



PATROL CAPTAIN PROCEDURES

1. Role of the Patrol Captain

The Patrol Captain is responsible to the Club Captain.

Responsibilities:

It is the responsibility of the Patrol Captain to ensure that identified high risk areas along their beach are appropriately covered with Surf Life Saving services in a proactive capacity. Dependant on conditions the patrol captain is responsible for the opening and closing of flagged areas and/or beaches.

The Patrol Captain should have a hand held radio scanning channels 2 and 3 with them at all times during the patrol so they are easily contactable by their fellow patrol members and SurfCom.

Duties:

- Liaising with the previous Patrol Captain/Lifeguard to identify any issues or hazards present
- Allocating responsibilities to team members in case of an emergency and/or rescue
- Ensuring all lifesaving equipment is checked before duty
- Selecting the safest area of the beach to erect the red and yellow flags
- Ensuring the safe positioning of lifesaving equipment
- Designating suitable areas for surfboard riders and/or body board riders
- Ensuring a proper buffer zone exists between the surf craft area and the swimming area
- Take immediate steps to report any serious breach of Surf Life Saving safety policies or any patrol deficiencies identified to the Club Captain
- Be aware of and abide by the Local Government Act
- Coordinating any search and rescue situation that may occur
- In the event of an incident assume command of the situation using the resources available to them and liaising with SurfCom, until the Duty Officer arrives
- Arranging with the Duty Officer for suitable debriefings and/or peer support for club members as required
- Ensuring the correct information is recorded in log books, report forms, etc
- Make themselves easily accessible to the general public to answer any questions

Knowledge and skills required:

- SLSA Bronze Medallion
- Silver Medallion Basic Beach Management
- Other higher SLSA awards (desirable)
 - Leadership skills
 - Decision making skills
 - Sound communication skills
 - Professionalism
 - Ability to multitask
 - Ability to work under pressure

2. Administration

****Check members are financial before patrolling**

Injury Reporting

- Incident report log to be used for all incidents - members and public.
- If a member has been given Oxygen, ensure you record how long this has been administered for.
- If a member is injured, contact the Club Captain immediately who will send Work Cover forms for completion. Work Cover needs to be notified within 24hrs.
- Any serious injury or event **to any member** or **the public** should immediately be reported to the Club Captain as soon as they occur.

Patrol log

- Be vigilant with who signs on and make sure they are actually doing the patrol. Cross anyone off who is not present and inform me that you have done this - however let them know or let the Club Captain know that you have done this.
- Put a line through any unused spaces on patrol log once patrol is finished
- Ensure patrol log is signed by the Patrol Captain or substitute, and all stats completed, including page 2 - beach closure times etc. (You can use the patrol app on the tablet for this)
- Use full names in patrol log, not nicknames.
- Complete awards held beside names - ENSURE THOSE WHO CLAIM TO HOLD AWARDS ARE PROFICIENT.
- If a member is visiting from another club, ensure they write what club this is, otherwise patrol hours cannot be recorded.

Patrol Consistency

- Standard patrol guidelines to be encouraged across patrols to ensure consistency when members attend a different patrol. These guidelines are published on the website:
 1. You are required to spend your patrol hours patrolling the beach. **You MUST NOT leave the beach** without the authorisation of your Patrol Captain.
 2. You **MUST sign on and off**. Advise Patrol Captain of arrival and qualifications and have your hours endorsed by your Patrol Captain BEFORE you leave the patrol area. If you do not do this, your hours will NOT be recognised.
 3. **ANY changes** (including swapping patrols with another member) MUST be authorised by the Club Captain.
 4. Patrol log information is transferred regularly to the Club's database. HOWEVER, **you are responsible for keeping your own record of your patrol days and hours**. These can be reviewed by logging into your SLSA Members Portal account.
 5. If you are **unable to do a** patrol due to illness or any other reason, you MUST contact your Patrol Captain and/or the Club Captain (you will be given contact details at or before your first patrol). The admin office is CLOSED on weekends and public holidays so if you leave a phone message at the office it is unlikely that your Patrol Captain will get it.

3. Communication

Club Communication

- Monthly Club email
- Chalkboard in Lifesaving Shed and noticeboard near change rooms
- Website
- Facebook/Instagram

Patrol Communication

- Cc Club Captain to Patrol Captains
- Facebook groups/email

Surfcom Communication (refer to Appendix A)

- Channel 1 - Helicopter & Emergency Services - stay off it unless advised by SurfCom to use it
- Channel 2 - Patrol communication - try to keep the chatter down - it is monitored by SurfCom
- Channel 3 - Communication to SurfCom. Channel 3 is digital and monitored with ANI (automatic number identification)
- If there is ever an ongoing search and rescue, Channel 3 should be used by all as it is recorded, so will cover us in any investigation or enquiry.
- Channels 58 & 66 - Training channels and can also be used for Nipper Water Safety communication and Patrol Audit scenarios
- SurfCom will be calling the clubs from north to south for sign-on and sign-off. If there is no response after 15 minutes, a late sign on is recorded.
- You can sign on and off using the Patrol Ops app on either your phone or the tablet.
- Sign On: Beach Status, Number of Bronze, IRB Status only
- Sign Off: Rescues only. All other stats to be recorded in patrol log/app. Ensure rescue stats given to Surfcom for day (AM and PM patrol) match stats recorded in log.
- NO CHANGE OVER CALL REQUIRED UNLESS CHANGE IN IRB/BEACH STATUS OR MINIMUM MEMBER REQUIREMENTS.
- Branch will be advised of our 'Special Event' Patrol times.
- Ambulance calls - patrols must give as much information as possible. An ambulance will not be dispatched until all their required information is provided unless it is a major rescue or resuscitation. Clubs are asked to also note and advise **SurfCom when the ambulance arrives and where it is taking the patient**. Advise once patient has left the beach.
- Incidents MUST go into the SurfCom Management System, especially missing persons. In the case of a missing person, SurfCom must be notified within 5 minutes. If the person was in the water, the water must be cleared within 3 minutes.
- Even if lifeguards have initiated a rescue/first aid case and have already called an ambulance, still must notify Surfcom of incident and what is happening.

4. IRBs

- Lifejackets Compulsory
- Helmets optional
- **IRB - no driver/crew.** Notify IRB Captain or Club Captain asap in advance. If no driver/crew unexpectedly on day, you **MUST** notify Surfcom immediately, they will endeavour to help out with Support Ops jet ski/nearby clubs until we get someone. In this instance it is your responsibility to find a replacement.
 - **Make phone calls** – Tim Cuthbert (IRB Captain), Bec Crawford (Club Captain)
 - **Search for a replacement** - Take a walk around the club, or on the beach. There are often off duty drivers around that could help you out, or perhaps the driver from the previous patrol can stay for an extra hour or so to cover whilst a better replacement is found.
 - **Talk to the Lifeguards** - They may be willing to provide temporary cover in the event of a rescue situation or provide other pertinent advice.
 - **Keep Surfcom updated**

Note that calling the IRB not operational is a BIG event. This is because:

- the beach should not be open without the IRB
- Surfcom have less resources to call on for out of area operations (e.g. help at another beach / Search and Rescue / Helicopter assistance etc)
- A number of administrative events occur each time
- Follow IRB Procedures document (separate) – including engine rotations, setup, operations and pack down.

5. Patrol Audit (refer to Appendix B)

The year the Patrol Audit will be known only as a COMPLIANCE CHECK. There are no rescues, no first aid scenarios and no CPR checks to be assessed. Also you will NOT be given any scores during the Compliance Check. The Club Captain will be informed of any Non-Compliance as to ensure corrective measures can be put in place.

Some things to note are:

Personnel Information:

- Note minimum patrol requirements.
- The patrol uniform. Both the current and new uniform will be considered correct. Note, if wearing a Red SLS Cap or Wide Brimmed hat you do not need to wear your red/yellow quarter cap, BUT IT MUST BE READILY AVAILABLE FOR ENTERING THE WATER. If wearing any other cap, then the red/yellow quarter cap must be worn.
- Ensure that members who sign on and mark they have a particular award are actually proficient in that award - put those people on the patrol audit for specific awards who you know definitely hold those awards. Eg. not someone who obtained an award last week and may not yet be registered in Surfguard for that award.

Beach Management

- Auditors will take Manly & Warringah beaches into account when looking at the flags as it is the responsibility of the paid Lifeguards.
- IRB logs checked will include the previous days log to take into account that IRB logs are often not completed until the end of the day.
- SOPs, IRB Code of Conduct, and Patrol Ops Manual are all in the Lifesaving Shed.
- PCs should always have a copy of the Lifesaving Operations Procedures Guide. There is one in the first aid kit also.

Gear and Equipment

- IRBs must be operational, and Auditors will be checking that all associated equipment is on board.
- The 2 signal flags to be checked are the red & blue flags.
- Oxygen bottles must be dated and signed.
- First Aid kits - 5 items will be randomly selected to check they are appropriately stocked.

Compliance Checks

- Auditors who note any problems during the audit, such as equipment that needs repair, will be following up on these items. Any breaches in lifesaving standards that are witnessed by the Auditors will be followed up using the SLS NSW Guide to Dealing with Breaches of Lifesaving Standards.
- Compliance Checks will start early in the season as there is no need to wait for the water to warm up.
- Auditors will be looking out for things as soon as they get to the beach so patrols should be prepared at all times.
- Auditors will make every effort to avoid calendared events and will also check with the Duty Officer regarding incidents prior to visiting any beaches.
- Clubs can expect to be audited 4-5 times cross the season.

6. Equipment

Refer to club lock up & pack up procedure and equipment location later in this document. These will also be displayed in the lifesaving shed. Radios - Ensure properly on charge by checking that charge light is on. Free from sand and water. (refer to the Radio Procedures document)

- Radios - must be in protective cases at all times.
- Gear Trailer- return to club during day, lock boards at end of day, take care of white racks. Lock padlocks during day so they do not get lost.
- Rescue Boards - patrol use only. Don't put on concrete path/wall.
- End of patrol - equipment clean and away.
- Faulty Equipment - SMS to the Gear Stewards Annie Gleason 0418255172 and Shane Gilroy 0415768583. Place defective equipment tag on item (Yellow tag and band in the Lifesaving Shed hung up). IRB defects to the IRB Captain Tim Cuthbert 0429916380
- Oxy/First Aid - Restock after use, check at start of every patrol
- Patrol Uniforms - contact Club Captain or Annie Gleason for access if new member without one.
- Patrol Keys - obtain from and return to lifeguard office. If lifeguards not there, hang on lifeguard door next door to training room
- Ensure all equipment is put away, cleaned and the roller shutter is locked.

7. Education & Training

Proficiencies this year will be single sessions for all awards.

- Dates and details are on the web with rego details.
- Encourage team to update all awards, even if currently non-proficient
- New Awards – get online and see what courses are available or coming up
- Skills Development- Radios, Resus, Water, First Aid, Oxy, Defib
- Spinal- proficiency now required again

8. General Patrol Items

- Branch Duty Officer- will attend if there is a rescue on to provide assistance, not to take over, unless you request them to take over. This season there will be 2 Duty Officers on patrol. One will cover the northern beaches and the second cover the southern beaches. Radio Call Signs – Northern area (Northern Beaches 14) and Southern area (Northern Beaches 15)
- Rosters - on web, patrol lists will be issued this week but are always a work in progress
- Patrol start and finish times - early sign off, even in bad weather, is a breach of our lifesaving service agreement. Must stay until rostered time, even if with a reduced patrol.
- Patrol tent- must be up at all time unless dangerous - Surfcom will often advise if tent should be put down. If it is not erected, must notify Surfcom with reason
- Patrol BBQ - \$200. Submit receipt to office and deposit will be written for reimbursement
- Patrol Morning & Afternoon Teas- Go Natural
- Patrol Grading Criteria
- TIPS – Trauma Incident Peer Support
- Carnival/Special Event patrols lifeguards
- Jetskis - 3 along northern beaches. If ever need one, call Surfcom. Support Ski 3 is the call sign for your nearest Support Ops jet ski.
- KEEP THE NEW LIFESAVING SHED TIDY!!

9. List of award holders

- Identify those who need to do proficiency
- Resource to identify awards you have on your patrol and where gaps may exist
- Use to source substitutes when needed

Any questions, suggestions, comments, assistance:

Bec Crawford 0414776926 clubcaptain@manlylsc.com

Additional key contacts

Contact if you can't get in touch with Bec in an emergency/urgent situation

- Deputy President Lifesaving: Tim Cuthbert - 0429916380. lifesaving@manlylsc.com
- Vice Club Captains:
 - Jane Pender - 0428244243 penderjane@hotmail.com
 - Annie Gleeson - 0418255172 anniemtpg@y7mail.com
 - James Keene - 0412342356 jamesmkeene1@gmail.com
 - Fraser McTavish – 0421289317 fraser@mctavishonline.com

Director of Education

Rhani-Lee Payne: any course info, bookings, award queries, proficiencies 0402732028.
chiefinstructor@manlylsc.com

Gear Steward

Shane Gilroy – 0415768583 Shane.gilroy@hotmail.com

Annie Gleason – 0418255172 anniemtpg@y7mail.com

DO YOU HAVE THE MINIMUM REQUIREMENTS ON YOUR PATROL?

In addition to Bronze Medallion Holders:

- 1x IRB Driver
- 1x IRB Crew
- 1x ARTC
- 1x Basic Beach Management
- 1x Spinal Management (preferable but not essential)



END OF PATROL LOCK UP PROCEDURE

When you are on afternoon patrol, after you have completed the patrol pack-up procedure, IF LIFEGUARDS ARE FINISHING AT SAME TIME AS PATROL, please secure the club at the end of day by:

- Locking both the external and internal door to the first aid room.
- Ensuring the balcony doors to the hall are shut.
- Ensuring the sliding door to the gym is shut and locked.
- Ensuring the back door to the gym is locked.
- Locking roller shutter of the Lifesaving Shed.
- Ensuring the boatshed roll-a-doors are pulled down and chains tied off so they cannot be opened from the outside.
- Locking internal door of boatshed.
- Bringing in witches hats from out the front and place neatly under the stairs.
- Ensuring front door of club is locked (no key required).
- Ensuring the back door of the club is locked (no key required).
- Shutting the two large white gates and padlocking them (if padlock is there).
- Shutting the small white gate (put the bolt in but does not padlock).
- If there is still a lifeguard in the clubhouse, simply tell them you are locking up and to exit by the front door ensuring it locks behind them.
- Return patrol keys to lifeguards. If all lifeguards have gone, hang the patrol keys on the door handle of the back lifeguard door (beside the training room).

At those times of the year when the lifeguards work longer than patrol, leave the main door of the first aid room unlocked and the clubhouse front and back doors open – the LIFEGUARDS will lock these when they finish



END OF PATROL PACK UP PROCEDURE

When you are on afternoon patrol, please put all equipment back in its place at end of day:

- Ensure all equipment and feet are free of sand before placing back in/entering lifesaving shed
- Return bum bags to lifesaving shed store in box within the patrol cabinet- replace anything that has been used. If unable to replace, leave bum bags aside and make a note
- Return jackets to lifesaving shed and hang up
- Return patrol spinal board to lifesaving shed
- Return patrol defib to FIRST AID ROOM
- Return patrol first aid kit to FIRST AID ROOM and restock as needed
- Return patrol oxy to FIRST AID ROOM and restock as needed
- Return loudhailer and binoculars to lifesaving shed and store in cabinet.
- Return radios to lifesaving shed, ensure charge light is on and lock cabinet
- Hang Tubes on pegs within the lifesaving shed.
- Place boards on trailer FIN UP and secure all boards by feeding cable through handles and locking at one end with padlocks
- Hose down boards
- Place equipment default tag on any faulty gear and report to Shane Gilroy 0415768583 and Annie Gleason 0418255172 by SMS or Phone
- Trailer parked in courtyard out the back
- IRB and IRB operational area signs in boat shed, hang the signs up on the hooks.
- Mop first aid room floor and ensure left in a tidy state
- Ensure first aid room oxy and defib are clean and have been restocked as needed
- Ensure IRB is cleaned and prepared for next use as per standard club IRB operating Procedures, lifejackets hung up – REMEMEBR TO REFUEL
- Follow directions for end of day club lock-up

NOTE: DEFIB, FIRST AID KIT, OXY AND ANY ASSOCIATED CYLINDERS MUST BE STORED IN FIRST AID ROOM



PATROL CHECKLIST

ALL PATROL EQUIPMENT SHOULD BE CHECKED FOR AT START OF PATROL

- Tent/Poles/Shovel/Pegs
- Patrol Surrounds
- Tubes
- Boards
- Patrol Table
- Defib
- First Aid Kit
- Oxy
- Radios
- Bum bags
- Patrol Log Book / Tablet
- Fins
- Loud Hailer
- Binoculars
- Spinal Board
- IRB
- IRB Operational Area Signs
- Signal Flags
- Procedures Guidebook (Patrol Captains have this – APP on Phone or hard copy)
- Whistles
- Full Uniforms
- Lifejackets for IRB Driver/Crew
- The following awards in addition to BM: 1x ARTC, 1x IRB Driver, 1x IRB Crew, 1x Basic Beach Management. Optional but recommended: Spinal Management
- Standard Operation Procedures Book and Manly LSC Patrol Operations Manual in Lifesaving Shed
- Incident Book in First Aid Room
- IRB Log of Operation Book in Lifesaving Shed
- Powercraft Code of Conduct Posters in Lifesaving Shed

RETURN PATROL TRAILER TO CLUB DURING DAY. LOCK PADLOCKS AFTER UNLOADING BOARDS TO AVOID LOSING THEM.



EQUIPMENT LOCATIONS AND STORAGE

EASY TO FOLLOW IMAGES OF WHERE EQUIPMENT IS STORED @ MLSC

INSERT IMAGES OF ALL PATROL EQUIPMENT AND WHERE IT BELONGS

SurfCom Procedures



Sign On Reports

SurfCom Contacts Clubs/Services (North to South)

Information Required:

- All Stations call 15 minutes and again with a 5 minute reminder before sign on time, to request for Clubs to sign on using the Patrol Ops app

At designated sign on time, call Clubs North to South:

- A)** Acknowledge their sign on using the app and request a radio check
- OR**
- B)** Ask for Sign on Information:
- Beach Status (Open/Closed)
 - # of Bronze Members
 - IRB Status (Operational/Non Operational)

Patrol Change Over (Morning-Afternoon)

No Contact from Clubs to SurfCom, unless # of Bronze Members Falls below 3 or IRB becomes non-operational

Information Required:

- Clubs should update change over information using the Patrol Ops App

Sign Off Reports

SurfCom Contacts Clubs/Services (North to South)

Information Required:

- Number of Rescues (total for the whole day)
- Clubs may sign off with the Patrol Ops App as well to enter further statistics ie. attendance, first aid etc.
- Extension of minimum Patrol Hours: Notify SurfCom 15 minutes prior to scheduled finish time

APPENDIX B



PATROL AUDIT FORM			
Club:	Patrol Name/#:	Date:	Time:
Patrolled area open/closed:	Head count in water:		

1. PERSONNEL	
LIFESAVERS ON-DUTY (bronze/cert II & proficient) 50 points (0 points if below minimum number – per lifesaving agreement)	/50
QUALIFICATIONS/AWARDS HELD (SMBBM, ARTC, SMIRBD, IRBC, Spinal) 50 points (10 points deducted for each shortfall)	/50
PATROL UNIFORM (SLSA shorts/shirt/hat/quartered cap) 50 points (10 points deducted for each member in non-regulation uniform)	/50
SECTION SUB-TOTAL	/150

2. BEACH MANAGEMENT (✓*) Full marks if compliant, 0 marks if not			
Water under consistent surveillance	/10	Standard Operating Procedures (SOPs) available	/2
Flags erected & positioned close to water's edge	/5	Patrol Operations Manual (Club) available	/2
IRB positioned close to water's edge (response-ready)	/5	Procedures Guidebook immediately available	/1
Powercraft access signs erected	/2	Incident Logbook & Patrol Handover Forms available	/2
Lifesavers at waters-edge 'flag duty' if persons in water	/5	Patrol Log Completed	/5
Waters edge/roving lifesavers with 1 x tube ea + 1 x radio	/5	IRB Log Completed	/2
Patrol Tower/First Aid Room clean/no obvious risks	/2	Powercraft Code of Conduct displayed in patrol room/gear shed	/2
SECTION SUB-TOTAL	/50		

3. GEAR AND EQUIPMENT (✓*) Full marks if compliant, 0 marks if not			
IRB operational	/10	ATV (flashing light, reverse beeper, board, tube)	/10
3 x Rescue Tubes immediately available	/10	Spare fuel available in gear shed for IRB and ATV	/5
2 x Rescue Board available and positioned at waters edge	/10	Defibrillator operational and immediately available	/10
Binoculars immediately available	/5	Oxygen resuscitation kit stocked, available (O2 > 50% + full spare)	/10
Patrol Tent/Arena erected	/5	Mobile first aid kit stocked and immediately available	/5
3 x handheld radios/monitored (SurfCom radio test)	/10	Spinal board and stiff-neck collars and immediately available	/5
2 x whistles	/2	Loud Hailer/PA (incl siren)	/2
2 x signal flags	/1		
SECTION SUB-TOTAL	/100		

4. PRACTICAL ASSESSMENT Scaled against criteria in guide		Minimum Qualifications - for post audit review by Branch	
RESUSCITATION		Award	Name
Danger – checked/PPE used	/4	1xBronze/Cert II	
Response – Talk/touch	/3	1xBronze/Cert II	
Send – for help (incl SurfCom)	/3	1xBronze/Cert II	
Airway – clear + open (head tilt)	/5	1xBronze/Cert II	
Breathing – check + 2 breaths (mask)	/5	1xBBM	
CPR 30/2 (effective)	/10	1xIRBD	
Introduction of AED	/5	1xIRBC	
Introduction & use of O2 Resuscitation	/10	1xSpinal	
Overall incident management/teamwork	/5	1xARTC	
SECTION SUB-TOTAL	/50		

AUDIT SUMMARY (Points Tally)					TOTAL
SECTIONS				SPINAL	
1. PERSONNEL	2. BEACH MANAGEMENT	3. GEAR & EQUIPMENT	4. PRACTICAL ASSESSMENT		

COMMENTS BY PATROL AUDITOR (including URGENT issues to report/resolve)			
AUDITOR Name	AUDITOR Signature	PATROL CAPTAIN Name	PATROL CAPTAIN Signature