



Tea Gardens Hawks Nest Junior Administration Handbook

For the Junior Activities Coordinator
Junior Secretary
Age Manager
Parents





CONTENTS

Resources	Page 3
General Administration.....	Page 4
Age Groups.....	Page 5
Registration Forms	Page 5
Under 7 Activities (5 and 6 year olds).....	Page 6
Clearance/Transfers	Page 6
Member Protection	Page 7
Working With Children Check.....	Page 7
The Junior Development Program.....	Page 8
Age Managers Requirements	Page 11
Water Safety Requirements	Page 11
Junior Assessments, Evaluations and Awards	Page 13
Surf Sports (Competitions/Events/Carnivals).....	Page 16
Codes of Conduct	Page 18
Photography Policy	Page 20
SLSA Policies.....	Page 20
Frequently asked questions by new parents	Page 21
Feedback.....	Page 22
HSLs Water Safety SOP.....	Page 23
Membership.....	Page 26
Club Management and Operations.....	Page 27
Leadership Development.....	Page 28
Member Development.....	Page 29
Junior Activities.....	Page 31
SLSA Junior Evaluation and National Guidelines.....	Page 32
Member Protection.....	Page 34
Athlete, Coach and Official Development.....	Page 38
SLS Events.....	Page 39



RESOURCES

Age Group & Member Registration Forms

Form - SLSA Application for Membership (generic) www.hsls.org.au

Form - SLSA Registration (renewal) Available from Club Secretary/Registrar

Clearance/Transfers - Please contact Club Secretary/Registrar

Member Protection

Junior Development Program and Age Managers Guides - Available on the Hunter Branch Website

<http://www.hsls.org.au/juniors-forms.html>

Water Safety Requirements

Policy – Water Safety Policy and Procedures www.slsa.com.au

Patrol Requirements

<http://hsls.org.au/documents/5.04ProficiencyandPatrolHourRequirementsforCompetitionEligibility.pdf>

Junior Preliminary and Competition Evaluations

<http://hsls.org.au/documents/MemberServices.pdf>

Education Awards & Proficiency

<http://hsls.org.au/documents/Education.pdf>

Surf Sports (Competitions/Events)

<http://hsls.org.au/documents/Competition-SurfSports.pdf>

Member Development

<http://hsls.org.au/documents/MemberServices.pdf>

SLSA Surfshop

The SLSA Member Store is now located in the Member Portal <https://portal.sls.com.au>

SLSA Policies

Overview – All [SLSA Policies](#) and other SLSA documents Member Portal

HSLs Policies

<http://www.hsls.org.au/policies-members.html>

SLSA Members Portal

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



GENERAL ADMINISTRATION

OVERVIEW:

Junior programs and requirements are constantly evolving, and therefore recording of information and obtaining new information is necessary for the successful administration of juniors. Basically there are 3 main administration tools that clubs utilise for the administration of juniors.

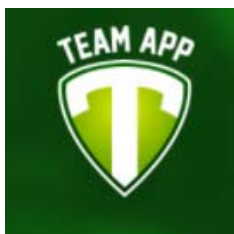
- SurfGuard (National Database)
- Correspondence (information to and from SLSNSW & HSLs)
- Rules and Regulations (including policies)

SurfGuard:

SurfGuard is a national database that is used for the recording of all members' details including personal details, emergency contacts, awards, accreditations and much more. Each Club should have a registrar who has access to SurfGuard. When new people are provided access to SurfGuard, it is requested they contact Hunter SLS to arrange a suitable time for basic training to ensure they understand all the capabilities of this important tool.

Correspondence:

TGHNSLSC Nippers will communicate via the club Facebook page www.facebook.com/TGHNSLSC/ and the 'Team App'.



This App is available on apple and android devices. The Team name is TGHNSLSC NIPPERS.

All correspondence (from Surf Life Saving) is sent electronically. Correspondence is sent to an appropriate officer (i.e. Junior Organiser). Other members can access this information via the Surf Life Saving Australia and Hunter SLS websites or via the [SLSA Members Portal](#).

Rules and Regulations

Surf Life Saving Australia and Hunter SLS have many policies. All of these are available on the relevant websites. Surf Life Saving Australia and/or Hunter SLS will distribute Bulletins/Circulars detailing any changes that occur.

RESOURCES:

Tea Gardens Hawks Nest SLSC www.tghnslsc.com

Hunter Surf Lifesaving website www.hsls.org.au

SLSNSW website www.surflifesaving.com.au

SLSA website www.sls.com.au

Hunter Surf Lifesaving Clubs Information is listed on the Hunter SLS website.

Contacts:

TGHNSLSC

Brad Love & Dean Chester (Junior Activity Coordinators)
Kate Maddison (JAS) 0400 204 450
Email: tghnslsc@gmail.com
Website: www.tghnslsc.com



Hunter SLS

Phone: (02) 4961 4533
Fax: (02) 4961 4436
Address: Unit 1, 6 Revelation Close, Tighes Hill NSW 2297
Post: P O Box 44, Carrington NSW 2294
Email: info@hsls.org.au

Surf Life Saving New South Wales

Phone: (02) 9471 8000
Fax: (02) 9471 8001
Address: 3 Narabang Way, Belrose, NSW, 2085, Australia
Post: P O Box 307, Belrose, NSW, 2085, Australia
Email: info@surflifesaving.com.au

Surf Life Saving Australia

Phone: (02) 9215 8042
Fax: (02) 9215 8180
Address: 789 Botany Road Rosebery NSW 2018
Post: Locked Bag 1010, Rosebery NSW 2018
Email: info@slsa.asn.au

AGE GROUPS

OVERVIEW:

Children **MUST** be 5 years of age to be registered and permitted to participate in any Hunter SLS activities. A child's age group for the season is their age as at midnight 30th September. This is also their competitive age if participating at interclub carnivals and State AGE Championships.

Age Group	Birthday
Under 6	Turns 6 after midnight 30th September
Under 7	Turns 7 after midnight 30th September
Under 8	Turns 8 after midnight 30th September
Under 9	Turns 9 after midnight 30th September
Under 10	Turns 10 after midnight 30th September
Under 11	Turns 11 after midnight 30th September
Under 12	Turns 12 after midnight 30th September
Under 13	Turns 13 after midnight 30th September
Under 14	Turns 14 after midnight 30th September

For example:

John turned 9 on the 28th August this year – John is therefore registered as an Under 10.

Emma turned 9 on the 2nd October this year – Emma is therefore registered as an Under 9.

A child who turns 5 after midnight 30th September may participate in the Under 6 age group but only after they have had their 5th birthday and these children will remain in the Under 6's next season also.

RESOURCES:

1. Information and application for Membership is available at www.tghnslsc.com
2. Membership renewal can be completed via Member Portal (see below)
3. Once registered, clubs can obtain reports of age groups from SurfGuard.

REGISTRATION FORMS

OVERVIEW:

Member Portal:

In 2008, SLISA introduced **Lifesaving Online** – a self-service membership system where members of the organisation could view and manage some aspects of their membership information. The 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>.

NOTES:

1. Unregistered members are not covered by insurance and therefore cannot participate.
2. Registration from the previous season expires at midnight 30th November.
3. Members transferring from other clubs **MUST** complete the clearance/transfer procedure. This is now completed electronically (endorsed by club, approved by Hunter SLS and completed by the club) prior to completing a membership form and participating in any activities.

RESOURCES:

1. New member must complete a Member Declaration Form available from the registration page www.tghnslsc.com
2. SLSA online registration system. Open Member Portal account and go to [Lifesaving Online](#).

UNDER 7 ACTIVITIES (5 and 6 YEAR OLDS)

OVERVIEW:

On the 12th May 2007, the SLSA Australian Council (State Presidents) made the decision to lower the minimum age for SLSA membership to 5 years of age as of 1st October. This is as per SLSA Bulletin 1/07-08, Under 7's Membership of SLSA.

The key focus for 5 and 6 year old year olds is on play, participation and fun, with guidelines to support this focus to include:

- a. beach activities that emphasise games and group activities,
- b. water activities to be limited to shallow water near the water's edge,
- c. no competition for these age groups other than being involved in fun games.

Clubs may also need to determine their own further conditions for participation in terms of parental involvement and duty of care. Clubs may also wish to consider a shorter time on the beach given the attention span and concentration levels of Under 7 members.

CLEARANCE/TRANSFERS

OVERVIEW:

Any person (irrespective of age) who has been registered with a club at any time in the past and wishes to join another club **MUST** complete a Clearance/Transfer. The member can initiate this process through the Member Portal or by informing their Club to initiate their Clearance/Transfer. Be aware that the member **CANNOT** be registered until the Clearance/Transfer has been processed and therefore **CANNOT** undertake any training or competition until the Clearance/Transfer is finalised. All Clearance/Transfers are processed via SurfGuard (paper copies are not required). A transfer is valid from 1st January until 31st December in a calendar year.

RESOURCES:

Initiate Clearance/Transfer on SurfGuard. To do this the following details are required:

1. The previous club.
2. The previous Branch.
3. The previous club's state (i.e. New South Wales unless transferring from interstate).
4. The person's full name or ID number.

Should problems occur initiating a Clearance/Transfer, the club will need to contact Hunter SLS.

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. Hunter Branch 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 18 years) require a WWCC from April 2016 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); For more information visit the members section of the Surf Life Saving NSW website www.surflifesaving.com.au/members

THE JUNIOR DEVELOPMENT PROGRAM

OVERVIEW:

INTRODUCTION TO THE JUNIOR DEVELOPMENT PROGRAM

The junior development program is designed to ensure children from the ages of 5 to 13 have fun at the beach while participating in lessons that will pathway them to becoming a lifesaver – what we like to call 'Serious Fun'.



The specially designed program progressively introduces knowledge and skills learning outcomes through lessons that are tailored to each of the age groups; ensuring the content is relevant, in line with lifesaving and surf sports' most up to date training standards and most of all exciting! Each age group has its own individual set of lessons – between 10 and 16 depending on the age group.

The table below outlines the award pathway for a junior member in surf life saving. The program pathways learning towards the Surf Rescue Certificate, which members can begin training towards from the age of 13.

SLSA JUNIOR DEVELOPMENT PROGRAM – AWARD PATHWAY

AGE GROUP	AGE	AWARD	NUMBER OF LESSONS
Under 6	5	Surf Play 1	75% attendance
Under 7	6	Surf Play 2	75% attendance
Under 8	7	Surf Aware 1	75% attendance
Under 9	8	Surf Aware 2	75% attendance
Under 10	9	Surf Safe 1	75% attendance
Under 11	10	Surf Safe 2	75% attendance
Under 12	11	Surf Smart 1	75% attendance
Under 13	12	Surf Smart 2	75% attendance
Under 14	13	Surf Rescue Certificate	

Other SLSA Awards are available to participants once they reach a certain age such as Resuscitation Certificate (from 10 yrs) and Basic Emergency Care Certificate (from 11 yrs).

SLSA JUNIOR DEVELOPMENT RESOURCE KIT

The SLSA Junior Development Resource Kit comprises of a number of resources for the effective delivery of the junior development program to participants. There are a range of resources for the Age Manager and Participants including:

Age Managers Guide	A comprehensive resource designed to prepare an Age Manager for their role.
Age Guides	A 'one stop shop' for an Age Manager to deliver the requirements for the specific Junior Age Group Award, i.e. Surf Aware 1.
Record sheets	To record the participation of participants as they progress through the award.
Age Guide Workbooks	A workbook designed for use by the participant to assist with delivering some of the lessons.
Worksheets	Used to assist with delivering some of the lessons.
Flipcharts	Used to assist with delivering some of the lessons.
Certificates	Recognition of having participated in all the mandatory lessons, therefore gaining the award.
Junior Coaching Manual and DVD	A specific resource used to assist with delivering some of the lessons related to Surf Sports activities and the preparation and development of competitors.

RESOURCES:

These resources are available through your club or can be accessed from the [SLSA Members Portal](#) (click link) under Library / Education / Member / SLSA / JDR Resources. HSLs and SLSA have made some of these resources available in the past (Age Guides, Work Sheets, Flip Charts, Record Sheets, Age Guides and Junior Coaching manual and DVD) for use by Clubs. Other resources can be accessed via the [SLSA Members Portal](#)

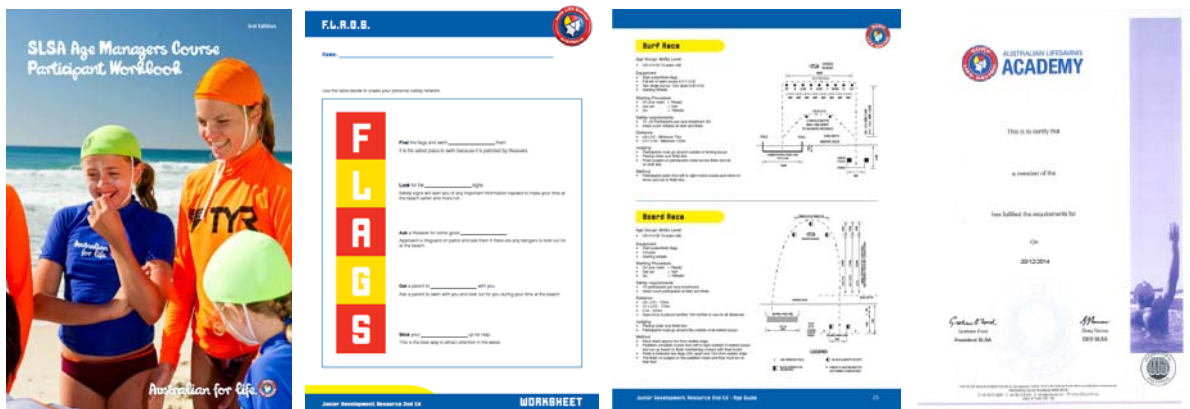
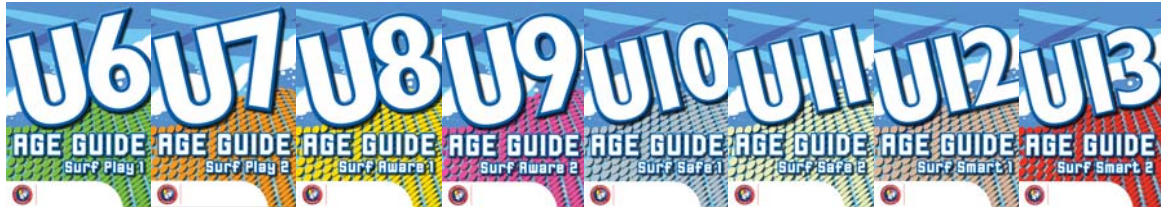
Junior Surf Education Certificates will be processed and made available by SLSNSW at no cost. Please liaise with HSLs staff to generate assessment requests so as to have these awards towards the end of the season for club presentation.

Further information on the Junior Development Resources and Junior Awards can be found:

- within the SLSA Age Managers Guide and the individual Age Guides
- on the SLSA and HSLS websites

Feedback Welcome:

To enable the usefulness of the resources to be monitored and assessed effectively, it is important we receive feedback from training officers, junior coordinators and age managers, so please feel free to make comment. Please provide this to HSLS via info@hsls.org.au



HELPFUL HINTS

- On receiving these resources, please read the SLSA Age Managers Guide and the introductory pages of each Age Guide before moving to the lesson plans.
- Plan the training programs well in advance.
- Have the necessary resources and equipment e.g. flags, visual aids, etc., readily available to prevent delays on the day.
- When instructing, explaining “why” is just as important as “how”.
- Where possible instruct by demonstration.
- Where necessary co-opt other specialist personnel e.g. First Aid Officer, Club Captain, qualified Instructors and Assessors (SLSA awards).
- When weather and surf conditions are adverse, bring out plan “B” (i.e. indoor program)

For further information please contact HSLS.

THE SLSA JUNIOR DEVELOPMENT FRAMEWORK

The Junior Development Framework has been designed to provide a simplified view of the key outcomes to be achieved by children participating in junior development programs. It emphasises that there are both explicit and implicit outcomes.

The explicit outcomes (i.e. skills and knowledge) are well set out in the lesson structure and sequencing within the junior development resource. However, the implicit outcomes (i.e. self-confidence, self-respect and trust) are not taught as such, but develop as a result of the supportive and nurturing environments in which junior programs are run. Effective programs teach the explicit outcomes whilst nurturing the development of the implicit outcomes.

The Junior Development Framework emphasises the importance of both sets of outcomes

JUNIOR DEVELOPMENT FRAMEWORK



AGE MANAGER REQUIREMENTS

Age Managers

HSL strongly encourages all Clubs to select and endorse Age Managers who are competent in leading and coordinating children in the SLSA Junior Development Program and associated surf lifesaving activities.

A mandatory requirement for all Clubs is to ensure all Age Managers have:

- Registered with the Club (SLSA) for the current season and are a financial member of the Club
- Completed the HSL member protection procedure (WWCC)
- Accreditation as an SLSA Age Manager or have attended an SLSA Age Managers Course and are in the process of being accredited

It is highly desirable that all Age Managers have:

- Attended a HSL presentation

Age Manager Assistants

Clubs with larger Age Groups may also have a number of Age Manager Assistants and it is also a mandatory requirement for all Clubs to ensure all officially recognized Age Manager Assistants have:

- Registered with the Club (SLSA) for the current season and are a financial member of the Club
- Completed the HSL member protection procedure (WWCC)



It is highly desirable that all Age Manager Assistants have:

- Accreditation as an Assistant Age Manager

Age Managers and Assistant Age Manager Courses are coordinated and conducted annually by HSLS and Clubs. The Age Managers Course is also now available online. Clubs are responsible for ensuring their Age Managers and Age Manager Assistants attend a course conducted by HSLS or scheduling and conducting their own Age Managers Course using an accredited Age Manager Course Facilitator in consultation with HSLS.

As a requirement of conducting Junior Activities each season, Clubs are required to ensure ALL Age Managers and/or Assistants have their appropriate award listed in SurfGuard. SLS NSW have a reporting system in place which targets club compliance throughout the season.

RESOURCES:

1. SLSA Age Managers Course: content and resources available on the SLSA website or from HSLS.

WATER SAFETY REQUIREMENTS

OVERVIEW:

Adequate water safety must be provided before any activities can be conducted in the water. Our duty of care to these young HSLS members cannot be overstated; therefore any Club using lesser standards than those recommended would need to be able to justify such deviation.

Under no circumstances are non surf lifesaver qualified personnel to assume the role of Water Safety Officers, etc for Junior Aquatic Activities. **Only proficient SLSA Surf Rescue Certificate and Bronze Medallion personnel are eligible to act in this capacity.**

Please refer to the SLSA Water Safety Policy and Procedure May 2014 for further information.

The Hunter SLS Water Safety Policy can be found at the back of this resource (page 26)

Responsibilities

The Patrol Captain and/or Club appointed Water Safety Supervisor (WSS) must decide if the surf conditions are safe enough for junior activities as he/she is responsible for all water safety and mitigate any risks as required (i.e. a risk assessment is conducted – forms are completed or the mobile app used where appropriate). The Patrol Captain/WSS in counsel with the Junior Activities Coordinator must decide on the safest area to be used. The Patrol Captain/WSS has the authority to cease Junior Aquatic Activities if in his/her opinion the conditions are deemed to be a HIGH RISK and unsafe at any time. Where a moderate risk is assessed the WSS may also modify the activity, course and/or water safety ratios.

The Patrol Captain/WSS/Junior Activities Coordinator has a responsibility to ensure no Junior Aquatic Activities take place without appropriate water safety. The Junior Activities Coordinator, in consultation with the Patrol Captain/WSS, is to arrange water safety personnel. If insufficient numbers, it is recommended activities be carried out in groups or heats to maintain minimum supervision ratios.

Water safety personnel for SLS junior activities water safety supervisors and personnel must be wearing a clearly identified uniform. It must consist of a red/yellow quartered cap (secured under the chin) and red/yellow Surf Rescue rash shirt branded "Water Safety" on the front and back of the shirt for identification. WSP uniform may also be the standard Surf Rescue uniform (red and yellow cap and patrol top, rash shirt, wetsuit or stinger suit). 'On duty' patrolling members can only be used as water safety officers when the minimum patrol requirements have been met and at the discretion of the patrol captain and providing that their patrol duties are not compromised. Uniform for 'on duty' patrol members is the standard patrol uniform.

The recommended ratio for Water Safety is as outlined as:

- One (1) Water Safety Officer to five (5) participants.



- One (1) Water Safety Officer to ten (10) participants where Low-risk conditions are determined after a pre-activity risk assessment (i.e. flat water & confident evaluated participants / pool environment).
- Approximately 50% of these Water Safety Officers should be on a Rescue Craft
- It is also highly desirable that those Water Safety officers not on Rescue Craft wear swim fins and make use of rescue tubes or other flotation aids
- An IRB dedicated to junior activity water cover is also highly desirable and counts as two (2) Water Safety Officers. An RWC if used counts as one (1) unless they have a crew which counts as two (2).
- Where participants are qualified (SRC/Bronze) the ratio is one (1) Water Safety Officer to Ten (10).

At no times are water safety ratios to be compromised.

Patrol Hour Accreditation

Water Safety personnel are required to sign on whilst providing water safety. This may be kept as part of the normal Patrol Log or as a separate log. These members should also record it as "water safety" in the Patrol Type column of the logbook. Hours will be credited and recognised by members accruing hours for water safety provision only.

Note:

- As per National Policies, Patrol hours for junior activities are restricted to persons undertaking water safety duties only.

JUNIOR ASSESSMENTS, EVALUATIONS AND AWARDS

OVERVIEW:

Each year junior members are required to complete several competencies as part of their surf lifesaving experience.

JUNIOR PRELIMINARY SKILLS ASSESSMENT

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, SLISA has developed a Junior Preliminary and Competition Skills Assessment for each age group.

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. It includes a swim and a float which is progressively increased by age group.

Normally this would occur at the very first training session but if not, this must be completed before any water activity is undertaken. The intent of this is to conduct an evaluation of each junior member's own personal swimming and water survival ability for the information of the member, parent and age manager.

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.

Skills Maintenance – newly delegated authority process to assess junior proficiencies

A key outcome from the recent SLISA 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 approved by Club Executive and included in club minutes.

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



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 participant) may be used.

Following the evaluation

Any child who 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. It is a requirement that these children remain in shallow water and based on a 1:5 or reduced ratio until the child is deemed competent in relation to the preliminary skills assessment guidelines.

Any child who does complete the preliminary skills evaluation competently can progress to water based junior activities and water safety ratio requirements provided as per the junior water safety policy.

SLSA Junior Evaluations and Education National Guidelines

Age Group	Preliminary Evaluation	Competition Evaluation	Surf Ed Awards
Under 6	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	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	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	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	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	50 metre swim(freestyle) 2 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Safe 2
Under 12	100 metre swim(freestyle) 2 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Smart 1
Under 13	150 metre swim(freestyle) 3 minutes survival float	Minimum 288m open water swim (competition course as per competition manual)	Surf Smart 2
Under 14	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	<i>Delegated authority as per the SLSA Circular No. 108/15-16.</i>		



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.
-------	---	--	--

Ocean Swim

Following the successful demonstration of the preliminary skills assessment, this competition skills evaluation **MUST** be achieved before any junior can participate in water events at carnivals (*not including wade events*). This includes swim, board and related team events such as the board or swim leg of Cameron relay, board relay and/or swim teams.

PLEASE NOTE: The preliminary assessment swim (see above) is a prerequisite to (must be completed before) the competition skills evaluation (ocean swim). These are two separate swims, one swim cannot be used to qualify a child for the other requirement.

All Clubs and Age Managers have a heightened duty of care in an interclub Carnival environment to ensure that their junior members are safe and can confidently and competently complete the Carnival competition course and distance. These distances may change on carnival days depending on surf conditions but Age Managers must be aware of the duty of care to those competitors under their control and be confident that they will be able to complete the course set by the Officials on the day.

This means that:

- ***ONLY juniors who have achieved their competition skills evaluation for their relevant Age Group are to be entered into water events at Carnivals AND***
- ***Clubs, Age Managers and Parents should also take into consideration the conditions, the course and the physical and emotional state of their juniors on the day of the Carnival and only enter those they consider to be confident, competent and in a fit state to complete the course in a safe and timely manner.***

Online Carnival Entries

Please ensure you have contacted/registered with your club Sport Secretary to enter carnivals. Close of entries is the Wednesday prior to carnival date. If you are a late entry, you will be charged \$16.00 entry fee plus an additional \$10.00 late entry charge.

JUNIOR AWARDS as part of competition eligibility for Junior State Championships

Each year junior competitors are also required to complete the relevant Junior Award i.e. Surf Aware 2 (U/9) through to Surf Smart 2 (U/13) in order to compete at Junior State Championships. Juniors from the Under 13 Age Group also need to complete their Resuscitation Certificate and juniors from the Under 14 Age Group their Surf Rescue Certificate (SRC) to be eligible to compete at Junior State Championships. Please ensure you do not leave this until the 'last minute' as many clubs have run into difficulties when leaving it too late. Many clubs have a policy that all Awards must be completed satisfactorily by the Christmas break which appears to work very well.

Assessment Surf Rescue Certificate

Clubs Director of Education will need to generate a Form 14 to HSLs via SurfGuard prior to assessment. Surf Rescue Certificate assessments require a minimum of 14 days notice on SurfGuard. Please be aware of time frames in relation to State Championships eligibility.

NOTE: Children selected for the Junior State Development Team/s or the HSLs Inter Branch team require these awards (SRC and BM) prior to final team selection confirmation (by the end of November as a guide). Information relating to this will be circulated prior to the season commencement.



Recording the Assessment, Evaluation and Awards

Junior Preliminary evaluations – club endorsed junior personnel can sign off the junior preliminary evaluations conducted at the pool. This information is to be passed onto the club CTO for processing. Ensure that all personnel assisting with Skills Maintenance (proficiency) is endorsed and noted in club minutes. Please check all information is entered correctly into SurfGuard, as SurfGuard functionality for Skills Maintenance (proficiency) closes on December 31.

Junior Competition Evaluations - Whenever the Club conducts a Preliminary Skill Assessment with juniors from the U/6s – U/14s, clubs are asked to have these processed fully within 2 weeks. Similarly this should be completed for U/9s – U/14s for the Competition Skills Evaluation (Run Swim Run) and finally with all the relevant Junior Awards (including U/6s – U/13s).

All Surf Ed awards must be entered and processed in SurfGuard by mid-December.

Your club Chief Training Officer (CTO) can enter SurfGuard assessment requests and/or enter proficiencies and complete awards. All paperwork for proficiencies, and awards *MUST* be directed to the Branch office in a timely manner.

To access more information regarding the procedure for entering these into SurfGuard, please refer to Resources section of the HSLs website under Junior Activities and refer to the document “How to enter Junior Awards into SurfGuard”.

SURF SPORTS (COMPETITIONS/EVENTS/CARNIVALS)

OVERVIEW:

General Requirements:

For clubs to participate in Hunter SLS Surf Sports Events (Junior Carnivals) each club is required to supply support personnel and their own craft to ensure all aspects of the event are conducted successfully.

Officials:

Each Club is to supply qualified officials for the duration of the carnival. The number of personnel required is 1 to 10 ratio. The numbers required by each club is dependant on the number of members entered for each carnival.

Water Cover (Personnel):

Each Club is to supply qualified (proficient Bronze Medallion or Surf Rescue Certificate) water safety person/s with a SLSA approved rescue tube or board for the duration of the carnival. The number of personnel required is

- One Water Safety Personnel to five participants; or
- One Water Safety Personnel to 10 participants where low risk conditions are determined by completion of an Event Safety Guide Sheet/Tool/Application. (As per the 35th Edition Surf Sports Manual and Junior Water Safety Policy).

Water Cover (IRB):

Each club is rostered to perform IRB duties at Hunter SLS Surf Sports events each season. Clubs are compensated for costs associated with this. When rostered the club is to supply the following for the duration of the event:

- a) 1 fully equipped operational IRB and motor (with sufficient fuel for the duration of the carnival)
- b) 1 qualified, proficient IRB Driver (competent in setting buoys)
- c) 1 qualified, proficient IRB crewperson (competent in setting buoys)

Please refer to “**Carnival Agreement for Host Club**”. Please issue HSLs with an invoice immediately following the Carnival for catering.

Patrol:

The host club is to supply a minimum of 6 patrol persons for a Carnival Patrol – separate from a normal patrol (including a nominated Carnival Patrol Captain) to initiate any First Aid management as required.



Participants:

Participation in events is not allowed for U6 and U7 members. Only registered members (U8 – U14) who have completed the relevant competency are permitted to participate in Hunter SLS Surf Sports Events (Junior Carnivals). Details of the competency required are detailed in the Junior Assessment, Evaluations and Awards section.

Sun Safety and Clothing

All Age Managers (and parents) should ensure competitors wear a long sleeve shirt or rash top and broad brimmed hat to marshal and whilst they are not competing. Shade will be available in most areas and competitors should be encouraged to use this. Access to drinks/water should also be available.

Hi-Visibility Lycra Vests

As per Water Safety Policy and Procedure the use of hi-visibility lycra vests was made compulsory for all competitors and handlers entering the water beyond knee depth, at carnivals and/or any SLSA/HSLs sanctioned events.

NOTE: Please be aware that these must be Hi-Visibility and therefore a faded vest is not acceptable.

Please refer SLSA Water Safety Policy and Procedure for more information.

Age Managers:

Each Club is permitted 1 Age Manager for Under 8 age group within the carnival arena. Age Managers **MUST** be easily identified as an Age Manager (t-shirt, bib) with the **club name** (i.e. Nobbys SLSC) they are managing. Extra Age Managers may be permitted to assist with larger groups or with juniors with special needs where authorised by HSLs. Permission must be gained from the Carnival Referee (or via HSLs) for more Age Managers.

Competition Requirements:

The HSLs Board of Surf Sports updates the carnival timetable and programs regularly. Once updated the Surf Sports Calendar is available on the Hunter SLS website.

Rules and Regulations for all events conducted are detailed in the Surf Life Saving Australia 35th Edition Surf Sports Manual. Any alterations are detailed in Surf Life Saving Australia Bulletins available through the Member Portal.

Although all aspects of the Surf Sports manual will be followed, there are circumstances where the Carnival Referee will make decisions in the best interests of competitors, officials and any support volunteers to ensure the safe, efficient conduct of the event as well as the wellbeing of all concerned.

CARNIVAL ENTRIES

As previously mentioned, clubs are to enter competitors, officials and water safety personnel through the Online Carnival Manager. All club sport secretaries have received their club usernames and passwords. **Entries close at 4:00pm on the Wednesday prior to scheduled carnival.** Any competitor who is not listed in the clubs entries will be asked to pay their late fees on the day of competition ie cost of entry \$16.00 plus late entry fee of \$10.00. This makes a total of \$26.00. A receipt will be issued when late fees are paid. **No competitor will be accepted unless marked off and issued with a coloured wrist band.**

STATE CHAMPIONSHIP ENTRIES

Clubs are advised (electronically) when nominations for State Championships entries are available. All requirements for entry (including closing dates/times) are detailed in the Circular, however all members must have the following:

- A. Registered for the current season.
- B. Completed and entered into SurfGuard the following competencies:
 1. Preliminary Skills Assessment
 2. Competition Skills Evaluation (Run Swim Run) – if entering water events (excluding wade).
 3. Surf Education Award & Surf Rescue Certificate – U14.



NOTES:

- Entry is for Under 9 to Under 14 competitors **ONLY**.
- Entries will be via the on-line entry system.
- Please conduct a **FORCE** of membership prior to entering competitors
- Before submitting them to SLS NSW you are asked to **ENSURE** that all children are registered and have completed the necessary assessments, evaluations and awards by the cut-off date. This can be done by simply obtaining reports from SurfGuard.

PLEASE CHECK ALL DETAILS BEFORE ENTRIES ARE FORWARDED TO HSLS FOR BRANCH ENTRIES AND SLS NSW FOR STATE ENTRIES. IF YOU ARE UNSURE OF A MEMBERS STATUS, PLEASE CONTACT YOUR CLUB JUNIOR ADMINISTRATION OFFICER (WITH SURFGUARD ACCESS) PRIOR TO SUBMITTING ENTRIES.

Clubs are asked to take particular care with these entries. To avoid unnecessary time and paperwork for all concerned, clubs are asked to enter only those who will or are likely to compete and only in those events that they will be contesting. Entering all the children in all events even when you know there is no way they will contest them only makes marshalling on the day stressful for all concerned.

Clubs are reminded that they will be charged per competitor entry.

U/14s AND PATROL HOURS and UNDER 15 COMPETITORS

Under 14 competitors are not required to have completed Patrol Hours as an eligibility requirement for entry into STATE AGE CHAMPIONSHIPS.

However AND PLEASE NOTE this is required for entry as an Under 15 competitor in SENIOR STATE CHAMPIONSHIPS and AUSTRALIAN CHAMPIONSHIPS. Please refer to SLSA Policy Statement 5.4 "Proficiency and Patrol Hour Requirements for Competition Eligibility".

This means that if a member attains their SRC prior to 31 December that they must complete the required patrol hours prior to 31 December.

In most cases, for an U/14 member gaining their SRC award during the season, this will mean completing a lesser proportioned number of patrol hours than the normal 25 hrs. For example, if a member gains their SRC in December then they must complete a minimum of 4 hours patrol prior to 31 December to be eligible to compete in the Senior State Championships and/or Australian Youth and Open Championships as a U/15 competitor.

If they achieve their SRC between April – November it increases to 8 hours prior to 31 December and so on. A table outlines this within SLSA Policy Statement 5.4 (clauses 3.12 and 3.13).

If the SRC award is gained after Dec 31 and prior to the closing date of entries in that year, they must fulfill a minimum of four (4) patrol hours prior to the close of entries. Also be mindful that they will also need to complete a further 16 hours during that calendar year to be eligible to compete in the following years Championship events.

HSLS REPRESENTATIVE TEAMS (State and Development)

Hunter SLS selects representative teams to participate in the InterBranch Championships and members have the opportunity to submit Expressions of Interest for the SLS NSW & SLSA Interstate Championships/events and/or Development activities. SLS NSW and SLSA determine the criteria and relevant trials for selection in these teams. Once finalised, all details relating to representative teams is available on the appropriate SLS websites.

Should any members be selected in a representative team, the above competencies (State Titles) are required prior to the event they are selected for.

RESOURCES:

The Following resources are available on the appropriate website:

1. Circular – Officials Quotas (updated annually).
2. Bulletin – Carnival IRB Water Safety (updated annually).
3. Bulletin/s - Results of all Hunter SLS carnivals
4. Circular – State Titles Nominations (approximately 6 weeks prior to event).
5. Circular – Representative team/s trials (annually updated)



6. Circular/s- Officials/Coaches Accreditation (available once a course is scheduled).
7. Calendar – Surf Sports (updated when future events finalised).
8. Policy Statement – Proficiency and Patrol Hour Requirements for Competition Eligibility

The Following resources are available on the Surf Life Saving Australia website:

1. 35th edition Surf Sports Manual (also available for purchase from the SLSA Surf Shop or Branch office).
2. Bulletin/s – Alterations to Surf Sports Manuals.

CODES OF CONDUCT

SLSA requires every individual and organisation bound by the policy to:

- Respect the rights, dignity and worth of others
- Be fair, considerate and honest in all dealing with others, and be a positive role model
- Make a commitment to providing quality service
- Be aware of, and adhere to SLSA's standards, rules, regulations and policies
- Demonstrate a high degree of responsibility especially when dealing with persons under the age of 18.
- Contribute to the provision of a safe environment for the conduct of all activities within surf life saving.

A number of role specific codes of conduct also exist. Individuals who fall into these categories are also bound by these role specific codes of conduct.

Age Managers

Age Managers are responsible for the care, safety, wellbeing and development of the junior surf lifesaver. They are responsible for facilitating the development of surf lifesaving skills and play a fundamental role in the development of a learning program that encourages and develops young surf lifesavers.

An Age Manager will:

- Agree to abide by the code of conduct
- Be responsible for the overall safety and well-being of the group
- Be responsible for the group's learning
- Take time to plan and prepare the activities delivered to the group
- Foster a collaborative approach to the management of the group
- Instil enjoyment and fun in what they do
- Be a positive role model for surf lifesavers and HSLs

Parents and Carers

The role of parents is critical to the young person's wellbeing and ongoing involvement. Supportive parents provide essential care, education and enthusiasm. A challenge for parents is getting the right balance between disinterest and overbearing involvement, and being able to read their child's changing support needs. Age Managers are encouraged to provide a full briefing to parents during the season outlining the age managers' expectations in relation to supporting the children and assisting with activities.

A Parent/Carer of a junior member will:

- Remember that their child participates in surf life saving for their own enjoyment
- Focus on their child's efforts and performance rather than winning and losing
- Show appreciation for good performance by all participants
- Never ridicule or yell at their child or other children for making a mistake
- Respect officials decisions and teach their children to do likewise
- Not physically or verbally abuse or harass anyone associated with the activities (eg. coach, official, age manager, etc.)
- Be a positive role model for others

From time to time, age managers may need to deal with difficult parents who are being unsupportive, abusive, rude, etc. There are a number of tools available to assist age managers if they are having difficulties. One particularly well regarded website is www.playbytherules.net.au Age managers are encouraged to access this website.



Surf Sports Officials

Surf sports officials are responsible for the safe and fair conduct of surf sports events. It is important that surf sports officials recognise that young surf lifesavers have differing needs, and that the main emphasis of surf sports for youth is fun and developmental.

A Surf Sports Official will:

- Agree to abide by the code of conduct
- Be responsible for matters concerning the development of surf lifesavers and the conduct of competitions
- Maintain a 'duty of care' towards others and an accountability for matters relating to competition
- Have a sound working knowledge of SLSA policies, rules and regulations
- Be impartial and accept the responsibility for all actions taken
- Ensure that any physical contact with others is appropriate to the situation and/or necessary for the persons skill development
- Provide a safe environment for training and competition
- Be a positive role model for surf lifesavers and HSLs

PHOTOGRAPHY POLICY: SLSA Policy Number 6.21

OVERVIEW:

SLSA recognises that with the increasing use of digital photo and video capture devices that it has a role and responsibility to ensure SLSA members understand their rights in relation to laws governing photography in public and private places and protecting our members, particularly children against the misuse of their imagery. It also recognises that there is a legitimate need for photography and that in many cases it is appropriate and with good intent however this must be balanced with the well being of SLSA members.

This policy provides information and guidance in relation to the use of digital photos and videos, when and where it is appropriate and the actions that can be taken if at all concerned with any photography that might be deemed indecent, defamatory or without consent.

It also includes guidelines for SLSA members, photography and accreditation at surf sports events, protection of SLSA imagery, use of images of SLSA members for promotional purposes, copyright of photographic images, advice on displaying images of children and consent and release forms.

SLSA Policies

All SLSA policies are listed below and can be accessed via the SLSA website. Other relevant SLSA policies which are recommended for referencing include:

- Sun Safety Policy: SLSA Policy Number 2.1
- Water Safety Policy and Procedure: SLSA Policy Number 1.1
- Youth Policy: SLSA Policy Number 6.15
- Member Protection Policy Number 6.5 and

SLSA POLICIES

OVERVIEW:

The JUNIOR section of the Hunter SLS website should be able to assist with coordinating most programs. The Surf Life Saving Australia website also contains (admin and resources section) all Surf Life Saving Australia Policies (detailed below). These policies should assist clubs with ensuring all requirements are followed.

RESOURCES:

[SLSA Policies](#) can be accessed through the *Member Portal*

Some relevant SLSA policies relevant to Junior Activities are listed below with links.

WATER SAFETY	ASTHMA
YOUTH POLICY	LIGHTNING
MEMBER PROTECTION POLICY	SHARK SAFETY
SLSA PHOTOGRAPHY POLICY	SHARPS POLICY
SUN SAFETY	EPILEPSY



COMMUNICABLE DISEASES
OCCUPATIONAL HEALTH & SAFETY
PAIN MANAGEMENT
DISINFECTION OF EQUIPMENT
ECOSURF
USE OF SLSA EQUIPMENT
PATROL UNIFORMS
NEW & MODIFIED EQUIPMENT
FIRST AID KITS AND ROOMS
ASSESSMENT POLICY
GAMBLING

ANTI DOPING & (WADA CODE)
PATROL HOUR REQUIREMENTS
SELECTION POLICY
DESIGN & MANUFACTURE OF SURFCRAFT
COMPETITION SPONSORSHIP
INTELLECTUAL PROPERTY
PRIVACY
LIMITING AND PERMANENT DISABILITY
GRIEVANCE PROCEDURE
GOVERNANCE
RISK MANAGEMENT

FREQUENTLY ASKED QUESTIONS: Information for the new parent on the beach.

First day on the beach – what do I want to know?

My child is aged 12 today (born 5th October), what age group will he be in?

This birthday is considered to be a lucky birthday in surf. The age group that your child is calculated to be in is the age they are as at the 30th September, therefore your child was 11 on the 30th September (turned 12 on the 5th Oct) and therefore is classed as being in the under 12 age group (even though they are 12). A child who has their twelfth birthday on the 30th July would be placed in the Under 13 age group.

Does my child change age groups if their birthday is during a season?

No.

My child's friend's birthday puts him in different age group and they want to be together.

Sorry the rules are that the children are placed in the age groups where their birthday falls – it may be good for them to be in different age groups, they can make new friends and still socialise before and after the training sessions.

How often do I bring my child to the beach?

Each club has a designated training session each week, some are on Saturday afternoons, (check with your club as to when theirs is) some clubs have specialised training i.e. swimming, boards, march past on other days. Carnivals (no compulsion to attend), are predominantly on Sundays, as per the HSLS Carnival program.

What does my child need?

Contact your club to purchase club costumes, club cap, rash shirt or club t-shirt. Your child will also need a sun hat, towel and sunscreen. Most clubs have stocks of their apparel – speak to the relevant person for prices etc.

What do they do in surf lifesaving?

Running & flags, swimming, board paddling, wading, basic first aid skills, Surf Education and lots of FUN activities.

What do I need to fill out?

When your child has decided to become a full member, a membership form needs to be completed which **MUST** be signed by both the junior member and a parent or guardian. **(This form must be completed correctly, as it will cover your child for insurance purposes – if not completed correctly, you will be contacted by the Club registrar. As a consequence you/your child WILL NOT be insured until such time as it is accepted).** As a "new" member, you must bring with you a form of identification (birth certificate, passport etc) for your child. This is then copied and kept on file with the membership form.



Junior Awards – what are these for my child?

Each age level award has sessions that they participate in to acquire relevant skills and knowledge. They will need to attend and participate in all the compulsory sessions to attain the award.

Does my child have to be able to swim?

It certainly helps. However, they will complete a preliminary skills assessment including a swim and a float, which clubs can complete at the pool. This is usually carried out before participating in any junior activity to assess their swimming and self survival ability in the water. This will determine whether they can progress to the water based junior activities under normal water safety supervision or they will require closer supervision.

NOTE: Some Clubs may not have the personnel or program to provide supervision to non-swimmers and may ask that these children seek swimming lessons externally (recommended anyhow) and then return to join in junior activities when the preliminary skill assessment can be competently completed.

The next step is for them to train to complete the Junior Competition Evaluation (run swim run) over a particular distance for their age group and can only be endorsed by qualified assessors. This allows them to compete in the swim and board related events at interclub carnivals. These events are not compulsory to attend.

The club will enter these assessments (junior competition evaluations) into the membership database 'SurfGuard', which keeps track of these awards and are used to assess eligibility to compete at State Championships.

Is this a "Learn to Swim" program?

NO. Although your child will benefit enormously and increase their confidence from exposure to water based activities including swimming and board paddling, we do not provide specific learn to swim training or stroke correction. This is strongly encouraged to be taken up externally. However, some Clubs may be better placed to assist with the provision of this coaching and links to these programs.

What and who are Age Managers?

An Age Manager is a member of the club who takes responsibility for the instruction of a particular age group throughout the season. All Age Managers have participated in the Age Managers Course and Member Screening.

What can I do to help?

Parents can become involved in many areas of club activity. Areas can include – helping with training, coaching, officiating, fundraising, providing water safety (if you gain your SRC or Bronze Medallion), cooking the Club BBQ, etc, etc but most of all supporting your child in their junior activities.

What happens when my child finishes all the various junior age groups?

The Junior Development Program is designed to gradually introduce your child into the role of a qualified surf lifesaver and assist in patrolling the beaches. They can continue to be involved in a variety of competition events, if desired. They will undertake various other awards and learn many facets of community service involvement. They can be taught specialist areas of competition and compete both at a state and a national level.

FEEDBACK

Surf Lifesaving has many programs, procedures etc. Should any information that you feel is necessary, however not be contained in this manual, please let us know. The aim is to provide a booklet that should assist with most questions regarding all aspects of Junior Activities.



HUNTER SLS

Water Safety – Standard Operating Procedure

Control Structure (Reference: SLISA Policy 1.1 Water Safety)

When there is a patrol on the beach, control of water activities is the responsibility of the Patrol Captain (PC). The designated Water Safety Supervisor (WSS) must liaise with the PC during risk assessments and in the event the ***Safety and Rescue Plan*** must be activated.

When there is no patrol on the beach, the designated WSS is in charge of the water activity. Note that the Council Lifeguards have legal responsibility for the beach and their directions must be followed at all times.

Water Safety Supervisor (Reference: SLISA Policy 1.1 Water Safety)

As per SLISA guidelines, every organised water activity must have a designated Water Safety Supervisor (WSS). The WSS is responsible for initial and triggered risk assessments, layout of water activity areas and ensuring the correct ratio of water safety personnel to children are in the water as specified by SLISA Policy 1.1 Water Safety. The WSS is the sponsor of this SOP and is responsible for its amendment as SLISA policies are changed. The WS SOP is to be critically evaluated on change in appointment of personnel, after any activation of the Safety and Rescue Plan or on discussion of a water safety related matter.

Risk Assessments (Reference: SLISA Policy 1.1 Water Safety)

Risk assessments of the surf conditions MUST be carried out by the designated WSS using the SLISA designated forms and procedure prior to the commencement of every water activities session.

The Risk Assessment must be reviewed by the WSS if certain triggers occur and this may result in water activities being modified or suspended.

Triggers for this review include changing tides, changing winds, approaching storm, incidences of broken equipment, number and severity of injuries, marine stingers, shark sightings, expressions of concerns by experienced individuals and beach authorities (Club Captain/Lifeguards).

Water Quality

Water quality can be a concern at times with stormwater flows at some beaches. Without specialised equipment, it is not possible to judge water quality. The WSS will liaise with experienced club personnel and in the event water quality is a concern (visibly poor or 'smelly') and may suspend water activities if water quality is deemed a risk.

Radios and Communications

The WSS must carry a radio to communicate with Patrol and/or Lifeguards. As a backup to this, the JDO, or designate, must also carry a radio.

Emergencies

In the event of a perceived or actual emergency, Age Managers, Age Assistants, water safety team will notify WSS who may activate the ***Safety and Rescue Plan***.

Proficiency Swims – Basic

Basic proficiency swims must be held at an organised pool session (in a pool of minimum 25m length) to measured swim distances that are specified by and in compliance with SLISA requirements.

Although SLISA specifies minimum distances/swim times, clubs can retain the absolute discretion to mandate longer distances and/or shorter swim times as they see fit, particularly if new members have been allowed to join U14s to complete the Surf Rescue Certificate.

To be eligible to **join or re-enrol** each year, children MUST complete the specified basic proficiency for their age group in the specified time with no external assistance.

Basic proficiency requirements predetermined by each club, should be adhered to and must be completed before children complete Run-Swim-Run. Irrespective of a child's desire to complete in water events or not, the minimum basic proficiency standards must be met in order for clubs to fulfil their duty of care. In particular there is a significant focus on the U9 age group (moving to 150m surf swim) and U11 age group (moving from 150m to 288m swim).

Proficiency Swims – Competition

Competition proficiency swims are held at the beach to measured swim distances stipulated by SLS. To be eligible for extra club competition, children must complete the measured course in the specified time with no external assistance. Although SLISA specifies minimum distances/swim times, all clubs retain the absolute discretion to mandate longer distances and/or shorter times as they see fit, particularly if new members have applied to join U14 to complete the Surf Rescue Certificate.



Children successfully completing competition proficiency will have this marked off against their name and will be listed as proficient in SurfGuard and will then eligible for entry in water events at all external carnivals.

High Visibility Vests

High visibility vests are **mandatory** for all water activities to ensure visibility in and under the water. No child shall take part in an organised water activity without wearing a high visibility vest.

Age Group Caps – if applicable

Club competition caps are mandatory for all water activities as they both indicate the child is a member and allow water safety personnel to identify different age groups in the water for purposes of segregation, monitoring and counting. No child shall take part in an organised activity without wearing a cap.

Wetsuits (Reference: Surf Sports Manual Edition 35)

In carnivals, wetsuits are only permitted when water temperature is measured to be $\leq 16^{\circ}\text{C}$ or when the wind chill is deemed a factor by the carnival organiser.

Wearing of wetsuits during club activities (including competition or race days) is at the discretion of the JDO. In the event of contention over wearing of wetsuits, the decision of the WSS will be deemed final.

Maximum Numbers in Races (Reference: Surf Sports Manual Edition 35)

** Under no circumstances are these numbers to be increased above these limits*

<i>Event</i>	<i>Maximum Participants</i>
Surf Swim	32
Surf Teams	9 teams
Rescue Tube Rescue	9 teams
Run Swim Run	32
Wading	32 (individual or team)
Iron Man, Taplin Relay	16
Board Races	16 (individual or team)

Count In/ Count Out

It is the responsibility of the Age Manager to designate an Age Assistant or water safety team member (*spotter*) to count children before each surf swim, board race or relay.

This adult is to conduct a **COUNT IN** at the start of each event, maintain a watch over the children during the event and a **COUNT OUT** at the end of the event.

The **COUNT OUT** must include children that complete the course, children that return to shore without completing the course and children that are rescued.

Particular care must be taken to observe children that drift into adjacent water areas due to cross currents. In the event **COUNT OUT** does not match **COUNT IN** the *spotter* **MUST** raise the alarm with the Age Manager and WSS. Safety and Rescue Plan will be activated.

Use of Finish Gates

To ensure all children return to the same water area, Age Managers should erect finish gates and instruct children to return to these after their event. Use of finish gates will allow the "COUNT IN, COUNT OUT" process to function more smoothly.

Less Capable Children

Children have vastly different abilities in water activities and all children must be encouraged to do their best. However, the realities of safety (spread of water safety personnel), surf conditions and timekeeping (giving everyone a turn and sharing water areas) will often interfere in our ability to do this.

From 2012, Age Managers are requested to use some form of differential criteria to manage the less capable children in water activities. Specified differential criteria include:

- Grading of children into groups based on capability (A Team does the full water course, B Team does a reduced length course)
- Long races and short races
- Single races with a cut-off point e.g. first 6 children to the 100m board marker, progress to the buoy, the rest are brought back to shore.

It may be possible after the first 3 weeks to determine a strategy, such as marking caps with a ribbon, or making a special roll to identify those children that are either more capable or less capable to allow differentiation to be made week to week.



Water Areas – Layout

There will be designated water areas marked out by buoys. Yellow buoys mark surf swim courses, whilst yellow and red buoys designate the perimeter of board race courses. It is permissible to utilise other coloured buoys, water safety member holding a tube or a water safety member riding a rescue board as turn markers if required. Competition courses will be set to the distances specified in Surf Sports Manual Edition 34 for the appropriate age groups.

Use of Boards – (the following are suggestions only)

1. **Sundays – IN Age Group sessions** – use of boards is determined by the Age Managers
2. **Sundays – AFTER Age Group sessions:**
 - No boogie boards are to be used after age group sessions
 - Short boards can only be used during the organised club training sessions (e.g. beginner/intermediate OR U13/U14 competition training sessions) that are supervised by water safety personnel.
 - Long boards can be used during the organised club training sessions. They may also be used, with permission of club, by U13/U14 members (only) for individual practice. Members using boards for individual practice take full responsibility for reporting damage, cleaning and racking and if this is not done, privileges will be withdrawn.
3. **Organised Training sessions** – short and long boards can be used as determined by the water safety personnel on duty.
4. **Individual Training** – with permission of club, members competing for the club are able to borrow short or long boards for practice. A formal process must be followed to ensure a parent or adult/guardian takes full responsibility for the damage or loss of the board. The guardian must also sign a waiver acknowledging that they owe a duty of care to the child borrowing the board, take responsibility for the training conducted on that board and indemnify club in the event of any injury or incident involving the board.

MEMBERSHIP

Members can be registered for the 2016/17 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, SLSA 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 2016, 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>

MEMBER RECRUITMENT

SLS NSW 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. SLS NSW co-ordinate 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 2016 Surf Club Open Day will be held on 16 October. Clubs were required to be registered for the event by the beginning of August 2016 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 SLS Junior Development Program (Nippers) provides a structured development program for members aged 5 to 13 years 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 SLS offer very little structure in comparison to the Junior Activities Program and this can present problems in engaging and retaining youth in SLS. This age group is highly valuable to SLS, 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 SLS 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. Go to the SLS NSW website for more details.

CLUB MANAGEMENT and OPERATIONS

Club Guide 4.1 version 4

The SLS NSW Club Guide Version 4.1 was updated in May 2016 and is available for download from the members section of the SLS NSW website or through the SLS Member Portal. This latest version has a significant number of changes in all sections and therefore replaces version 4.0.

The Club guide is a way of centralising the numerous SLS 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 SLS, clubs have access to information that is recent, relevant and accessible to all.

A review will be conducted each quarter with a memo being released advising clubs of any significant changes.

MEMBER DEVELOPMENT



SLS NSW Development Programs

Junior Lifesaver of the Year Development Program

This Program is for U/13-14 members who are the branch winners of the Junior Lifesaver of the Year Award. The focus of this camp is a combination of fun and learning through experience. Participants will be involved in physical challenges, information sharing in presentations and discussions, activities and scenario's which require leadership, teamwork and communication.



Youth Opportunity Makers Workshop

Outstanding members who are 15-17 years of age are invited to join us at this workshop.

Participants will be involved in activities that broaden their understanding of the operations of branches and surf lifesaving as a whole.

Leadership skills will be developed through physical exercises and activities, with the weekend also calling (and building) upon teamwork, communication, negotiation and planning skills.

Development Networking Program

18-25 year members will collaborate with surf lifesaving experts, fellow lifesavers and motivational facilitators in a weekend packed with information exchange and knowledge building.

The weekend will encompass team challenges, exercises that develop negotiation, problem solving and leadership skills that can be used within and external to surf lifesaving.

A firm knowledge of pathways and opportunities available will maintain the required enthusiasm and ensure continued personal growth.

26+ Development Program

Surf Life Saving New South Wales (SLSNSW) has scoped the need for increased development opportunities for new members aged 26 years and over and will run a pilot program in 2016 that aims to bridge the current gap in development opportunities.

The program aims to encompass all aspects of Surf Life Saving from a club including member recruitment and development, educational pathways, sport participation and lifesaving skills development.

A key focus of the program will be to promote best practice initiatives that can be tailored to an individual club's needs. These initiatives will be based on the SLSNSW Quality Clubs Program.

They are intended to reduce 'burnout' of members by not overburdening them and by establishing a sustainable system whereby workloads are split across multiple members.

Lifesaving Exchange

The Lifesaving Exchange Program targets members who are currently Patrol Captains or identified to be future Patrol Captains between the ages of 18 and 30 years. The program has been running since 2009 involving over 115 members and provides participants with an exciting opportunity to experience different patrolling methods and environments in a fun, practical and interactive setting. The skills learnt during the program will be useful personally, and can be implemented within your own club. Overall, the program aims to:

- Broaden the lifesaving experience and skills of participants
- Provide development opportunities for our members
- Increase lifesaving standards across New South Wales

The Lifesaving Exchange Program consists of two programs run concurrently on the Australia Day Long Weekend in January. The program is offered at no cost to the participant, with Surf Life Saving New South Wales covering the travel, accommodation and meal costs.

National Leadership College

The college is all about shared, interactive and individually lead learning. Participants will be challenged, inspired, motivated and entertained.

The college develops leadership skills and helps participants learn a great deal about themselves.

The college is practically designed for surf members to be able to apply their skills at a grass roots level; however these new skills can be also be applied in all areas within their life.

National Leaders' Conference

The aim of the Leaders Conference is to provide an opportunity for existing leaders within SLS (at all levels) to participate in a high-level leadership development program.

The conference will provide participants with an environment that will enable them to refresh and extend their leadership capabilities.

No Leaders' Conference is ever the same; with participants' guiding the program content based on their identified development needs.