued goodwill of the community and to secure our future as the primary aquatic rescue organization in Australia.

#### **Patrols and variances**

All Clubs and Services have advised and agreed with the minimum times for patrols, strengths for patrols and equipment required whilst on patrol as per your signed Patrol Service Agreements which have been signed off by Club, SLSS & SLS NSW.

Clubs are to advise Surfcom immediately should there be a variance to this agreement. Surfcom will advise appropriate Supervisor who will attend and assist with the Club to rectify the immediate problem. It is the Clubs responsibility to ensure full strength patrols are operating as per LSA.

Any unique variance requested by a Patrol / Club / Group in times, strengths or equipment must be approved on the day by the Area Lifesaving Supervisor, Deputy Director of Lifesaving BEFORE you contact SurfCom to request it. This applies to:

- Early or late sign-on or sign-off of Patrols
- Can't meet the minimum patrol numbers (as per Club LSA)
- Late or early sign-off of the IRB for whatever reason
- A request to go to surveillance patrols
- Other variances as they arise

#### Important

**Any request to Surfcom by a Club or Service for a variation in strengths, equipment, time or any other item on any one day for a patrol that has not been approved by the Area Lifesaving Supervisor (or delegate) or Support Operations Manager (for ORB's and Support ski) will be issued with a default notice by the Board of Lifesaving and be asked to explain the reasons for the non-conformance to approved procedures. This may result in the Club / Group being asked to appear at a SLSS Patrol Tribunal.**

#### Affiliated Clubs

Garie Era Burning Palms  
Wanda Elouera North Cronulla Cronulla  
Clovelly Coogee Maroubra South Maroubra  
North Bondi Bondi Tamarama Bronte



SurfCom have been requested to provide the BOL with sign-on and sign-off details for all Clubs, Groups and IRB's each week so that times can be tracked and any variances reported. The processes for a request on the day for any variation to the minimum can be found in the Standard Operating Procedures.

### **Patrols & other procedures**

Please ensure that Patrol Captains / Vice Captains and Patrols are up to date with all Standard Operating Procedures and information relating to Beach Operations, General Operations and Response Operations, Recovery Operations & Contacts (refer to Lifesaving SOP's) & the Patrol Captain Procedures Guide (small flip chart note book).

<http://www.surflifesaving.com.au/www/463/1001127/displayarticle/1005782.html>

### **Patrol Standards**

It is vital that all Clubs and Groups not only meet the minimum required standards for Patrols but exceed them. This standard is not just in a technical sense but in a public perception sense.

There have been a few occasions where patrols have been found to be:

- Patrols / Personnel disinterested and dismissive in answering questions from the general public
- Not portrayed a professional attitude in their duties whilst on patrol such as swearing, horseplay or reading the paper and the like.
- Not be correctly or fully attired whilst on patrol
- Patrols not correctly going about their duties such as not scanning the water, the patrol captain not in the patrol area, no roving patrols etc.
- No IRB or Driver available on each and every patrol.
- Not having Gear and equipment setup on the beach after the commencement of patrol. Gear is required at all times whether the patrol is on Full or Surveillance status.

All of the above issues leave a very bad impression to members of the public and negate the good work done by us all in giving a good perception to the public.

I urge all Patrols / Services and Clubs to continue to strive for excellence in all facets of patrolling this season. The Area Lifesaving Supervisors will continue to perform Patrol Efficiency checks as well as the SLSNSW PSA Patrol spot checks of Patrols in each Club and Group at anytime. As Director I have advised Supervisors and their assistants that Patrol Efficiency Inspections be conducted twice a month for this year at a minimum.

The Director and Deputy Director of Lifesaving will also perform unannounced checks of Patrols during the course of the season.

**Incident Reporting Database (IRD)** The Incident Reporting Database needs to be used for all accidents, emergencies and other high level matters which may occur at your beach / surrounding area. An incident should be logged whether the Club was involved or not and whether the incident was in Patrol hours or not.

**SurfCom Sydney** SurfCom Sydney is still in need of new operators. Clubs are asked to provide 2 new operators each season if possible. Please contact Robin Bowley if you have anyone interested in becoming a SurfCom operator on [surfcom@surflifesavingsydney.com.au](mailto:surfcom@surflifesavingsydney.com.au) or Branch office.

**Gear inspection** Any new equipment purchased after the Gear Inspection by Clubs and Services is to be inspected prior to it being used on the beach and entered into SurfGuard. Contact your Area Lifesaving Supervisor to have any new gear inspected.

**IRB Registrations** Clubs are reminded that when a new IRB is purchased or a disposal of this craft takes place, please ensure this is recorded correctly and the appropriate forms submitted to SLS NSW.

**Rescues** It is imperative that roving / outpost patrols are equipped with a rescue tube (and radio and bumbag). SLSNSW has identified an increase in rescues without gear which can increase the risk to Lifesavers.

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## **Radios and Channels**

A reminder to patrols that communications between patrol members (eg Roving to Patrol) is communicated on channel 2 whilst only important communications are on channel 3 (repeater). There have been instances of day to day communications between patrolling members clogging the repeater channel. Please also remind / teach members to use the radio correctly in terms of speaking clearly, away from obstructions, releasing the transmit button and NOT cutting across other Clubs communications.

## **Meetings**

Monthly BOL meetings - The Board of Lifesaving meets monthly on Tuesday evenings at 7:00pm at the Maroubra Seals Club. All Club Captains or Chief Training Officers are invited to attend the relevant Education or Lifesaving BOL meetings and are asked to advise the Branch office prior to each meeting of their attendance. Meeting dates are on the Branch website at the following link <http://www.surflifesavingsydney.com.au/lifesaving-and-education>

Club / Service meetings - Please advise the Area Lifesaving Supervisor or the Branch office if you require a BOL representative to attend a meeting of a particular Club to speak or to answer any questions. The Board is always happy to attend Club meetings as required.

## **Patrol Log re-open requests**

Clubs are asked to please give sufficient information for reasons they are requesting the particular log to be re-opened, otherwise the request will be rejected until such information is received. This includes such information like the members names where details are to be altered and the reason for the alteration.

# **EDUCATION**

## **Trainer/Assessor Re-endorsements**

Clubs are reminded that as of 1<sup>st</sup> January 2012 only those Trainers and Assessors who have re-endorsed are eligible to conduct any training or assessing. Any Trainers or Assessors who have not yet sought re-endorsement need to urgently submit their paperwork to the Branch office for processing.

## **Proficiency Tests**

All proficiency tests for relevant awards must be completed by the 31st of December 2011. Clubs who have already conducted proficiency tests should have entered these into Surfguard and submitted for processing. Do not wait until the end of December to enter proficiencies in Surfguard. This includes Junior preliminary evaluations and competition evaluation proficiencies. Clubs are reminded to send in photocopies of the yellow proficiency cards to the Branch Office for the office to finalise the process in Surfguard and for file and audit purposes.

**REMINDER – an award is not valid unless the required proficiency test is completed and entered into Surfguard by the 31/12/2011. Proficiencies cannot be held after this date without approval. Refer to SLSS Circular No. 36 regarding Late Proficiencies 2011/2012.**

## **Assessment requests and dates**

The Branch Lifesaving & Education Calendar has the scheduled dates of Assessments.

ALL Assessments must be approved by the Area Education Supervisor prior to the assessment being conducted, otherwise the Assessment will **NOT** be processed. Refer to the Branch website [www.surflifesavingsydney.com.au](http://www.surflifesavingsydney.com.au) under Lifesaving & Education Calendars for the latest edition of the Lifesaving & Education Calendar for all assessment, proficiency and course dates.

## **Assessment Issues**

There have been a number of issues surrounding the awards procedures and courses being run, including:

- Candidates being registered and not showing up to the course / Assessment thus denying other people the possibility of attending the course.
- Candidates turning up who have not been registered for the course or Assessment thus causing overcrowding for the course / Assessment

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- Candidates being registered for courses who do not have the prerequisites for the course.
- Candidates attending courses or Assessments without the required gear and equipment.

All Chief Training Officers should be aware of the course Assessment registration process at this point. Refer to SLSS SOPS 2-2-1 & 2-2-1a. Any Candidate/s who is not registered, does not have the prerequisites, will NOT be allowed to start the course. Any unregistered candidates will also not be permitted to start any Branch facilitated course.

### Assessment Paperwork

All Clubs should be processing paperwork for assessments as per the processes already published. This includes ensuring that the award assessment has been created in SurfGuard as well as ensuring that the processed awards are accepted in SurfGuard once checked by SLSS.

It is vital that any questions from SLSS office to Club are answered ASAP so awards can be processed in a timely manner. Clubs are reminded that the following paperwork is required at Branch office for processing of awards which is the responsibility of the Club:

- Attendance records - sign on sheet (both for training and the final assessment)
- Training enrolment form for each participant
- Participant evaluation of course form
- Training course report completed by the Trainer and signed by the Assessor for each course
- Assessment Workcard/Portfolio and/or Form 14 (whichever is relevant to the award). Ensure that all workcards are signed off by Assessor

Clubs need to keep a copy of all paperwork forwarded to Branch office.

### Assistance

If you require assistance with Patrols, Training, Assessments or any other Lifesaving matter please contact your Area Lifesaving or Education Supervisors, Deputy Director of Lifesaving John McNamee, Education Manager Marissa Jank, Support Operations Manager George Shales who will be happy to assist.

### Contact Details

Waverley Area Lifesaving Supervisor	Peter Quartly	Ph. 0409 663 820
Waverley Area Education Supervisor	Leona Stojak	Ph. 0400 423 851
Randwick Area Lifesaving Supervisor	Mark Percy	Ph. 0413 053 313
Randwick Area Education Supervisor	Tania Rouse	Ph. 0426 263 414
Cron/Suth Area Lifesaving Supervisor	Andrew McKellar	Ph. 0433 353 958
Cron/Suth Area Education Supervisor	Kym Pennell	Ph. 9540 9464 hm (not after 8pm)
RNP District Lifesaving Supervisor	Peter Pearce	Ph. 0419 133 990
RNP District Education Supervisor	Gary Daly	Ph. 0402 406 775
Education Manager	Marissa Jank	Ph. 0423 295 882
Support Operations Manager	George Shales	Ph. 0400 201 749
Deputy Director of Lifesaving	John McNamee	Ph. 0419 470 571
Director of Lifesaving	Glen Clarke	Ph. 0419 296 034



**On behalf of the SLSS Board of Lifesaving  
we take this opportunity to wish Clubs,  
members and families  
a Merry Christmas and safe holiday period.**

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