



SEASON 17/18 PATROL GUIDE

Contents

Contact list 3

- Committee members
- Lifesaving Services
- Emergency Services

Member expectations..... 4

- Patrol expectations
- Bunkhouse expectations
- Reporting/complaints
- Discipline.....
- Safeguarding Children & Young People Policy

Equipment lists..... 8

- First aid kit.....
- Oxygen kit.....
- Rescue equipment
- Patrol equipment

Patrol setup 11

- Uniform
- Sign on procedure
- Documentation
- IRB setup.....
- Beach setup

Patrol pack up 14

- IRB pack up
- Trailer pack up
- Sign off procedure
- Documentation

Communications

ROLE	NAME	PHONE
CLUB PRESIDENT	Marty McIntosh	0412 026 757
CLUB VICE PRESIDENT	Miranda Bordignon	0408 317 944
CLUB SECRETARY	Liz Barbante	(03) 9467 4105
CLUB CAPTAIN	Ollie Butler	0499 088 968
CLUB VICE CAPTAIN	Michael Barrand	0402 324 444
CHIEF INSTRUCTOR	Ben Wilson	0438 108 812
NIPPERS COORDINATOR	Anna Lennon	0438 500 358
PROPERTY MANAGER	Denis O'Brien	0425 774 040
FIRST AID OFFICER	Jaime Kelly	0409 518 715
GEAR STEWARD	Angas Butterworth	0490 477 440
YOUTH DEVELOPMENT	Ryan Towers	0448 676 186
PROTECTION OFFICER	Paul Malone	0407 337 147

Lifesaving Services

ORGANISATION	PHONE
LSV COMMS	13 SURF (13 7873)
LORNE SLSC	5289 2555
FAIRHAVEN SLSC	5289 6275
KENNETT SLSC	5289 0277
APOLLO BAY SLSC	5237 6765

Emergency Services

ORGANISATION	PHONE
POLICE (local)	5289 2712
AMBULANCE (local)	5222 2555
FIRE (local)	5222 2333

PATROLLING MEMBER EXPECTATIONS

As Surf Lifesavers, we are role models to the public and each other. Although we are a volunteer organisation, a level of professionalism and responsibility is expected of each other.

At Wye River we want to continue our enjoyable and enthusiastic club culture, without sacrificing our primary goal of maintaining a safe beach environment.

In order to do so, there are a few guidelines that have been set out for all active patrolling members and bunkhouse users.

PATROL EXPECTATIONS

Patrolling members are required to complete their designated patrols hours. Patrol rosters are released weeks before the season commences, and it is the member's responsibility to know when they are rostered on.

Rosters and patrol lists can be accessed on the Wye River SLSC website under the "Lifesaving" tab (<http://www.wyeriverslsc.asn.au/>). They can also be sent upon request from the Club Captain.

If for any reason you are unable to make the patrol, you are required to organise a substitute to fill in for you. If you are having trouble getting a replacement, please contact your Patrol or Club captain as soon as possible so they can assist.

On your day of patrol, you should be at the club 15min prior to your rostered time to allow for patrol captain briefing and beach setup.

BUNKHOUSE EXPECTATIONS

The use of the bunkhouse is a privilege. In order to continue its operation long into the future, all members must:

- Not encourage or drink underage
- Not participate in any form of bullying or discrimination
- Not physically or verbally assault other members
- Not have intimate relations with anyone underage

REPORTING/COMPLAINTS

WRSLSC prohibits all inappropriate conduct that constitutes bullying, discrimination and/or harassment of any kind.

If an incident arises, members should attempt to resolve their differences with each other. If unsuccessful, incidents are to be reported to the Clubs Protection Officer. If possible it will be resolved early and informally through discussions with the other party or parties with guidance from the Protection Officer. If more serious or sensitive in nature, it will be escalated to the necessary authorities.

All complaints will be resolved confidentially, and in a timely manner. Disciplinary action will be taken in respect of proven instances of bullying, discrimination or harassment, including, where appropriate, termination of membership.

DISCIPLINE

If patrol attendance, performance or bunkhouse usage deviates outside of our club guidelines and your behaviour is unable to be managed by your senior patrol members, your case may be brought to the committee who will make a decision regarding your future involvement in the club

SAFEGUARDING CHILDREN AND YOUNG PEOPLE COMMITMENT STATEMENT

WRSLSC's core values include being open, welcome and inclusive and building stronger and safer communities for everyone. WRSLSC empowers and expects all members, board members, consultants and contractors to create and maintain a safe culture for children and young people.

WRSLSC is committed to reducing the risks of abuse and harm to children and young people, and will ensure all members, consultants and contractors understand and adhere to the SCYP Policy and Procedure outlined by Lifesaving Victoria, relevant legislation, and statutory requirements.

OUR COMMITMENT TO CHILDREN AND YOUNG PEOPLE

- We are committed to the safety and wellbeing of all children and young people who access any of our activities, programs, events or services.
- We are committed to providing children and young people with positive and nurturing experiences.
- We commit to supporting families and communities to promote children and young people's healthy development and wellbeing.
- We will strive to ensure that children and young people are protected and are not exploited, abused or harmed during their involvement with any of our activities, programs, events or services.
- We will listen to children and young people and empower them by taking their view seriously and address any concerns that they raise with us.

OUR COMMITMENT TO PARENTS AND CARERS

- We are committed to supporting parents and carers to protect their children. We will offer assistance that builds on a family's strengths and empowers them to meet the changing needs of their children.
- We are committed to communicating honestly and openly with parents and carers about the wellbeing and safety of their children.

- We will promote and distribute information about this Child Protection Commitment Statement to children and young people and parents/carers as part of an introduction to our services and programs.
- We commit to transparency in our decision-making with parents and carers as long as doing so does not compromise the safety of children and young people or breach any confidentiality obligations.
- We will work to create an environment in which children and young people are safe and feel safe in any of our program, activities, and/or events

OUR COMMITMENT TO ENSURING A CHILD SAFE ORGANISATION

- We are committed to using good practice standards in the recruitment, screening and employment of WRSLSLSC people, so as we protect from harm, abuse or exploit children and young people who are involved in our club.
- We commit to creating an environment for children and young people to be safe and to feel safe at our club.

These guidelines exist to ensure our club safety, enjoyment and long term success. If you have any questions, please don't hesitate to contact the Club Captain or President.

Guidelines have been adapted from LSV's SCYP policies. Please refer below <https://lsv.com.au/clubs-memberssupportsafeguarding-children-and-young-people/>

EQUIPMENT LISTS

Please check all equipment before patrol

1. First Aid Kit

The following is minimum required equipment for a First Aid kit:

- First Aid Log Book
- Pocket Mask
- Triangular Bandage
- Crepe Bandages
- Steri Strips
- Gauze Pads
- Non-Adherent Dressings
- Band aids
- Gloves
- Surgical Shears
- Vomit Bags
- Instant cold packs
- Space blanket
- Biohazard Waste Bags
- Notepad & pencil
- Protective goggles
- Sharps Disposal Unit



All other/spare equipment will be kept in the First aid room

If any equipment is missing or damaged, please contact the First Aid Officer



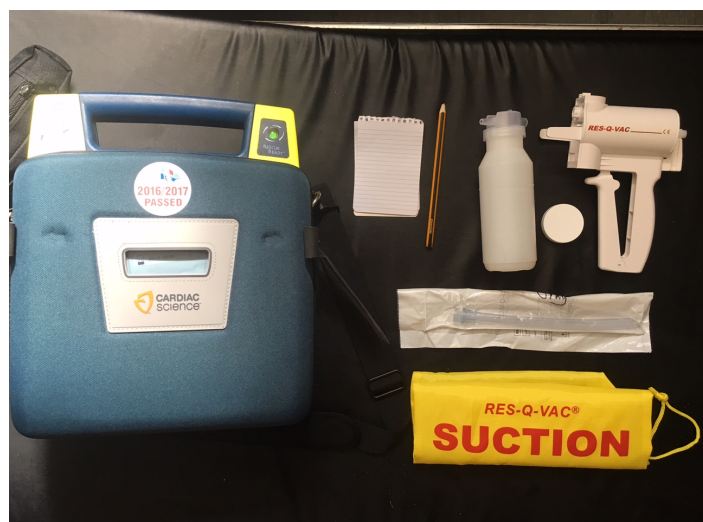
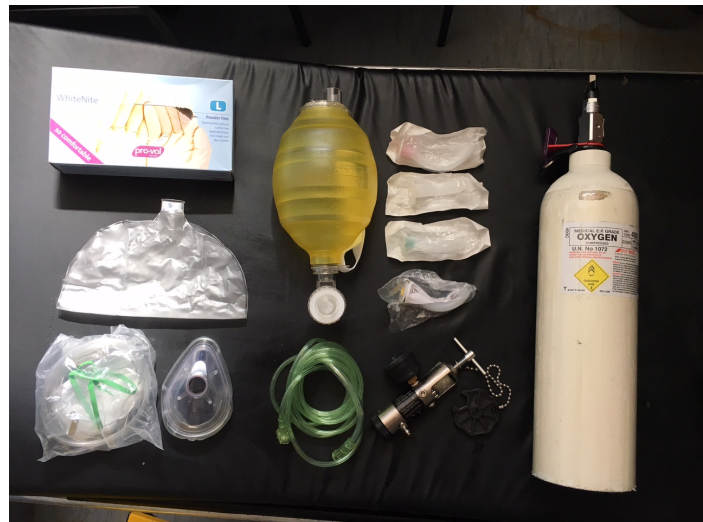
2. Oxygen Kit

The following is the minimum required equipment for an Oxygen Kit:

- Defibrillator unit
- Oxygen Bottle (white)
- Oxygen regulator
- Adult resus mask
- Child resus mask
- Adult therapy mask
- Child therapy mask
- Notepad & pencil
- Gloves
- Tubing
- Reservoir bag
- Ventilation bag
- OP airways
- Suction unit including;
 - Vacuum handle
 - Collection jar
 - Suction catheters

All other equipment will be kept in the First aid room

If any equipment is missing or damaged, please contact the First Aid Officer



3. Rescue Equipment

- All Terrain Vehicle (ATV)
- 2 x Rescue Board
- 4 x Rescue tubes
- 3 x pairs of surf fins
- IRB, including:
 - 2 x lifejackets
 - 2 x paddles
 - Rescue tube
 - Fuel cell
 - Knife
 - Tow rope

4. Patrol Equipment

- 4 x Radios (bags & harnesses)
- First aid bum bags
- 2 x Patrol flags (red & yellow)
- 2 x Surfer flags (black & white)
- 4 x flag screws
- 2 x Signal flags (orange & blue)
- 2 x Surfer signs
- Rescue craft access sign
- Oxygen kit
- First Aid kit
- Sunscreen
- Loudhailer
- Binoculars
- Spinal Board and straps
- Chairs (optional)
- Shelter
- Shovel

If any of the patrol or rescue equipment is not in the trailer, it should be found in the First Aid room, IRB room or Radio tower
If any equipment is missing or damaged, please contact the Gear Steward

PATROL SETUP

1. Uniform

Patrolling members to be in full uniform, including:

- DHL patrol shirt & shorts
- Club bathers
- Patrol cap (red & yellow)
- Patrol hat (broadbrim)
- Sunscreen
- Sunglasses (optional)
- Other appropriate outdoorwear (eg. jackets, jumpers, track pants on cold days – preferably club or lifesaving gear)

2. Sign on procedure

To be performed at the commencement of each patrol.

You can sign on using the Base Radio or by phone (calling 13 SURF)

When signing on with phone or radio, please report:

- **Beach location (Wye River)**
- **Beach status (open/ closed/ inclement)**
- **Patrol strength (full/ partial)**
- **IRB status (operation/ standby/ non-operational)**

Throughout the day advise LSV Comms **immediately** of all...

- Rescues
- Major first aid/incidents
- Changes in IRB/Patrol status
- Major weather changes

3. Documentation

Please complete relevant logbooks at sign on & during patrol, including:

- Patrol logbook
- Radio logbook
- IRB logbook
- First aid logbook
- Incident report database
- Complete IRB whiteboard (Driver, crew, craft and motor number)

4. IRB setup procedure

- Fill and secure fuel sell
- Ensure all other equipment present & secure
- Start motor using IRB washtub
- Place on beach (left of patrol setup)
- Dig in Rescue Craft Access sign in front of IRB

Below is the preferred beach placement and equipment setup of the IRB
If you have any questions please ask the IRB captain



5. Beach setup

- Ensure all equipment is in trailer
- Perform relevant checks (first aid, oxygen, defib)
- Deliver trailer to beach
- Place patrol flags in safest area
- Place surfer flags & signs (15m outside patrol flags)
- Place rescue board & tube (5m inside patrol flags)
- Setup patrol shelter (if needed)

If the beach conditions are deemed too dangerous to open, please place beach closure signs along beach and complete the patrol board. Please notify the public of the conditions if they don't see the signs or enter the water.

Below is the preferred setup of the flags & trailer

Please note, LSV guidelines state that patrol flags and surfer flags should be 10m apart, with rescue board and tube inside the patrol flags for quick access



PATROL PACKUP

1. IRB pack up procedure (if used)

- Place on trailer & take up to clubhouse
- Take out fuel cell & place in IRB room
- Hang lifejackets up in IRB room
- Place motor in washtub & run out remaining fuel
- Hose down entire IRB & trailer
- Remove motor guard & hose down (covering intake)
- Spray motor down with Inox & replace guard

2. Trailer & shed pack up

- Place & secure all equipment (see image next page)
- Drive trailer up & position at BACK of shed
- Drive IRB up & position INFRONT of trailer
- Hose down ATV
- Reverse & position ATV INFRONT of IRB
- Ensure all doors & cages are locked

This positioning allows for quick access of the IRB and rescue equipment in an emergency. Please refer to the images below for ideal pack up.





At the end of the **patrol weekend** (Sunday), please ensure you:

- Sweep the floors (radio room, shed and club room)
- Empty the bins out
- Turn all lights off
- Lock up all doors and windows

3. Sign off procedure

To be performed at the conclusion of each patrol.

You can sign off using the Base Radio or by phone (calling 13 SURF)

When signing on with phone or radio, please report:

1. Beach location (Wye River)
2. Number of preventative actions
3. Rescue details (if any)
4. Number of first aids (major & minor)
5. Average wave height
6. Total beach attendance

4. Documentation

Please ensure all relevant logbooks are complete, including:

- Patrol logbook
- Radio logbook
- IRB logbook
- First aid logbook
- Incident report database