

# ELOUERA SURF LIFE SAVING CLUB PATROL RULES 2023 - 2024



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## 2023 2024 PATROL SEASON DATES & TIMES

Patrol Times: 2023/2024		
Date	Saturdays	Sundays + Public Holidays
23/9/2023 to 30/09/2023	10am to 4pm	10am to 4pm
1/10/2023 to 29/10/2023	9am to 4pm	9am to 4pm
30/10/2023 to 1/4/2024	9am to 6pm	9am to 6pm
2/4/2024 to 28/4/2024	10am to 4pm	10am to 4pm

**NOTE: When the Nipper program runs on Sunday's patrols commence at 0800 hours.**

### 1. PROFICIENCY TESTS (PT)

All patrol members must successfully complete the annual proficiency test appropriate to their qualification as required by SLSA.

All Water Safety personnel associated with the Junior Activities are also required to be proficient.

Members remain proficient from the 1st of January until the 31st of December each year. Proficiencies must be completed by the end of the December 31<sup>st</sup> for the following year.

- Any member who has not completed their annual proficiency test is not permitted to do patrols or water safety until the test has been completed.
- *Competitors who have are not proficient by the 31<sup>st</sup> December will not be able to compete for the rest of the season.*

For specific competition requirements see **COMPETITION REQUIREMENTS**.

There are several Proficiency Tests that a member may have to perform each year. Annual Proficiency Tests are required for **(but not limited to)** the following awards:

- i. Surf Rescue Certificate,
- ii. Bronze Medallion,
- iii. IRB Driver and Crewperson,
- iv. Advanced Resuscitation Techniques Certificate (including defibrillation)
- v. Resuscitation Certificate holders amongst others.

Please note that as the requirements for awards change these requirements may change and awards not listed here may require proficiencies to be undertaken within specified time periods.

Proficiency dates for the 2023 / 2024 season are as follows:

### ***Bronze Medallion & SRC Dates***

Saturday 9th September - Bendalong Nipper camp  
Saturday 4th November - Elouera SLSC 9am  
Saturday 11th November - Elouera SLSC 9am  
Sunday 19th November - Elouera SLSC 9am  
Saturday 9th December - Elouera SLSC 9am  
Sunday 17th December - Elouera SLSC 9am

All Patrol Captains are endorsed delegates and can undertake proficiencies on each patrol up to the 31st December 2022

### ***IRB Crew and Driver***

Friday 8th September - Bendalong Nipper camp  
Saturday 11th November - Elouera SLSC 9am - 1pm  
Saturday 25th November - Elouera SLSC 1pm - 5pm  
Saturday 3rd December - Elouera SLSC 9am - 1pm  
Saturday 16th December - Elouera SLSC 10am - 1pm

### ***Advanced Resuscitation***

Saturday 11th November - Elouera SLSC 10.30am  
Saturday 9th December - Elouera SLSC 10.30am

Please carry out your proficiencies as early as possible to avoid missing the Surf Lifesaving NSW deadline of 31 December 2023.

While the club will do its best to ensure all members complete all required proficiencies, it is ultimately members' responsibility that all required proficiencies are completed by the required dates.

## **2. PATROL LOG**

All members on patrol shall report to the Patrol Captain, in the Clubhouse, at least fifteen [15] minutes before the patrol commencement time. **All patrol members** must personally sign the patrol log at the commencement of his/her patrol and are not to sign-off the Patrol Log until completion of the individual's patrol.

Details of all incidents, including records of all radio communication, must be recorded in the Patrol Log during each patrol. The Patrol Log is an official record which may be required to be produced to areas such as Courts (criminal, coroner's and civil) or the various levels of SLSA.

### 3. DRESS

All patrol members shall conform to the uniform requirements of the Surf Life Saving Australia uniform policy whilst on duty, which will be supervised by patrol captains.

Minimum patrol Uniform requirements include:

- i. A red and yellow quartered patrol cap **at all times**, (as supplied by SLSA)
- ii. Yellow long sleeved shirt (as supplied by SLSA),
- iii. Red shorts (as supplied by SLSA),

Optional components:

- iv. A red broad brimmed hat with 'Surf Rescue' embroidered on the front, or another approved head wear items for sun protection,
- v. A red and/or yellow long sleeve rash shirt embroidered or printed with 'Surf Rescue'
- vi. Sunglasses

**Important note:** Members are **strongly encouraged** to wear all components of the patrol uniform while on patrol and approved headwear over the patrol cap, except when conducting rescues in order to provide protection from the sun. This includes the use of 30+ sunscreen protection.

### 4. MEDIA STATEMENTS

No member shall make statements to the press or media concerning policy, activities, incidents etc. Such information may only be supplied per the club's or Surf Life Saving Sydney protocol.

### 5. PATROL DUTIES

The **Patrol Captain** shall:

- a) Set up the beach for patrol following SLSA risk management guidelines including the utilisation of static and roving patrols.
- b) Assume responsibility for the overall management of Elouera Beach
- c) Be aware of the location of all patrolling members at all times
- d) Liaise with Sutherland Shire Council Lifeguards
- e) Encourage members of his/her patrol to undertake new awards;
- f) Ensure that members of his/her patrol are correctly attired in patrol uniforms at all times.
- g) Ensure that patrol equipment is cleaned and properly stored at the conclusion of a patrol and report any repairs or restocks required to Elouera's Director of Lifesaving (DoL).
- h) Ensure that club areas used by their patrol (Including the lifeguard tower) are kept clean
- i) Sign on and sign off both the patrol and the IRB with Sydney Surf at the beginning and completion of patrols;
- j) Detail the role of each person in the event of rescues or incidents;
- k) Be held responsible for the efficiency of their patrol
- l) Before ceasing duty, complete and check the patrol log, accurately record all incidents, reports and statistics and sign off the log.
- m) In the event of a Patrol having completed its duty and failing to be relieved, the Patrol Captain shall leave sufficient personnel on duty to satisfy lifesaving requirements and report the situation to the DoL.

- n) Ensure that your patrol is active and does not just sit in the patrol area for the duration of the patrol. Encourage patrol members to:
  - o be active
  - o practise and rehearse lifesaving skills at regular intervals
  - o participate in other club activities such as water safety, club races.

The **Patrol Vice Captain** shall:

- a) Understudy and assist the Patrol Captain in all aspects of patrol management and leadership;
- b) Ensure that all necessary lifesaving equipment is available at commencement of patrol;
- c) Assemble radios at the commencement of patrol and put radios back on the charge at the completion of patrol;
- d) Be responsible for the cleanliness and general presentation of the patrol shelter, including the removal of all rubbish and the placing of wet/dirty uniforms in the laundry bags provided;

The **ARTC operator** shall:

- a) Ensure resuscitation equipment is inspected and in good working order prior to the commencement of a patrol.
- b) Provide their expertise in first aid and rescue situations.

The **First Aid officer** shall:

- a) Be responsible for the checking and testing of all first aid equipment
- b) Take the lead in all first aid incidents during a patrol
- c) Facilitate the activities of other patrol members during a first aid incident
- d) Ensure effective recording and reporting of all first aid incidents
- e) Develop the first aid skills of other patrol members.

The **IRB Driver** shall:

- a) At all times, adhere to the SLSA Power craft Code of Conduct, conduct IRB pre and post operational checks and perform IRB driving duties as per the SLSA IRB Drivers Manual.
- b) Maintain constant radio contact with the patrol
- c) Maintain the IRB logbook including reporting any damage to equipment

The **IRB Crewperson** shall assist the IRB Driver with pre-operation checks including (but not limited to):

- a) radios
- b) inflating the IRB hull to the correct pressure;
- c) assisting the IRB Driver in filling the fuel cell;
- d) removing the IRB from the trailer to its beach position;
- e) Other duties as directed by the IRB Driver.

**Patrolling members shall:**

- a) Carry out lifesaving duties and any other Club work as required by the Patrol Captain, DoL, Deputy DoL, or in their absence, any Senior Active member appointed in their place or district/branch official.
- b) On commencing patrol duty, the **first patrol** of the day shall place all necessary equipment on the beach, ready for use. The **last patrol** of the day shall ensure that all patrol equipment is cleaned and stored correctly in the clubhouse. In addition, they shall hose and / or sweep out, as necessary, the gear storage areas. The patrol tower shall also be kept clean and tidy at all times and **shall only be occupied by no more than 2 members on patrol duty.**
- c) All Elouera patrolling members over the age of 18 must have undertaken a Working With Children Check. These details need to be forwarded to the Elouera office at [info@elouera.com](mailto:info@elouera.com). The WWCC must remain current whilst a member of Elouera SLSC.

## **6. CONDUCT OF PATROLLING MEMBERS**

Patrolling members must comply with their duties as outlined above and as representatives of the club and of the Surf Life Saving movement are to act at all times with maturity and respect for other club members and users of the beach. Beach users are to be treated with courtesy and assistance rendered must be appropriate and in conformity with SLSA directives.

## **7. PATROL AREA**

The Elouera SLSC patrol area as per its SLSS Patrol Service Agreement is from approximately to the north end of the wall between Elouera and North Cronulla and the most southern access ramp at Wanda. To fulfil this patrol obligation it maybe necessary to (in addition to the primary patrol area between the red and yellow flags),

- a) engage in roving patrols to these North and South points
- b) set up patrol outposts as required
- c) observe and supervise from a vantage point that oversees the area such as the patrol tower

Please remember:

- a) Members of the public are **NOT** permitted to enter the Patrol Area Enclosure or Patrol Tower
- b) Patrol members must not leave the patrol area without permission from the Patrol Captain or his/her delegate.



## 8. PATROL STRENGTH

The patrol strength and qualifications of patrolling members shall comply at all times, at least to the minimum requirements of Surf Life Saving Sydney policy. Minimum patrol strengths per Surf Life Saving Sydney for 2023/2024 are:

- i. 5 Bronze/Cert II Medallion qualified patrol members (in total)
- ii. 1 Silver Medallion Basic Beach Management (Patrol Captain) (minimum)
- iii. 1 Advanced Resuscitation Certificate (minimum)
- iv. 1 Inflatable Rescue Boat Driver Certificate (minimum)
- v. 1 Inflatable Rescue Boat Crewperson Certificate (minimum)

## 9. LEAVE

- [a] Leave from patrol duties will only be granted by the DoL in consultation with the Life Saving Committee Applications should be forwarded in writing to the DoL Approval for all leave must be obtained in writing *where possible*, **BEFORE THE LEAVE IS TAKEN.**
- [b] All applications for leave will be presented in the monthly Director of Life Saving report to the Elouera Board of Management for formal endorsement. These records are for the future reference by Surf Life Saving Sydney or Surf Life Saving NSW where necessary.
- [c] Leave includes members who are injured and maybe unable to undertake proficiencies prior to the 31 December or meet their patrolling requirements due to such injuries.
- [d] Where approval for leave is **NOT** granted, the member is to be advised in writing of the reason/s for the non-approval.
- [e] **That Elouera patrol members be excused from patrols during the examination phase of the HSC and that surf guard reflects this and missed patrols not recorded as a no show. Written application (email) needs to be made to the Director of Lifesaving for BOM approval. Only eligible between season commencement Sept and exam conclusion in November each calendar year.**

## 10. CLUB MEMBERSHIP FEES

- [a] Patrol members must be financial before undertaking beach patrols each season.
- [b] The Elouera constitution states that annual fees are due on the 1<sup>st</sup> May each year...(9.4.1)
- [c] Members who attend beach patrols and are not financial will be asked to leave the patrol area. Those member details will be recorded in the patrol log.
- [d] No back capture of patrol hours will occur for no financial members and patrol attendance will be marked as a 'no show' in surf guard.
- [e] No shows will affect 100% attendance and competition default hours.

The following minimum equipment is required on patrol at all times:

**Primary Patrolling Equipment SLSNSW**

- 2 x RED and YELLOW feathered patrol flags
- 2 x BLACK and WHITE quartered flags
- 1 x Inflatable Rescue Boat (IRB) Including: 25HP outboard motor, fuel bladder and accessories
- 2 x Level 50 SLSA approved lifejackets (PFD)
- 3x handheld radios in waterproof bags (Patrol Captain, Patrol Vice-Captain and IRB Driver)
- 1 x All-Terrain Vehicle (ATV)
- 1 x patrol tent including sufficient anchors
- 1 x pair of binoculars
- 2 x rescue boards
- 3 x rescue tubes
- 1 x defibrillator
- 1 x oxygen resuscitator kit
- 1 x first aid kit (including sharps container)
- 1 x spinal board
- 1 x whistle
- 1 x pair swim fins
- 1 x First aid bum bags (including: gloves, pen, notepad, resuscitation mask, triangular bandage, procedure guide flip book.)
- 1 x pair of signal flags
- 1 x loud hailer
- 1 x emergency evacuation alarm (loud hailer applicable)
- 2 x signal flags (orange with blue stripe)
- 1 x emergency evacuation flag (red and white quartered)
- Access to sunblock/ sun cream (min: SPF 30+)

**Primary Patrolling Signage (available)**

- 2 x “Rescue Craft Access Area” mobile signs (IRB/RWC operating zone)
- 2 x “Swimming Not Advised” mobile signs
- 2 x “Beach closed” mobile signs
- 2 x “Blue Bottle” mobile sign

**Primary Patrolling Resources (access to)**

- SLSNSW Standard Operating Procedures
- Patrol Operations Manual
- Patrol Captain’s Procedure Guide flip book
- Patrol Log Book
- Incident Log Book
- IRB Log Book

## 11. ROSTERED PATROL HOURS

- [a] All patrolling members are expected to complete all rostered patrols.
- [b] Should the patrol member be unable to complete the full rostered patrol hours on a particular day that member will be required to arrange a qualified substitute and make up the equivalent hours missed, in the form of voluntary hours, within 4 weeks.
- [c] If a member does not make up these hours, they will not qualify for 100% patrol attendance awards and risk not completing minimum hour requirements to obtain a season of active service (see [e]) or not meet minimum patrol hour requirement for competition (see **COMPETITION REQUIREMENTS**).
- [d] Members wishing to carry out duties with affiliated bodies [Cronulla District RWC, Surfcom, etc.] are expected to fulfil the minimum patrol hours at Elouera.
- [e] **Active Members** must complete a minimum number of rostered patrol hours in accordance with the following table to be credited with Active Service for the season:

MONTH IN WHICH MEMBER STARTS PATROLS	MINIMUM PATROL HOUR REQUIREMENTS TO BE CREDITED WITH A SEASON OF ACTIVE SERVICE
September	Minimum 60% rostered patrol hours or 30 hours, whichever is greater
October	60% rostered patrol hours or 30 hours, whichever is the greater
November	60% rostered patrol hours or 25 hours, whichever is the greater
December	60% rostered patrol hours or 23 hours, whichever is the greater
January	60% rostered patrol hours or 20 hours, whichever is the greater
February	60% rostered patrol hours or 16 hours, whichever is the greater
March	60% rostered patrol hours or 9 hours, whichever is the greater
April	60% rostered patrol hours or 9 hours, whichever is the greater

- [f] **Active Reserve Members** must complete at least 20 hours of patrol to be credited with a season of Active Reserve service.
- [g] Those members who fail to complete their patrol obligations in accordance with clauses [d] and [e] above will not be credited with a season of Active Service relative to their membership category, but will be recorded as members in their respective membership categories by the Club Registrar
- [h] **The minimum patrol hours in the table above will be a guide towards members eligibility for awards at club presentation night, ie: Patrol of the year.**

While the club will do its best to ensure all members complete all required patrol hours, it is ultimately the member's responsibility that all required hours are completed by the required dates.

## 12. SUBSTITUTES

If a patrol member is unable to attend/complete his/her rostered patrol, that member must obtain a substitute member with an equivalent qualification to attend/complete their rostered patrol. The member concerned is responsible for arranging the substitute and must notify his/her patrol captain.

If the substitute member does not attend or complete the required patrol hours then the rostered member (not the substitute) is deemed to have 'defaulted' on the patrol. The exception to this is where the members can prove the agreement to substitute in writing.

### **13. PATROL DEFAULT**

If rostered patrol hours are missed without arranging a substitute member, this constitutes a patrol default. The following rules apply:

- [a] The patrolling member is required to make up those hours as soon as possible after the hours were due, but in any case within 4 weeks of the missed patrol.
- [b] If a patrolling member misses 2 consecutive patrols they will be contacted by the DoL in order to determine the cause of the default and to develop remedial strategies.
- [c] Roving patrol members accrue default hours on missing a monthly patrol (see section on Roving Patrols below).

### **14. 100% PATROL ATTENDANCE**

#### **100% Patrol Attendance Award** Snow trip eligibility

Patrol 100% of your rostered hours, without change or substitution

- [a] Must hold the Bronze Medallion award at the start of the patrolling season.
- [b] Must undertake their Bronze Medallion proficiency prior to the 1st January of the current patrolling season.
- [c] Must complete all rostered hours.
- [d] Must be 100% in accordance with the roster (no start late, leave early or **substitues**)
- [e] Must have patrolled the whole season
- [f] Must have complied with all other Patrol Rules and guidelines
- [g] Roving members who exceed 65 patrol hours may be eligible for the snow trip
- [h] Members who exceed 65 patrol hours may be eligible for the snow trip

The successful recipients of the 100% Patrol Attendance Award will be awarded at the club presentation night and will be extended an invitation to the club's annual snow trip.

#### **Patrol Efficiency Award:** (Note: This award is separate to the 100% Patrol Attendance Award)

The Patrol Efficiency award allows for a maximum of 2 substitutions through the patrol season

- [a] Must complete 100% of rostered hours for the patrolling season.
- [b] If unable to attend their rostered patrol a substitute can be organised on a maximum of 2 occasions through the season. The member must then make up the equivalent patrol hours within 4 weeks of the missed patrol.

Those members who are awarded the 100% patrol attendance award are not also eligible for this award, they qualify for either one or the other.

## 15. VOLUNTARY PATROLS

Members may volunteer or be requested to attend patrols in addition to their normal rostered patrols in order to supplement the patrol strength at the time. Such patrols will not be credited towards their 100% patrol record but will be credited to their patrol records to satisfy competition eligibility requirements.

## 16. ROVING PATROLS

Active members may make written application to the DoL for roving patrols if they are unable to regularly attend normal rostered patrols due to personal commitments such as employment. Substitutes are not accessible to roving patrol members.

The granting of 'Roving Patrol' status is not to be assumed and each approval must be obtained in writing before a member can commence roving patrols. If approval is not given for roving patrol status, the reasons for such rejection are to be advised to the member in writing by the DoL.

Roving patrol members must complete the equivalent average hours of patrol duty each month (see table above) as a rostered patrol member is required to complete during that season. This will be calculated prior to the commencement of each season.

**Existing Elouera roving patrol members would be required to undertake a minimum 30 hours of roving beach patrols per season.**

## 17. COMPETITION REQUIREMENTS

*Reference: SLSA Policy 5.4*

### **Proficiency**

- a) All continuing members from the U15 up to and including Masters age categories who wish to compete at any SLSA Championship competitions are required to undertake the SLSA Proficiency Test relative to their Award by 31 December each year.
- b) Members who are injured and maybe unable to undertake proficiencies prior to the 31 December or meet their patrolling requirements due to such injuries must notify the Director of Life Saving or the Director of Surf Sport in writing as soon as practicable after the injury. These applications will be presented to the Elouera Board of Management for formal acknowledgement and future reference by other Surf Life Saving sections where necessary.
- c) 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 October later in that year.
- d) Those members gaining their Surf Rescue Certificate or Bronze Medallion in the period from 1 June of the preceding year will be considered as satisfying the proficiency requirements for entry to competition.
- e) A member may apply to SLSA in extenuating circumstances (e.g.; illness, injury, special military deployment, approved leave of absence or employment) for an extension to the 31 December proficiency date for competition eligibility purposes. An extension application must be submitted and, if approved, the Proficiency shall be successfully completed prior

to the close of entries for that competition the member wishes to enter. In no circumstances shall such an extension be granted beyond the advertised closing entry date for that competition

- f) New members who gain their respective award after the 1st of January, (or proficiency in the case of recognition of an ILS overseas equivalent member country award), and after the closing date of entries, are not permitted late entry to that competition.
- g) Proficient age group Members, who gain their Surf Rescue Certificate or proficient Surf Rescue Certificate Members who gain their Bronze Medallion after the close of entries, are considered as continuing Members, not new Members, and therefore may be entered as a late entry into competition.

### **Minimum Patrol Hour Requirements**

1. The minimum number of personal patrol hours required for the period of 1 January to 31 December of the preceding year of any SLSA Championship shall be no less than **25 hours**.

2. Any member who is more than 10 hours in default at the time of any carnival throughout the season will be ineligible to compete. Refer to section on Patrol Default, section 13 on page 12.

Reserve Active members, the minimum number of personal patrol hours required for the period of 1st January to 31st December of the preceding year of any SLSA Championship shall be 12 hours.

Any shortfall in these hours will not be allowed for any SLSA Championship competition eligibility purposes.

Hours shall only be calculated on the personal patrol hours completed by the competitor:

- a) Rostered;
- b) Substitute for other members
- c) Voluntary patrols;
- d) Specialist Services e.g. Helicopter, Rescue Water Craft, Duty Officers, UAV Operators (volunteer) Surf Comm (volunteer).

Patrol hours must be recorded in the Patrol or service logbook and uploaded to SLSA in either SurfGuard as appropriate.

### **New Member Patrol Hours Requirements**

The minimum patrol hour requirement for new members or members rejoining a club (after an absence of at least one season) is determined by the following table.

Award Gained/Returning member proficiency date	Min. Patrol Hour requirement Active and Under 15	Min. Patrol Hour requirement Active Reserve
January	25	12
February	24	12
March	20	12
April – September	16	8
October	12	8
November	8	4
December	4	4

### **Exemptions from Patrol Hour Requirements**

A club may give special consideration for full or partial exemption from patrol obligations to members who fall into any of the following categories:

- a) Principal Club Office Bearers e.g. Executive Director, Director and Deputy Director of Lifesaving, Director of Education and Director of Administration.
- b) Life Members (automatic full exemption is provided under SLSA Regulations).
- c) Long Service Members (automatic full exemption is provided under SLSA Regulations).
- d) Reserve Active Members. (Automatic partial exemption is provided under SLSA Rules and Regulations).
- e) Members carrying out duties in other areas such as offshore rescue boat, aerial services, support services and similar areas of active surf life saving.
- f) Members holding office in the Association at Branch, State or National level.
- g) Members on special SLSA assignment e.g. members of representative and instructional teams.
- h) Special deployment on Military Service.

Any non-automatic exemptions listed above must be constituted by the member's club, and the individuals who meet criteria should be noted in club minutes and endorsed by the respective Branch/State centre by 31 December each year.