



SURF LIFE SAVING
NEW SOUTH WALES



2015/16 Pre Season Information Pack

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Annual Compliance

All Clubs are required to submit the following information to Surf Life Saving NSW **by 5:00pm on the due dates** in order to be deemed compliant for the 2015/16 Season and be entitled to benefits such as receiving fundraising distributions.

Item	Due By	Send To
1 Affiliation Form – Clubs and Branches Send a signed Affiliation Form to Surf Life Saving NSW.	5pm - Thursday, 17th September 2015.	Brett Quince PO Box 307, Belrose NSW 2085, or Fax: 02 9471 8000, or bquince@surflifesaving.com.au
2 Contact Details – Clubs and Branches Enter the required contact details for the organisation and office holders in SurfGuard and notify Surf Life Saving NSW when completed.	5pm - Thursday, 17th September 2015.	Brett Quince bquince@surflifesaving.com.au
3 Gear and Equipment Inspection – Clubs Conduct 2015/2016 season 'Gear and Equipment Inspection', update equipment information on SurfGuard and notify Surf Life Saving NSW when completed.	5pm - Thursday, 17th September 2015.	Michael Tuck mtuck@surflifesaving.com.au
4 Lifesaving Service Agreements – Clubs All clubs to have a signed and endorsed (Branch and SLSNSW) Lifesaving Service Agreement that covers the 2015/2016 season.	5pm - Thursday, 17th September 2015.	Shaun Hudson shudson@surflifesaving.com.au
5 Emergency Call Out Team – Clubs Update members and contact details in the Club Emergency Call Out Team 'mailing group' in SurfGuard and notify Surf Life Saving NSW when completed.	5pm - Thursday, 17th September 2015.	Andrew Crow acrow@surflifesaving.com.au
6 Annual Report – Clubs and Branches Send a copy of your Annual Report to Surf Life Saving NSW.	5pm - Friday, 30th October 2015.	Brett Quince Surf Life Saving NSW PO Box 307 Belrose NSW 2085 bquince@surflifesaving.com.au
7 Audited Financial Statements – Clubs and Branches Send a copy of the full set of signed audited financial statements to Surf Life Saving NSW.	5pm - Friday, 30th October 2015.	Ross Bidenceope Surf Life Saving NSW PO Box 307 Belrose NSW 2085 rbidenceope@surflifesaving.com.au

For further information about each of the requirements for compliancy see the Circular 3403 released June 2015, in the Circular and Memo section of the SLSNSW website:

<http://www.surflifesaving.com.au/members/circulars-and-memos>



Education and Awards

- Note: Red writing represents minor changes

Skills Maintenance

Introduction

Skills maintenance checks are necessary to:

- Ensure ongoing competency of members in their area of training and activities
- Maintain the standards of knowledge and expertise of surf life savers
- Satisfy legal and statutory requirements
- Reinforce and maintain our service commitment to the bathing and beach going community

A member's proficiency is valid until the **31 December each year** (any reference to this date should read 31 July in Northern Australia approved clubs) unless stated otherwise in Surfguard or via Circular (e.g. Apply First Aid has a three year proficiency requirement). This Circular should be read in conjunction with Policy 5.4, where it is stated:

"1.2 Members who are not proficient as at 31 December are not permitted to patrol, or compete in any SLSA competition, until they have obtained the required proficiency."

This means that any member who is not proficient by 31 December, or has not completed appropriate awards shall not be allowed to:

- Perform patrols
- Operate rescue craft or
- Compete in surf life saving competitions

Skills maintenance checks may be conducted after 31 December under the requirements/approval of the local State/Branch. Any member completing their proficiency after 31 December each season shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until 1 July later in that year, (see SLSA Policy 5.4 for further details on competitor proficiency/patrol requirements).

When a skills maintenance check is successfully completed (or a member gains a relevant award after 30 June, in a particular year) the proficiency or qualification is current until 31 December in the following season.


2014/15 Skills Maintenance Review Outcomes

SLSA have completed a review of the skills maintenance (proficiency) process. The review covered:

- What SLSA awards should have a skills maintenance requirement?
- The frequency of skills maintenance required for each award?
- What content should be assessed in skills maintenance?
- The standards that should apply to skills maintenance for each award?
- Who can assess skills maintenance?
- How standards should be implemented?
- How skills maintenance should be administered?

A working group composed of volunteers from a number of States met in March to address these questions.

The key outcomes from the review are listed below:

- **Authorised delegates:** For some awards, Club Executives may appoint authorised delegates to conduct skills maintenance assessments. Please ensure you are familiar with the additional information provided on the delegation process, which can be found in the Skills Maintenance Information booklet (www.surflifesaving.com.au/members/resources/administration).
- **Online activities:** Some skills maintenance activities will now be conducted online, accessible via the SLS Members Portal. These activities are indicated as such on the Circular with this icon - 

A hard copy paper will also be made available for those members who prefer this option, or the questions may be completed orally. Some awards will require both a theory and practical component to be completed.

- **Suggested Scenarios for use on patrol:** SLSA has developed suggested scenarios that can be run during quieter times on routine patrol activities. These can be found on the 'On Patrol' section of the Surf Life Saving NSW website.
- **Interstate deployment:** SLSA set the minimum standard required for skills maintenance. Members who are visiting another club and wish to patrol, or who are transferring to a new club and have already conducted their skills maintenance, are only required to bring proof of membership and proof of completion of their skills maintenance. All clubs are required to accept this evidence as having demonstrated an acceptable level of skill for active lifesaving. Clubs may give visitors and transferring members a short induction before commencing patrolling duties in a new location.
- **SurfGuard enhancements:** To make the administrative process of entering a members skills maintenance results into SurfGuard more straightforward, a number of enhancements have been made. Further information on these will be detailed in IT Circulars as these enhancements are released to the membership.

In-Depth Proficiencies

If a member remains non-proficient in any award for a period of 3 continuous years or more, then they are required to either sit an in-depth proficiency, a full assessment, or be retrained in order to be considered proficient in the award. In these situations a gap analysis must be conducted to determine what differences occur between the award as it currently stands and what skill and knowledge the award consisted of at the time the member was last proficient. If the gap analysis determines there is a gap in skill and/or knowledge, the candidate may be required to undertake training and assessment in the gap(s) identified. For example – a member may have obtained their Bronze Medallion when use of an Automated External Defibrillator was not taught in the Bronze Medallion, therefore the member would have to be trained and assessed in this skill and knowledge.

Re-accrediting awards when members are deployed for SLS offshore

Where SLS members are offered an opportunity to travel overseas on behalf of SLS, and as a consequence miss scheduled skills maintenance sessions, they can apply to their State Education Manager to have their skills maintenance recorded. These members will generally still be delivering SLSA awards while on assignment, and therefore maintaining the currency of the skills in these awards. SLS need to be flexible and accommodate these members who can't fulfil the requirements of the annual proficiency by virtue of them undertaking international development work, while not compromising SLS standards. Refer to Circular 79/14-15 for further information.

How many times does a competency need to be demonstrated in any one 12 month period?

Each component of a required skills maintenance need only be demonstrated once in any one (12 month) period. For example, this means that a member who has successfully completed the CPR component of their ARTC need not repeat the skills maintenance check for that part of the Bronze Medallion proficiency.

The principle outlined above also applies to fitness testing. In other words, a fitness test for a higher award, such as the Gold Medallion, will be evidence that a member has passed the fitness component of the Bronze Medallion (Run/Swim/Run) proficiency.

Note that it is expected that all patrolling members maintain their minimum fitness levels for the awards that they wish to remain proficient in and a member may be requested at any time during the season to complete an additional skills maintenance check by the Club, or authorised SLS Official.

A member who fails a skills maintenance check at any time during the season is deemed to be non-proficient until such time as another skills maintenance check is completed successfully. Further, this member cannot participate in patrol activities or compete at carnivals until the skills maintenance check has been completed successfully.

Aquatic Rescue Awards

Surf Rescue Certificate - minor changes

1. **Run Swim Run (timed)** 100m Run / 100m Swim / 100m Run **unaided** in 5 minutes or less.
 - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
 - Aquatic course must be around two swimming buoys
 - Reasonable adjustment may be made for ocean conditions on the day. Please see the notes included in the Skills Maintenance Information booklet



2. Resuscitation (CPR)

- Theory is online however a practical demonstration is also necessary
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask.



3. Signals: Demonstrate the following 4 signals correctly as determined by the authorised person conducting the skills maintenance check:

- Assistance required
- Return to shore
- Proceed further out to sea
- Pick up patient to the left or right

4. Rescue (1 of either Board or Tube):

Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:

- Negotiating the surf zone
- Securing the patient
- Returning to shore with the patient
- Calling for assistance

The member may choose the rescue equipment and should use swim fins during the tube rescue if available.

Bronze Medallion – minor changes

1. **Run Swim Run (timed)** 200m Run / 200m Swim / 200m Run **unaided** in 8 minutes or less:
 - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
 - Aquatic course must be around two swimming buoys
 - Reasonable adjustment may be made for ocean conditions on the day. Please see the notes included in the Skills Maintenance Information booklet



2. Resuscitation (CPR) with oxygen and defibrillation:

- Theory is online however a practical demonstration is also necessary
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask
- Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED



3. Signals: Demonstrate the following 4 signals correctly as determined by the authorised person conducting the skills maintenance check:

- Assistance required
- Return to shore
- Proceed further out to sea
- Pick up patient to the left or right

4. Rescue (1 of either Board or Tube):

Demonstrate a rescue, using either a rescue tube or a rescue board, according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual. The rescue must include the following:

- Negotiating the surf zone
- Securing the patient
- Returning to shore with the patient
- Calling for assistance

The member may choose the rescue equipment and should use swim fins during the tube rescue if available.



5. Radio:

Theory is online however a practical demonstration is also necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.

- Pre operation checks
- Knowledge of local operating channels and uses
- Interpatrol communications
- Sign on/sign off
- Rescue procedures and requests for assistance

Gold Medallion (Advanced Lifesaving)

A member must be proficient in ALL of the following awards:

- Bronze Medallion (and hold the Cert II in Public Safety (Aquatic Rescue))
- Advanced Resuscitation Techniques Certificate/Advanced Resuscitation Techniques [AID]
- Apply First Aid/First Aid [AID]
- Silver Medallion Basic Beach Management
- Spinal Management

If any of these award proficiencies lapse during the season, even after successful completion of the Gold Medallion, then the member will become non-proficient in the Gold Medallion.

1. Pool Swim:

The member must complete an 800 metre swim in 14 minutes or less in a swimming pool of not less than 25 metres. The pool swim must be completed before any other component of a Gold Medallion proficiency.

Mission Test

- The distance will be 400m swim, 800m run, 400m board paddle, and 800m run
- The time will be 25 minutes or less
- The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water, the aquatic components are from waist deep water around two swimming buoys and back to waist deep water
- Aquatic course must be around two swimming buoys

2. Rescue:

Demonstrate a board and tube rescue according to SLSA operating procedures in the current Public Safety and Aquatic Rescue Training Manual.

- Tube Rescue: Complete a tube rescue of a patient 100 metres out to sea and return. Member should use swim fins during this rescue
- Board Rescue: Complete a board rescue of a patient 200 metres out to sea and return

3. Complex Rescue Scenario (may include one of the rescues above):

Demonstrate a complex rescue scenario as set by the delegated Assessor according to the SLSA operational procedures in the current Public Safety and Aquatic Rescue Training Manual.

The rescue must assess the following events:

- Negotiating the surf zone
- Securing the patient/s
- Returning to shore without losing the patient/s
- Calling for assistance
- Performing emergency care as required by the patient/s

Emergency Care Awards

Awards involving resuscitation are to be assessed annually. Once proficiency is achieved, resuscitation in other award proficiencies is not required. Please note that completion of the Resuscitation skills maintenance is not sufficient to result in the renewal of a members CPR unit of competency.

Resuscitation Certificate – minor changes

Award holders must successfully complete a skills maintenance check, showing their competence in the following.

- Theory is online however a practical demonstration is also necessary
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 and 2 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask

Award holders will still need to demonstrate resuscitation skills practically as well as completing the online course.

Advanced Resuscitation Techniques Certificate/Advanced Resuscitation Techniques [AID]

There is a new training tool available online for members who want to refresh their knowledge of advanced resuscitation techniques. This is not a requirement of skills maintenance. Members accessing this tool will still have to complete all skills maintenance requirements as listed here :

1. Resuscitation*

- Theory is online however a practical demonstration is also necessary
- A patient assessment on a live patient and demonstration of lateral position
- DRSABCD, CPR 1 person (adult or child AND infant) on a manikin – to include resuscitation methods using a mask
- Team CPR including DRSABCD, use of resuscitation mask with oxygen supplement and AED.

2. Oxy Viva Operation

- Use of air bag resuscitator on conscious/unconscious patient(s) during resuscitation scenario

3. Oropharyngeal Airways

- Correct measurement and insertion of an Oropharyngeal Airway (on a manikin where possible)
- Demonstrate an understanding of when and why an airway is introduced into resuscitation

4. Suction

- The use of hand held suction apparatus for the removal of fluids from the mouth

*Remember: If a member has already completed a skills maintenance that required Resuscitation to be assessed i.e. Bronze Medallion, they are considered to be proficient in that section of this award. Members still need to be assessed as competent in sections 2-4 to be deemed proficient in ARTC.

Spinal Management Certificate – changes

- Demonstrate placing a patient on a spinal board in an aquatic environment and on land.
- Application of cervical collar on a patient

Pain Management Certificate

Proficiencies for this award will be required at a minimum every two years and in some states annually depending on state permit requirements. Independent of the frequency, items included in the proficiency will include:

- Demonstration of set up and simulated use
- Knowledge of local security and state documentation requirements

Silver Medallion Advanced First Aid

The skills maintenance requirement for this award is every three years; however, a member must maintain proficiency annually in the prerequisite awards of Pain Management, Spinal Management and ARTC to remain current in Silver Medallion Advanced First Aid. Every three years the Advanced First Aid component of the course will need to be completed again in full.

Powercraft Awards

Not all powercraft award holders need to demonstrate skills in a 'one off' skills maintenance check and that many may be deemed as proficient via demonstration of competency during normal operational activities. Proficiency of powercraft award holders may be able to be assessed in numerous ways such as through the use of log books and club powercraft officer recommendation.

All members must demonstrate proficiency in the pre-requisite awards associated with these awards as follows:

IRB Crew Person Certificate

- Proficient Bronze Medallion

Silver Medallion IRB Driver

- Proficient Bronze Medallion
- Proficient IRB Crew Person Certificate
- Hold a current state/territory boat licence (where applicable)

RWC Operator

- Proficient Bronze Medallion
- Hold a current state/territory boat/PWC licence (where applicable)
- Additional state/territory pre-requisites as required



IRB Crew Certificate – minor changes

Skills maintenance in this award may be assessed by an authorised delegate. Logged hours should be included in an assessment of skills maintenance.

1. Questions on safety and the SLSA Powercraft Code of Conduct.
2. Demonstrate effective and safe crewing practice and ability including:
 - Parallel running
 - Figures eight
 - Response to signals
 - Negotiation of surf as required
 - Demonstrate patient rescue
 - Demonstrate ability to carry out a patient lift, exit, carry and lay.

Silver Medallion IRB Driver – minor changes

Skills maintenance in the Silver Medallion IRB Driver award can only be assessed by an IRB Assessor. Logged hours should be included in making assessment decisions.



1. Questions on safety and the SLSA Powercraft Code of Conduct.
2. Demonstrate the ability to apply safe driving practice including but not limited to:
 - Parallel running
 - Figures eight
 - Response to signals
 - Negotiation of surf as required
 - Demonstrate ability to conduct a patient rescue
 - Demonstrate ability to carry out a patient lift, exit, carry and lay.

Specialist Powercraft Awards (JRB/ORB) and RWC Operator – minor changes

Skills maintenance for specialist groups shall be determined by the individual group and as approved by the relevant State Director of Lifesaving. Skills maintenance may be assessed during normal operational activities.

ATV Awards – no change

A member's driving licence must be checked each year for currency.

A member whose driver's licence (has been cancelled or suspended) must not be driving the ATV.

Beach Management and Radio Awards

Silver Medallion Patrol Captain OR Silver Medallion Basic Beach Management – no change

Proficiency is required in the prerequisites for these awards to remain current.



SLSA recommend that all current Patrol Captains undertake the online course 'Introduction to Search and Rescue' as part of their skills maintenance. This short online course has been developed to provide access to the theory content of the Silver Medallion Aquatic Rescue, and is most relevant to Patrol Captains. It is available in the SLSA eLearning platform.



Radio Operators Certificate – minor changes

For those who hold the stand alone Radio Operators Certificate (i.e. who do not have their BM), theory is online however a practical demonstration is also necessary of a scenario involving equipment (without transmitting) including at least three of the following situations must be conducted for each candidate.

- Pre operation checks
- Knowledge of local operating channels and uses
- Interpatrol communications
- Sign on/sign off
- Rescue procedures and requests for assistance

For those who use this award as part of their operation within a SurfCom, additional assessment may be included at a local level.

Training and Assessing Awards

Training Officer

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Trainer remaining current in the award/s they are training AND current in training and assessment.

Assessor

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Assessor remaining current in the award/s they are assessing AND current in training and assessment.

Facilitator

Be currently endorsed as per State/Territory requirements. Endorsement is dependent on the Facilitator remaining current in the award/s they are Facilitating AND current in training and assessment.



Member Services

Membership

Members can be registered for the 2015/16 season using one of two methods – the paper based Membership form (available in the Library on <https://portal.sls.com.au/>), or via Surf Life Saving's electronic systems.

In 2008, Surf Life Saving Australia introduced Lifesaving Online - a self-service membership system where members of the organisation could view and manage some aspects of their membership information. However, in July 2015 Lifesaving online was replaced with a new Members Portal. As such membership renewals can be completed via <https://portal.sls.com.au/>.

Clubs wishing to direct new members to an electronic registration system can utilise the SLSA Join function, available on the SLSA Website - <https://sls.com.au/join>

Club Management And Operations

Quality Club Program

Strong grassroots operations are fundamental to the success of Surf Life Saving, and so by adopting the three-tiered accreditation standards within the Quality Club Program, Surf Life Saving Clubs in NSW will be able to take the tangible steps necessary to advance their own organisational practices and benchmark against a state-wide standard of excellence.

The program provides a linear pathway for progression and is a highly effective audit tool, providing quick reference and identification of best practice operations. Ultimately it assists your Club to strengthen its governance and management, be compliant with legislation, build the capacity of your volunteers and programs and ensure that it is able to utilise the human, technological, physical and social resources available.

The timeframes for the Quality Club Program for the 2015/16 season are as follows:

August – September 2015: Register your club via the SLSNSW website.

October 2015 – May 2016: Develop your 'plan of attack' – use the tool to audit your Club, identify gaps and put plans in place to address these throughout the season, and make a plan for how and when each of your Committee members are going to submit the evidence required for their area of work.

30 June 2016: Submissions for the season are due to SLSNSW. Don't worry, if you are having trouble submitting speak to the Quality Club Officer in your region for some support and advice.

June – July 2016: The SLSNSW Quality Club Officers will assess your submissions. If there are any missing items, or any points that need clarifying, they will be in touch to discuss.

July 2016: Successful Clubs will be awarded Bronze, Silver or Gold status in the Quality Club Program.

Accreditation for every level, including Bronze, Silver and Gold, is valid for one season only – meaning the checklist must be completed each season to maintain accreditation under the program.

For more information visit the members section of the Surf Life Saving NSW website (www.surflifesaving.com.au/members) or call 02 9471 8000 to speak to the Quality Club Officer for your region.

Club Guide 4.0

The SLSNSW Club Guide Version 4.0 was released in April 2015 and is available for download from the members section of the SLSNSW website: www.surflifesaving.com.au/members or through the SLS Member Portal. This latest version has a significant number of changes in all sections and therefore replaces version 3.0.

The Club Guide is a way of centralising the numerous Surf Life Saving NSW resources that have been developed over recent years to convey the vital information that Clubs require to effectively operate. Through the development of a resource that unites information from all aspects of Surf Life Saving, Clubs have access to information that is recent, relevant and accessible to all.

SLSNSW works to review the Club Guide each quarter, and will release a memo advising Clubs of any significant changes to the document. However feedback is always valued, and can be submitted to SLSNSW via memberservices@surflifesaving.com.au.

Other resources

There are a host of other resources available on the SLSNSW website to support Clubs, such as the Club Constitution Template, Club Sponsorship Kit and Annual Report Guidelines. Visit <http://www.surflifesaving.com.au/members> for more information.

Leadership Development

Regional Forums

Surf Life Saving NSW will be hosting three regional forums for leaders and future leaders within the movement, with a focus on leadership for sustainability. Clubs will be allocated three spots each, and all forums will take place over a weekend in the northern, metro and southern regions of NSW. The dates and locations are as follows:

Northern Region

Date:	10/11 October 2015
Conference Venue:	SLSNSW Operations Centre, Port Macquarie
Clubs/Branches:	Far North Coast to Lower North Coast

Metro Region

Date:	7/8 November 2015
Conference Venue:	TAFE NSW, St Leonards Campus
Clubs/Branches:	Hunter to Sydney

Southern Region

Date:	31 Oct-1 Nov 2015
Conference Venue:	Bombaderry Bowling Club
Clubs/Branches:	Illawarra to Far South Coast

More information will be made available via Memo, ClubMail and website in due course.

Facilitator Network Program

At Branch and State level within Surf Life Saving there are a number of programs which are run to support the development of members, particularly our future leaders within the movement. These programs are led by Branches or State, but are facilitated by volunteers who have a passion for seeing our people grow in confidence and skill.

We are always after new facilitators, and encourage any Surf Life Saving NSW members who feel they are able to fulfil this unique role to join the SLSNSW Facilitator Network Program.

Email memberservices@surflifesaving.com.au for more information.

SLSNSW Leadership Development Programs

The Member Services team coordinates three leadership development programs throughout the season, including the Junior Lifesaver of the Year program, the Youth Opportunity Makers workshop for our 15 to 17 year old members; and the Development Networking Program for our members aged 18 to 25 years. The timeframes for the 2015/16 season are as follows:

Development Networking Program (18 – 25s)

Circular Released	Applications Due to SLSNSW	Program Dates
End July 2015	9am, 5 October 2015	20 – 22 November 2015

Junior Lifesaver of the Year (U13 – 14)

Circular Released	Applications Due to SLSNSW	Program Dates
End Sep 2015	9am, 1 February 2016	11 – 14 April 2016

Youth Opportunity Makers workshop (15 – 17s)

Circular Released	Applications Due to SLSNSW	Program Dates
End Sep 2015	9am, 1 February 2016	11 – 14 April 2016

Junior Lifesaver Of The Year:

This program is for U/13-14 members who are the branch winners of the Junior Lifesaver of the Year Award. Interviews for the SLSNSW Junior Lifesaver of the Year Award are held during the camp, with the male and female winner being announced at completion of the program.

The focus of this program is about learning through experience and fun. Participants are involved in presentations and discussions, activities and scenarios, and physical challenges, all of which support them to develop their leadership, teamwork and communication skills.

Youth Opportunity Makers Workshop:

This program is targeted towards members who are 15-17 years of age whose clubs and branches believe they have qualities that can be developed to enhance the future of the Surf Life Saving movement.

The workshop aims to create situations that promote fun learning experiences, create an awareness of current issues, pathways and opportunities, promote teamwork, communication skills and goal setting, and develop confidence and self-esteem, while providing an opportunity for participants to share ideas with like-minded peers.

Development Networking Program

This program offers the opportunity for members aged between 18 and 25 years, from all areas of the organisation, to participate in a weekend of workshops, keynote speakers, high energy discussions and personal development.

The program focuses on developing individuals and exploring the skills and talents they bring to Surf Life Saving in a fun and supportive environment. The 3 day event is all about getting together our Surf Life Saving leaders of the future, giving them a platform to discuss issues that affect them and most importantly, the chance to meet like-minded people from other clubs to foster strong inter-club and branch relationships for the future.

Surf Life Saving Australia Leadership Development Programs

SLSA have two leadership programs which are held through the season – The National Leadership College and the Leaders Masterclass.

National Leadership College

The National Leadership College provides an opportunity for young people, aged 18 to 30, within the movement to further develop their leadership skills and continue to positively contribute to the success of SLS. The college challenges, inspires, motivates and empowers young people through an interactive, dynamic and innovative environment. As well as learning new skills and creating opportunities for personal growth, the college opens up new networks with other likeminded passionate members across the country, who also are committed to making a difference within the movement.

The program is usually run around February each year, and more information will be made available about the 2016 program closer to the date via Memo and ClubMail.

Leaders Masterclass

The aim of the SLSA Leaders' Masterclass is to provide an opportunity for existing leaders within SLSA (at all levels) to participate in a high-level leadership development program. The target audience are those who are current leaders, or those who aspire to be or have been identified as being potential future leaders in the near future. Informed by best practice in the leadership area, and tailored to needs and issues as identified by the participants, it provides participants with the opportunity to be proactive in sharing skills and expertise.

The 2015 program will be held from 3 to 6 September 2015, and applications have already closed for this season. Information about the 2016 program will be made available via Memo and ClubMail.

MEMBER RECRUITMENT

SLSNSW Promotion Trailers

Three promotional trailers are available for use by clubs in the Northern, Metro and Southern regions. These trailers house a number of resources which can be used to create interactive displays at community and other events throughout the year. The trailers can be booked by emailing memberservices@surflifesaving.com.au.

Surf Club Open Day

All clubs are urged to take up the opportunity to throw their doors open to the public and promote surf lifesaving within their local community. The Surf Club Open Day is a great way to showcase the amazing efforts undertaken each season by members in keeping our beaches safe.

The Surf Club Open Day gives Clubs the opportunity to illustrate to the community how they can give, get involved and be safe with Surf Life Saving. SLSNSW coordinate the state media activities leading up to the event and provides Branches and Clubs with information and resources to ensure that they are supported throughout the process.

The 2015 Surf Club Open Day will be held on 18 October. Clubs were required to be registered for the event by the beginning of August 2015 in order to receive their resources, however if any Club who has not registered still wants to be involved, they should contact the Member Services team on memberservices@surflifesaving.com.au.

YOUTH RETENTION

SLSA Youth Engagement Program

The Surf Life Saving Junior Development Program (Nippers) provides a structured development program for members aged 5 to 13 to develop self-esteem, surf safety, lifesaving and competition skills. It is a highly valued program consisting of tangible outcomes, clear pathways and an emphasis on fun and participation.

Often programs for youth aged over 13 within Surf Life Saving offer very little structure in comparison to the Junior Activities Program and this can present problems in engaging and retaining youth in Surf Life Saving. This age group is highly valuable to Surf Life Saving, making up one third of our patrolling membership.

The SLSA Youth Engagement Program (YEP) provides youth members with a structured engagement program to keep them motivated and involved in Surf Life Saving while providing them with the opportunity to explore and become involved in a range of areas within the movement which they may not have previously considered.

For more information about running YEPs in your Club please contact the Member Services team on memberservices@surflifesaving.com.au.

MEMBER RECOGNITION

SLSNSW Awards of Excellence

The Awards of Excellence recognises outstanding achievements and contributions in all aspects of Surf Life Saving. The awards celebrate the accomplishments of members, Clubs and Branches throughout the season.

These Awards are progressive from Branch to State to National, and so once Surf Life Saving Australia have released information about the Award categories and selection criteria, SLSNSW will confirm via circular and ClubMail.

All nominations are to be endorsed by respective Clubs and Branches and forwarded to Surf Life Saving NSW by 1 July 2016.

SLSA Member Recognition

Surf Life Saving Australia has a robust Member Recognition Framework to support Clubs to recognise the membership. These include:

- SLSA Honours – Members of SLSA may be recommended for an SLSA Honour if they have rendered service to SLSA over a period of at least twenty (20) years.
- Long Service Awards (25,30,40,50,60,70 & 75 years of sustained membership of surf lifesaving).
- National Patrol Service Awards (5, 10, 15,20,25,30,35,40,45 & 50 years of lifesaving patrol service).
- Assessing, Officiating and Coaching Service Certificates (5, 10, 15,20,25,30,35,40,45 & 50 years of long service as examiners/assessors, to competition as officials and/or coaches and to Junior Activities as Age Managers).
- Meritorious Award (Individual and Group/Club Awards) for outstanding deeds of bravery performed in the sphere of operations of SLSA (lifesaving - both in and outside of designated patrol hours).
- National Medal. Established by the Commonwealth Government of Australia, it recognises long service in organisations that protect life and property. This award recognises the long service (minimum 15 years) of members /employees of SLSA as Rescue helicopter pilots and aircrew; Jet/Offshore rescue boat skippers, boat drivers or crew; operational members of emergency response groups; and Patrol members.
- SLSA Hall of Fame, available to members in recognition of their contribution in Surf Life Saving, SLS Administration and SLS Sport.
- National Innovation Award, given to a person or group in recognition of any development of initiatives that improve any facet of surf lifesaving in Australia.

For more information about SLSA Member Recognition visit:

<http://sls.com.au/members/development/member-recognition>

JUNIOR ACTIVITIES

Age groups remain a minimum age of 7 years (U/8) up to a maximum age of 13 years (U/14) on a seasonal basis, with age group for the season being determined as at midnight on 30 September at the commencement of that season.

Listed below are the age groups members will be in for the 2015/16 season if they are born between the following dates:

1st October 2001 to 30th September 2002	U/14
1st October 2002 to 30th September 2003	U/13
1st October 2003 to 30th September 2004	U/12
1st October 2004 to 30th September 2005	U/11
1st October 2005 to 30th September 2006	U/10
1st October 2006 to 30th September 2007	U/9
1st October 2007 to 30th September 2008	U/8

Note: Proof of age/birth certificate must be sighted for all new children joining a Surf Life Saving Club.

U/6 and U/7 members may participate in activities on an educational basis only, meaning children in these age groups may not compete in any point score/ championship events.

A child may join a Club as soon as he/she turns 5 years of age. No Club is to accept membership of a child until they have reached the age of five years to comply with insurance requirements. A child who reaches five years of age after 30th September 2015 may join Nippers at that time; however, this child will be required to stay in the U/6 Nippers age group again the following season. It is the clubs responsibility to explain this to the parents of the child.

Listed below are the age groups members will be in for the 2015/16 season if they are born between the following dates:

1st October 2008 to 30th September 2009	U/7
1st October 2009 to 30th September 2010	U/6

Junior Preliminary Evaluations

Many activities that will be completed by children as part of junior activities will be conducted in the water. To ensure that all children have a suitable swimming ability to allow them to participate in these activities, SLSA has developed a Junior Preliminary Evaluation for each age group. Every junior member is required to participate in this evaluation prior to any water-based activities being undertaken.

Note: It is not an assessment which if not completed competently precludes the child from becoming a member or continuing with junior surf education or training activities – see information below.

Skills maintenance – new delegated authority process to assess junior proficiencies

A key outcome from the recent SLSA review of Skills Maintenance (proficiencies) includes a change to the way in which authority is delegated for assessment of proficiencies. The Club Executive may nominate suitably qualified members to act as their delegate for the purpose of assessing skills maintenance activities. Delegates should be selected on the basis of expertise in the awards being assessed, and the delegates names must be minuted at a Club Executive meeting annually.

A member who is delegated to assess junior preliminary evaluations must:

- Be proficient in SRC (at minimum) and have an understanding at the requirements of the evaluations for juniors
- Be familiar with the process of reasonable adjustment

- Adhere to the program of skills maintenance requested by the club
- Complete any paperwork required accurately and return in a timely manner

For more information please see the 'Skills Maintenance Information' document available in the members section of the SLSNSW website: www.surflifesaving.com.au/members

Conducting the evaluation

This evaluation should be conducted in a low-risk environment, as determined by a completion of a pre-activity risk assessment. All new junior members should be supported by a 1:1 water safety ratio (water safety personnel: Activity Participant) when completing their evaluation. For all returning junior members, where knowledge of their ability is known by the club, a 1:5 water safety ratio (water safety personnel: Activity Participants) may be used (Refer to SLSA Policy and Procedure 1.1 Water Safety (<http://portal.sls.com.au>)).

Following The Evaluation

Any child that does not meet the required evaluation level will require a higher level of supervision when involved in water based activities. It is a requirement that these children remain in shallow water and based on a 1:1 ratio until the child is deemed competent in relation to the preliminary evaluation guidelines.

Any child that does complete the preliminary skills evaluation competently can progress to water based junior activities noting 1:5 water safety ratio (water safety personnel: Activity Participants). For still water / pool activities or low-risk conditions (ascertained after a formal risk assessment) the ratio may be expanded to 1:10 water safety ratio (water safety personnel: Activity participants) as per SLS Policy and Procedure 1.1 Water Safety (<http://portal.sls.com.au>)

Junior Competition

Junior competition evaluations

From the age of 7 (Under 8) juniors can begin to compete in intra-club, inter-club and branch competition, while from the age of 8 (Under 9) juniors can participate in state competition. To ensure that all junior members that wish to compete in any inter-club, branch, state and national events/championships have the ability, strength and fitness standard to complete the courses they must be able to complete the junior competition evaluation for their age group.

Junior Evaluations can be completed on the SLSNSW Proficiency Test Work Card. The card for the 2015/16 season is orange. Please contact your club Chief Training Officer if you do not have a copy of this card.

Branch and state competition requirements

Any competitor wishing to compete at carnivals (water or beach events) must have successfully completed:

- Junior Preliminary Evaluation
- Junior Competition Evaluation
- Appropriate Surf Education award for their age group by 31 December 2015.

Junior Activities members (i.e. members comprising Under 14 and below), are not required to perform patrol hours to compete in Junior Activities competitions. However, if eligible members wish to compete in Under 15 competition, they must fulfil their patrol hour obligations as set out in SLSA Policy 5.4 (<http://portal.sls.com.au>).

SLSA Junior Evaluations and Education National Guidelines.

	Preliminary Evaluation	Competition Evaluation	Surf Education Awards
Under 6 Surf Play 1	From a standing position in waist deep water perform a front glide and recover to a secure position. Perform a back or front float holding a buoyant aid and recover to a secure position.		Surf Play 1
Under 7 Surf Play 2	From a standing position in waist deep water perform a front glide, kick for 3m and recover to a secure position. Perform a back or front float for a few seconds and recover to a secure position.		Surf Play 2
Under 8 Surf Aware 1	25 metre swim (any stroke) 1 minute survival float	Nil (no water competition, except for wade which takes place in waist deep water)	Surf Aware 1
Under 9 Surf Aware 2	25 metre swim (any stroke) 1 minute survival float	Minimum 150m open water swim (competition course as per competition manual)	Surf Aware 2
Under 10 Surf Safe 1	25 metre swim (freestyle) 1 1/2 minutes survival float	Minimum 150m open water swim (competition course as per competition manual)	Surf Safe 1
Under 11 Surf Safe 2	50 metre swim (freestyle) 2 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Safe 2
Under 12 Surf Smart 1	100 metre swim (freestyle) 2 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Smart 1
Under 13 Surf Smart 2	150 metre swim (freestyle) 3 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Smart 2
Under 14 SRC	200 metre swim (freestyle, in less than 5 minutes) 3 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Rescue Certificate
Assessors	Delegated authority as per the SLSA Circular No. 108/15-16.		
Notes	Every junior member is required to participate in this evaluation, conducted by the club, prior to any junior water activity training or competition being undertaken. Any child that does not meet the required evaluation level will require a higher level of supervision when involved in water based activities at the discretion of the club.	The competition evaluation must be achieved before any members are eligible to compete	Every junior member should achieve the relevant Surf Education Award appropriate to their age group.

Junior Development Program

The Junior Development Program includes lessons that are tailored to each of the Nipper age groups, ensuring the content is relevant and in line with lifesaving and surf sports most up to date training standards. The program is based on participatory evaluation and not assessed on competence; this means children must only be actively involved in each of the lessons to be eligible for the award.

Every junior member is expected to achieve the relevant Surf Education Award appropriate to their age group, and all Awards are to be recorded on SurfGuard by 31 December 2015.

All Junior Development Program resources remain unchanged for the 2015/16 season, and are available via the Members Portal: <https://portal.sls.com.au/>

Age Manager Ratios

A supervision ratio of 1:20 is required by SLSNSW. However SLSA is recommending that where possible a supervision ratio of 2:20, with at least one accredited Age Manager and one male and one female, is recommended for all junior activities conducted on the beach. This ratio is based on overall numbers of junior members and not per age group.

Water Safety Requirements

SLSA Policy 1.1 sets out the risk management procedures and minimum requirements for the provision of water safety for surf lifesaving aquatic activities. This needs to be read in conjunction with the SLSA Water Safety Procedures 1.1. Access to these documents is via the SLSA Members Portal:

<https://portal.sls.com.au/>

Two areas of focus for Junior Activities within the Water Safety Policy and Procedure include a recommendation for use of high visibility garments for aquatic activity participants and water safety personnel.

Participant high visibility garments

For all junior activities it is recommended that aquatic activity participants be clearly identified with an endorsed high visibility garment as a means of easy identification above the water surface. Refer to Policy 1.1 for information about the endorsed high-visibility colours.

Water safety supervisors and personnel high visibility garments

For SLS junior activities water safety supervisors and personnel must be wearing a clearly identified uniform. It must consist of a cap (secured under the chin) and rash shirt. This may be either:

1. Surf Rescue Uniform
 - SLSA red and yellow quartered patrol cap secured under the chin;
 - SLSA Surf Rescue rash shirt;

Where appropriate, SLS Surf Rescue wetsuits and stinger suits

2. High visibility (water safety) uniform
 - A high-visibility (fluorescent) orange cap secured under the chin;
 - A high-visibility (fluorescent) orange rash shirt branded with 'WATER SAFETY' on the front and back of the shirt.

MEMBER PROTECTION

Member Protection and Information Officer

A Member Protection Information Officer (MPIO) is a vital role in all Surf Life Saving Clubs, and is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern. They can also provide information and advice to administrators and complaint handlers with regard to the SLSA Member Protection Policy. MPIOs should be impartial, meaning they do not mediate or investigate complaints.

The MPIO can play a key role in ensuring our Clubs are safe, fair and inclusive. MPIOs do this through ensuring club members and administrators know their rights and responsibilities and ensuring policies that focus on member protection are being implemented. Such policies may include but are not limited to the complaints policy and procedures, child protection policies, harassment and discrimination policies.

SLS members can become a certified MPIO by taking the following steps:

1. Complete the online course which is delivered by Play by the Rules. The course will take approximately four hours and participants can pause and resume the course at any time.
2. Once the course is completed participants will receive a completion certificate that includes an online certification number.
3. Complete the face to face workshop, which is delivered by NSW, Sport and Recreation.
4. On completion of the face to face workshop a certification number will be received. Participants will need both this number and the online certificate number to finally register as a MPIO to receive a certificate of recognition.

Visit www.ausport.gov.au/supporting/integrity_in_sport/resources/mpio_education for more information.

Child protection and working with children

Surf Life Saving Clubs (SLSC), as organisations that involve children, should have a strong interest in keeping children safe. As such Surf Life Saving New South Wales (SLSNSW) has developed a number of procedures and resources which complement the Surf Life Saving Australia (SLSA) Member Protection Policy.

It is important for SLSCs to understand that good child safe policies and practices are the best way to reduce potential environmental risks and keep kids safer in our organisation. SLSNSW encourages all clubs to use a range of responses to manage the potential risks in their individual environments, including meeting their Working With Children Check (WWCC) legal obligations.

While a WWCC can be an important tool in an organisation's approach to being 'child safe', they cannot identify people who have not previously been caught or are yet to offend. As such, although an important part of being a child safe organisation, practices such as reviewing risks, appointing Member Protection and Information Officers (MPIO), good communication and training, and managing allegations, are equally important.

Working with children checks

The WWCC is managed by the Office of the Children's Guardian (OCG) and involves a national criminal history check and review of findings of workplace misconduct. The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

All NSW Surf Life Saving (SLS) members and employees (over the age of 18years) require a WWCC from April 2015 **if they are undertaking a child-related role**. However, there are a number of exemptions under the legislation including children (under the age of 18); administrative, clerical, maintenance or ancillary work not ordinarily involving contact with children for extended period; very short term work (not more than a total of 5 days in a calendar year); volunteering by a parent or close relative with a team, program or other activity in which the child usually participates or is a team member; and co-workers and supervisors where a child works.

For more information visit the members section of the Surf Life Saving NSW website (www.surflifesaving.com.au/members).

Member Protection Declaration Forms

Even with the introduction of the WWCC, the SLSNSW Member Protection Declaration form still needs to be completed by all members. While the WWCC looks specifically at national criminal history and workplace misconduct in relation to child-related work, the SLSNSW Member Protection Declaration is designed to make members aware of their responsibilities in relation to criminal charges more broadly, anti-doping violations, and any other matters which could constitute risk to members, employees, volunteers, athletes or reputation.

All new members, as well as any members renewing their membership after a leave of absence of at least one season, are to sign the SLSNSW Member Protection Declaration.

For more information and a copy of the Member Protection Declaration form visit the members section of the Surf Life Saving NSW website (www.surflifesaving.com.au/members).



Competition

Who May Compete?

Surf Life Saving Australia (SLSA) competition is for registered, qualified and proficient members of surf lifesaving clubs who have fulfilled their club, patrol, financial and other membership obligations.

All members who wish to compete at any SLSA competition must be registered, proficient and carry out required patrol duties, in accordance with the “Proficiency and Patrol Hour Requirements for Competition Eligibility” detailed in SLSA Policy Statement 5.4.

For further information on “Proficiency and Patrol Hour Requirements for Competition Eligibility” please refer to SLSA Policy Statement 5.4 in the Member’s Portal <http://portal.sls.com.au>

Patrol Hour Checking

Branch Officials may carry out checks on patrol hour obligations on any club within their Branch. Surf Life Saving New South Wales may carry out checks or request a Branch to carry out the check on their behalf.

With regard to entries submitted for competition events, it will be the responsibility of the Club Officer completing the declaration on the form to ensure all members nominated are proficient, financial and have completed the patrol obligations required by the club and are entered in SurfGuard.

There will be a random check of patrol logs prior to the State Championships.

Clubs Attending Carnivals

Clubs attending a surf sports carnival during the patrol season must:

- Ensure that there is a rostered patrol on the beach that meets the patrol obligations agreed to in the Lifesaving Service Agreement; otherwise the club is ineligible to compete.
- Ensure competitors rostered for patrol duty have a substitution, or are ineligible to compete.

Timetable of When Hours Are to be carried out:

- Patrol hours and minimum strengths are determined annually in consultation with the NSW Director of Lifesaving, Branch Director of Lifesaving and the Club.
- Lifesaving Services are expected to patrol on Saturdays, Sundays and Public Holidays as per the Lifesaving Service Agreement.

Athlete, Coach and Official Development.

SLSNSW provide many developmental opportunities throughout the year that not only upskill competitors of all levels but also coaches and officials.

Program	Description
Pool Rescue Clinics	To allow grassroots, intermediate, elite athletes and developing coaches the chance to learn and fine tune their pool rescue skills.
New Zealand Pool Rescue Development Tour	To give NSW's emerging elite athletes from the age of 16-18 and an emerging pool official the opportunity to compete/officiate at the SLSNZ Pool Rescue Championships.
IRB Development Clinics	To allow grassroots, intermediate, elite athletes and developing coaches the chance to learn and fine tune their IRB skills.
Surf Boat Sweep Schools	To provide grassroots, intermediate, elite sweeps and surf boat athletes the opportunity to improve on their skills and knowledge.
Junior Academy	To expose NSW's U/12-14 athletes in performance enhancing theory training and skill development.
Regional Clinics	To provide regional athletes and coaches of all skill levels the opportunity to learn and develop skills from NSW's best coaches and athlete mentors
Beach Academy	To give NSW beach athletes and emerging coaches of all levels the very best coaching and development Surf Life Saving has to offer for the beach
Performance Academy	To give NSW's elite water athletes from U/15 – opens the very best coaching Surf Life Saving has to offer at three day high intensity camp.
Interstate Teams	To provide NSW's elite competitors in Surf Boats, IRB, Pool and Beach the perfect preparation for their respective Interstate Championships.
Officials High Performance Program	To provide a clear pathway for emerging officials to take on senior roles at NSW major events.

Officials Information

Accredited Surf Sports officials are essential to the success of any surf carnival or event. Officials are required at all levels of competition. Some events require clubs participating in competition to fulfil a quota of officials in order to compete in a carnival. To officiate at competitions, individuals must nominate to the relevant Club, Branch, State or National representative.

There are four levels of officials' accreditation:

- Junior Officials Course (Contact your Club)
- Level One Officials Course, requiring re-licensing every four years (Contact your Branch)
- Level Two Officials Course, requiring re-licensing every four years (Contact SLSNSW)
- Level Three Officials Course, requiring re-licensing every four years (Contact SLISA)

Coaching Information

There will be new coaching requirements from the 2015/16 season. Level 1,2 and 3 courses have been replaced by Foundation, Development and Performance level coaching awards.

For further information visit the website

<http://www.surflifesaving.com.au/members/surfsports/coaching>

or contact surfsports@surflifesaving.com.au

2015/16 SLSNSW Events

There are many events that SLSNSW host. Depending on the event, you can enter from the U/8's all the way through to the 70 plus age group.

For further information visit the website or contact surfsports@surflifesaving.com.au

Event	Date	Location
NSW Interbranch Championship	12-13 December, 2015	Cape Hawke SLSC, LNC
NSW Stramit Country Championship	6-7 February, 2016	South West Rocks SLSC, MNC
NSW State Championships - supported by Clubs NSW	Life Saving - 27-28 February, 2016 Age – 4-6 March, 2016 Masters – 9-10 March, 2016 Opens – 11-13 March, 2016	Ocean Beach/Umina SLSC's, CC
NSW Best of the Best Surf Boat Challenge	2 April, 2016	TBA
NSW IRB Premiership	Round 1 – 7-8 May, 2016 Round 2 – 21-22 May, 2016 Round 3 – 4-5 June, 2016 Round 4 – 18-19 June, 2016	TBA
NSW IRB State Championship	2-3 July, 2016	TBA
NSW Pool Rescue Championships	July, 2016	TBA
NSW Board Riding Championship	August, 2016	TBA

2016 NSW Surf Life Saving Championships supported by ClubsNSW

To allow Branches to plan their Branch Championships, the following dates have been set for close of entries for the 2016 NSW Surf Life Saving State Championships supported by ClubsNSW, to be held at Ocean Beach/Umina, Central Coast.

Lifesaving Events – Champion Lifesaver and Patrol Competition - Saturday 27 Feb and Sunday 28 Feb	
Entries will close on	Monday 15 February at 11.00 pm
Online Late Entries (late entry fee will apply)	Sunday 21 February at 11.00 pm
Age events 4, 5 & 6 March + First Aid – 5 March	
Entries will close on	Monday 15 February at 11.00 pm
Online Late Entries (late entry fee will apply):	Sunday 21 February at 11.00 pm
Masters events 9 & 10 March	
Entries will close on	Wednesday 17 February at 11.00 pm
Online Late Entries (late entry fee will apply)	Monday 22 February at 11.00 pm
Open events 11, 12 & 13 March	
Entries will close on	Monday 22 February at 11.00 pm
Online Late Entries (late entry fee will apply)	Friday 26 February at 11.00 pm

2016 Stramit NSW Country Championships

6 - 7 February 2016 at South West Rocks SLSC. Clubs are advised of the following:

Entries will close on	Sunday 17 January 2016 at 11.00 pm
Online Late Entries (late entry fee will apply)	Sunday 24 January at 11.00 pm



Lifesaving

Administration

SLSNSW Standard Operating Procedures - Lifesaving Services

The SLSNSW Standard Operating Procedures (SOPs) provide policy/guidelines and reference for lifesaving operations in New South Wales. The SOPs cover a range of topics that senior patrolling members (Club Captains, Patrol Captains, Support Operations Members etc.) should be familiar with such as, patrolling obligations and standards, gear and equipment guidelines, patrolling operations, emergency response guidelines and responsibilities.

It is important that the most recent and up to date version of the SOPs is referenced. Club Captains should ensure that a hard copy is available to patrolling members (e.g. patrol box). Additionally, patrolling members should be made aware that the SOPs can be found online at www.surflifesaving.com.au/lifesaving

To further assist patrolling members, SLSNSW has developed the 'Lifesaving Operations Procedures Guide' that outlines the key patrolling orientated information from the SOPs in a water-proof pocket sized flipbook. All Patrol Captains are encouraged to have their own procedures guide. Clubs can order procedure guides using the order form at www.surflifesaving.com.au/onpatrol

A comprehensive review of the SOPs is expected to be undertaken during the second half of the 2015/2016 season. Further information relating to this review will be released later in the season.

Lifesaving Service Agreements

All clubs/services in New South Wales have a signed SLSNSW and branch endorsed three year Lifesaving Service Agreement that outlines the minimum patrol dates/times/patrolling gear and equipment/service strengths for each club/service based on beach attendance, rescues/preventative actions and local government requirements. For most clubs, 2015/2016 is the final year of their current agreement. Planning and review of the Lifesaving Service Agreements will take place during the 2015/2016 season in preparation for the next three year Lifesaving Service Agreements.

Lifesaving Service Agreements should form the basis of annual patrol roster planning.

SurfCom sign on/off times are reflective of the Lifesaving Service Agreement as well as Surf Life Saving's public beach safety website www.beachsafe.org.au, which details the patrol dates/times of each Club. It is imperative that all clubs/services patrol as per their Lifesaving Service Agreement to ensure the public maintains confidence in the information distributed and that Surf Life Saving fulfils its obligations to the community.

Although the Lifesaving Service Agreements are not scheduled for review until 2016, Clubs that are experiencing shortfalls due to membership levels or award qualifications can discuss the various options available with their Branch Director of Lifesaving.

Incident Report Logs

All clubs/services should be inputting their Incident Report Logs and Patrol Logs into SurfGuard within two weeks of the associated patrol. This up to date information ensures that hotspots and trends are identified as early as possible, enabling time for preventative solutions to be put in place as well as providing accurate statistic figures for sponsors and media outlets to report the ongoing hard work of our volunteers.

A key focus of the 2015/2016 season will be collating accurate patrol data, especially attendance figures and the inputting of the rescue equipment used during a rescue (i.e. board, tube, IRB etc.). This information will be valuable in assisting Clubs identify through an evidence based system what equipment is used the most during patrols and what equipment is a priority for replacement/turnover.

Club Patrols

SLSNSW Minimum Patrol Requirements 2015/2016

As per the SLSNSW Standard Operating Procedures, a volunteer SLS patrol must consist of the following minimum personnel:

- 3 x Volunteer Bronze Medallion qualified patrol members

The following proficient qualifications/awards must be held by the collective patrol members on any patrol day:

- 1 x Current ART
- 1 x Current Silver Medallion IRB Driver
- 1 x Current IRB Crew Award
- 1 x SM Basic Beach Management

note:

- These awards may be shared between the three patrolling members on patrol.
- The minimum patrol requirements will need to be followed when configuring patrol rosters for the 2015/2016 season.

Clubs/branches may set further requirements on top of the SLSNSW minimum patrol requirements.

SLS Patrol Uniform

Patrolling lifesavers should be professional and neat in appearance, as to present the best possible image to the community and be easily identifiable as an on-duty lifesaver.

It is the responsibility of the Club Captain and Patrol Captains to ensure that their patrol members are in correct uniform at all times whilst on patrol. The mandatory SLSA patrol uniform comprises of a:

- SLSA yellow long sleeved patrol shirt
- SLSA red patrol shorts
- Red and yellow quartered patrol cap
- SLSA red patrol peaked-cap or wide-brim hat

For further equipment and operational requirements related to the use of lifejackets in IRBs, please refer to SLSA Bulletin 03/13-14 Mandatory Wearing of Certified Lifejackets in IRBs – Lifesaving and Competition. This bulletin can be found in the SLSA Members Portal at; <http://portal.sls.com.au>

Patrol Jackets

If wearing a jacket on patrol, a red/yellow jacket which meets SLSA brand guidelines shall be worn.

The full uniform policy and details can be viewed at www.sls.com.au and within the SOPs at www.surflifesaving.com.au/lifesaving

Clubs will again be kindly supplied with a Patrol Uniform Allocation directly through SLSA. The free allocation of patrol shirts and shorts can be retrieved via the SLSA online surf shop. Clubs will be advised directly by SLSA with more information www.sls.com.au/store.

Patrol Operations Manuals (POM)

Patrol Operations Manuals (POMs) are designed to outline specific local beach management/response plans which will help all members, from existing Patrol Captains to new Bronze members familiarise themselves with the local beach hazards/risk and the management plans for the hazard and risks. Please remember to share this valuable document with all patrolling members!

The POMs have been overhauled with the support of a review panel and member feedback to create a more succinct POM template for Clubs to work from with information that is already inputted into SurfGuard is no longer required in the POM ensuring that the POM does not require in-depth updating each season.

Key features of the overhauled POMs are;

- Club radio procedures
- Improved template for risk management plans
- Patrol type diagrams and definitions
- Daily patrol procedures
- Club based procedures for large emergency response incidents

SLSNSW has been working with clubs and branches to update and implement a POM at every club during the 2014/2015 season. Most clubs now have an updated POM, ready for the 2015/2016 season.

The POM template available at www.surflifesaving.com.au/onpatrol

CLUB RADIO PROCEDURES



SIGNING ON/OFF WITH SURFCOM

SIGN-ON

SurfCom Contacts Clubs, Services (North to South)

- Beach Status (closed + reason for beach closure)
- Number of Bronze members
- IRB Status (Operational/Non Operational)

SIGN-OFF

SurfCom Contacts Clubs, Services (North to South)

- Extension of Patrol Hours: Notify SurfCom 15 minutes prior to scheduled finish time and advised finish time
- Number of Rescues (total for whole day)

Always contact SurfCom if your patrol status changes (IRB, ATV, Bronze Numbers below 3)



RADIO CHANNELS

Channel 1

- Emergency Working Channel (line of sight only)
Used during major incidents where Duty Officers, RWCs, Helicopters are involved.

Channel 2

- Patrol Channel (line of sight only)
Used for everyday internal patrol communications (e.g. IRB, roving patrol, ATV)

Channel 3

- Primary Repeater Channel
Used for all communications with SurfCom & other SLS assets/clubs



CONTACT

State Operations Centre: 9471 8092
Covers – FNC, NC, MNC, LNC, HUN, CC, SYD, ILL

SurfCom Warringah: 9982 5959
Covers – SNB, SC, FSC

Lifesaving Operations Procedure Guide

Revised in line with the Standard Operating Procedures, the guide (also known as Flipbook) is a 'must have item' for all lifesaving patrol personnel, especially Club Captains and Patrol Captains.

The Procedure Guide is 'pocket sized' and produced on water proof paper to enable it to be a quick reference on patrol.

The guide focuses on the following key areas;

- Preparation
- General Operations
- Emergency Operations
- Recovery Operations
- Communications

To purchase Procedure Guides for your Patrol Captains and senior members, please fill in and submit the order form (found at www.surflifesaving.com.au/onpatrol) to Michael Tuck (mtuck@surflifesaving.com.au)



Lifesaving Operations Procedures Guide

Breaches of Lifesaving Standards Guide

The 'Breaches of Lifesaving Standards Guide' outlines the identification/ notification/response responsibilities for clubs, branches and SLSNSW in resolving breaches of lifesaving standards to ensure a consistent and structured approach. The aim of the guide is to outline a clear notification process that prevents a breach occurring in the first instance, or from repeated breaches occurring.

Branches and Surf Life Saving New South Wales are committed to assisting clubs where possible to ensure service levels are maintained.

A breach of lifesaving standards is outlined within the guide, however they are based on the Lifesaving Service Agreement, Standard Operating Procedures and Patrol Operations Manual.

The 'Breaches of Lifesaving Standards Guide' can be accessed at www.surflifesaving.com.au/onpatrol

Gear and Equipment

Annual Gear and Equipment Inspections

As per Surf Life Saving requirements; ALL frontline lifesaving equipment is to be annually inspected prior to the commencement of the patrolling season to ensure:

- 1 Equipment is safe to use
- 2 Equipment is not damaged
- 3 Equipment is operationally fit to use for surf lifesaving purposes
- 4 Clubs meet the minimum patrol requirements for frontline lifesaving equipment
- 5 To ensure equipment is updated to meet revised specifications and requirements (where applicable)
- 6 Equipment being used by lifesavers is from the SLSA approved gear and equipment list
- 7 Correct and current information is updated in SurfGuard

Branch Gear Inspectors will mark all approved lifesaving equipment with a new SLSNSW gear inspections sticker each year. Equipment that is not “passed” by the Gear Inspectors is to be recorded and tagged with a red reinspection sticker and must not be used by members on patrol until the equipment has been passed.

SLSNSW requires the 2015 Annual Pre-Season Gear and Equipment inspection process to be fully completed by Thursday 17 September 2015. This requires all clubs to have their inspections conducted well before Thursday 17 September to allow adequate time for repairs on any defective equipment and to ensure ALL information has been updated on SurfGuard. Please contact your branch office for inspection dates and times.

For more information refer to the ‘2015/16 Gear and Equipment Inspections Manual’ that will be found on the SLSNSW website. www.surflifesaving.com.au/gearandequipment

Patrol Captain Defective Equipment Tags

All clubs will again be provided with a pack of Defective Equipment Tags in the 2015/2016 season.

The tags designed to be attached to any equipment that is broken or deemed defective and is in need of repair and should not be used until the equipment is repaired and the tag is removed.

The tags are to be dated and signed by Patrol Captains and the Club Captain should be informed of the defect and logged into the clubs maintenance manual.

Defective Equipment Tags are being implemented to:

- Allow club members to identify dangerous and faulty equipment
- Ensure effective equipment is used in emergencies and patrol use
- Prevent Member injury
- Ensure required maintenance is conducted



Surf Rescue Vessel Registrations

Under NSW Roads and Maritime Services (RMS) regulations it is illegal to operate an unregistered vessel. SLSNSW holds a special exemption which allows clubs/ branches to register their vessels internally (with SLSNSW) – saving considerable workload on members.

As part of the Annual Lifesaving Gear and Equipment Inspection Program, an Annual Vessel Registration Form (www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg) should be completed by each club to confirm each vessels details (HIN, SR Number, etc.) with what is listed in SurfGuard. One form is required for each club with multiple vessels able to be listed. This form acts as an annual certification process for all Surf Life Saving SR Registered Vessels operating in NSW.

The completed form with attached SurfGuard Vessel documents must be emailed to Michael Tuck (mtuck@surflifesaving.com.au) before Thursday 17 September 2015.

What needs to be done?

- Existing vessels – complete an Annual Gear and Equipment Inspection of the vessel and complete the SLSNSW Annual Vessel Registration Form. Club to ensure details on SurfGuard are accurate and email a copy of the completed form and SurfGuard Vessel documents to Michael Tuck (mtuck@surflifesaving.com.au)
- Existing vessels which are not on SurfGuard - complete the 'SLSNSW Vessel Registration Application Form' (www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg) and return to SLSNSW. Clubs are required to update information in SurfGuard.
- New vessels – complete the 'SLSNSW Vessel Registration Application Form' (www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg) and return to SLSNSW. SLSNSW will issue a vessel registration number (SR number). Clubs are required to update information in SurfGuard.
- Vessels being sold or disposed of - complete the 'Transfer of Vessel Registration Form' (www.surflifesaving.com.au/members/lifesaving/gear-and-equipment#vesselreg) and return to SLSNSW. Remove SR numbers and SLS signage before selling or disposing of vessel. Clubs are required to update information in SurfGuard.

For more information please contact Michael Tuck (mtuck@surflifesaving.com.au)

Emergency Response

Surf Rescue Emergency Response System (Callouts)

The Surf Rescue Emergency Response System was introduced in January 2008 to give Emergency Services (primarily NSW Police) a single point of contact to advise SLS of incidents along the NSW coastline. This system enables the on-duty State Duty Officer to be contacted 24/7.

All clubs, branches, support operations and Lifeguard Services affiliated with or employed by SLSNSW fall under the Surf Rescue Emergency Response System. This system is critical in reducing the drowning rate along the NSW coastline.

Club/ Service equipment Preparedness

Clubs and services should ensure that core items of emergency response equipment are set up and ready to respond 24/7, including;

- IRB (fully set up with a full tank of fuel)
- ATV (fully set up with a full tank of fuel)
- Radios
- Oxygen resuscitation equipment
- Defibrillator
- Rescue tubes
- Rescue boards
- First Aid Kit
- Spinal Board

Club/Service Emergency Call-Out Teams

Each club/service should also identify and form a team of qualified members who may be available to respond (if available) to incidents at their beach (and surrounding areas) outside of patrol hours and/or in support of an on-duty patrol. This team should be made up of appropriately experienced and qualified personnel who are versed in the relevant SLSNSW procedures and any/all branch/club specific plans/procedures.

Each club in NSW is required to have an Emergency Call-Out Team saved in the 'mailing group' section of SurfGuard. The emergency call out team is activated during an incident through the Surf Rescue Emergency Response System (13SURF). The State Operations Centre (SOC) and Branch Duty Officer have the ability to send a text message to all members in the call-out team advising them of the incident and requesting a SLS response. Clubs are to have a minimum of 6 members on their call out team; most clubs have between 10 and 20 members.

For assistance in updating the Emergency Call-out Team 'mailing group' in SurfGuard please see the below instruction;

How to create Duty Officer (Branch) and Emergency Callout Team (Club/Service) details in SurfGuard:

1. Login into SurfGuard
2. Go to 'Mailing Groups' drop-down
3. Select 'Mailing Groups'
4. Click 'edit' on the 'Emergency Call Out Team' group already created
5. Keep 'Mailing Group Type' as 'SurfCom'
6. Select members name and click arrow to insert into 'Emergency Call Out Team'
7. Once all members selected, click 'SUBMIT'

Critical Incident Debrief

The environment in which Surf Life Saving operates has the potential for members to be involved in serious incidents of a high-intensity and traumatic nature, and which often involve death, serious injury and/or significant risk to lifesaving personnel.

A Critical Incident Debrief is undertaken to ensure that:

- Member welfare/support is optimised
- The ability to re-establish core lifesaving services is achieved
- Obligatory paperwork and data is recorded, collected and forwarded appropriately
- The Surf Life Saving response is documented for future review or for legal reasons (if required)
- Surf Life Saving is able (through effective data collection) to provide drowning prevention recommendations to the Coroner and relevant local government authorities

The correct, accurate and comprehensive filling out of Critical Incident Debrief paperwork cannot be over emphasised. Especially for member welfare as this means there is a lodged record of the incident with WorkCover should there be a need for a future claim.

The Branch Duty Officer (or equivalent) should lead every Critical Incident Debrief as part of the incident Recovery Phase. If a Duty Officer is not available an appropriate Branch Officer should be tasked to deliver the debrief.

Expert Counselling:

SLSNSW has a contract with a private counselling organisation. Expert counselling plays the following roles in SLS Critical Incidents:

- Provision of trauma information/brochures
- Provision of three free 24/7 counselling sessions to members once approved by SLSNSW
- Provision of psychological first aid (emotive debrief) training to Branch Duty Officers and Peer Support Officers
- Provision of group counselling sessions for significantly traumatic critical incidents

Accessing expert counselling:

Individual Counselling Session (post-incident): Members (or their parents for members 18years or younger) can request an individual counselling session as they deem necessary.

For more information please contact Bernard Utteridge (butteridge@surflifesaving.com.au)