

EDUCATION BY-LAWS



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1.0 GENERAL

1. (a) The Life Saving Director in conjunction with the Education Officer must ensure education runs effectively and in the best interests of the club and as required make rulings to effect this.
1. (b) Such rulings shall be discussed by the Beach Committee and minuted.
1. (c) Reports of all action taken by the Beach Committee shall be addressed to the Board in the form of minutes. The minutes shall be endorsed by the Board before any action can be taken on recommendations contained therein.

2.0 DUTIES OF EDUCATION OFFICER

2. (a) As per 3.1.1. (d) it is the Education Officers responsibility to draft and circulate the Education Information Pack to all current Sorrento Trainers registered in Surfguard for review and comment followed by finalisation and issue of the Pack.
2. (b) The Education Officer finds a Lead Trainer for each education course and works with that Lead Trainer to find a team of trainers that complement each other's skills and work well together.
2. (c) The Education officer is responsible for ensuring all Sorrento Trainers, train to the standards and methods set within the Sorrento Education Information Pack (as per 3.1.1 (c)).

2.1 TRAINING TEAM SELECTION

- 2.1. (a) Being a registered trainer (in Surfguard) is a requirement to be a trainer at Sorrento but does not guarantee that you will be selected to train a course in the current season.
- 2.1. (b) Many factors are taken into account when selecting a training team for a specific course and it is the Education Officers responsibility to select an effective and highly functioning team.

3.0 EDUCATIONAL COURSES

3.1 COURSE CONTENT

3.1.1 ANNUAL UPDATE & REVIEW

- 3.1.1. (a) SLSA and SLSWA provide base reference manuals for each course (for example for the bronze medallion it is the Public Safety and Aquatic Rescue Manual).
- 3.1.1. (b) These base reference materials are not always updated annually and so SLSWA deliver updates via the annual in-service process and via memorandum issued to the clubs.
- 3.1.1. (c) A Sorrento specific "Education Information Pack" is drafted following the SLSWA in-service that summarises the key technical training updates PLUS any further clarification required as determined by the Education Officer.
- 3.1.1. (d) It is the Education Officer's responsibility to circulate the Education Information Pack to all current Sorrento Trainers registered in Surfguard for review and comment.
- 3.1.1. (e) A Sorrento specific in-service is then held to discuss and finalise the agreed training methods/details. Majority rules with Education officer deciding if things are evenly split re: agreeing of techniques and training details.
- 3.1.1. (f) The Sorrento "Education Information Pack" is finalised and sent to all trainers. All trainers who wish to be part of Sorrento training courses AND Skills Maintenance (proficiency tests) need to agree to train as per the details within this note to ensure consistency.
- 3.1.1. (g) Failure of Trainers to follow the agreed Education Pack methods will see them unable to train (or run Skill Maintenance/proficiencies) at Sorrento. On first instance the Education officer will talk to the trainer and agree changes, with this action being reported to the Beach Committee. Disciplinary action may follow if these actions continue.

4.0 SKILLS MAINTENANCE (PROFICIENCY TESTS)

4. (a) Skills Maintenance should only commence after the Education Information Pack has been finalised to ensure alignment with the latest techniques.
4. (b) Only Trainers & Assessors who are registered in Surfguard **as current** can sign off on Skills Maintenance/proficiency cards
4. (c) Only trainers and assessors who agree to follow the finalised Education Information Pack can conduct and sign off Skills Maintenance/ proficiencies.
4. (d) All Skill Maintenance/Proficiency tests will be run at dates set by the Education Officer, in agreeance with the Beach Committee, at the start of the season.
4. (e) If a member is unable to attend any of the pre-organised skill maintenance sessions, they must organise their own group skill maintenance/ proficiency at a date convenient to a trainer.

5.0 RECORD OF CHANGE/AMENDMENTS

Rev	Prepared By	Reviewed By	Approved By	Date	Reason for Changes
A	M Saunders	S Thomas		24/04/2020	Original documentation
B	M Saunders	J Rouse		11/06/2020	Constitution Committee Review
C					
D					