



**POINT DANGER BRANCH
PATROL CLUB OF THE YEAR AWARD
2018/2019**

**GUIDELINES
&
JUDGING CRITERIA**

Effective : 01st August 2018

POINT DANGER BRANCH PATROL CLUB OF THE YEAR AWARD

1. PREAMBLE

- » The Point Danger Branch 'Patrol Club of the Year' Award was introduced for the 2006/2007 Surf Life Saving season.
- » A perpetual Trophy is to be kept and displayed at the Branch with the winning clubs name engraved. This will be presented to the club at the Branch Annual Dinner but will remain the property of the Branch.
- » The winning Club will receive a plaque to keep outlining their achievement and a significant prize related to 'lifesaving'. This prize will be reviewed on an annual basis and may change from year to year (though it is noted that this is determined by the sponsoring body).

2. BENEFITS

The benefits in conducting a Patrol Club of the Year competition are many, with some of the main benefits having been identified as being:

- » The advancement of lifesaving skills
- » Promoting patrolling efficiency
- » Using the competition as an identification tool that can detect areas of patrolling that may need improving and reviewing
- » Building morale and club strength
- » Keeping patrols active

This competition will form an important role in the patrolling system, with the end of season results a discussion point and a representation of how well the club is managing itself on the beach and also within the area of lifesaving 'administration'.

3. JUDGING FORMAT/CRITERIA

- » The winner of the Point Danger Branch Patrol Club of the Year Award will be determined using a point score system, with the Club that attains the most number of points being announced as the winner.
- » Points will be awarded for various tasks achieved throughout the season as outlined in the remainder of the document
- » Points will be deducted for any one substantiated patrol breach (-150 points), If there is more than one patrol breach then the offending club will be disqualified from the competition.

4. OPERATIONAL TASKS

4.1 PATROL INSPECTIONS

- Patrol Inspections will be carried out by the SLSQ Point Danger Branch Patrol Inspection Committee
- In season 2017/2018 the Branch made some changes to the by-laws – removing the position of Club Supervisor and replacing with the Patrol Inspection Committee. The committee is made up of the following
 - Branch Director of Lifesaving
 - Branch Deputy Director of Lifesaving
 - Six (6) members who must be either
 - Current Assessors
 - Former Assessors who are still proficient in the Bronze Medallion
 - Current Club Captains
- The committee shall be responsible for the inspection of Club Patrols in conjunction with the SLSQ Patrol Operations Manual, Club Patrol Service Contract and endorsed SLSQ Point Danger Branch Patrol Inspection Form
- The committee shall organise regular inspections to be carried out throughout the season with a minimum of two inspections to be carried out for each club. Inspection dates must be communicated to the Branch office and results must be submitted with 7 working days of the inspection being carried out
- Each inspection will be carried out using a minimum of two (2) personnel from the committee
- the Committee will be responsible, in conjunction with the Board of Life Saving in reviewing the SLSQ Point Danger Branch Patrol and First Aid Inspection Form annually to ensure compliance with the current SLSQ Patrol Operations Manual and Patrol Services Contract
- Points will be awarded according to the PDB Patrol Inspection Sheet and in line with the SLSQ Patrol Operations Manual and the individual clubs Patrol Service Contracts.

The maximum points that a Club may attain in any one (1) Patrol Inspection is 100 points with the minimum being zero (0) points.

4.2 FIRST AID INSPECTIONS

- First Aid Inspections will be carried out by relevant Branch personnel at each club throughout the season.
- First Aid Inspectors will be determined by the Branch First Aid Officer/DOLS and may involve any of the following persons
 - » Branch Director of Lifesaving
 - » Branch Deputy Director of Lifesaving
 - » Branch Emergency Care Officer
 - » Any Assessor designated by the Branch DOLS
 - » Patrol Inspection Committee

- First Aid Inspection will be random and unannounced and may or may not be carried out with patrol inspections. These can occur anytime during designated patrol periods
- Points will be awarded according to the PDB Patrol Inspection Sheet and in line with the SLSQ Patrol Operations Manual and the individual clubs Patrol Service Contracts.

The maximum points that a Club may attain in any one (1) First Aid Inspection is 100 points with the minimum being zero (0) points.

4.3 OXY VIVA SERVICE

- Each year the Branch organizes an oxy-viva/defibrillator service on behalf of clubs.
- On time delivery of the Oxy-Vivas and Defibrillators to the Branch office for this service will gain points for the club

The maximum points that a Club may attain for on time delivery of oxy vivas is 50 points

5. ADMINISTRATIVE TASKS

5.1 MONTHLY PATROL STATISTICS

Monthly Patrol Statistics are entered via LIMSOC – due dates as determined by the annual Branch Calendar. For season 2018/2019 the dates are as follows (all items are due at Midday)

- | | |
|--------------------|--------------------|
| • 05 October 2018 | • 01 February 2019 |
| • 02 November 2018 | • 01 March 2019 |
| • 07 December 2018 | • 05 April 2019 |
| • 04 January 2019 | • 10 May 2019 |

Each Club that meets this deadline will have (5) points added to their overall point score per month.

5.2 PATROL LOG ATTENDANCE COPIES

Copies out of the Patrol Log Book (for each month) are due in to the Branch Office monthly – due dates as per the monthly patrol statistics. These are to be scanned to the office

Each Club that meets this deadline will have five (5) points added to their overall pointscore.

5.3 PATROL SERVICE CONTRACTS

Patrol Service Contracts are to be submitted to the Branch by **MIDDAY on 10th August 2018.** Both the Club President and Club Captain must have signed this document and all sections are to be completed. If on submission, the document is not complete and must be sent back to the club then you will forfeit the available points

There will be one hundred (100) points given to each Club that fulfills this requirement.

5.4 PATROL OPERATIONS MANUAL – CLUB SIGNATURE PAGE

It is a requirement that all Clubs return the completed 'Club Signature Pages' (Section No. – LS0001) from the 2015/2016 SLSQ Patrol Operations Manual. This page is to be returned to the Branch Office **by 23rd November 2018 @ Midday**

There will be fifty (50) points given to each Club that fulfills this requirement.

5.5 PATROL GAP CALCULATOR

SLSQ has provided a Patrol Gap Calculator for clubs use to determine the educational needs of patrol groups. Clubs are encouraged to use this tool to assist them in managing patrols and members. This is due at the branch by **03 September 2018 @ Midday**

There will be Fifty (50) points given to each Club that fulfills this requirement.

5.6 CLUB PATROL ROSTERS

It is a requirement of clubs to provide their patrol roster to the Branch for the attention and information of the Board_of Life Saving. This is due at the Branch by **03 September 2018 @ Midday**

There will be twenty five (25) points given to each Club that fulfills this requirement.

5.7 CLUB AUDITED FINANCIAL STATEMENTS (FOR REPORTING TO QFES)

It is a requirement of each club to submit Annual Audited Financial Forms to the Branch. These are due on **12 July 2019 @ Midday.**

There will be twenty five (25) points given to each Club that fulfills this requirement.

6. MEETINGS

The Club Captain of each club is a member of the Point Danger Branch Board of Life Saving. The Board meets regularly throughout the season.

- 09 September 2018 @ 8.30am (including Patrol Captains)
- 01 December 2018 @ 9am
- 02 March 2019 @ 9am
- 01 June 2019 @ 9am

There will be ten (10) points awarded for attendance by Club Captain or designated proxy.

7. SURF RESCUE CHAMPIONSHIPS

Points will be awarded to each club that enters the Branch Surf Rescue Championships. This will not be based on No of competitors but overall entry in the competition

There will be fifteen (15) points per club that enters this event

8. MERITORIOUS AWARDS

Each season the Branch rewards life savers who have gone above and beyond in the area of surf lifesaving and patrols. For each club that submits at least one nomination in the following categories, points will be awarded

- Under 14 Life Saver of the Year
- Under 18 Life Saver of the Year
- 18-25 Life Saver of the Year
- Life Saver of the Year
- Trainer of the Year
- Assessor of the Year

There will be twenty (20) points awarded per club on nominations received in these categories.

e.g. Clubs can only obtain a maximum of 25 points per category i.e. if you nominate 3 members in one category you will not receive 75 points.

9. PATROL BREACHES

Any Club that is found by the Branch DOLS to have breached their Patrol Service Contract will face the following consequences

1 st occasion	150 points deleted from pointscore
2 nd occasion	disqualified from competition

10. GENERAL

POINTSORE TIE

In the event of a tie, the winning Club will be determined on a Countback in the following order:

- Patrol Inspection Scores (the Club with the highest score based on the calculated average of inspections carried out)
- First Aid Inspection Scores (the Club with the highest score based on the calculated average of inspections carried out)

GOVERNANCE

- The Point Danger Branch 'Patrol Club of the Year' Award will be supervised and controlled by the Branch Director of Lifesaving under the control of the Branch Board of Lifesaving.
- Any queries or questions regarding the competition or points awarded/deducted are to be directed to the Branch Director of Lifesaving and the Branch Board of Lifesaving.

DISCLAIMER

- Amendments to the rules of the PC of the Year can be made in conjunction with the Branch BOLS

ATTACHMENTS

1. Point Danger Branch Patrol Inspection Sheet
2. Point Danger Branch First Aid Inspection Sheet
3. Point Danger Branch Policy #7 - Patrol Breaches

Jared Clark
Director of Life Saving

SLSQ Point Danger Branch Patrol Inspection

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Surf Life Saving Club

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Date of Inspection

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Authorised Branch Officers

1 PATROL DRESS	
Red and yellow cap tied securely on head	
Red Patrol shorts	
Yellow Patrol shirt	
Cap or approved Hat	
Deduct 3 point for each non compliance (per patrol not person)	

2. PATROL EQUIPMENT	
Two (2) Rescue boards	
Three (3) Rescue Tubes	
Flags : Red, Yellow, Shark & Signal Flags	
Patrol Radio (UHF)	
First aid kit	
Oxy viva or soft pack (checked and signed)	
Defibrillator	
Shark Alarm (Bell or Siren)	
Loudhailer (working order)	
1 pair of swim fins	
Patrol Flags/Feathers/stands correctly assembled	
Two (2) Patrol Packs with Face Masks	
Patrol shelter	
1 whistle	
Deduct 2 points for each non compliance	

3 PATROLS	
Patrol members at waters edge	
Patrol member in Elevated Position	
Flags in suitable/Safe condition	
Rescue Equipment close to water's Edge	
Craft Training sign Positioned correctly	
IRB Driver Name :	
IRB Driver Name :	
IRB Crew Name:	
IRB Crew Name:	
Vehicle holder Name:	
Vehicle holder Name:	
FAC Holder Name :	
FAC Holder Name :	
Silver Medallion Beach Management name:	
Silver Medallion Beach Management name:	
ART Holder Name :	
ART Holder Name :	
Deduct 2 points for each non compliance	

4 IRB	
Motor Secured Correctly	
Fuel Bladder Half Full (Minimum)	
Rescue Tube	
Two (2) Paddles	
Tow Rope	
Knife	
Whistle	
Radio (UHF) with IRB / Driver	
Inflation correct as per SLSA Regulations	
Witches Hats	
Deduct 2 points for every error	

5 LOG BOOKS	
Patrol Attendance Log Book	
Incident Log Book	
LIMSOC Stats Logged	
Deduct 2 point for each error	

6 RESCUE SENARIOS	
To Demonstrate a Rescue Scenario	
To Demonstrate CPR	
To Demonstrate Blue Bottle Sting Protocol	
TO Demonstrate use of Epi Pen	
Deduct 2 point for each error detected	

7 FIRST AID ROOM	
Please see page 2	

TOTAL POINT SCORE	
Point Loss patrol	
Points loss first aid room	
GRAND TOTAL	

Patrol Captains Name:
Patrol Captains Signature

FIRST AID INSPECTION

FIT OUT & FURNISHINGS

“No Smoking” signs (minimum A4 size)	Floors Clean & Tidy	
Examinations couch with foam mattress, vinyl cover and adjustable back.	Floors No Slip	
Sink (preferably with at least one (1) fountain spray)	Floors no Hazards	
Sink cleansing materials	Supply Stock List Available	
A dispenser for liquid hand cleaner	Backup Stock list available	
Paper towels and dispenser	Stinger and CPR Charts displayed	
Disposable cups	Emergency Contact List inside and on outside	
One (1) stainless steel or plastic bowl (approximately 25cm)	Proficient Apply First Aid Holders list	
Pillow/s – MUST be plastic covered	ELECTRICAL	
Pillow covers (disposable)	Power Cords tested and tagged	
Sheets (disposable)	Power Boards in Safe Condition	
Blankets a) Space Blanket	Fans operational	
b) clean cotton or woollen blanket	Adequate Lighting	
Chair (in a safe condition)	OXYGEN	
Wall-mounted or mobile traverse arm spotlight & spare bulb	Back up Cylinder (at least 2 inhalos or 4 C size or 3C and 1D)	
Oscillating fan (ceiling or wall-mounted)	Dated, initialled & contents clearly marked (Not Applicable if clubs have an Inhalo)	
Garbage holder with disposable kitchen tidy bags	TOTAL	
Squeeze mop, bucket and broom (for use in FA room only)	Deduction Of Two Point For Each Error	
small freezer – readily available at all times	Total Deductions transferred to front page	

The following Policy statement was adopted at the Executive Committee meeting held on 11th October 2012 and adopted as Branch Policy from 20th October 2012

1. INTRODUCTION

This policy provides a guide for affiliated clubs and office bearers of SLSQ Point Danger Branch regarding the process relating to the administration and action of patrol breaches. It will further clarify the consequences of a substantiated patrol breach.

2. AIM

This policy aims to

- Clarify SLSQ Point Danger Branches position relating to the process of investigations of alleged patrol breaches.
- Outline the necessary consequences for substantiated breaches
- Outline the consequences of non compliance with branch findings/recommendations

3. COMMENCING AN INVESTIGATION

- An investigation commences for the following reasons
 - Letter received from Gold Coast Life Saving Coordinator
 - Patrol Log Review results
 - Witness Statements
 - Public Complaints

4. PROCESS OF INVESTIGATION

- a. The Branch Manager and Director of Life Saving meet and discuss the situation/reports (at this time any evidence is collected including patrol logs, incident reports, patrol breach history etc).
- b. A letter is sent to the Club Captain outlining the alleged breach. A written response is required within 4 – 14 days of this request (letters are also cc'd to President and District supervisor).
- c. Written Request is received and directed to the DOLS. The DOLS will contact the club captain to discuss the issue.
- d. A recommendation is then added to the PDB Executive Committee Agenda (depending on the nature of the breach – the club may be invited to attend)
- e. The Branch Executive makes a decision on the applicable punishment and the club is informed in writing
- f. The complete file is then sent to the SLSQ Life Saving Officer.
- g. Should an alleged breach be unsubstantiated – this will also be noted on the club file and correspondence to this effect will also be prepared.

5. DETERMINATION OF PENALTY

- Consideration is given to Patrol Breach history of the club (kept in a database at PDB office)
- Consideration is given to the severity of the Breach and its possible consequences - this includes but is not limited to
 - possible loss of life
 - danger to the bathing public
 - public perception
 - breach of patrol agreement or Patrol Operations Manual)

6. PENALTY

- Penalties can be any of the following based on the nature, number and severity of the Breach
 - Warning
 - Suspended Fine and Probationary Period
 - Monetary Fine
 - Competition Ban
- All penalties are advised to the clubs in writing and cc'd to SLSQ for their information.
- A database is kept of all patrol breaches for the season regardless of substantiation or not.

7. CONSEQUENCES

- If a club reoffends (during a probation period) the full fine must be paid
- If a patrol breach fine is not paid by the due date – all processing of awards will cease (as per PDB Policy 4 Payment of Fees)

8. CONCLUSION

This policy is a Branch Policy and as such all Branch Clubs must adhere to this as part of their responsibility towards the Branch

This policy is to be brought to the attention of all personnel for strict compliance.