

# PATROL BY-LAWS



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## 1.0 GENERAL

1. (a) The Beach Committee, as defined in the clubs Constitution (Paragraph 6.1), is responsible for the efficient conduct of the Sorrento Surf Life Saving Club's patrol obligations.
1. (b) The Life Saving Director must ensure patrols run effectively and in the best interests of the club and as required make rulings to effect this. Such rulings shall be binding until the next meeting of the Beach Committee, where it will be discussed.
1. (c) All members must fulfil their patrol obligations as detailed in section 5 of these By Laws and section 1.3 of the Constitution.
1. (d) Members failing to comply with these Bylaws may be issued with a penalty as determined by the Beach Committee.

## 1.1 PATROL UNIFORM

- 1.1. (a) The approved patrol uniform must be worn at all times when patrolling. This ensures that members are readily identifiable to the public as well as to other club members. Members shall display appropriate and respectful behaviour at all times when in Patrol Uniform.
- 1.1 Patrol Uniforms should not be worn outside of the club/patrolling area unless it is for the purpose of travelling to or from patrol duties or on official club, SLSWA or SLSA duties.
- 1.1. (b) The Patrol uniform consists of:
  - Cap
  - Shirt
  - Shorts
  - Club Bathers
  - Footwear (when applicable)
  - Reflective Vest(when applicable)
- 1.1. (c) Where appropriate, personal protective equipment should be utilised as provided for specific tasks. Personnel should take appropriate sun precautions.

## 1.2 MEMBER FITNESS FOR DUTY

- 1.2. (a) Smoking of cigarettes and other products is prohibited in all Surf Life Saving buildings, facilities and vehicles. Apart from the known risks to personnel health, smoking while on active lifesaving duties does not present an appropriate image. Personnel shall not smoke while in uniform.
- 1.2. (b) It is recommended that personnel abstain from consuming alcohol 12-24 hours prior to duty to ensure 0% reading at the commencement of their duty.

- 1.2. (c) Personnel shall not present themselves for duty whilst under the influence of any illegal drug.

### **1.3 RISK MANAGEMENT**

Risk Management is a systematic method of identifying, analysing, evaluating and treating risks associated with our activities that will enable our Lifesaving Services to minimize injuries and losses and maximise opportunities. A hazard is a source of potential harm or a situation with a potential to cause loss and a risk is the chance of something happening that will have an impact upon outcomes in terms of consequences and likelihood.

Risk Management is a multifaceted process of continual improvement, aspects of which are often best carried out by a more than one person. Patrol Captain or Vice-Captain should constantly assess risk to members and the public and implement the appropriate level of response. In particular, the level of risk for 'response' vs. 'recovery' operations should be carefully considered.

### **1.4 ACCIDENT REPORTING**

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#### **1.4.1 MEMBERS**

- 1.4.1. (a) All accidents and incidents, however minor should be logged in the club's patrol log and on an incident report form.
- 1.4.1. (b) Where required by Law, accidents involving (for example) members of the public, damage to property, or injury to persons should be reported to the Police.

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#### **1.4.2 NON-MEMBERS**

- 1.4.2. (a) All accidents involving members of the public should be reported to the Patrol Captain as soon as practicable.

### **1.5 UNSOCIABLE BEHAVIOUR**

- 1.5. (a) Unsociable behaviour can include drinking in public, lewd acts, or fights.
- 1.5. (b) It is not the role of club members to police such behaviour. In the first instance ensure the safety of the patrol. Inform the Beach Inspector/Surfcom, and in consultation with them determine if Council Rangers or the Police should be called.

### **1.6 DEBRIEFING**

- 1.6. (a) All Club members involved in rescues that involve fatalities or serious injury to patients shall attend a mandatory debriefing.
- 1.6. (b) Counselling by an independent counselling service will be offered.

## 2.0 DUTIES OF PATROL CAPTAIN

2. (a) Patrol Captains are there to provide leadership and support to Patrolling members and to represent Sorrento SLSC and Surf Life Saving Western Australia.
2. (b) The Patrol Captain is in charge of and responsible for all activities within patrolling areas during patrols and also responsible for the functioning and safety of all the members on their patrol and the safety of the general public and are in charge of all operations in the event of a rescue.
2. (c) In the absence of the Patrol Captain, the Vice Patrol Captain has like powers and responsibilities.
2. (d) Patrol Captains must ensure the beach is patrolled in accordance with the Patrol Contract.
2. (e) Patrol Captains must be prepared - The time-important nature of the role requires a Patrol Captain to become an asset to an emergency response almost immediately if and when it occurs. Patrol Captains must ensure that the minimum equipment and information required is available whenever on duty.
2. (f) Patrol Captains must ensure the Patrol is ready before its allotted time and remains on patrol until the allotted time as per the Patrol Contract.
2. (g) The Patrol Captain is responsible for setting the Patrol area and determining if inclement weather requires the Patrol to reduce as per the Patrol Contract.
2. (h) The Patrol Captain must ensure members sign the Patrol Log at the start and end of Patrol and he/she must sign and complete all areas of the Patrol Log at the end of the shift. The patrol Captain shall tag and report damaged equipment.
2. (i) Patrol Captain must ensure all signage such as IRB and other warning signs are displayed.
2. (j) The Patrol Captain will organise fixed or roving Patrol areas (depending on conditions) at Sorrento Beach, Sorrento North Beach and Hillarys Marina.
2. (k) Patrol Captains should conduct lifesaving training and general fitness sessions with their patrol.
2. (l) Patrol Captains shall organize the rotation for all positions within the team.
2. (m) The Afternoon Patrol must ensure the Boat Shed is cleaned and equipment washed and stored correctly at the end of their patrol. Sunday afternoon Patrol is to wash down all vehicles and patrol shelter at the end of patrol.
2. (n) The patrol Captain shall maintain good communication with out-posts, roving patrols and other Lifesaving Services.
2. (o) The Patrol Captain will organise an outpost patrol at the Marmion Angling and Aquatic Club from 9 – 11 am on nominated Sunday mornings

### 3.0 DUTIES OF PATROL MEMBERS

3. (a) All patrol members must conduct themselves in a manner acceptable to the Club and ensure they carry out their patrol effectively.
3. (b) Patrol members will report to the Patrol Captain at least 15 minutes prior to the commencement of their patrol, sign the register and assist with the setup/changeover of the patrol.
3. (c) It is the responsibility of each Patrol member to attend all of their rostered patrols and if unable to attend must arrange a substitute of equal status and notify their Patrol Captain at least one week in advance.
3. (d) Each member will sign the Patrol Log book at the start of patrol and shall sign off at the end of patrol.
3. (e) Patrol members are to obey all instructions from the Patrol Captain.
3. (f) Members may make application to the Beach Committee for an exemption from 1(c) or 1(d). Applications must be in writing and are subject to approval from the Beach Committee. Only in exceptional circumstances will exemption be granted retrospectively.
3. (g) Patrol members are not permitted to drive the ATV unless they have been assessed as competent and hold a valid driver's license. Patrol members are not permitted to drive the Club 4WD vehicles unless they hold a valid driver's licence and permission is granted.

**All** vehicle use must be authorised by the Patrol Captain on duty.

## 4.0 FIRST AID ROOM

4. (a) The First Aid Room shall only be used for its intended purpose. The first Aid room shall be cleaned and all equipment, including oxygen and defibrillator, checked at the beginning of each shift.
4. (b) The First Aid Log is to be filled in and the room cleaned after every First Aid case.
4. (c) The Patrol Captain should make an entry in the Patrol Log Book if any First Aid supplies are required. Allocated equipment can only be used by the member or members allocated that equipment.

## 5.0 PATROL AND COMPETITION HOURS

5. (a) All Cadet (13-15 years), Active (15-18 years), Active (18 years and over), Active Reserve and Award members must perform patrol duties as laid down in accordance with the By-Laws as set for the season by the Beach Committee; and in accordance with the By-Laws as laid down by SLSA.
5. (b) Patrolling members are required to undertake 24 hours of Patrol Commitment (Full Patrol Commitment) each season.
5. (c) All members who wish to compete at any Club, SLSA and/or SLSWA Competition must be financial, proficient and carry out their required patrol duties.
5. (d) Under the SLSA Rules of Competition all competitors wishing to represent the club in any competition must have completed a minimum of 16 hours patrol in the preceding calendar year and must have completed their skills maintenance (requal) by 31st December as per SLSA regulations (Policy 5.04). These hours are calculated on a pro rata basis for new members.
5. (e) Patrol hours are taken directly from the Patrol Log Book and can only be obtained for rostered patrols, voluntary patrols and acting as a substitute or other specific duties at the discretion of the Lifesaving Director.
5. (f) To achieve recognition of '100% Patrol Hours', patrolling members are required to fulfil each rostered patrol in full without the need for a substitute or falling hours down.
5. (g) To achieve recognition for 'Full Patrol Commitment rebate' patrolling members are required to fulfil their total patrol hours as per clause 5 (b) of these By Laws.
5. (h) Auxiliary Patrol carries all of the same obligations as a normal patrol, including a patrol commitment of 24 hours for the season, however members are 'un-rostered' and are required to make up their Patrol obligation hours with voluntary patrols.

Admission to this patrol is by written application and approval by the Beach Committee and strictly based on a genuine situation such as FIFO, Emergency Services shift work etc. and Auxiliary patrol members are required to apply at the start of each season to ensure they still meet the criteria to be eligible for this patrol.

5. (i) Long Service membership may be granted by the Club to persons who have completed a minimum of ten (10) years Active service, or to members who have completed a minimum of eight (8) years Active service plus four (4) years Active Reserve service and have met the requirements of 5 (b) of these By Laws for this period. Long Service members shall be exempted from patrol duties, except under special circumstances in which an authorised Officer of the Club may call upon him. Members must apply to the Beach Committee for Long Service status recognition and be approved by the Board of Management as per clause 2.4 (h) of the Constitution.



## 6.0 PATROL PENALTIES

- 6. (a) Members failing to comply with Bylaws 1(c) and/or 3(c) shall be deemed hours down and be required to make those hours up.
- 6. (b) A member who is more than 8 hours down may have their privileges of membership suspended by the Board of Management until these hours are made up.
- 6. (c) If a member is more than 8 hours down at the conclusion of a season, then their privileges of membership will be automatically withdrawn over the winter season.
- 6. (d) Members may appeal suspension of privileges in writing to the Board of Management.
- 6. (e) Any member making up hours must inform the Patrol Captain on duty how many hours they are making up (e.g. 2 hours).

## 7.0 RECORD OF CHANGE/AMENDMENTS

| Rev | Prepared By  | Reviewed By | Approved By | Date       | Reason for Changes                  |
|-----|--------------|-------------|-------------|------------|-------------------------------------|
| A   | Unknown      |             |             | 1/11/2012  | Updated                             |
| B   | M Saunders   |             |             | 23/11/2018 | Update to reflect the new format.   |
| C   | L Hinrichsen |             |             | 29/8/2019  | Updated                             |
| D   | L Hinrichsen |             |             | 26/9/19    | Updated to include Auxiliary Patrol |