

## **BY- LAW**

### **NO. 1**

**ISSUE:** Patrols

**COMMENCED:** 10/9/2009

**LAST UPDATE:** 9/9/2021

#### **PROVISIONS:**

*Note: Reference should also be made to specific provisions within By-Law 13 regarding obligations of patrol personnel*

#### **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.
- (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 are recorded using the surf lifesaving app.
- (d) In the event the surf lifesaving app is not available or cannot be accessed, the patrol captain must maintain a patrol log in hard copy.
- (e) Patrol captains will be responsible to the Director Lifesaving and shall acquaint themselves with the requirements and obligations of the Standard Operating Procedures and any current NSW Lifesaving Services Agreement.

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

3. It is expected patrol members will –
  - Acquaint themselves with these patrol rules, 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 in accordance with SLSA requirements at all times while on patrol;
  - 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..
  - (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 encouraged to arrange a substitute and make up the missed patrol unless the exemption is due to prolonged injury or sickness.
  - (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 an exemption is granted, there is no requirement to do make up or other patrols.
  - (g) 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 in 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.

### **Completion of patrol**

- 7. (a) If patrol members complete their rostered patrol period and insufficient members of the in-coming patrol attend to replace them, the out-going patrol captain shall ensure sufficient members of the finishing patrol remain on duty until they are relieved by other members.
- (b) 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.
- (c) 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

- 8. (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 or hours 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**

9. (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.

### **Members transferring for competition purposes**

10. Unless otherwise approved by the Director Lifesaving, members transferring to the club for competition purposes must undertake patrols at the club consistent with any requirements of their membership status.. This requirement is addition to any patrol obligations imposed by their original club.

### **Proficiency of patrol members**

11. Members undertaking patrol duties must be financial and proficient in the award relevant to the position they hold on the patrol. Patrol members

must not perform duties outside the scope of any award in which they are proficient.

## **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 Aug 2017**

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

### **12 July 2018**

Cl 2(e) added; Cl 7(a) amended to differentiate between members in first 12 months of patrols and others; Cl 8(a) amended by deleting need for out-going patrol captain to notify club captain of insufficient in-coming patrol members; Cl 8 (c) amended by inclusion of reference to rostered, make-up and penalty patrols.

### **8 Aug 2019**

Cl 3 re wearing of patrol uniforms in accordance with SLSA requirements, Cl 5(a) deletion of limit of 2 exemptions by patrol captains; Cl 7(a) amended to delete requirement for members with more than 12 months patrol experience to do make up patrol

### **14 Nov 2019**

Inclusion of new clause 11 regarding patrols for members transferring for competition purposes

### **13 Aug 2020**

Cl2(a) amended by deletion of reference to honorary beach inspectors; Cl2(c) amended by inserting reference to lifesaving app; new sub-clause (d) relating to preparing hard copy log; Cl 3 amended by deletion of need to sign acknowledgment patrol obligations understood; deletion of reference to patrol members needing to remain at call at all times while on patrol; Cl 5(c) amended re encouragement of members to do extra patrols; insertion of new sub-clause (f) clarifying no need to do make up or other patrols if granted an exemption; Cl 6(b) amended to

clarify Director Lifesaving can impose extra patrols if breaches occur; CI 7 relating to missed patrols deleted; Re-numbered CI 7 amended by deletion of sub-clause (c) requiring 50% of patrol hours to be performed in order to be credited with hours; Re-numbered CI 10 amended by clarifying Director of Lifesaving rather than Executive Committee has power to vary rule regarding transferring members; New CI 11 re proficiency of patrol members inserted.

**9 Sept 2021** – CI8(b) amended by addition of words “or hours”; minor typographical errors corrected.