

## **BY- LAW**

### **NO. 1**

**ISSUE:** Patrols  
**COMMENCED:** 10/9/2009  
**LAST UPDATE:** 10/8//2017

#### **PROVISIONS:**

##### **Patrol Rosters**

1. The Director Lifesaving shall prepare a patrol roster before the beginning of each season. A copy shall be made available to each patrolling member as may be determined by the Director Lifesaving.

##### **Patrol captains**

- 2 (a) Patrols shall be under the control of patrol captains who may also be, depending on the arrangements in place at the time, honorary council beach inspectors.  
(b) Subject to the prevailing conditions, patrol captains shall endeavour to put their patrols through the drills required for patrol efficiency or standard proficiency tests at every patrol.  
(c) Patrol captains are responsible for ensuring a record of all rescues and other incidents as may be required by the rules of SLSA is made in the patrol log.  
(d) Patrol captains will be responsible to the Director Lifesaving.

##### **General responsibilities of patrol members**

3. Patrol members must –
  - Acquaint themselves with these patrol rules and if required, sign an acknowledgement that they have read and understood the rules and the member's patrol obligations
  - Acquaint themselves with their rostered patrol dates and hours of patrols
  - Attend the beach and be ready for their patrol duties prior to the starting time so as to ensure all patrol equipment is in position by the time the beach is due to open
  - Wear patrol uniforms with patrol caps tied correctly under their chins at all times while on patrol and remain ready for immediate call at all times during their patrol hours
  - Not leave the patrol area without the permission of the patrol captain
  - Comply with all reasonable directions of the patrol captain
  - Personally sign on and off the patrol log book when coming to and leaving from patrol duty

### **Substitute patrols**

4. (a) A member who is unable to attend his or her rostered patrol may arrange for a member of equal status to undertake the patrol as a substitute.
- (b) If the substitute fails to attend the patrol, the original member will be deemed to have missed the patrol unless the details of the substitution have been recorded via authorised club methods.
- (c) If recorded via authorised club methods, the substitute member will be deemed to be the rostered patrol member and will be responsible in the event he or she does not attend.

### **Exemptions from patrols**

5. (a) A patrol member may apply to their patrol captain for an exemption from patrol. No more than two exemptions may be granted in any one patrol season by the patrol captain.
- (b) If approved, the patrol captain will mark the member in the patrol log as having been excused from the patrol for that day.
- (c) A member who has an exemption approved is not required to arrange a substitute or undertake any extra patrols of any kind.
- (d) If the application is denied, the member may seek a review by the Director of Lifesaving or delegate.
- (e) Any decision on the review by the Director Lifesaving or delegate will be final.
- (f) If the Director Lifesaving considers the circumstances appropriate, he or she may grant a patrol member an exemption from one or more patrols. Any exemption granted by the Director Lifesaving or delegate will be in addition to any exemption that may be granted by the patrol captain.

### **Failure to comply with patrol obligations**

6. (a) Patrol captains may report to the Director Lifesaving any member who fails to comply with his or her patrol obligations as set out in clause 3.
- (b) The Director Lifesaving or delegate may impose an extra rostered patrol on a member who is reported by a patrol captain for a breach of their patrol obligations.
- (c) Any person who the patrol captain believes is in breach of his or her patrol obligations as outlined in clause 3 may, in addition to any action taken by the Director Lifesaving under 6(b), be stricken from the patrol log for that patrol by the patrol captain. Any member stricken from the patrol log will be deemed to have missed the patrol.
- (d) A member may seek a review by the Director Lifesaving or delegate against a decision of the patrol captain to strike the member from the patrol log.

- (e) Any decision on the review by the Director Lifesaving or delegate will be final.

### **Missed patrols**

- 7. Unless for proven sickness or an exemption under Clause 5, missed rostered patrols during the course of a season shall be subject to the following requirements unless otherwise excused by the Patrol Captain or Director Lifesaving –
  - (a) One missed patrol – the issue of a warning letter
  - (b) Two missed patrols – one make-up patrol
  - (c) Three missed patrols – one make-up patrol and one penalty patrol
  - (d) Four or more patrols without having completed all relevant make-up or penalty patrols – may be required to show cause to the Executive Committee why they should not be subject to further action by the Committee. Further action may include suspension from the club, loss of competition rights or cancellation of membership. The Director Lifesaving may also impose additional make-up and or penalty patrols in addition to or in lieu of any show cause procedure.

### **Completion of patrol**

- 8.
  - (a) If patrol members complete their rostered patrol period and insufficient members of the in-coming patrol attend to replace them, the patrol captain of the finishing patrol shall report the matter to the Director Lifesaving or other authorised club member.
  - (b) The out-going patrol captain shall ensure sufficient members of the finishing patrol remain on duty until they are relieved by other members.
  - (c) The last patrol of each day must ensure that all surf life saving equipment is returned to the club, the IRB and ATV are hosed out and re-fuelled and that all two way radios are put on charge after signing off in accordance with authorised procedures.
  - (d) Unless otherwise given permission to leave by the Patrol Captain or Director Lifesaving, patrol members must be present and complete at least 50% of their patrol in order to be credited for the patrol hours undertaken.
  - (e) Patrol members given permission to leave the patrol early may be credited with a full patrol at the discretion of the Patrol Captain or Director Lifesaving.

### **Calculation of patrol hours performed**

#### Competition purposes

- 9.
  - (a) For competition purposes, time spent undertaking rostered patrols, substitute patrols, voluntary patrols, make-up patrols, water safety for junior activities (not including surf sports training), water safety

at senior and junior carnivals, voluntary patrols for SLSA approved Support Operations, Duty Officer responsibilities and any other activities that may be approved by SLSA will be counted, provided it is entered onto the club patrol logs.

- (b) Members wishing to compete for the club must complete at least 25 hours of patrol service between 1 January and 31 December in each year or such other period as determined by SLSA.

Patrol service purposes

- (c) For the purposes of determining whether an active member meets the requirements for reserve active and long service membership, generally a minimum of 25 hours patrol service per season is required (16 hours in respect of reserve active members), subject to any exemptions from patrol service approved by the Executive Committee and or NSW SLS or SNB SLS. Water safety hours will not be taken into consideration. The Director Lifesaving shall approve requests for reserve active and long service membership, taking into account the requirements of this clause and the member's overall patrol record. A right of review of that decision shall lie with the Executive Committee whose decision shall be final.

**Floating Patrols**

10. (a) Members may be placed on a floating patrol if –
- They are required to undertake shift work and their shifts are significantly at the same time as the club's patrol hours
  - They have work commitments that result in extensive periods of absence interstate or overseas and those periods of absence are significantly at the same time as the club's patrol hours
  - They undertake professional Lifeguard duties during the patrol season on weekends and public holidays
  - They undertake official duties for the club which in the opinion of the Director Lifesaving justifies the placement on a floating patrol
  - Other extenuating circumstances which the Director Lifesaving considers appropriate.
- (b) Members who wish to be placed on a floating patrol may be required to provide to the Director Lifesaving a request in writing outlining their reasons for wanting placement on a floating patrol. The Director Lifesaving may also seek other information from the member, such as work rosters, to allow proper consideration of the request.
- (c) Approval for any request shall be made by the Director Lifesaving. A right of review of that decision shall lie with the Executive Committee whose decision shall be final.

- (d) Approval for placement on a floating patrol shall be for the current season only. Members will be required to apply and satisfy the relevant criteria on an annual basis.
- (e) In granting approval, the Director Lifesaving may require the member to undertake a specified number of patrols during the season. A member's degree of compliance with that requirement will be taken into account when considering any future applications for placement on the floating patrol roster.

## **HISTORY OF AMENDMENTS APPROVED BY EXECUTIVE COMMITTEE**

### **10 Dec 2009**

Removal of references to 10 hours default to maintain consistency with new SLSA policy; address minor typographical errors

### **12 Aug 2010**

Inclusion of clause 5(f) re powers of CC to grant exemptions

### **9 Aug 2011**

Clause 3 amended by incorporating patrol duties previously outlined in cl 6; cl 6 amended to make reporting of patrol breaches by PC discretionary; cl 7 amended to clarify that reporting of breaches to EC only if member has not undertaken make-up or penalty patrols.

### **8 Aug 2012**

Removal of need to put by-law on notice board, replace reference to Club Capt with Director Lifesaving, amendment of cl 9 re calculation of patrol hours for competition and service history, inclusion of cl 10 re floating patrols

### **12 Sept 2013**

Clause 9(c) & 10(a) amended to give Director of Lifesaving responsibility for making decisions about requests for long service status, reserve active status and placement on floating patrols. Right of review by Executive Committee also clarified.

### **11 Sept 2014**

Cl 5(a) amended re timing of applications to patrol captains for exemptions, Cl 7 amended re power of patrol captains to impose make-up and penalty patrols and circumstances when make-up & penalty patrols apply, Cl 9 amended to reflect SLSA policy re non inclusion of surf sports training for water safety hours calculation, misc amendments to tidy up wording

### **23 Sept 2015**

Cl 9(c) amended to make reference to active member. Cl 10(b) amended to remove reference to request being 250 words or less.

### **11 Aug 2016**

Cl 7(d) amended to include reference to loss of competition rights, cl 9(b) amended to include reference to other SLSA determinations re patrol hour obligations, Patrol obligation acknowledgement document deleted as no longer used, minor amendments to tidy up wording

### **10 August 2017**

References to Club/Captain/Director of Lifesaving changed by deletion of Club Captain