



Surf Life Saving Sydney Inc.

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

FROM: Michael Hodsdon
Hon Director of Lifesaving

CC: SLSS Management & BOL Management

SUBJECT: Mid-Season reminders on Lifesaving for Clubs, Groups
and primarily Patrol Captains

LIFESAVING

General

Patrol standards for the first half of the season have been generally good, so well done to Clubs, Groups 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 acting 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 Groups have advised and agreed with SLSS the minimum times for patrols, strengths for patrols and equipment required whilst on patrol and Patrol Service Agreements have been signed off by SLSS & SLS NSW. Any unique variance requested by a Patrol / Club / Group in times, strengths or equipment must be approved on the day by the District Lifesaving Supervisor, Deputy Director of Lifesaving or the 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 (General of 5 BM Holders)
- 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 Group 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 District 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.

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 the following topics:

- Incident Reporting
- Duty Officers
- Accident reporting
- Call Signs
- After Hours rescues
- Emergency Contacts
- Patrol Uniforms
- Requesting Surveillance Patrols

All information is contained in the Standard Operating Procedures – Lifesaving Services. Other relevant information as the SLSNSW Junior activities requirements can also be found on the SLSS website.

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 / Groups and Clubs to continue to strive for excellence in all facets of patrolling this season. The District 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.

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 this season if possible. Please contact Gary Pracy if you have anyone interested in becoming a Surfcom operator on surfcom@surflifesavingsydney.com.au

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

IRB Registrations Clubs are reminded that when a new IRB is purchased or a disposal 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.

Radios and Channels

A reminder to patrols that communications between patrol members (eg Roving to Patrol) is communicated on channel 9 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

The Board of Lifesaving meets bi-monthly on Tuesday evenings at 7:30pm at the Maroubra Seals Club. All Club Captains or Chief Training Officers are welcome to attend to attend BOL meetings as an observer. Your intention to attend is to be advised to the Director of Lifesaving via the Branch Office in advance. Club / Group meetings - Please advise the District 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

Proficiency Tests

All proficiency tests for relevant awards must be completed by the 31st of December. 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 orange cards to the Branch Office for the office to finalise the process in Surfguard and for file and audit purposes. For further information refer to the SLSS SOPS.

REMINDER – an award is not valid unless the required proficiency test is completed and entered into Surfguard by the 31/12/2009. Proficiencies cannot be held after this date without the Director of Lifesaving approval. Refer to SLSS Circular No. 37/09-10 regarding Late Proficiencies 2009/2010.

Assessment requests and dates

Your Club should have discussed with your District Education Supervisors dates for SRC and BM/Cert II Assessments for the season. You should have also arranged with the specialist award coordinators or the SLSS M-Ed your specialist award requirements for the season. Note that ALL Assessments must be approved by the District Education Supervisor prior to the assessment being conducted, otherwise the Assessment will **NOT** be processed. Refer to the SLSS SOPS for further information. Refer to the Branch website www.surflifesavingsydney.com.au 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
- 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 has been submitted 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 are answered ASAP so awards can be processed in a timely manner.

Assessors in charge should also ensure that ALL assessments have the following paperwork submitted to the SLSS office on the first working day after the assessment:

- Sign on sheet for Candidates and Assessors (single day or multi day)
- Participant Evaluation forms
- Training Course/venue check report

It is the Clubs responsibility to send to the Branch Office after the assessment the following paperwork :

- Signed off Assessment Workcard or Form 14 (whichever is applicable for the award being assessed)

IRB Driver Training

All candidates that are in training to become an IRB Driver require an SLSA IRB Waterways Endorsed License or a Full Waterways License BEFORE commencing training.

Member Protection

You should ensure that all members have signed the Member Protection Declaration on the back of the Association Membership form as well as those people who may be in contact with Children under the age of 18 alone have filled out the Member check schedule forms as required by the Association. Typically people who would need to sign this form would be All Officers of the Club, Patrol Captain and Vice Captains, Training Officers, Assessors, Junior Activities Parents etc. If you are unsure you should contact the SLSS Office.

Assistance

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



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