



MAROOCHYDORE
SURF LIFE SAVING CLUB

LIFESAVING PATROL HANDBOOK

Version	Date Released
1.0	19 August 2019
1.1	20 October 2019
1.2	11 November 2019
1.3	28 September 2020
1.4	24 September 2021
1.5	27 June 2022
1.6	23 January 2023
1.7	2 March 2023
1.8	12 September 2023

Table of Contents

1. Introduction.....	3
2. Maroochydore Surf Life Saving Club Governance.....	3
3. Patrolling the Beach	4
3.1. My Patrol	4
Minimum requirements	4
3.2. Patrol Season and Hours	4
3.3. Patrol Allocation	4
3.4. Uniform.....	4
3.5. Patrol Obligation.....	5
3.6. Patrol Rostering.....	5
3.7. Patrol Substitute.....	5
3.8. Attendance Log / LIMSOC.....	6
3.10. Patrol set up.....	7
3.11. Patrol Duties - Prevention, Recognition, Rescue, Recovery	7
3.12. Patrol Equipment.....	8
3.13. Personal Injury.....	8
3.14. Patrol and Radio Keys	9
3.15. First Aid Room	9
3.16. Radio Operations	9
3.17. Public Relations	10
Appendix 1 Patrol Setup and Pull-Down Check List	10
Appendix 2 Using our Rescue Water Craft	13

1. Introduction

Welcome to the Maroochydore Surf Life Saving Club.

On 1 January 1916, in a tent provided by the Salvation Army at Cotton Tree, the Maroochydore Branch of the Royal Life Saving Society was formed. The formation of our Club was in response to constant loss of life at Maroochy Heads since at least the turn of the new Century. Maroochy Heads, or Cotton Tree, would attract up to 2000 campers every Christmas and Easter Season.

Maroochydore Surf Life Saving Club joined the Surf Life Saving Association in January 1931, at the very height of its success in patrolling and in Royal competition. Maroochydore Surf Life Saving Club (MSLSC) was crowned Champion Club at the inaugural Queensland Surf Life Saving Championships at Coolangatta in January 1932. Today Maroochydore is ranked among the most respected and recognised Surf Clubs both Nationally and Internationally.

Surf lifesaving is a learned skill. It takes a committed individual to undertake the theoretical and practical study needed to gain the basic award of the Bronze Medallion. But the rewards of this investment are truly worthwhile – knowing that you have the expertise to help others and maybe save a life! Alan Whelpton (AM) Past President, Surf Life Saving Australia

This handbook is issued for the use by all Patrolling Active, Cadet, Award, Long Service & Life Members. It is intended to provide information and guidelines for these members to refer to as part of their commitment to the activities of the Maroochydore SLSC.

2. Maroochydore Surf Life Saving Club Governance

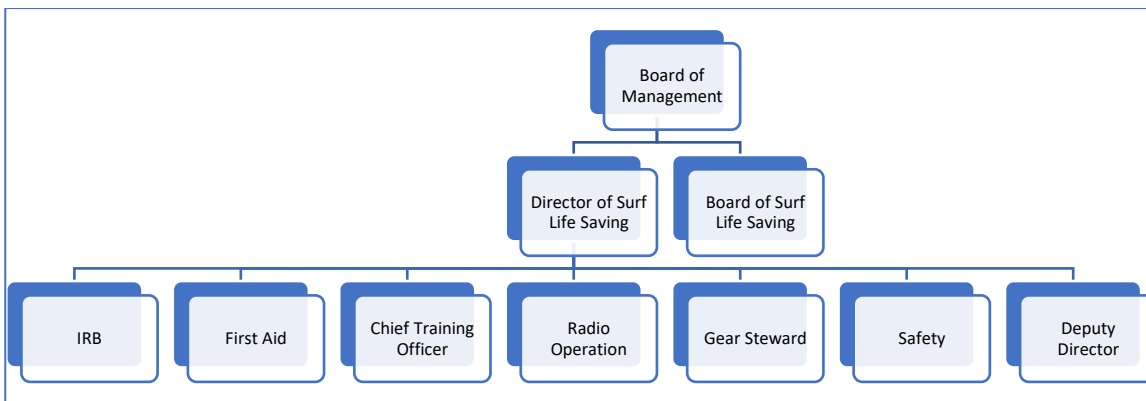


Figure 1 Surf Life Saving Governance Structure

During the current financial year, roles within the Board of Surf Life Saving have been filled by the following volunteer members:

Role	Member	Contact Details
Director of Surf Life Saving	Drew Moles	DOLS@maroochysurfclub.com.au
Deputy Director of Surf Life Saving	Jamie McKinnless	
IRB Captain	Peter Stubbs	
First Aid Officer	Amanda Massie	
Chief Training Officer	Michelle Burnett	cto@maroochysurfclub.com.au
Radio Operations	Graham Davies	
Gear Steward	VACANT	

Safety Officer	VACANT	
Member representative	Kate Kyriacou	
Life Member representative	Wayne Ingram	

3. Patrolling the Beach

3.1. My Patrol

Minimum requirements

In order to be eligible to Patrol you must be proficient and financial.

There are many awards within the surf lifesaving movement and it is encouraged that members build on their qualifications by attaining some of these awards. It is a goal of the committee to continue upskilling all members. There is however a minimum requirement of awards that each Patrol Group is to carry and they are:

- 3 x Bronze Medallion Holders
- 1 x Advanced Resuscitation Techniques
- 1 x First Aid
- 1 x IRB Crewperson
- 1 x Silver Medallion (IRB Driver)
- 1 x Silver Medallion (Patrol Captain/Beach Management)

Note a member can fulfil more than on award.

3.2. Patrol Season and Hours

Patrols typically commence on the first weekend of the September school holidays and finish on the Monday of the May long week-end. Members are assigned to a team with whom they patrol all season. Patrols work in shifts from 6:45am – 12:15pm & 12:00 – 5:15pm on Saturdays, Sundays and all Public Holidays throughout the season. During the Christmas period until the end of the January school holidays, patrols work 6:45am – 12:45pm & 12:30pm – 6:15pm.

3.3. Patrol Allocation

At the start of the season, members are given an opportunity to propose Patrol changes. Patrols are allocated and published on the SLSA website (<https://members.sls.com.au>)

Initial mid-year adjustments

Midyear adjustments typically occur when either a Bronze Medallion or Surf Rescue Certificate courses are completed. Typically, members are given to opportunity to select a Patrol however sometime these options may not be feasible.

If you have questions regarding your Patrol Allocation, please contact the Director or Deputy Director, Surf Life Saving.

3.4. Uniform

Appropriate Club swimwear, patrol shorts and patrol shirt must be worn and a patrol quarter cap secured on the head at all times. A red surf lifesaving hat is provided and sunglasses are highly recommended. Generic caps are not part of the uniform. If you prefer a cap you can purchase a red surf lifesaving peaked cap from admin. Your patrol uniform can only be worn while on patrol or at an SLSA approved activity; no exceptions.

You are expected to take good care of your uniform and will be charged for a replacement item if you lose something. Uniform items that have suffered wear and tear should be given to administration so a replacement can be issued.

3.5. Patrol Obligation

All active Bronze Medallion and Surf Rescue Certificate holders are to fulfil their patrolling duties as per the patrol roster. The club has an expectation that members will perform an average of One (1) Patrol per month.

If you cannot attend a rostered patrol you must find a substitute with the equal or higher award than yourself to fill your shift and advise your Patrol Captain of the name of the person and the award they hold.

3.6. Patrol Rostering

- **Members Area**

The Members Area is the single platform where members can pay membership fees, view rosters and swap patrols.

- **Patrols Groups**

Increasing the number of patrols has meant we have made some changes to the Patrol Teams from last year. Please check the Members Area for details of your patrol group and roster.

Patrols will consist of:

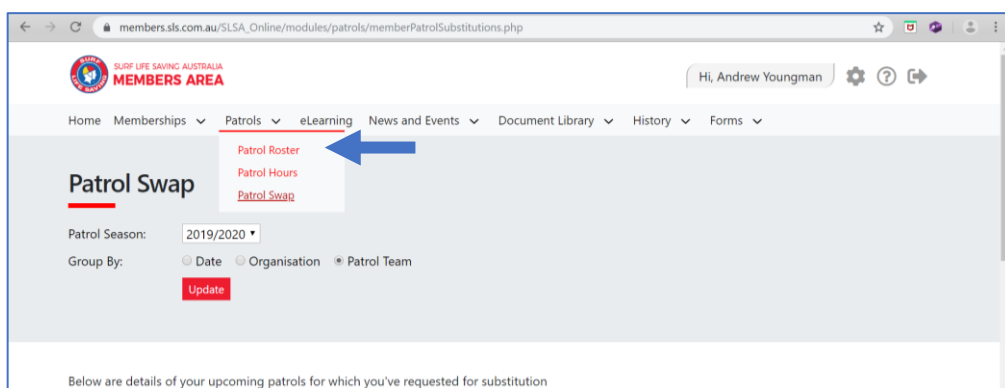
Core group: 5-6 members with the following awards – PC, IRBD, IRBC, ART, FA, Radio who will be allocated pre-determined shifts, and

See below for important information.

3.7. Patrol Substitute

If you cannot make your rostered patrol, it is your responsibility to find a replacement.

In the first instance log onto Surf Life Saving Members Area.




Then select “I need a substitute”. This will identify to all Maroochydore Life Saving members that you require a replacement.

MAROOCHYDORE

Patrol Team: Patrol 04

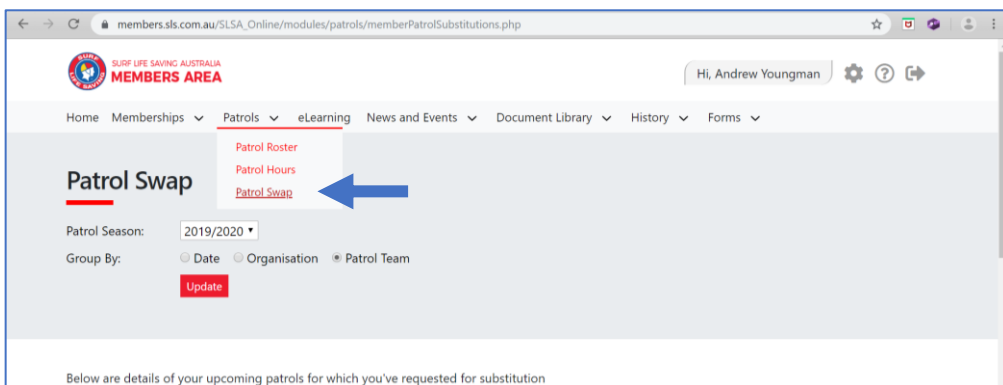
Position: Patrol Captain

Sun 06/10/2019	06:30 - 12:00 (5.5 hrs)	Rostered	I need a substitute 
Sat 19/10/2019	06:30 - 12:00 (5.5 hrs)	Rostered	I need a substitute

If you are unable to find a substitute, contact your PC and ascertain if a substitute will be required. If a substitute is required, look for a member with similar/same qualifications as deemed necessary by your PC. Substitutes may be found using the members portal, or by communication with other members on the MSLSC Patrol Members Facebook Page (Maroochydore Volunteer Lifesavers). If you use the Facebook Page, to locate a substitute, also update the Surf Life Saving Members Area for formalise the relief.

Commencing in season 2021-22, we created a TeamApp page (Maroochydore Lifesaving). This is a great place for team communications, confirm patrol attendance and stay up to date on lifesaving news.


To view other members requests, visit the Patrol Swap site in the Members Area and view available shifts as per the below images.



Below are details of all patrols that other members have identified as needing

Date	Time	Member	Position	Actions
Sat 05/10/2019	06:30 - 12:00 (5.5 hrs)	Member	Bronze Member	I can do this

Club: Maroochydore
Patrol Team: Patrol 08

Date	Time	Member	Position	Actions
Sat 30/11/2019	12:00 - 17:30 (5.5 hrs)	Member	Bronze Member	I can do this 
Sat 18/01/2020	12:30 - 18:30 (6 hrs)	Member	Bronze Member	I can do this
Sun 16/02/2020	12:00 - 17:30 (5.5 hrs)	Member	Bronze Member	I can do this

Club: Maroochydore
Patrol Team: Patrol 04

3.8. Attendance Log / LIMSOC

Your attendance on patrol must be recorded in LIMSOC system, IRB Log and Incident Report Log (using the LIMSOC app) are legal documents and must be completed and filled out correctly. All patrol members must sign in before commencing patrol and sign off after patrol.

Do not sign for another person – this is legally classed as fraud and will not be tolerated by the club. Substitutes should sign for themselves and indicate who they are subbing for. You will find the LIMSOC IPAD located in the Radio Patrol Tower.

3.9. Use of Mobile Phones whilst on Patrol

The Club recognises that smartphones and other electronic devices have become an integral part of everyday life. They may be a great asset if used correctly. But, smartphones and devices may also cause problems when used imprudently or excessively. Public expectation is that lifesavers are dedicated to protecting members of the public and are ever vigilant on patrol.

As a rule of thumb, members on patrol should be able to use their electronic devices to access relevant information (weather updates, Beach Safe or SLSQ App searches), to make calls to SurfCom or emergency service organisations or for urgent personal calls. The use of devices on patrol is discouraged. Members are asked to leave their devices in their bag unless necessary.

If you need to check your phone, then it is up to the patrol captain to allocate time for you to do so out of sight of the public.

3.10. Patrol set up

Patrol set up takes approximately 30 minutes, so you are required to arrive approximately 15 minutes before the commencement of your patrol and speak to your Patrol Captain about what duties you are required to fulfil.

3.11. Patrol Duties - Prevention, Recognition, Rescue, Recovery

The Patrol Captain is in charge of all beach operations, their instructions should be followed promptly. Whilst on patrol let your PC know if you need to leave the beach and ask permission if you wish to go for a swim or take a rescue board out, to hone your skills, so your PC knows where to find you and workloads can be redistributed. Surveillance of the water and beach is mandatory at all times.

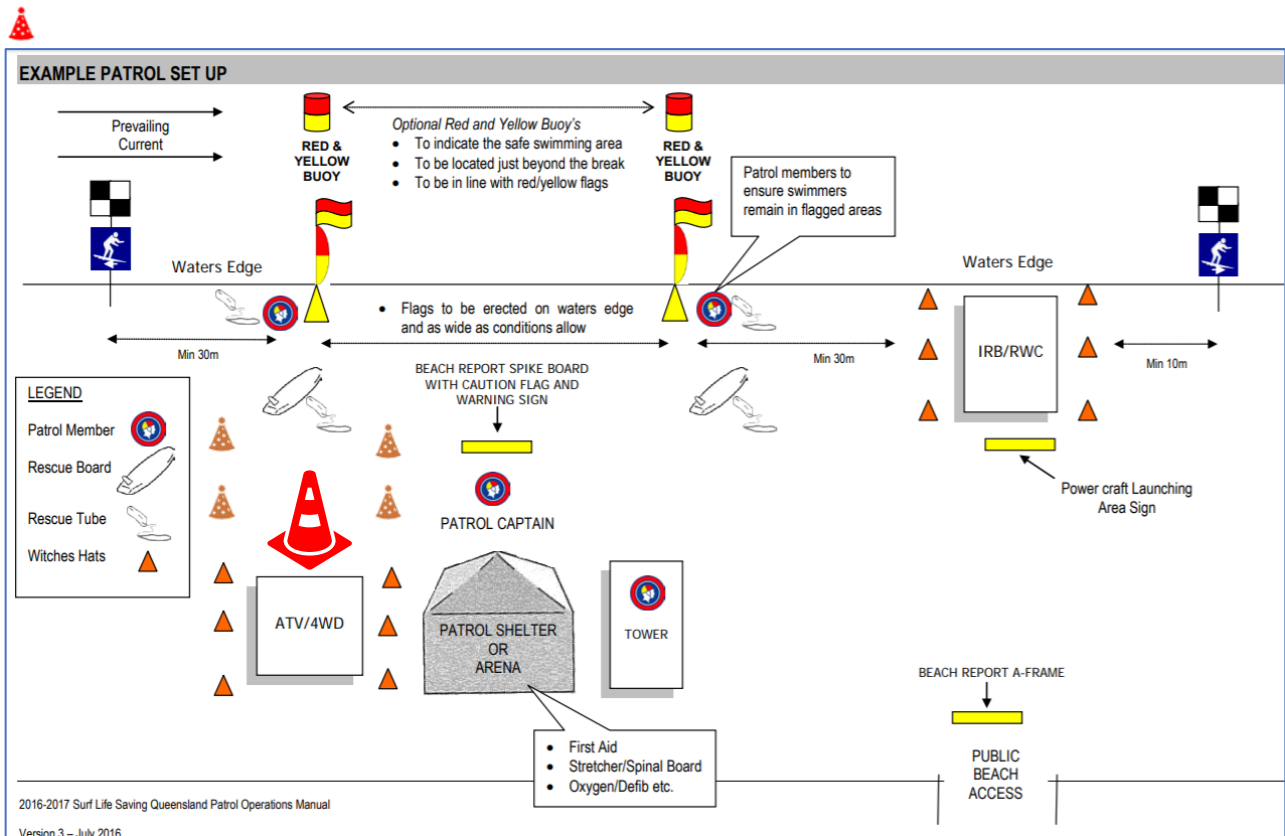
Water's edge: While the general public are within the bathing arena, a patrol member must be stationed on the water's edge or in the patrol tower. The patrol arena should be set up with all rescue equipment including:-

- Bum Bag (A bum bag contains: pocket mask; sun block; pad and pen; whistle; gloves)
- Rescue Board
- Rescue Tube
- Radio (optional)

Arena: The arena is usually set up between the flagged areas with first aid, oxygen, defib, water, ice, spinal board, spare flags, etc.

Set up & Pack up: Patrol gear including boards, tubes and flags are carried to and from the beach. Please be mindful of beachgoers when transporting larger items especially at pack up time when the beach can be crowded. Ask your PC for a job and if you are not sure where things go ask a seasoned member. Refer to Appendix 1 for further details.

Beach setup:



3.12. Patrol Equipment

SSV: This Side by Side Vehicle (SSV) can only be driven by a licensed driver who holds the relevant award and should only be used for patrol purposes. The speed limit is 5km per hour between the flags and 20km per hour in unpopulated areas. When driving the SSV make sure to sign on with the radio tower and advise where you are heading and sign off with the radio tower and report any incidents.

Please note the additional placement of cones in front of the SSV from Oct 19.

The SSV is not to be used for towing equipment.

All beach goers have right of way.

Tractor: The Tractor can only be driven by a licensed driver who has completed the Tractor operator's accreditation and should only be used for patrol and towing/movement of club equipment.

All beach goers have right of way.

IRB: The IRB can only be driven by a qualified driver and the crew should also be qualified. Joy riding is not permitted. IRB training on patrol is permitted, but only under the guidance of a qualified trainer and provided your PC approves. Patrol members using the IRB must keep an eye on all swimmers and stay in radio contact.

If you identify any item of patrol equipment that has been damaged or not operating correctly, report it to the Patrol Captain and record it in Limsoc.

3.13. Personal Injury

All injuries that occur during a patrol are to be reported to your Patrol Captain who in consultation with you will determine the appropriate course of action.

It is your responsibility to disclose any injuries that you have that may impair or hinder your ability to carry out lifesaving duties. Your workload or duties can be altered until you are fit to resume normal activities. However, if you are on workers compensation you will not be able to participate in any lifesaving activities until you can provide a clearance from your doctor. For all enquiries contact the Director of Surf Life Saving.

3.14. Patrol and Radio Keys

The Patrol Keys are located in the key safe in the First Aid Room. This set will consist of the Patrol Tower and the PC Key. Please ensure this key set is returned at the end of each shift. This key set will open:

- Patrol key box (near the Arena) – IRB room, fuel bunker, tractor and SSV key
- First Aid Room – Padlock lock box – spare key to the first aid room cupboards

3.15. First Aid Room

The First Aid Room must be kept clean at all times. Everything is neatly labelled so you should have no trouble locating the appropriate item. Please do not open packaging unless you intend to use the product. Always use gloves and remember sharps, swabs and any waste containing bodily fluids must be disposed of in the appropriate container. All first aid treatments must be recorded in LIMSOC (electronic statistical reporting) regardless of how minor the treatment is. Treatments that require an ambulance call out must also be recorded in the Incident Report Log.

3.16. Radio Operations

Radios are to be collected from and returned to the Radio Officer at the start and end of each patrol.

Radio Channels to be used:

5 handsets on Ch2 (local) and 2 handsets on Ch13 (Surfcom).

Allocation:

- PC - 2 radios in harness-Ch2 & Ch13
- IRB – 2 radios in Overboard packs- CH2 & Ch 13
- SSV - 2 radios -Ch2 & Ch13
- Patrol - all on Ch2 - 1 in Aquapac for roving, remainder in Overboard packs
- Megaphone in arena

LIMSOC is maintained by the Radio Operator or PC and is updated at the start (sign-on), every 2 hours for observations (7:00, 9:00, 11:00, 13:00 and 15:00 and end of each.

If you don't have an operator and you are not familiar with Limsoc please contact either Graham or myself. Limsoc uses your members portal ID but you need to be setup by the club first.

I'd actually encourage us all to get access by:

- Log into the SLSA members area login - https://members.sls.com.au/SLSA_Online/modules/login/index.php
- With the SLSA members portal details then log in to the LIMSOC training portal <https://training-slsq.limsoc.com.au/accounts/login/?next=/>
- Email either Lifesaving or myself to confirm this has been completed and we can set you up on the system and then you will be ready to log into Limsoc
- Limsoc - <https://slsq.limsoc.com.au/accounts/login/?next=/>

3.17. Public Relations

Your patrol uniform stands out on the beach making you highly visible and the public will watch your every move. You may be asked a variety of questions: What are the orange buoys out there? Where is a good place to eat? Are there any sharks here? You will be surprised at what they expect you to know. If you don't know the answers just say so. One of your key jobs is to help educate people about safety at the beach. If someone is doing something unsafe talk to them politely, explain that what they are doing is not safe and try to educate them in the correct way. Try not to gather in groups of more than 3 people as a group can be intimidating for a member of the public to approach for assistance. Lifesavers have a high profile and must be seen to be doing the right thing. The public like to see lifesavers training, especially rescues and resuscitation scenarios, this kind of training is highly recommended.

Dealing with Media

Any dealings with the media should be directed to your Patrol Captain. Lifesavers are only to make comment if approval is given by both MSLSC and SLSQ. Media can be persistent; please be considerate and polite – even if they are hassling you for a comment. Avoid saying “no comment” as this will make them more determined. Simply introduce them to your PC who will then direct them to the appropriate person.

Appendix 1 Patrol Setup and Pull-Down Check List

🇺🇦 The first people to open need to open up the first aid room and prepare the arena with first aid, oxygen, defib, ice, cold water and radios. This equipment can be transported using the SSV.

🇺🇦 Equipment

- Prepare and complete the IRB pre-start and confirm the operational status with the PC
- Prepare and complete the SSV pre-start and confirm the operational status with the PC Prepare and complete the Tractor pre-start and confirm the operational status with the PC
- Check equipment in the Arena is operational – boards, tubes & fins, flags, water, ice, first aid, oxygen, defib, spinal board, sun block, blackboards, signal flags, bum bags and radios.
- Select Power craft area – 30m from the red/yellow flagged area outside of 'patrol area. Place the Place IRB Power craft sign & 6 witches' hats around the IRB area and a Black/white flags a further 10m depending on which side of the flags.
- SSV - Place 6 witches' hats around the SSV area, 4 cones forward of the SSV and one bollard directly in front
- Complete the pre-start for SSV, Tractor and IRB log

🇺🇦 Patrol Flags –

- Place patrol flags and towers at each end of nominated patrol area. Each tower is to be equipped with rescue board, rescue tubes, bum bag and flippers (optional)
- Make sure there is a condition flag in an obvious position and fill in the details required on the blackboard to help keep the public safe. There is an App called BEACHSAFE, which has current information of the beach conditions at Maroochydore for the day. Insert any warnings or advice into the information include tide times
- Allocate members to put Shelter up and sandbags to support it if it is windy
- Ensure there is a radio, in a waterproof cover, in the shelter

🇺🇦 First Aid

- Open the first aid room, ensuring both doors are unlocked
- Check bum bags are filled with appropriate items
- Check the oxygen plus patrol Resuscitation kits (First Aid, Resuscitation, Defibrator), 1 for Patrol use, 1 for the SSV– this will need to be done by an ART holder and documented in the Patrol Log
- General check all first aid supplies

- Check spinal board and stretcher
- Check cold water and ice in freezer
- If anything is missing or needs replacement, write the item on the whiteboard and the date then consult with your PC about obtaining a replacement item

Patrol

- Sign-on correctly on the LIMSOC IPAD
- Hold a briefing session with all patrol members. Allocate duties as required and ensure team members know and understand their roles. Discuss any other relevant information or activities for the day. Remind the team to notify you when they wish to leave the club for lunch and ensure they inform you when they return.
- Ensure all equipment remains operational as per patrol requirements
- Ensure a patrol member is in the arena at all times on patrol

Patrol Change over am to pm

- The incoming patrol should check the activities detail above to ensure equipment is operational, safe and serviceable.
- AM patrol to take AM shift rubbish away

Pack-up

- Ensure all equipment is returned to the clubhouse:
 - All vehicles and trailers (IRB and arena) washed prior to entering the shed
 - Arena – see images below
 - General Wash
 - Empty water cooler and turn upside down
 - All flags placed on top of the arena
 - Witches hats and bollards SSV x 10 + 1 bollard, IRB x 6.
 - 2 x rescue boards
 - 1 x shade shelter
 - Signs (many)
 - Flippers accounted for, dried and stored in a safe and appropriate manner.
 - Empty rubbish for arena, patrol towers and rubbish bins,
 - Return radios to the tower, and
 - Return Defib, oxygen and first aid box to the first aid room
 - SSV and tractor
 - Wash down
 - Clear of rubbish
 - Return Defib, oxygen and first aid box to the first aid room
 - Keys returned to the key box
 - IRB
 - Wash down
 - Clear of rubbish
 - Note any issues in the Patrol Log
 - Equipment
 - IRB Cage Locked
 - Fuel bunker locked and keys to the key box
 - Lock shed doors if required
- Once pack up is complete, sign-off

Appendix 2 Using our Rescue Water Craft

Call Sign – Maroochy RWC

Crossing Maroochy Bar

Prior to entering the bar - Inbound

- Surfcom Surfcom this is Maroochy RWC
- Surfcom Maroochy RWC is inbound Maroochy River Bar

Completed crossing

- Surfcom Surfcom this is Maroochy RWC
- Surfcom Maroochy RWC safely across the Maroochy River Bar standing by in the Maroochy River

Prior to exiting the bar - Outbound

- Surfcom Surfcom this is Maroochy RWC
- Surfcom Maroochy RWC is outbound Maroochy River Bar

Completed crossing

- Surfcom Surfcom this is Maroochy RWC
- Surfcom Maroochy RWC safely across Maroochy River Bar returning to Maroochy Patrol

Storage on Beach

- RWC pre-start has been completed and log book signed onto at the start of the shift
- Ideally store the RWC on dry sand as its easier to launch
- A rescue tube has been cut up and can be used for wheel chocks even if on flat ground
- A blue stripped rope has been added to the trailer to allow a quicker release / launch of the RWC and remove a pinch point from the launch process – see below photo
- Suggest disconnecting the winch strap and tying off the rope so it is ready to launch
- Ensure the RWC is delineated with cones similar to the IRB. If both are on the beach, they can be in the same area.
- Like an IRB, if the RWC is the primary craft, a back-up IRB still needs to be setup

Launching the RWC

- Ensure the Start-up procedure has been completed including bungs
- Remove the white tow rope and leave it with the trailer on the beach (avoids having to open the front storage bin in the surf).
- Discuss with the patrol how you want the patrol to assist upon your return to the beach
- When towing the RWC ensure the dark blue winch strap is connected.

Suggest launching is a two-person operation:

1. RWC operator - launches the RWC and is in control of the RWC. This is to minimise people during launch
2. 2nd person - retrieves the trailer

When launching the RWC from dry sand:

1. Thread the rope through the tow attachment at the front of the RWC and secure it to the trailer so that it will hold the RWC in place.
2. Disconnect the dark blue winch strap and secure using the rope
3. Reposition the rope to the trailer loosely so that the rope can be held by one hand whilst the other hand is on the white RWC fender to push.
4. Push the RWC into the water until the water covers the rear tyre.
5. Release the rope and continue to push the RWC off the trailer and reposition the RWC to face nose into the surf as quickly as possible
6. When deep enough, board the RWC, shake and start
7. 2nd person retrieves the trailer and returns to the marked craft area.



Retrieving the RWC from the beach

Ideally, we don't want the tractor or people in the water when retrieving the RWC where possible

Two options depending on the conditions:

1. Beach the RWC and put it on the trailer – in good conditions
2. Beach the RWC, tow the RWC up the beach with the tractor just enough so it is out of the water and load it onto the trailer

Retrieval using the tractor:

1. The Operator is in control of the RWC and should be the only person around the RWC to minimise people interactions
2. Connect the tow rope to the RWC Tow Attachment Point with clip – see image
3. Reverse the tractor to the RWC without putting it in the water and connect to the tow hitch. See below the correct approach.
4. Drag the RWC up the beach just so it is clear of the water and is safe to load onto the trailer
5. Load onto the trailer and return to patrol area and store correctly



Incorrect



Correct





Clearing and Storage

Jet - When washing out the jet and surrounding areas, prop the front of the trailer on a milk crate and hose out the jet.

As a guide flushing of the jet is complete when you can move the jet with your hand and not hear sand crunch.

Once properly clean level out the RWC and commence the wash down process per the RWC log.

What we don't want

Footwells to be full of sand	Jet with sand clearly visible
	

Storage

- Refuel after each use
- Sign off having completed the close down procedures
- Seat off and in the footwells, front storage open, bungs out, empty water hull, light spray with silicone