



## Surf Life Saving Sydney Inc.

Established October 1907

Telephone: (02)9019 0722

PO Box 6006, Malabar NSW 2036

Email: admin@surflifesavingsydney.com.au

ABN 74 781 063 539

Facsimile: (02) 9019 0720

www.surflifesavingsydney.com.au

**ISSUE DATE: 21<sup>st</sup> December 2012**

**CIRCULAR NO: 37/12-13**

**TO: Clubs, Presidents, Secretaries, Captains  
Chief Training Officers, BoL Assessors  
CC: SLSS Management, BoL Management**

**FROM: Glen Clarke, Director of Lifesaving  
Christopher Thompson, Education Manager**

**SUBJECT: Mid Season Reminders Lifesaving & Education 2012-2013**

## **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, Assistant Area Lifesaving Supervisor, Deputy Director of Lifesaving, 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 will be issued with a default notice by the Board of Lifesaving and the Club/Service will 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 for breaching their Lifesaving Patrol Service Agreement.**

Reports from SurfCom Management System are provided to DOL & DDOL after each weekends patrols. These reports show sign-on and sign-off details for all Clubs, Services 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.

### **Affiliated Clubs**

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



Circulars have been issued by the Branch as reminders for Patrol Sign on & Sign Off procedures with SurfCom. (refer SLSS Branch Circular 23). Clubs are reminded to ensure – IRB's are signed on with the start of patrols, IRB's are signed off when patrols sign off.

### **SLSNSW SOP's & Club Patrol Operation Manuals**

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).

SLSNSW SOPs can be viewed at the following link <http://www.surflifesaving.com.au/members/resources/lifesaving>

All Patrol Captains should have a copy of their Clubs' Patrol Operations Manual and should be supplying feedback to their Club Captain.

### **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 Patrol Audits 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.

Patrols are to review their patrol commitments to public needs at the end of the day and near end of patrol hours and advise SurfCom of their intention to extend patrolling hours. Support Services are available to assist with patrol requirements short term.

**Patrol Uniforms** are to be worn on patrol as per SLSA policy – this includes

- Patrol caps on head and tied up
- Broad brim hat or peaked cap
- Patrol Shirt and Patrol Shorts
- PPE should also be available for patrollers – such as sunscreen supplied by the Clubs

### **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. **Any IRB incidents** or injuries are to be reported to SurfCom and the appropriate paperwork completed and submitted.

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## SurfCom Communications

1. Any radio transmissions to SurfCom that fail should be followed up with a mobile call to SurfCom landline.
2. Should this fail, please contact your nearest beach to liaise with SurfCom to report current status.
3. Contact your Club Captain or President to ensure that they make contact with SurfCom, Branch Deputy Director of Lifesaving or Director of Lifesaving.

SurfCom is still in need of new operators. Clubs are asked to promote this area within their membership. 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 the Branch office.

## New Gear & Equipment

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 and SurfGuard gear and equipment is updated appropriately.

## Rescues

It is imperative that roving / outpost patrols are equipped with a rescue tube (and radio and bumbag). Our lifesavers need to be supported with gear and equipment, to reduce the number of rescues performed without gear which can increase the risk to our Lifesavers.

## 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. 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 and a copy of the relevant patrol log page.

## Lifesaving Championships

We would encourage all clubs to consider entering members into these events which will be held at the Coogee Carnival in February 2013. Events Champion Lifesaver and Patrol Competition. Refer to SLSS Branch Circular 36 for information.

## Support Operations Group

SLSS Support Operations Group is now on Facebook at the following link <http://www.facebook.com/SupportOPS>  
A link to this is also available from the SLS Sydney Branch website.

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# EDUCATION

## Proficiency Tests

All proficiency tests for relevant awards must be completed by the 31st of December 2012. 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 which should have already been finalised early in the season. Clubs are reminded to send in photocopies of all pink 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 31/12/2012. Proficiencies cannot be held after this date without approval. Refer to SLSS Circular No. 34 regarding Late Proficiency Procedures 2012/2013.**

## 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 – Branch Facilitated Courses

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. Clubs must ensure that possible candidates are eligible. Surfguard allows you to do a qualifications check.
- 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/Surfguard Reminders

- Clubs are to ensure that Award assessment requests have been entered into Surfguard prior to assessment. Clubs can then print off their attendance sheet to take to assessment. This will also ensure that only those eligible for relevant awards are presenting for assessment.
- Once assessment is created the Club 'submits' for Branch approval.
- After completion of the assessment by candidates, the Club then 'process results' by marking each candidate as Competent/NYC/DNA/DNC.
- Club then sends all relevant Assessment paperwork to the Branch Office for Award Processing.

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. Ensure that all workcards are signed off by Assessor

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

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Branch office will contact Clubs by email with any award processing queries. It is vital that any questions from SLSS office to Club are answered ASAP so awards can be processed in a timely manner.

### Spinal Courses

As per Branch Circular 26a, Clubs are now able to deliver Spinal Courses for their members. Please refer to the Branch circular for all information and we remind Clubs to advise the Branch office of any scheduled Spinal Assessments.

### Assessors Inservice

This will be held in the New Year. All endorsed Assessors will be advised of the date and venue for this compulsory inservice.

### Trainer/Assessor/Facilitator Reviews

Chief Training Officers and Area Education Supervisors are reminded to complete at least one Trainer Review per Club and at least one Assessor Review per area. The form is available at the following link on SLSNSW website <http://www.surflifesaving.com.au/members/resources/training> Once completed these forms need to be forwarded to the Branch Office for the Education Manager to review.

### Current Learner & Assessment Guides

Clubs are reminded to ensure that all new Award Candidates who commence training for any award are provided the current Learner Guides from the SLSA website. All BM Trainers and Assessors are reminded that First Aid is to be assessed as activities not just as Q&A, as well as Infant CPR be assessed during the resuscitation component of the Part A assessment.

### Thank you Trainers and Assessors

Finally, a huge thank you to all Trainers and Assessors who have been involved with assessments thus far towards the end of a busy 2012, with assessments and proficiencies being run almost every weekend since the season commenced. Your commitment is to be commended.

### 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 Simon Torsellini, Education Manager Christopher Thompson, 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	Jim Kornmehl	Ph. 0413 746 100
Randwick Area Lifesaving Supervisor	Simon Torsellini	Ph. 0414 375 508
Randwick Area Education Supervisor	Craig Howie	Ph. 0410 546 013
Cron/Suth Area Lifesaving Supervisor	Interim – Glen Clarke & Simon Torsellini	
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	Christopher Thompson	Ph. 0414 511 132
Support Operations Manager	George Shales	Ph. 0400 201 749
Deputy Director of Lifesaving	Simon Torsellini	Ph. 0414 375 508
Director of Lifesaving	Glen Clarke	Ph. 0419 296 034



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

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