



# MEMBERS HAND BOOK

# **CONTACT DETAILS**

## **Physical address**

**The Serpentine, Bilgola Beach, NSW, 2107.**

## **Postal address**

**P.O. Box 43, Avalon, NSW, 2107.**

## **CLUB HOUSE PHONE**

**9918 2337**

## **FAX**

**02-9918-0074**

## **EMAIL**

**[bilgola@surflifesaving.com.au](mailto:bilgola@surflifesaving.com.au)**

## **WEB SITE**

**[www.bilgolaslsc.org.au](http://www.bilgolaslsc.org.au)**

## **Caretakers Phone**

**9918 2257**

# **PRESIDENT'S WELCOME**

**On behalf of the committee and members of Bilgola Surf Lifesaving Club Inc, I am pleased to welcome you to our club, and the lifesaving experience. It is the prime function of the club to supply fully trained and qualified personnel to patrol our beach, ensuring the welfare of the beach going public. We also provide preventative services and perform any rescue procedure required.**

**Our active patrolling members undergo extensive training to gain their bronze medallions, and in many cases go on to do more awards to widen their knowledge and skills. This in turn increases the efficiency and effectiveness of our patrols. Our Chief Instructor is always available to advise you on any awards.**

**Bilgola S.L.S.C. Inc. was formed in 1949 and since that date has patrolled our beach continuously and uninterrupted, to the highest standards. To support our lifesavers we ensure that the equipment we use is always up to date and well maintained.**

**We are also very mindful at our Club of the strong family focus and community support that we have developed over the years, especially with the growth of our Nipper area.**

**Since 1988 when Nippers were introduced, there has been a constant growth in the numbers each year.**

**The junior ranks provide the clubs future and many of our senior members are testimony to that fact. A significant percentage of our active patrolling lifesavers are either graduate Nippers or indeed, parents of Nippers who have returned to surf lifesaving or have witnessed the lifesaving experience for the first time and decided to join.**

**At Bilgola we also endeavour to provide social interaction and competition to encourage fitness and enjoyment. Having Fun is an integral part of being a member of Bilgola.**

**Bilgola SLSC also encourages members of our Local community to join as social members.**

**This membership is open for Nipper Parents of all ages and to members of the public over the age of 30 years.**

**We are a very community orientated club and see ourselves as a base for all members to come and share in the wonderful facilities that are available in the different areas of the club.**

**As you read on I hope you gain a true insight into what our club is about, no matter what area you are interested in. Basically our aim is to be the best, whether we are patrolling the beach, competing in championships, being a vital part of our local community or simply having fun.**

**Once again welcome to our club.**

**Club President  
Graham Foran**

# CLUB HISTORY

The Bilgola Surf Life Saving Club was formed in the summer of 1949 when a small group of locals banded together, and commenced patrols.

At the end of the 1999/2000 season Bilgola celebrated 50 years of service to the local community.

## The Clubhouse

In 1950, work on the original clubhouse began. It was constructed of sandstone, and at that time, consisted of a hall, a boat shed and toilet facilities.

The clubhouse has undergone many renovations over the years, with a major addition and rebuild completed in 2003. The facilities now include new Changing Rooms, Gymnasium, BBQ area, glazed undercover areas, clubrooms, expanded hall and our famous “Surf Boat Bar”.

## Surf Life Saving

Bilgola has been involved in many developments in the surf life saving movement over the years. Notable were the first trials of the “torpedo tube” and the introduction of synthetic lines, on the now obsolete surf reel.

Numerous dramatic rescues have been performed here over the years, with many awards being presented to members of this proud club.

## Management

The club is run by a management committee, which is chaired by the President, and consists of the following executive positions:

President

2 Vice Presidents

The Honorary Treasurer

The Club Captain

The Honorary Secretary

2 Committee Persons.

Other Office Bearers such as Club Vice Captain, Chief Instructor, Sponsorship Officer, Boat Captain and Vice Captain, Board and Ski Captain, Nipper Chairman, Competition Secretary, branch delegate and IRB Captain and Vice Captain, House Captain, Cadet Co-Coordinator, Social Secretary and Junior Captain complete the current management committee. Full details of Job Descriptions and Current Office holders can be found on our website

[www.bilgolaslsc.org.au](http://www.bilgolaslsc.org.au)

## Bilgola and Surfboats

Bilgola has always had a strong surfboat culture. From the very early days members rowed and competed in surfboat carnivals.

The very first Bilgola surfboat was an old double-ended craft affectionately known as “Irene”. Irene was so named because every time they caught a wave it was “Good Night Irene”.

In 1997 and 2005 Bilgola accomplished extraordinary feats. At the Australian National Championships in Kurrawa Queensland, Bilgola had crews in 4 of the 5 division finals, and went on to win the Junior Championship and the prestigious Open Championship. Only twice previously in the history of the National Championships had any club won more than 1 division.

In the 2002/2003 season Bilgola won the Champion Surfboat Club of Australia. This very prestigious honour is run in selected carnivals all over the country, on a point score system over all of the 5 divisions, from juniors to the open and women’s.

The 2004/2005 season, was another incredibly special time for the Bilgola Surfboat crews. Capping off a very successful season all round, at the Australian National Championships in Kurrawa Queensland, Bilgola had crews in 4 of the 5 division finals, winning the women's open championship for the second year in a row.

### **The Bilgola "Bergers"**

The Bilgola Bergers are a senior winter sporting group, made up mostly of long serving members of the club, who gather at the beach on Sunday mornings during winter for a bit of exercise, fun, a swim, a sausage sizzle and a few beers.

The Bergers were formed over twenty-five years ago and are still the best of mates today.

Each winter Sunday they play touch football at the beach, then brave the cooler waters for a surf, before adjourning to the sun-trap BBQ area of the club where many a tale would be told over a few cold beers.

The Bergers have also been an integral part of the club in the fund-raising area. Each year the Bergers carry out a project on behalf of the club. Whether it be purchasing new equipment or carrying out much needed repairs, the Bergers always contribute to the wellbeing of the surf club. There have also been many generous donations made by members of the Bergers.

These days the Bergers are a little thin in the ranks for the touch football, however, they still intend to keep their tradition going, whether it is touch football or something a little easier on the bones, like beach volleyball, the Bergers will continue.

Bergers also help the club when major carnivals occur. Unselfishly, they come and take over BBQ duties. You only have to ask a Berger and they will be there.

Bilgola Bergers is a type of surf club membership. It is made up of Long Serving members Active Members, Life Members, Associate and Social members. There is no age limit and the surf club wants to encourage members to join this famous winter sporting group. It is a lot of fun.

Remember 9.30ish Sundays in winter at Billy. We want you to join the Bergers.

### **Nippers**

The nippers or junior division was introduced in 1988, to train the local children in life saving techniques. In the first year only 55 children were enrolled. This has started a tradition, which has grown with over 400 children coming down to the Beach on Sunday mornings in summer.

# WHAT HAPPENS

## ABOUT

- Bilgola SLSC is one of the clubs that comprise Surf Life Saving Sydney Northern Beaches Branch (SNB).
- The Branch consists of the 21 Surf Clubs from Manly to Palm Beach.

## SEASON

- The first day of the surf season for Bilgola is the last Saturday in September and concludes on Anzac Day, or the last Sunday in April, whichever is the latter – six months of fun in the sun.
- The Patrol start and finish times vary throughout the season. The various times are detailed on the patrol roster. It is your responsibility to take note of these differing times.
- The Club is **REQUIRED** to provide Qualified Patrols on ALL Saturday's, Sunday's and Public Holidays (including Xmas Day), during the season.
- At Bilgola Xmas Day is deemed a Voluntary patrol. What this means is that it is Voluntary to the members, however it is a **MANDATORY** Patrol for the Club. ie Bilgola SLSC must have the beach fully patrolled as per any other public holiday. Therefore please try and make a commitment (no matter how small) to patrol the beach on Xmas Day, preferably in the afternoon.

## COMMUNICATIONS

- Running a volunteer organisation such as this costs money, so any sensible reductions in expenses are essential. Fortunately the advent of the “electronic era” has allowed the club to reduce its postage costs dramatically.
- Therefore it is vital that each member provides the club with a current email address, as this is our standard form of communication.
- Each member should advise the club of any change in their email address. Should your email address change, please go to the Bilgola Website, Click on “Contact Us” and Click on Update Details. This will allow you to email the appropriate people your updated details.
- The Registrar's email details are listed on our web-site.
- Periodically the committee issues a newsletter referred to as the Bilgola “E-Beat”. As the name suggests, it is an electronic format and is broadcast to all members with a current email address.
- Members are encouraged to submit content to the newsletter, about topical issues relating to the club and or members. This can be done by emailing any of the committee, who's details are listed on our web-site.
- Hard copies of the Bilgola E-Beat are available in the clubhouse near the bar.

# TYPES OF MEMBERSHIP

<b>MEMBERSHIP TYPE</b>	<b><u>CRITERIA</u></b>
<b>JUNIOR ACTIVE</b>	<b>Patrolling Members 15 to 17 Years Old.</b>
<b>SENIOR ACTIVE</b>	<b>Patrolling Members 18+ Years Old.</b>
<b>ACTIVE RESERVE</b>	<b>Patrolling Members are eligible to apply to the Committee, through the Registrar, for Active Reserve membership after completing 8 years of rostered patrols. There are reduced patrolling requirements for Active Reserve members.</b>
<b>BERGER</b>	<b>Winter Sunday morning sporting group – mostly of long serving members of the club</b> <ul style="list-style-type: none"> <li>– No age requirement</li> <li>– All Welcome</li> </ul>
<b>SOCIAL</b>	<b>Non-Patrolling senior member of the club - Includes Nipper parents and other supporters.</b>
<b>ASSOCIATE</b>	<b>Non-Patrolling Spouse or partner of a Social member.</b>
<b>LONG STANDING</b>	<b>Patrolling Members are eligible to apply to the Committee, through the Registrar, for Long Standing membership after completing 10 years of rostered patrols. There are no patrolling requirements for Long Standing members, although many proficient competitors still choose to patrol.</b>
<b>DISTINGUISHED SERVICE</b>	<b>The Highest Club Award available to all Club members - may be granted by the Club committee alone, to such members who have rendered distinguished or special service to the club in the achievement of its objects. It is NOT a requirement for a Distinguished Service member to be a patrolling member.</b>
<b>LIFE MEMBERSHIP</b>	<b>The Highest Club Award that can be granted by a Surf Lifesaving Club, to a member who holds the SLSA Bronze Medallion – Must be approved by more than 2/3rds of the committee and then by more than 2/3rds of the membership present at a General-Meeting, in accordance with the Bilgola SLSC “Statement of Objects and Rules”.</b>

<p><b>CADET</b></p>	<p>This group is for people aged 14 to 17. On turning 14 the surf rescue certificate can be attained. This award teaches basic first aid, resuscitation and surf rescue skills, it also enables members to become active members of patrols. On turning 15 cadets are able (and encouraged) to complete their bronze medallion. The Bronze Medallion is the minimum standard for a qualified Surf Lifesaver. Cadets, as well as being a great way to keep fit, the social side of it is well worth it.</p>
<p><b>JUNIOR (NIPPER)</b></p>	<p>Nippers is the name given to the junior members of the surf club. They are aged 7 years and up to 14 years. Nippers start learning about Surf Life Saving and Surf Awareness. Becoming a nipper is an important first step to becoming a Surf Life Saver. Emphasis is on participation and fun.</p>
<p><b>GYM MEMBERSHIP</b></p>	<p>A full member of the Club is entitled to apply for Gym Membership, which gives access to the gym and training equipment.</p>

**NOTE** - All new membership applications are approved by the committee. The committee reserves the right to refuse any application without reason or explanation.

### **SOCIAL ACTIVITIES**

Bilgola's regular club social activity is at end of each month "Friday Sippers". The last Friday night of each month is open to all members and friends to come along and enjoy our clubhouse - we have a BBQ operating (run by members) and on occasions when we are confident of reasonable numbers (most Sippers through summer) we have a band playing. The nights go from around 5.30 pm till 11.00 pm. Young children are welcome but please note that we have a 9.00 pm curfew for them, and close supervision by parents is required. As the club is a "licensed premises"; under no circumstances will alcohol be served to persons under the age of 18.

Following Nippers on each Sunday morning in summer, the bar is usually open for a period of time depending on demand. The bar may well be open for the whole afternoon, but a phone call to the clubhouse on 9918 2337 would be advisable to confirm.

Each year in the off-season we have a Games Night at the club, to play for the BOG CUP (Bilgola Olympic Games). We have a variety of games including table tennis, pool, carpet bowls and darts. This night is keenly contested by young and old. Watch out for details on the website so you don't miss out on this fun event.

Other social activities include an annual Boaties Lunch at the end of each competition season (held at the clubhouse and attended by boat rowers and their supporters), an annual Awards Presentation Afternoon/Evening, held at the clubhouse (following the end of the patrolling season), and an Annual Nippers Presentation Afternoon/Evening following the end of the Nippers Season. We always have a social time after our AGM each year, and all members are encouraged to attend this occasion. Also, whenever a new boat is launched, there is a celebration to mark the occasion. The Club Newsletter will give details of all these events.

Any suggestions about social activities would be welcome, and could be directed via email to any of the club committee members.

For all enquiries as to functions and access to the clubhouse, contact our resident caretakers on 9918 2257.

## **CLUB COMPETITION**

Bilgola SLSC participates enthusiastically in the Surf Boat events run by the SLSA during the Season, and we are keen to develop our representatives in other areas, such as surf swim, board and ski and Beach sprints and flags. As a preliminary step, we run a Club Championship every year, late in the season, where we can identify our potential talent.

We are always interested in hearing from people with coaching qualifications, or who are prepared to undergo the necessary training and child protection processes to assist us in this area. Our Board and Ski Captain is already working on developing a training group in those disciplines. Our next step will be to look for Beach relay teams, probably starting in our Cadet and Junior areas.

Here are the Local Rules for the Annual Bilgola Club Championships.

As per Competition Manual, plus:

1. **Age groups.**  
All entrants' ages will be calculated as age at 11.59 pm September 30. Age groups for Men and Women will include Open, u/19, u/17, u/15\*, Over 35 and Over 45.
2. **Entrants are free to compete in their own age group as well as older groups for junior competitors, and their own age group and below for masters competitors.**
3. **This is providing there is only one result counted per race entered. That is to say, if two races are run at the same time, entrants are to nominate which age group they are racing in with the scorer before the race commences. Failure to nominate a different age group will be taken as a competitor to be competing in their chronological age group.**
4. **If races are held separately, entrants are free to race in more than one age group.**
5. **We want to encourage participation, so every starter in an event will gain one point. In addition, extra points will be awarded as follows:  
1<sup>st</sup> = 4 points - 2<sup>nd</sup> = 2 points - 3<sup>rd</sup> = 1 point.**
6. **In the event of a dead heat, points will be awarded equally, but if the dead heat is for 1<sup>st</sup>, there will be no second place points awarded, or if it is for 2<sup>nd</sup>, there will be no 3<sup>rd</sup> place points awarded. The decision of the judges will be final in this matter.**
7. **There will be Championship Awards by Age Group, but only points earned in the Open Division will count towards the overall Club Champions.**
8. **There must be a minimum of 3 starters for an event to be run.**
9. **All competitors must sign in and receive a competition number prior to competing. This number is to be worn on the competitors shoulder and will be used by judges and recorders for identification purposes during the championship.**

**Club Championship Point-score events are as follows:**

- **Iron Man \***
- **Iron Woman \***
- **Surf Swim**
- **Board Race**
- **Ski Race**
- **Beach Sprint**
- **Beach Flags**

**\* NOTE: U/15's are not permitted to compete in the Iron Man/Woman or Ski events.**

**Other Non Point score events which are conducted at the same time, include the**

- **Board Rescue**
- **Wave Ski Race**
- **The Bilgola “Bolt” (A Running Race from the Northern Headland along the beach to the Southern Headland.)**

## **CLUB AWARDS**

**Each season the club honours and recognises various high achievements. These awards are handed out at the annual presentation afternoon/evening, usually commencing around 4pm on a Saturday, shortly after the end of the patrolling season. The Presentation evening is where all lifesaving awards such as bronze and silver medallions are formally presented, together with trophies from the club championships and perpetual trophies in various categories. It is also a social evening where all members can come and mix together.**

**Major Awards are as follows:**

- **Patrol of the Year - Selected by the committee during the course of the year and is selected on a wide range of criteria, including**
  - **Punctual and Correct Set-up.**
  - **Professionalism during patrol - Vigilance, Focus and Public Profile.**
  - **Patrol uniform.**
- **Club person of the Year - Selected by the committee during the course of the year and is selected on a wide range of criteria, including**
  - **Outstanding commitment and service to the club.**
- **IRB Person of the Year – Selected by the committee during the course of the year and is selected on a wide range of criteria, including**
  - **Outstanding commitment in the area of IRB’s.**
- **Outstanding Lifesavers of the Year - Recognises the Top Lifesaver by number of hours patrolled. More than 10 default hours (rostered hours missed without a substitute) removes members from contention. A Cap of Honour plaque is in the Club House, detailing each year’s recipients.**
- **Saxon Glover Award - Recognises the most outstanding Bronze Medallion Candidate of the Season. It is awarded at the discretion of the Chief Instructor and not necessarily awarded every year. (Saxon Glover was the Chief Instructor of the club who was tragically killed in an accident. This award is dedicated to his memory).**
- **Patrol Captain of the Year - Selected by the committee to the Patrol Captain who has excelled in Service and Leadership.**
- **Boat Crew Awards - Junior Rower of the Year, Female Rower of the Year, Crew of the Year and Rower of the Year. (Recognising the greatest contribution to rowing in the club for the season.)**

## **FUNDRAISING COMMITMENT**

**For a club such as this to function properly, money is required for both every day running expenses and also specific equipment purchases.**

**The club has a fantastic sponsor in Nature’s Way Vitamins. Nature’s Way is a national company but has its head office in Warriewood.**

**Nature’s Way see the surf lifesaving lifestyle as being in line with their product aims, and their support for our club is substantial.**

**Without their support we would not be able to afford the very top line equipment that we have in our club, but of course their contribution cannot cover everything. From time to time the club holds fundraising events and we ask that all members participate to make them successful. These events take considerable time and effort to organise and the assistance of each member is vital to the club’s growth.**

## **ANNUAL GENERAL MEETING**

The Annual General Meeting is usually held on either the last Sunday in July or the first Sunday in August, commencing at 11am. It is the occasion where the Annual Report of the Club is formally presented to the members and when the election of the committee for the following season takes place.

Any financial member of the club may stand for any position on the committee.

All fees for the following season are due and payable at the AGM.

Only financial members who hold a bronze medallion, or who are Distinguished Service or Life Members are eligible to vote at the Annual General Meeting.

A full list of committee positions, copies of the Constitution, and Objects and Rules of the club are on our website [www.bilgolaslsc.org.au](http://www.bilgolaslsc.org.au)

We strongly suggest that all members read these pages.

## **GYM**

The Gym is located on the Eastern side of the ground floor of the clubhouse.

- Gym membership is separate to the main Surf Club Membership, however you **MUST** be a member of the main club, to become a member of the gym.
- There are conditions applied to this membership relating to safe use of the equipment and any breach of safety protocols can lead to gym membership being revoked.
- It is intended that the gym be financially self sufficient, hence the separate membership fee.
- This independence allows the Gym Members to largely control the equipment purchases and operation of the gym.
- Access to the Gym is **STRICTLY** for financial Gym members **ONLY**.
- Each financial Gym member will be issued with a key, upon payment of a \$30 deposit.
- This deposit is refundable upon return of the Key to the committee.

## **PATROLLING MEMBERSHIP RENEWALS**

- The Club operates on the basis that unless a member advises us that they do not intend renewing their Patrolling membership, then they will be available for Patrol in the coming season.
- This is the only way we can have sufficient time to prepare the approaching season's patrol roster.
- Therefore it is vital that should your circumstances change, and you do not intend patrolling in the coming season, you advise the club (preferably in writing) of your position.

## **PATROLS**

- Patrols are the basis of surf life saving - the reason for us being here. At Bilgola we have set high standards for our patrols, and we are constantly striving to improve in all areas.
- Public Perception - at all times conduct your self in a manner befitting the important position of a lifesaver. Doing this will develop respect from the public and their confidence in our ability to provide assistance on the beach and in the surf. Move out from beneath the tent and patrol the waters edge from headland to headland including the pool, especially when the beach is crowded. **KEEP ACTIVE!** Let the public know that you are there and ready to help them if required by being seen around the patrol area and beach.

- **Patrolling members are required to undergo proficiency examinations each year in order to remain as an active member during any one season. You will be informed of the date by your Patrol Captain, and should you be unavailable on the allotted date, it is your responsibility to contact the Chief Instructor to arrange a suitable alternative date.**
- **Patrolling members have made a commitment to the club, their fellow patrol members and the public to attend their rostered patrol. If people miss patrols, it can jeopardise the efficiency of the patrolling system and compromise the club's purpose. If members cannot attend their patrol, then a substitute must be organised to cover that roster.**
- **A chat room on our Web Site is available for members to offer their patrol spot, which may assist in finding a substitute. This will only work if members actively monitor the chat site, and is NOT a guarantee that a replacement will be found. (Please note a substitute MUST have the equal or higher awards - eg if you are an IRB Driver or ARC holder, then the substitute must also have these awards).**
- **Any member unable to attend his allotted patrol shall fill his place by arrangement with another member or through unforeseen circumstances cannot attend his allotted patrol shall phone his patrol captain with the reason for his absence the name of the substitute 3 days prior to his patrol.**
- **Any member who is late for a patrol (or patrols) without arranging a sub will be required to make up double the time absent.**
- **Any member unable to attend his allotted patrol shall fill his/her place by arrangement with another member. The member shall phone his/her patrol captain with the reason for his/her absence, advising the name of the substitute 3 days prior to his/her patrol.**
- **If a patrol is missed (without a substitute) then that member is deemed to be down hours, and privileges of membership may be withdrawn (competition rights, use of equipment, use of gym, etc) until the appropriate number of penalty hours (Two for one) are completed to the satisfaction of the Club Captain and or Patrol Captain.**

#### **PATROL HOURS FOR COMPETITORS:**

**Surf Lifesaving Australia is very clear about patrol requirements for competitors. Their minimum requirements, together with those of our club constitution are as follows:**

- **Active-Seniors and Juniors - 25 hours for State and National Titles. That is 25 hours of rostered patrols in the Calendar Year prior to the championships.**
- **Active Reserves - 12 hours for State and National Titles. That is 12 hours of rostered patrols in the Calendar Year prior to the championships.**
- **Pro rata hours apply when an eligible member has not been in the club for a full year**
- **Long Standing, and Life Members - No Patrol requirement.**

**The Bilgola SLSC Constitution and "Statement of Objects and Rules" states the following on Page 39:**

- **"Any member who has missed a patrol and failed to organise a substitute (thereby placing their patrol in jeopardy) will be ineligible for entry in any future carnivals until the patrol commitments are in order, ie. The individual/s will be required to complete an appropriate number of penalty patrols to the satisfaction of the Club Captain or their Patrol Captains."**
- **Our Constitution deems the "appropriate" number of penalty patrols to be Two (2) for One (1).**

**IT IS THE RESPONSIBILITY OF THE INDIVIDUAL COMPETITORS TO UNDERSTAND AND COMPLY WITH THESE RULES.**

**A copy of these rules is on the Bilgola Website.**

- **Patrol Times**
  - These vary throughout the season.
  - It is the Patrol Members responsibility to know these times.
  - They are detailed on the Roster.
  - All members should arrive for Patrol
    - AT LEAST 30 minutes prior to start time, for Morning Patrols.
    - AT LEAST 15 minutes prior to start time, for Afternoon Patrols.
- **Car Parking stickers** – will be available for those financial Patrolling members living outside of the Pittwater Council area. Eligible Patrolling members will be issued parking permits on your first patrol of the season, by your patrol captain.
- If there are any further queries about patrol, please contact the Club or Vice Club Captains or your Patrol Captain.

## **PATROL UNIFORM**

- All Patrolling members will be provided with ONE full Patrol Uniform with the current sponsorship on it.
- For new SRC and Bronze graduates, you will be provided with your Uniform by your Patrol Captain, on your first Patrol.
- The COMPLETE Patrol Uniform should be worn at all times, whilst not in the water. When in the water, the Red and Yellow Patrol Cap **MUST** be worn. **FAILURE TO WEAR THE UNIFORM AS DETAILED ABOVE, MEANS THAT YOU MAY NOT BE CREDITED WITH PATROL HOURS AND / OR PRIVILEGES OF MEMBERSHIP MAY BE WITHDRAWN (COMPETITION RIGHTS, USE OF EQUIPMENT, USE OF GYM, ETC).**
- The First Uniform is free – Any replacement for lost items must be paid for. Items damaged in the line of duty will be replaced free of charge.
- Currently Surf Life Saving Australia is sponsored by DHL. As part of that sponsorship deal, all members are **REQUIRED** to wear their **FULL** uniform whilst on patrol, consisting of
  - DHL Patrol Shirt
  - DHL Patrol Shorts
  - Red and Yellow SLSA Patrol Cap
- From time to time the Sponsors will change – **UNDER NO CIRCUMSTANCES WILL PATROLLING MEMBERS BE PERMITTED TO PATROL IN UNIFORMS WITH THE INCORRECT SPONSORSHIP.**
- If the sponsor changes, you will be provided with a new Patrol Shirt and Shorts with the correct Logo's (at no charge). You should then destroy the out dated uniform, so you do not accidentally take it to your next patrol.

**CODE OF CONDUCT** - It should go without saying, that a Lifesaver is a high profile, highly regarded position. SLSA requires all of its members to maintain a high standard of conduct at all times when representing the movement. Therefore all Bilgola SLSC members **MUST** -

- At all times behave in a way that upholds the values, integrity and good reputation of the SLSA and Bilgola SLSC;
- Comply with any conduct requirement that is prescribed by the regulations;
- Act responsibly and with care
- Treat everyone with respect and courtesy, and without harassment;
- Follow operating procedures;
- Promote a culture of safety

## **CAPTAINS ROOM**

- The Captains room is located on the North East corner of the upper deck of the clubhouse.
- All Patrol & Vice Captains have a key to the Captains Room.
- The following Patrol Equipment is located in the upper cabinets on the Southern wall.
- Patrol Radios
  - Hand Held – These are to be placed in the battery charging cradles, ENSURING that the RED light illuminates. That means it is charging. When the radios are required for patrol (3), they MUST be put into the water resistant plastic pouches, which are also located in the cabinet.
  - IRB Water Proof Radio – This has 2 battery charging leads (blue & brown) that MUST be correctly connected to the charging pins. On the inside of the cupboard door there is a photo of the correct storage & charging set up.
- Signal Flags – Located in a sleeve near the glass door – These are to remain in the captain's room, as there is another set on the patrol trolley.
- Shark Warning Flag – Located in a sleeve near the glass door – This is to remain in the captain's room, as there is another one on the patrol trolley.
- Quad Bike Key – Located on a hook inside the cupboard door – This must be returned to this place after each patrol.
- Patrol BLUE Bag – This contains the Patrol Log Book, the IRB Log Book, the Incident Report Book, Laminated Tide Charts, Laminated Patrol Rosters & Laminated Patrol Guidelines.
- Membership Forms - Located in a sleeve under the cabinets.
- Patrol Rosters - Located in a sleeve under the cabinets.
- Contact Phone No's for all key Club Personnel, plus Local Emergency Phone No's.

**FIRST AID ROOM** – The First Aid Room is located on the Northern side of the ground floor of the clubhouse (on the Eastern side of the gym). All Patrol & Vice Captains have a key to the First Aid Room. It should be opened during each patrol, and locked at the end of each patrol day.

The following Patrol Equipment is located there.

- A bed and sink designed for First Aid purposes.
- First Aid supplies.
- Portable First Aid kit.
- Oxygen Resuscitation Units (Oxy Viva) - both large and small portable units.
- Spare FULL Oxygen Bottles.
- Stiff-neck Collars.
- Spinal Board.
- A Fridge and Freezer, containing Water and Ice Packs – An esky to hold the Water and Ice when required on the beach for patrol.
- A Portable Defibrillator (Only to be used by those people with specific Defib qualifications).
- A key to the Disabled Toilets.
- A Wheelchair designed for use on the beach – Please provide assistance if requested.

**PATROL GEAR & IRB ROOMS** – The Patrol Gear and IRB Rooms are located on the Eastern side of the ground floor of the clubhouse. All Patrol & Vice Captains have a key to the Patrol Gear and IRB Rooms.

The following Patrol Equipment is located there.

- The Patrol Trolley. This contains the majority of the equipment you need for each Patrol. Occasionally some of the equipment is removed, so it is the responsibility of each Patrol to go through the checklist of equipment required to be on the beach during Patrol. This list is on a laminated page in the Patrol Blue Bag.
- The Oxygen Resuscitation Unit, Stiff Neck Collars, Spinal Board, Esky and First Aid Kit are to be returned to the First aid Room after each afternoon Patrol \*
- The Quad Bike is stored here. It must be parked in “Neutral” and chained up to the IRB Motor test tank, with the Ignition key locked in the appropriate cabinet in the Captains Room. (See details below on use)
- Spare Rescue Boards, Rescue Tubes, and all Warning Signs
- IRB’s (Rubber Duckies)
- A White Board for registering any malfunctions or issues that need to be addressed eg any problems with the IRB’s or Motors should clearly be detailed here
- All gear **MUST** be washed down thoroughly in fresh water at the end of each patrol day

\* Please be aware that some of our equipment including the Oxygen Resuscitation Unit, Stiff Neck Collars, Spinal Board, and First Aid Kit are used during the week by the Council Lifeguards. Therefore they **MUST** be returned to the First Aid Room, so that they are available for the Lifeguards.

**THE SHARK ALARM** – The Shark Alarm (siren) is located on the outside wall of the North Eastern corner on the ground floor of the clubhouse. The switch for it is located up high on the Eastern end of the Northern ground floor wall.

**RESCUE BOARDS & SKIS** – The Board and Ski area is located on the South Eastern side of the ground floor of the clubhouse.

Patrol gear is potentially fragile. All gear – specifically Rescue Boards, Rescue Tubes, IRBs, Motors & Skis must all be treated with utmost respect and care. All of the gear is **OUR** Property as club members.

- All Boards & Skis are numbered on the nose of the craft which indicates the discipline the Board or Ski can be used for; e.g. competition, general use or training. Please see the signs hanging up, which detail this fully.
- After using any equipment, it **MUST** be washed down thoroughly in fresh water and placed back on appropriate rack.
- Equipment is not to be used if you are not competent on it. Training can & will be provided – If you are interested in learning to paddle boards, skis, or compete in any inter-carnival events, please contact the Board & Ski Captain (current Gold Medalist). This applies to Masters also.
- If you damage any equipment, you are to remove it from the surf, wash it down, remove it from use, **CLEARLY** mark it for repair, and notify the Board & Ski Captain by email or phone.
- All gear taken out of the shed **MUST** be returned, and **NOT** left on the beach. By all means use the equipment, but put it back when you have finished and after you have washed it down.

- **FIBREGLASS AND PLASTIC EQUIPMENT MUST NOT BE DRAGGED ON CONCRETE OR SAND – RESCUE BOARDS AND SKIS ARE NOT MADE OF STEEL. DRAGGING THEM DAMAGES THEM.**
- **DON'T BE AFRAID TO STOP SOMEONE MISTREATING EQUIPMENT. REMEMBER IT IS YOUR CLUB TOO.**

**THE IRB CAGE** – The IRB Cage is located at the back of the Patrol Gear and IRB Rooms. All Patrol & Vice Captains have a key to the IRB Cage.

The following Patrol Equipment is located there.

- Spare Motors.
- Tools and Spare Parts.
- Fuel Bladders
- Fuel – Both Mixed and Un-mixed, with Tags identifying them.
- Water Flush Adaptor for the Motors.
- The IRB **MUST** be washed down thoroughly in fresh water at the end of each patrol day.
- All IRB Motors that are used in salt water **MUST** be flushed with fresh water at the end of that patrol day. There are 2 ways of doing this:
  - By placing the motor in the “test tank” and running for 5 minutes. The fuel should be disconnected at the bayonet to the motor and run dry, during the flushing procedure.
  - By removing the Water Flush Bolt from the right hand side of the motor leg (just below the cowling) and attaching the Water Flush Adaptor + the running fresh water hose, and running the motor for 5 minutes. The fuel should be disconnected at the bayonet to the motor and run dry, during the flushing procedure.

\* Please note

- All of the Outboard Motors are 2-stroke, and **REQUIRE** oil in the fuel.
- All refuelling must be done outside the shed away from any potential ignition source, using **MIXED** fuel.
- The bladder **MUST** be removed from the IRB for refuelling.

**IRB'S (POWERCRAFT)** – Bilgola currently has only one form of power craft, being the IRB's. The IRB's can only be driven by Patrolling members that meet the following criteria:

- They **Must** have attained the SLSA Silver Medallion IRB Drivers award, and they **Must** perform an annual proficiency test.
- They **Must** hold a current Australian Powerboat Drivers Licence.
- They **Must** adhere to the **POWERCRAFT CODE OF CONDUCT** (which in brief is):
  - Act responsibly and with care
  - Promote a culture of safety
  - Your craft is high profile
  - Understanding your limitations and that of your crew
  - Follow operating procedures
  - Safety First
- An IRB can **ONLY** be crewed by Patrolling members who completed their Bronze Medallion **PRIOR** to 2003, **OR** who have attained the separate SLSA IRB Crewpersons certificate.

**QUAD BIKE** - The Quad bike can only be used by Patrolling members that meet the following criteria:

- They Must be 18 years or over.
- They must hold a current Australian Motor Vehicle Drivers Licence.
- They must have successfully completed the “ATV Induction Course”.

If you meet the above criteria, but have not done the ATV (All Terrain Vehicle) induction course, then please discuss with your Patrol Captain, who can assist.

- Paramount to use of the Quad Bike is maintaining a responsible public profile at all times.

Please Note - The Council Lifeguards use our Quad Bike during the week. As part of our arrangement with them, they refuel it ready for our use, so it is unlikely to need to be refuelled by us. If for some reason refuelling is required, it must be done outside the shed away from any potential ignition source, using UNMIXED Unleaded fuel. It is a 4-stroke motor and does not use oil in the fuel.

### **TRAUMATIC INCIDENTS**

Unfortunately, Critical Incidents do happen. The following is the procedure for Clubs or members to follow, to access the Branch TIPS Team (Traumatic Incident Peer Support Group) following any critical incident involving our members, together with the team protocol.

- The Patrol Captain or other designated person will radio Warringah Surf Rescue and notify them of the incident.
- Warringah Surf notifies the Duty Officer of the incident and its details.
- Warringah Surf notifies the “on Call” members of the critical incident team with as many details as possible.
- Two members of the peer support team will attend the site as soon as possible.
- Should those people on call not be contactable, then the Warringah Surf personnel will try all other members on the list.
- No member of the team can attend an incident on his or her own. One member may attend an incident with the coordinator.
- The coordinator of the team should be notified of the incident so that he/she may be able to prepare to debrief and support the team members who attended the incident.
- If, for unforeseen circumstances no one from the team or the coordinator was contactable then it is essential that all the details of all persons involved in the incident be taken so that phone contact can be made with them within the next 24 hours.
- The pamphlet should be handed out to all those people before they leave the scene.
- The pamphlet should be given to all participants of the defuse.
- After the defuse the team members are to contact the team coordinator to debrief themselves and plan for the follow up on the people involved in the incident.
- Members of the public are at times given the opportunity to have a defuse session. This should be run separately to the Surf Lifesaving session.

### **MOST OUTSTANDING CLUB (MOC)**

- Each year a competition is held for the Most Outstanding Club (MOC) in Sydney Northern Beaches.
- Bilgola strives to win this award each year.
- Points are awarded for several different areas. Some areas, that you as patrolling members can influence are:

- **Random Patrol Inspections by Branch (Scored out of 100) – Points are deducted for incorrect or missing patrol uniforms, incorrect or missing patrol equipment, and poor rescue or resuscitation technique.**
- **Correct (or earlier) Patrol Log On (morning Patrol only), and Correct (or later) Log Off (afternoon Patrol only) i.e. the morning patrol must be fully set up, operational and logged on PRIOR to the designated start time. The afternoon patrol must log off AFTER the designated finish time. Points are deducted for late Log On, or early Log Off of Patrols.**

**Once again, if you have any interest in competing, learning new skills or gaining new awards, or ideas for social activities or any other suggestions, please contact any member of the committee, who will steer you in the right direction.**

**Members of the committee only want the best for the club (otherwise they wouldn't give up so much time working for the club) so new ideas and suggestions are always welcome.**

**The committee list, with contact numbers, is on our website.**

**Please refer to the website ([www.bilgolaslsc.org.au](http://www.bilgolaslsc.org.au)) often, as updates are constantly being entered.**