



Mermaid Beach AEME SLSC



MEMBER'S HANDBOOK

Season 2011/12



Postal Address: **PO Box 367**
Mermaid Beach Qld 4218

Phone: **07 5575 3668**

Fax: **07 5575 2489**

E-mail: [**admin@mermaidslsc.org.au**](mailto:admin@mermaidslsc.org.au)

Web Address [**www.mermaidslsc.org.au**](http://www.mermaidslsc.org.au)

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This handbook is produced to provide members of Mermaid Beach AEME SLSC with useful information on the Club, its facilities and services and your responsibilities as a member. Information is correct as at time of printing for the 2011 / 2012 season.

For further information or comment on the Handbook contact please contact:

Grant Kelly
secretary@mermaidslsc.org.au

Club History

During the later half of 1945 soldiers from Watercraft Workshops, Australian Electrical and Mechanical Engineers (AEME), Bulimba Brisbane, established a Surf Life Saving Club on the Gold Coast. This new club was named the A.E.M.E. Surf Life Saving Club and it existed for two seasons until the Queensland Government changed the name of the area patrolled by the club from Los Angles Beach to Mermaid Beach, on the 11th September 1946. At this stage the club decided to change its name to the Mermaid Beach AEME Surf Life Saving Club. (The AEME being retained as a reminder of the clubs founders.) The area drew its name from the “cutter” Mermaid the ship used by explorer John Oxley to chart the Tweed, Gold Coast, and Morton Bay areas in 1823.

A number of craftsmen at the Watercraft Workshops, Bulimba, were encouraged to participate in swimming and life saving activities by Craftsman Tom Sneyd. Before the war Tom Sneyd was an active life saver with the Stanwell Park SLSC in New South Wales. With the encouragement of Major C. Ware and the support of Alan Kennedy, from Surf Life Saving Queensland, the foundation for a new surf club was established. With equipment provided by the Army Amenities Fund and Surf Life Saving Queensland weekend training commenced and members initially travelled from Brisbane by Army vehicles with rations provided by the Mess. Accommodation was in tents and eventually a clubhouse was built, out of “scrounged” material, on the beach front at Ocean Street. The group was fortunate to gain the services of Corporal Horrie Armstrong, a former captain of the City of Perth S.L.S.C., as Chief Instructor. The first Bronze Medallion Squad all qualified on Christmas Day 1945.

The Club moved to its current location in 1952 with the current building being opened on 2 February 1973.



The Structure of Surf Life Saving

Surf Life Saving in Australia is run by **Surf Life Saving Australia** (SLSA). SLSA looks after all areas creating policies and procedures to be followed on a national basis.

SLSA provide support for Lifesaving (volunteer) and Lifeguard service (paid) with the provision of awards and training. Beach safety is also promoted by SLSA with various public awareness and training programs. In the field of competition SLSA is responsible for creating the rules under which all competition is conducted. It also maintains accreditation records of all competition officials and coaches.

Our State Centre, **Surf Life Saving Queensland** (SLSQ), works in conjunction with SLSA with responsibilities at a state level. Management of state activities is in the hands of SLSQ, who maintain Awards and provide training and education for Queensland members. The many committees in SLSQ make recommendations to SLSA on all matters that are governed by the national body. SLSQ also runs a funding body (Lifesaving Foundation) which runs art unions, and coordinates the annual door knock, duck race etc.

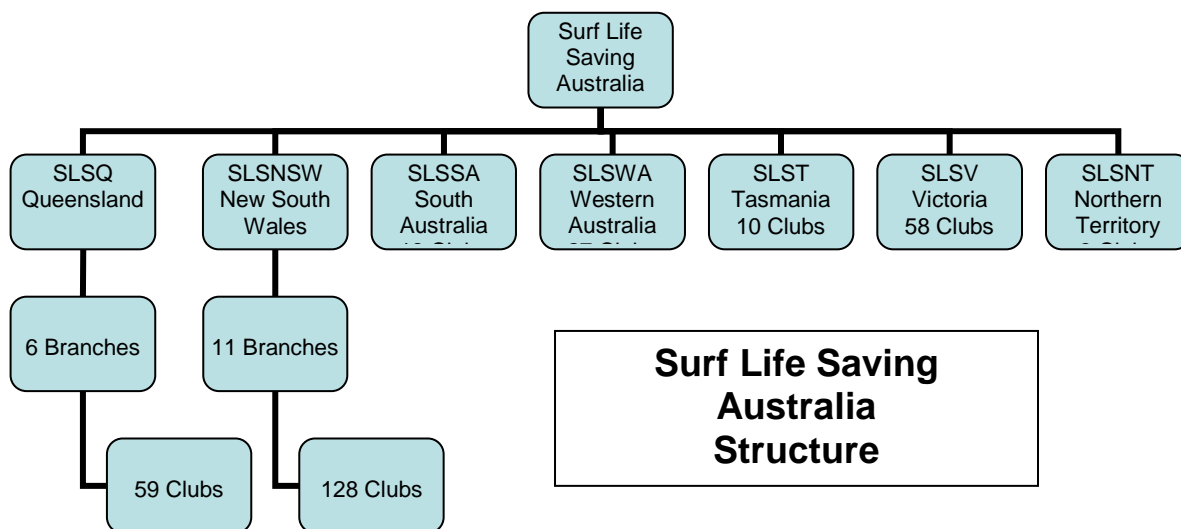
Queensland and New South Wales have so many clubs, that to effectively run the state, these clubs have been divided up into branches. Our branch is the **South Coast Branch** Surf Life Saving Queensland (SCBSLSQ). It consists of Point Lookout, Coochiemudlo Island, Southport, Northcliffe, Surfers Paradise, Broadbeach, Kurrawa, Mermaid Beach, Nobbys Beach, Miami, North Burleigh, and Burleigh Heads Mowbray Park surf lifesaving clubs.

To the north we have Sunshine Coast Branch, and to the south Point Danger Branch.

The branches manage the day to day activities within their area, and act as a communication link to SLSQ. Many committees and Branch Officers make recommendations to SLSQ. On matters relating to their members, Clubs are represented on branch committees by club officers such as the Junior Activities Director, Club Captain and the Chief Instructor. Assessors and Competition Officials are members of the board of lifesaving or surf sports. The Club President is a councillor and represents the club at Branch Council Meetings.



All communication from members must be through the club, who may then refer it to Branch, who in turn may send it on to SLSQ, should the matter need to go higher it would be sent to SLSA. To preserve this communication model, it is included in each organisations constitution. Each season the Club is required to affiliate with South Coast Branch, Surf Life Saving Queensland and Surf Life Saving Australia.



Many surf clubs in Queensland run Supporters Clubs who are affiliated with the respective Surf Life Saving Club and donate profits to the Surf Life Saving Club to assist in funding Club activities, services and facilities.

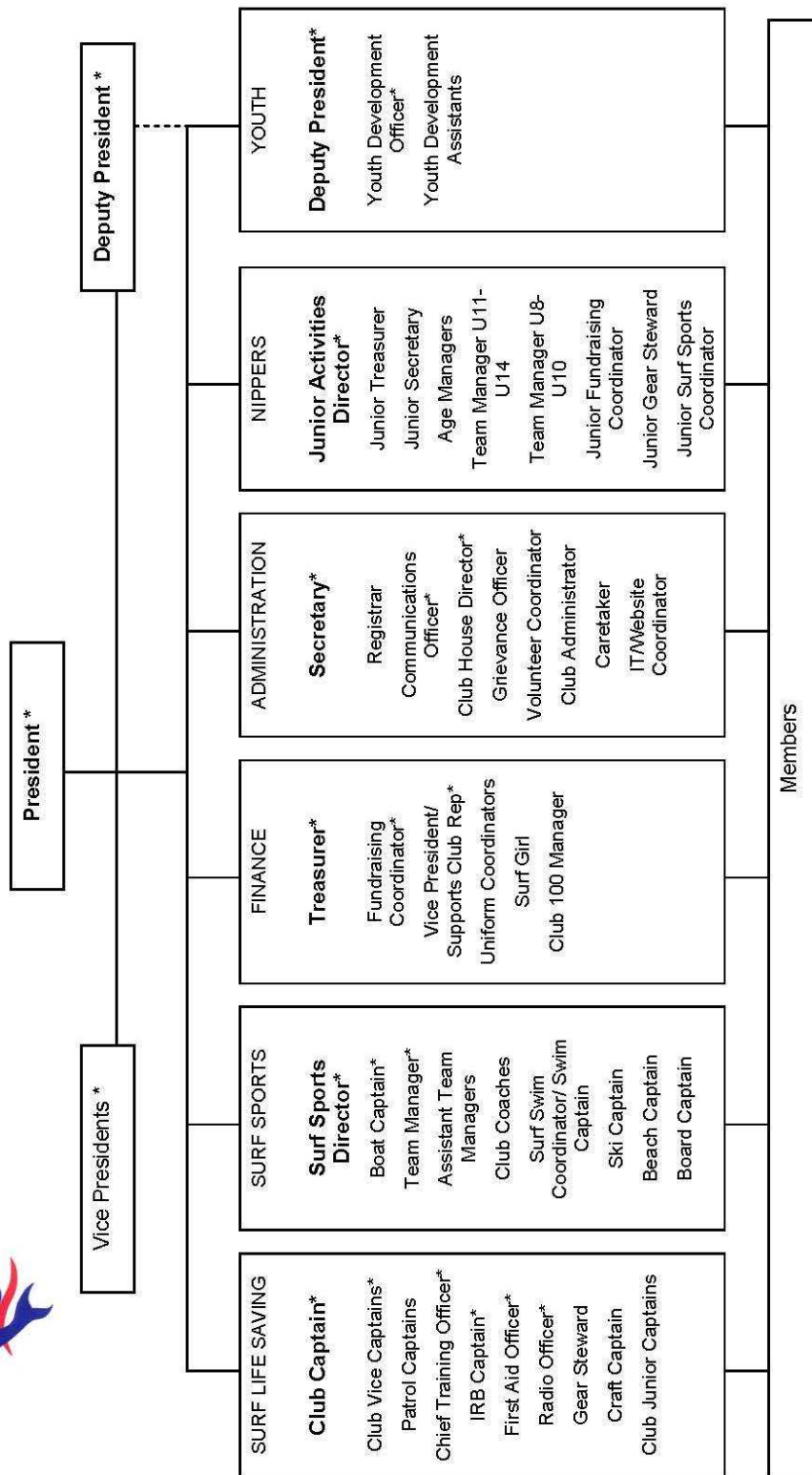




MERMAID BEACH AEME SLSC ORGANISATION

As at 5 July 2011

Club Structure and Appointments



President**Phil Chipman**

Vice President – Ron Plass, Michael Leith,
Jason Argent, Andrew Cotis

Deputy President**Mark Lacy**

Youth Development Officer – Greg Moreton

Secretary**Grant Kelly**

Registrar – Sandy Playne & Grant Sawtell
Communications Officer – Ken Dousha
Club House Director – Shane Young
Grievance Office – Sandy Playne
Administrator – Jo Briody
IT/Website Coordinator – Martin Quinlan
Caretaker – Steve Jones
Volunteer Coordinator – Cameron Yabsley

Treasurer**John Dillon**

Fundraising Director – Ken Dousha
Uniform Coordinator – Julie Misuraca, Stacey Murray and
Caroline Conochie
Surf Girl – Jane Lillingstone
Surf Girl Committee Chairman – Dave Kane

Club Captain**Peter Degnian**

Club Vice Captain – Shane Young
Patrol Captains
Chief Training Officer – Marty Avent
First Aid Officer – Brenda Samosa
Radio Officer – Daryl Fitzpatrick
Gear Steward – Steve Jones
IRB Captain – Chris Sealy
Craft Captain – Dale Penman

Surf Sports Director**Wayne Marshall**

Boat Captain – Karl Mulcahy
Team Manager Open to Masters - Ann Donnelly Marshal
Team Manager U19 - Rowen Dick
Team Manager U15 – Grant Bull
Coach – Jason Baker
Swim Captain/Surf Swim Coordinator –
Board Captain – Sam Dick Ski Captain – Dillon Thompson
Beach Captain – Jo Briody/Damian Papworth

**Junior Activities
Director****Matt Slee**

Nipper Secretary- Deb Mackay-Payne
Nipper Treasurer – Belinda Simmons
Nipper Team Manager U11 to U14 – Michael Dalton
Nipper Team Manager U8 to U10 – Andrew “Jed” Moore
Age Managers
Gear Steward –Greg Morton
Surf Sports Director – Jane Lacy
Water Safety Coordinator – Grant Bull



Membership Categories

To clarify who fits into different membership categories, below is a brief description of each category:

Junior Activities/ Nippers (Junior Lifesavers Program)

The age group for the junior lifesavers is a minimum age of 5 years and up to a maximum age of 13 years (age for a season is calculated as of midnight 30 September).

Active Cadets (13-15 years)

Cadets shall be a minimum age of 13 years and up to 15 years of age on a seasonal basis. Cadet members begin with the training of the Surf Rescue Certificate. The Surf Rescue Certificate is the minimum requirement to become a surf lifesaver.

Active Juniors (15 – 18 years)

Active juniors are those members between the age of 15 and 18 years who hold the Bronze Medallion Award.

Active Seniors

Active seniors are those members over the age of 18 years who hold the minimum requirement of the Bronze Medallion.

Active Reserve

Active Reserve members are those members who have completed eight years of voluntary service.

Members at this level perform a minimum number of patrol hours.

Long Service

A long service member is one who has completed ten years of active service or eight years of active service plus four years of reserve active service. Members in this category shall be exempt from all patrol obligations.



Award Member

Award members are those members who are proficient holders of one of the following awards:

Radio Operators, Resuscitation Certificate, Advanced Resuscitation, First Aid or Surf Rescue Certificate. Members who have these qualifications can also assist with patrol operations. This category is perfect for members who are keen to help out but do not have the ability to perform the full active requirements.

Associate

An Associate member may or may not hold an Association award. Associate members shall not have affiliated club voting rights unless elected to office or position.

Life Membership

Life Members of the Club may be elected from the members who have rendered ten (10) years special service to the Club within the area of, or on behalf of, the Club within a period of fifteen (15) years

Probationary

Any person for the time period between applying for membership and the gaining of an award and/or granting of a formal category of membership

Past Active

A previous active member who has paid membership fees but has not been certified proficient in the season.



Membership Fees

SENIOR

Active senior	\$85
Active Reserve	\$85
Long service	\$85
Award	\$95
Probationary	\$95
Associate	\$110
Active Junior with BM	\$50
Active Cadet	\$40
Gym Key	\$60

NIPPERS

Family with 1 Nipper	\$165
Family with 2 Nippers	\$180
Family with 3 or more Nippers	\$195

Nipper Family is for the Nippers and their parents. If any of the parent's children fall into a Senior category those children need to be joined into the Senior category not the Nipper Family category.

Parents of Nippers who fall into Senior category can join as Nipper family.

Fundraising Deposit

Each member or Nipper family will also pay a \$50 Fundraising Deposit with their membership. This is refundable if the member collects at the Annual door knock collection. If not this deposit will be treated as a tax deductible donation included in the Club's collection.



Code of Conduct

All Club members are expected to comply with the Surf Life Saving Queensland Code of Conduct (below) and Club Rules (refer to Club House section).



SLSQ MEMBERS CODE OF CONDUCT

1. Respect the rights, dignity and worth of others;
2. Be fair, equitable, considerate and honest in all dealings with others;
3. Be aware of, and maintain an uncompromising adherence to SLSA standards, rules, regulations and policies;
4. Be professional in, and accept responsibility for actions;
5. Make a commitment to providing quality service;
6. Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly;
7. Refrain from anything which may abuse, intimidate or harass others;
8. Preserve and protect the standing and reputation of the Association;
9. Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.



Club Communications

The Club receives significant communication material, predominantly by email to the Secretary or Administrator, Communication of this information to Club members will generally be by one of the means described below.

This year communication with Club Members will change to a ***demand fed system***. Members seeking information will visit the Club Site for information ***kept up to date on a weekly***.

The significant amount of mail received by the Club will be posted on the Club Site for Member access. Administration will email a brief note on a weekly basis to all members with the relevant link to the information.

Newsletter

The Club Communications Officer produces a quarterly newsletter. This newsletter will be available to members on the website with a link sent via email.

Email

Where items are more urgent to be dealt with in the newsletter the Club may email all members or selected groups of members (eg Competitors for carnival information) with selected information. Any information sent to members by email will be from a trusted source and approved by a member of the Executive Committee.

Notices

Some information may also be provided on notice boards although this method will be secondary.

Meetings

Management Committee / Executive Committee – Alternate Months

Surf Sports – monthly

Junior Activities – Monthly

Administration / Club House – when required

Minutes from the meetings will be published on the Web Site

Where a member feels that the communication within the club is not working the member is asked to contact the Secretary in the first instance and then if not resolved, the Club Grievance Officer.



Patrol Obligations and Duties

The Club is to adhere to its Patrol Services Agreement as submitted to and endorsed by the Branch Board of Lifesaving and Surf Lifesaving Queensland each year.

This Patrol Services Agreement is also a requirement of Surf Lifesaving Queensland's whitewater accreditation with the Department of Emergency Services and as such, is a major performance indicator for the club in obtaining the Department of Emergency Services annual subsidy payment.

The club shall be responsible for patrolling the beach in accordance with the 2005/2006 SLSQ Patrol Operations Manual and the Patrol Service Agreement

A copy of the Patrol Operations Manual and Patrol Services Agreement is kept in the office and member's area at all times

Patrol Attendance

Patrol Times and Strengths

SLSQ minimum standards state that the club patrol team shall comprise of a **minimum three Bronze Medallion holders**, one of whom shall be designated as the **Patrol Captain and hold the Silver Medallion Basic Beach Management** award. The patrol team shall also hold the following qualifications – **1 x Advanced Resuscitation Certificate; 1 x Senior First Aid; 1 x IRB Crew; 1 x IRB Driver and Defibrillation award**. Any exemptions to this standard will require a formal submission to the State Lifesaving Officer. Clubs are encouraged to utilise the Lifesaving Services Calculator to determine the minimum standard service for their beach/beaches. (Refer Section 4 – Patrol Strength in the 2011 / 2012 Patrol Operations Manual)

Substitutes

- **If you are unable to attend your rostered patrol you must find a suitable substitute**
- If you need assistance in finding a substitute, contact your patrol captain



- Organise a substitute **as early as possible** and don't leave it until the last minute
- **Confirm with your substitute** within the week prior to your rostered patrol that they will be attending on your behalf
- If you arrange a substitute **you should notify your Patrol Captain** and the Club Captain. Once this is done the onus is on the person substituting the patrol to perform the patrol. If they are subsequently unable to do so they must seek a substitute or incur a missed patrol penalty (as outlined below)

Special / Roving Patrols

- This type of patrol is designed for those members who cannot be rostered onto a regular patrol because of work or other commitments
- A special / roving patrol person must perform a minimum of 7 patrols before 31st December 2011 and 6 patrols from 1st January 2012 until the end of the season. A total of 13 patrols.
- To be considered for this type of patrol you must apply in writing to the Club Captain

Make-up and Penalty Patrols

- If you miss a rostered patrol and don't organise a suitable substitute you must do a make-up **and penalty patrol within 21 days** of the original rostered patrol that was missed
- Failure to complete both the make-up and penalty patrols within 21 days will result in another penalty patrol having to be performed within 21 days of second breach (ie. within 42 days from the original rostered patrol that was missed)
- if failure to complete rostered patrols has occurred, entry to carnivals shall be suspended until patrol obligations have been satisfied
- Should you miss 3 or more patrols without finding a substitute, your membership will be reviewed

Leave of absence from patrols

- If there are special circumstances, a leave of absence may be granted if you submit your reasons in writing to the Club Captain. This should be done at least 7 days prior to your patrol.



Patrol Duties

Patrol Members are to:

1. At all times be under the direction of the Patrol Captain. In the absence of the Patrol Captain the Patrol Vice Captain shall have like power and authority
2. Ensure their name is marked on the patrol log book and you sign the log prior to the commencement of patrol. If you are substituting, doing a voluntary, make or penalty patrol ensure this information is also entered into the log
3. Practice the basic principles of PREVENTION, RECOGNITION, and RESCUE whilst on patrol.
4. Ensure swimmers swim in between the red and yellow flags.
5. Ensure swimmers entering the water outside of the flagged area are warned of the danger or hazards and advised to swim between the red and yellow flags.
6. Be polite and courteous when advising swimmers to swim in between the red and yellow flags.
7. Ensure board riders do not impose on the swimming area.
8. Remove their patrol uniform at the completion of their rostered patrol.
9. Not leave the patrol area unless authorised by the Patrol Captain.
10. Always carry a rescue tube and whistle when patrolling the water's edge.
11. Avoid undertaking too many patrol duties on any one day (maximum 5 hours).
12. Maintain their fluid intake during patrol duties, especially on hot days.
13. Practice the basic principles of Sun Safety (Slip, Slop, Slap).
14. Always be polite and courteous when dealing with the public.
15. Where allocated by the Patrol Captain wear the personal packs (bum bags).
16. Ensure all patrol equipment is erected in a secure and safe manner.
17. Advise the Patrol Captain if feeling fatigued, ill or tired.
18. Check rescue equipment for damage or breakages and report such to the Patrol Captain.
19. Advise members of the public that the beach is closed or is closing i.e. at the end of the patrol day and/or due to dangerous conditions etc.



Beach Patrols General

1. Patrol members shall ensure the patrol area is located in the safest area for swimming.
2. The patrol area should be opened as wide as possible where conditions and resources allow.
3. Patrol members shall ensure the beach is in a safe and clean condition prior to setting up of the patrol area. Particular attention should be made to hazardous items such as broken glass, bottles, needle sticks, branches, floating debris, etc.
4. Patrol members shall not congregate in the central patrol arena.
5. Patrol members shall be assigned patrol duties, e.g., patrol waters edge, standby at IRB, perform public relations duties etc.
6. Patrol members shall be rotated on a regular basis, i.e. every 20 minutes, to minimise fatigue or boredom and increase patrol member efficiency.
7. Non members are not permitted in the patrol arena except in an emergency.
8. Remote/outpost patrols should be equipped with a basic first aid kit (as per Section 11) and handheld radio as well as minimum rescue equipment.
9. A patrol member shall be stationed in an elevated position at all times during patrol when swimmers are in the water and have the beach area under observation at all times.
10. A beach patrol member (preferably Captain) shall be in close proximity of the radio (handheld) at all times during patrol.
11. Patrol flags and rescue equipment shall be positioned as close to the waters edge as possible.
12. Patrol members shall continue to move the patrol flags and equipment with the rise and fall of the tide.
13. All patrols shall ensure members patrol the waters edge (i.e. water line patrol activity whilst swimmers are in the water).
14. All active members in attendance at a surf club may be called on to assist in beach patrol work or in a rescue situation.
15. All members are to promote an image of professionalism, vigilance and service at all times.
16. Where required, patrol members shall erect Council ordinance signage for that respective area i.e. no dogs permitted, dogs on leash, etc.



The **Patrol Captain** shall:-

1. Prior to the commencement of patrol, check all previous log entries and liaise with the previous Patrol Captain to identify any issues or hazards present.
2. Ensure all lifesaving equipment is checked before patrol with the assistance of his/her patrol team.
3. Select the safest area of beach to erect the red and yellow flags, from an elevated observation point and physical test of the area.
4. Dependant on conditions, shall be responsible for the opening and closing of patrol areas and/or beaches
5. Allocate patrol member's positions in case of emergency and/or rescue.
6. Ensure the positioning of patrol equipment inside/outside of the patrol area is in a manner that will not become harmful to the public.
7. Designate suitable areas for surfboard riders and/or boogie board riders.
8. Ensure a proper buffer zone exists between the surf craft area and the patrol swimming area (minimum 30 metres approximately).
9. Ensure that all patrol members take a pro-active approach to preventative measures i.e. warning the public of dangers, maintaining swimmers between the flags, etc.
10. Be in close proximity of a hand held radio at all times.
11. Control any search and rescue situation that may occur on his/her patrol.
12. Be aware of and abide by the Local Authorities Bathing Local Laws.
13. Ensure Council ordinance signage for respective Council is erected.
14. Be identified by displaying the words "Patrol Captain" on patrol shirt or cap.
15. Ensure the correct recording of information in log books, report forms etc.
16. Allocate the appropriate patrol members to wear the personal pack (bum bag) i.e. roving patrol, first aider.
17. Make themselves easily accessible to the general public to answer any general enquiries.
18. Obtain the Silver Medallion Patrol Captain award.



Patrol Uniforms

1. All Patrol members are to wear the current SLSA DHL supplied uniform, consisting of shirt and shorts, **at all times** whilst on duty, with their patrol cap **secured** on the head.
2. Patrol members are to remove their patrol uniform on the completion of their patrol duties.
3. Members patrolling at extremities of the patrol area and in shallow water may discard the patrol shorts provided that they are carrying a rescue tube.
4. All members operating the designated patrol IRB are to wear the red and yellow patrol cap and DHL patrol shirt or wet shirt at all times whilst in the boat.
5. Outdated, faded, torn or ripped patrol uniforms shall be removed from service and replaced to maintain consistency and standards, so they are easily recognised by the public and promote a professional image.
6. Patrol broad brimmed hats and eye protection are also strongly recommended to help avoid the possibility of skin cancer and long term eye damage.
7. Award members are not permitted to wear the red and yellow patrol cap, however shall wear a read peak cap or wide brimmed hat. Their relevant award shall be identified on their patrol shirt or hat.
8. Two piece ladies costumes have been approved for patrol use however clubs are reminded that costumes must be practical and of racing/sporting design, 'NOT BIKINIS'.
9. Patrol members at all times shall strive for neatness and pride in the patrol uniform to promote a positive/professional image to the public.

Christmas Day Patrol

- Christmas Day patrol is also a voluntary patrol; however it is important that we have as many members on patrol as possible throughout the day as this is possibly the busiest day of the year on the beach.
- So join in the Christmas spirit by lending a hand and doing just a couple of hours patrol each to make the day an enjoyable one for all those who visit Mermaid on Christmas Day.
- Please place your name on your preferred times on the voluntary roster to be placed on the notice board so we can ensure that the entire day has sufficient members on patrol.



First Aid

General

Anyone using the first aid room and or administering first aid must always:

- Ensure that the garbage bin has been emptied and a clean bag inserted
- Sweep the floor and ensure that it is free of sand and spills
- Ensure the sink is clean
- Ensure that the pillowcase, sheet and blankets are clean and tidy
- Ensure clear access to first aid room
- Ensure supplies used and needing replacement are marked on white board in first aid room.

NB: If there is insufficient ice in the freezer located in the first aid room additional ice can be obtained from the Gear Steward/Caretaker.

Patrols

At the start of each patrol, the Patrol Captain and the patrol's First Aid Officer should:

- Familiarise themselves with the Emergency Contact Numbers located in the first aid room and in the patrol trailer
- Identify Proficient First Aid award holders on the patrol (a list is on the back of the first aid room door.)
- Insure all first aid equipment is ready and correctly located including:
 - All Oxy-vivas, checked and operational, marked with chalk (date, initials and status of oxygen tank)
 - Basic requirements are in cupboard as per list on back of door.

Incident Reporting

An incident report form must be completed for all of the following:

- All Major first aids
- Minor first aids (optional)
- All Major rescues
- All Search and Retrievals
- **All Member injuries (eg around club, at carnivals, on patrol)**
- All Drownings
- All Near Drownings



- All Complaints (eg from the public about a patrol)
- All Resuscitation's

These forms can be located in the incident log book found in the First Aid Room and in the Patrol Trailer.

If you have any questions or concerns please contact the Club First Aid Officer.



Proficiencies

Club Proficiency dates:

Sunday 28th August 2010 - Friday night 6 pm in the training room

Saturday 15th October 2010 Friday night 6 pm in the training room

Sunday 13th November 2011- Friday night 6 pm in the training room

1. Membership fees must be paid before attempting your proficiencies.
2. We would like everybody to be comfortable in their ability to handle an emergency situation. For this reason, on the Friday night before each proficiency there will be a brief resuscitation training session followed by the assessment. This is MANDATORY - NO EXCEPTIONS.
NB To accommodate our Brisbane members, on Saturday 15th Oct, the resuscitation training and assessment plus the practical part of the proficiency will be completed on the same day.
3. Pool Swims will be done on the morning of the proficiencies at Miami High School swimming pool at **8am**. Once the pool swims are completed proceed back to the Club to complete the rest of the proficiency.
NB If you are completing your swim before you come to the proficiency, **YOU MUST** use the **Pool Swim Assessment Test Form** that is found in the document library (on our website) and hand it to the Chief Training Officer when you sign in on the morning of the proficiency. The office will not be responsible for any copies handed into the office before the proficiency date.
4. There is a Written Assessment this season. You can download the Proficiency Theory Paper – the relevant document – at the bottom of the Proficiency Page on the Web Site or complete the Theory Paper online. Everyone **MUST** complete the paper. This is an open book paper and all the information has been supplied on our website plus you will also need to refer to your Training Manual. Bring the completed answer sheet to proficiency on the Friday night.
NB if there are any questions that you are unsure of, they can be discussed at the proficiency.

YOU CANNOT DO YOUR PROFICIENCY IF YOU HAVEN'T COMPLETED THE PROFICIENCY THEORY PAPER.



Who needs to do their Proficiency?

- a. If you have an SRC, Bronze, ROC, Operational First Aid, ARC or Defib. and do patrols.
- b. If you have an SRC, Bronze and do Water Safety for the Juniors
- c. If you have an ROC or Resuscitation Award.
- d. If you have an Observers Certificate, you will need to complete **just** the paperwork.

You only need to do a pool swim if you have an SRC (200m in 5min or less) or Bronze (400m in 9mins or less)

If you have any of the above then you need to do your Proficiency!

If you have any questions about this new process please feel free to contact either Captain Pete or Chief Instructor Marty.

Marty Avent

Chief Training Officer

chiefinstructor@mermaidslsc.org.au

Pete Degnian

Club Captain

clubcaptain@mermaidslsc.org.au

Away Proficiencies

If you are unable to attend one of the three Mermaid proficiency days you must notify the Chief Training Officer. An 'away' proficiency may then be requested at another club on a different date.



Patrol Competition

To determine this season's overall champion patrol a points system will be used as follows:

Section	Points	Explanation
Patrol Inspections x 2	120	2 patrol inspections will be conducted randomly and will be worth 60 points each. These will be similar to the branch patrol inspections. Be prepared!!!!
Attendance	120	Calculated as an overall total percentage of patrols attended for the whole season and scored as follows: Less than 70% attendance- 0 Points 70% - 75% attendance- 20 Points 75% - 80% attendance- 40 Points 80% - 85% attendance- 60 Points 85% - 90% attendance- 80 Points 90% - 95% attendance- 100 Points 95% - 100% attendance- 120 Points Bonus for 100% attendance: 50 Points
Handicap Surf Swim	36	Aggregate score for each patrols handicap surf swim points for each member. First place patrol: 36 points, second place patrol: 33 points etc. Last place patrol: 3 points.
Awards Gained	36	Calculated on the average number of awards gained per person for each patrol. First place patrol: 36 points, second place patrol: 33 points etc. Last place patrol: 3 points.
Annual Door Knock	12	Calculated on the average amount collected per person for each patrol at the annual surf lifesaving door knock appeal. First place patrol: 12 points, second place patrol: 11 points etc. Last place patrol: 1 point.
TOTAL	324	Plus 50 bonus points for 100% patrol attendance

- In the event of equal points at the completion of the competition, the winner will be decided by a count back system in this order: Patrol Inspections, attendance, handicap surf swim, awards gained, annual door knock.



Surf Sports

The Club provides a wide range of training sessions through professional coaches with the assistance of a number of voluntary coaches.

Training sessions with Nobby's Beach and Miami Beach Surf Life Saving Clubs are also available. This strategy, known as MNM Training, is a combined initiative of the three clubs to provide increased training sessions and experience for all of our members. No matter what your fitness level is, there will be a session for you. You can participate in any training session at either club. If you wish to participate as a session with Nobby's or Miami, please contact Ann Donnelly-Marshall, so she can notify the other club that you are attending and confirm you as a financial, proficient member. After your first session, notice is not required.

The training sessions provided sessions cater for **ALL** active members, juniors (nippers), and those training for either their Bronze Medallion or Surf Rescue Certificate.

The training timetable for the season can be found on the Surf Club website home page or on the noticeboard in the craft area.

Some coaching and craft subsidies are also available for competing members.

A Competitor Handbook is being developed for the 2011 / 2012 Season. The handbook will contain information on all types of competition and Club processes.

Members should contact the Surf Sports Director (Wayne Marshall) or specific team captains if they have any enquiries regarding surf sports.

Surf Sports Director:
Wayne Marshall
surfsports@mermaidsisc.org.au



Competition and Patrol Hour Requirements

To be eligible to compete at any association senior championships (Branch, State, Aussies, Worlds) (Under 15 years to Masters age groups) for Mermaid Beach AEME SLSC a member must:

1. Must have completed patrol obligation and duties and if any penalties are due, these must be completed.
2. Be of the membership categories of either:
 - Active Senior
 - Active Junior
 - Active Cadet
 - Active Reserve
 - Long Service
 - Life
2. Be a current financial member of Mermaid Beach AEME SLSC
3. Be a proficient Bronze Medallion holder or Surf Rescue Certificate holder (Under 15 years)

NB: The cut-off date for proficiencies for members wishing to compete is 31st December 2011

4. Have attended sufficient Club or other training to have the skills and fitness necessary to compete safely.
5. Have completed a minimum number of personal patrol hours as follows:
 - Active Senior, Active Junior and Active Cadet – **25 hours** for the preceding calendar year – 1st January 2011 to 31st December 2011
 - Active Reserve – **12 hours** for the preceding calendar year – 1st January 2011 to 31st December 2011



NB: Regardless of patrol hours completed, if failure to complete rostered patrols without Patrol Captain's approval has occurred, entry to carnivals shall be suspended until patrol obligations have been satisfied.

- Long Service and Life Members are exempted from any patrol hour obligations
- New members, members rejoining or members returning after a leave of absence are required to do **4 hours of patrol per month before competing**

Patrol hours will only be calculated on the following terms:

- Rostered patrols
- Substitute for another member (these hours will be credited to the member who is actually doing the patrol)
- Voluntary patrols
- Water safety for Junior Activities at Club level
- Specialist services (eg. Helicopter, jet boats etc.)

If you are unsure of your membership category and how many patrol hours you are required to have completed, please check with the Club Captain.

Notes:

- **It is your own responsibility to ensure that you have signed the patrol log book and your patrol hours are recorded correctly.**
- **Water Safety Hours at any carnival WILL NOT be accepted**
- **These are absolute minimum requirements and minor shortfalls WILL NOT be accepted**
- **Patrol hours do NOT transfer with a member when they transfer clubs**
- **All membership fees need to be paid and transfers of membership from other clubs completed prior to the club's cut-off date (as advertised on the club's surf sports notice board) for entries to each particular carnival.**



Boards and Skis

Throughout each season a number of craft are damaged for a variety of reasons. Misuse & poor handling when lifting or carrying are the greatest contributors to the damage.

There has to be a few simple guidelines for the use of the equipment to ensure the boards & skis remain serviceable for all members for the entire season.

- Members are requested to abide by the board usage symbols on display beside the board racks.

G: General Use

Remember it is not the craft but the operator who selects the wrong wave to catch.

T: Training Use

C: Competition Use

☆ Star symbol indicates a club member's personally owned board and must not be used without their permission.

- Members wishing to use club equipment must be active members of the surf club in the current season and participate in club activities
- Craft may be allocated to active members for the season if they regularly attend club training and represent the club at carnivals. A security deposit of \$250 will be required for each board.
- Please complete an **Application for Craft Subsidy** if you wish to be allocated a club board and/or ski for the season. To obtain one of these forms contact the craft captain
- Allocation will be based on the active members craft skills & participation in club training and other club activities.
- If you use / take out a board or ski, it is your responsibility to ensure that it is returned.
- Craft must be washed and put away in the storage racks after use.
- Remove craft from the racks after washing to allow other craft users to use the racks.
- Only active and long service members can store their personal craft on the storage racks at the club.
- Allocation of storage space to be approved by the Craft Captain.
- Carry the board & ski – **DO NOT DRAG** in the sand, as it will strip the gel coat & allow water to penetrate under the fibreglass.



Sunday Morning Handicap Surf Race

The Handicap Surf Race is a great Mermaid tradition and is **held each Sunday morning of the patrolling season at 8:00am**. The swim is a **fun club activity** that is open to all able members – Seniors, Juniors & Associates – and participation in a minimum of one swim per month is compulsory if you wish to utilize club facilities and equipment i.e. boards, skis, boats, bunk rooms etc.

The rules for the race competition are listed below. Generally the race should extend to about 12 to 14 minutes maximum from 'GO' therefore covering a distance of 400 to 600 metres.

The Rules:

1. The Handicap Surf Race is run each Sunday morning of the patrolling season - Sunday 19th September through to Sunday 28th April.

Please note that there are two Sundays of the patrolling season that the Handicap Surf Race is not run:

- a. Club Championship
 - b. Byron Bay Ocean Swim
- as members are encouraged to participate in both.
2. The event can consist of a run/swim/run or swim/run/swim or depending on surf conditions, a longer swim and distances determined so that the event will last between 12 & 14 minutes.
 3. Swim start time is 8:15am. This is to ensure the swim is finished prior to 9am and participants can attend other club activities that follow eg Water Safety, Junior Activities
 4. To participate, you must **arrive by 8:00am** to register and be given your handicap time.
 5. Places are assigned down to fifteenth position and points are allocated as follows:
 - a. Every member who participates in the surf swim receives a point irrespective if they complete the course.
 - b. Members on patrol on the morning of the swim are also assigned a point as they have to provide water safety for the participants as well as maintain their patrol duties for the public.
 - c. Members who cannot participate because of SLSC commitments in sanctioned events also receive a point. This is done via written notification to the Surf Swim Co-ordinator with supporting documentation. This includes doing any proficiencies or awards.
 - d. The swimmer who places first is assigned 16 points (15 for winning + 1 point for participating) and so on to the swimmer who



places 15th who is assigned 2 points (1 point for 15th place + 1 point for participation).

- e. Please note that points for placing in the top 15 are only awarded to proficient members; non-proficient members will only receive time penalties and a point for participation. All members proficient from the 2011/11 season will be deemed proficient until the last Club proficiency on Sunday 6th December.
6. Handicap times are determined at the start of each season and are at the discretion of the Surf Swim Co-ordinator.
Each week, Handicap times are adjusted according to placing as follows:

1 st – 3 rd	-	1:00 increase
4 th – 6 th	-	0:45 increase
7 th – 9 th	-	0:30 increase
10 th – 12 th	-	0:15 increase
13 th – 15 th	-	0:00 increase
16 th and on	-	0:15 decrease
7. Power Play is a strategic bonus system implemented in the 2008/09 season and will continue this season with one alteration.
 - a. The bonus for regularly competing has taken the form of a strategy that swimmers may use at their discretion. The swimmer can have their handicap reduced dependent on the number of races competed in.
 - b. Every 4 races swum equals a 15 second reduction in the handicap.
 - c. The new handicap is the handicap for the day and the new base for the calculation of future handicaps.
 - d. The competitor must notify the Surf Swim Co-ordinator 15 minutes prior to the start of the race.
 - e. Please note this Power Play can only be taken once during the season.
8. Due to the requirement of Active members to compete in 1 swim every 4 weeks, there will now be a time penalty of 15 seconds for each swimmer who hasn't competed in the last 4 weeks and for each subsequent 4 weeks.
9. Weekly Prizes
 - 1st Breakfast at Mermaid Beach SLSC
 - 2nd Coffee and Cake at Mermaid Beach SLSC
 - 3rd Coffee at Mermaid Beach SLSC

Season Prize & Categories – *To Be Confirmed*



Club House Rules

Bunk Rooms

- Please sign attendance book in training room and advise Caretaker when staying at the club house (You must be a member of Mermaid SLSC to use and stay in Bunk Rooms.)
- Patrolling members for that weekend have priority.
- No wet clothes to be left in Bunk Rooms.
- All bunks vacated by 7am daily.
- Sheets or a cover must be used on mattresses.
- Members staying in the Club to clean Bunk Rooms, toilets and showers prior to departure. Cleaning equipment supplied by the Club, see Caretaker.
- Make yourself aware of location of fire extinguishers and exits. See Caretaker for instructions if necessary.
- No tampering with fire fighting equipment.
- No washing of surf craft in showers.
- If fire alarms sound please vacate building quickly through the nearest exit.
- No alcohol, food or drink to be consumed in bunk rooms.
- No smoking in building.
- No males in female bunkroom and visa versa.
- Enjoy your stay.
- Please report any problems or concerns to Club House Director or Caretaker.
- Enjoy your stay.

Member's Area

- When using the kitchen & Members Room please leave them clean & tidy.
- Members to wash and dry all kitchen utensils used.
- Do not enter Member's area, kitchen or training room unless dry and free of sand.
- Please report any problems or concerns to the Club House Director or Caretaker.
- Enjoy the facilities.



Grievance Procedures

Occasionally members will have grievances over circumstances in the Club. The first step to resolution in any grievance situation is to approach the other person yourself [if possible] with the goal of resolution [rather than winning]. The second step is to involve the Grievance Officer whose role is to gather relevant information from those involved in the form of written statements and work towards a fair and impartial outcome.

At times the Grievance Officer may consult with a fellow grievance officer or Officials of the relevant group [i.e. age managers, Nipper Director etc]. Whilst the aim is to restore harmony, at times, because of the nature of human beings, this will not be possible. However, the core and non negotiable values of human dignity and worth and respect which will be expected no matter the outcome.

Official SLSA and SLSQ policies on grievances can be found in the green folders in the office as well as on the web.

SLSQ – ADM06 – Workplace Harassment Prevention Policy. Go to www.lifesaving.com.au click on **Members Site** then **SLSQ Policies** then open up **Administration Policies**

SLSA – 6.6 – Grievance Procedure. Go to www.slsa.asn.au click on **Admin & Resources** then on **SLSA Policies**



Nippers

At Mermaid our junior activities program aims to provide an environment where our junior members learn essential surf safety and awareness skills with a focus on fun, encouraging participation and a healthy and safe beach lifestyle.

Throughout the season our junior members will learn surf safety skills (including how to identify rips), surf sports skills, such as body surfing and negotiating the surf on a Nippers board. Activity days also include the beach disciplines of flags, beach sprints etc. At Mermaid our primary focus is to make the Nippers experience fun and enjoyable for all participants and their families.

Our objective is to promote personal development, leadership skills and improve the self confidence of our junior members by setting realistic and obtainable goals and challenges. We encourage competition but recognise that not all junior members are disposed to the rigors of competition. We aim to strike a balance between nurturing and encouraging the competitive urges in our junior members and at the same time providing a welcoming environment and a full program for those members who are less inclined to participate in the competitive side of surf lifesaving.

Age Managers and Groups

Listed below are the age groups for the 2010/2011 season:

<i>Born between</i>	<i>Age Group</i>	<i>Cap colour</i>
1 October 2005 – 30 September 2006	Under 6	Yellow
1 October 2004 – 30 September 2005	Under 7	Green
1 October 2003 – 30 September 2004	Under 8	Club cap
1 October 2002 – 30 September 2003	Under 9	Club cap
1 October 2001 – 30 September 2002	Under 10	Club cap
1 October 2000 – 30 September 2001	Under 11	Club cap
1 October 1999 - 30 September 2000	Under 12	Club cap
1 October 1998 - 30 September 1999	Under 13	Club cap
1 October 1997 – 30 September 1998	Under 14	Club cap



Please note proof of age/birth certificate must be shown for all new children joining up. Please ensure that you bring along your child's birth certificate on sign up day.

An Age Manager will be allocated by the Club to coordinate the activities of each age group. Age managers are:

Under 6 -

Under 7- Matt Slee

Under 8 - Jed Moore

Under 9 - Greg Moreton and Mel Del

Under 10 - Michael Dalton

Under 11 - Tanya Irwin and Camilla Gallagher

Under 12 - Andy and Andrea Baker

Under 13 - Cameron Fraser and Mark Hermann

Under 14 - Stuart Sargeant and Michele Gray

Activities

During the season the Age Managers will run the children through a range of activities promoting:

- Surf safety/awareness
- Surf skills
- Surf craft skills
- Beach events e.g. sprints and flags
- Resuscitation skills (under 13's)
- Surf Rescue Certificate (SRC) for under 14's

Children are encouraged to participate in all events. Surf swimming is part of the requirements of being a Nipper. Proficiencies are first assessed in the pool prior to the children being allowed to participate in water based activities (refer below). Nippers are also required to learn board skills. Depending on their age and conditions on the day Nippers will be required to paddle out around a buoy positioned at a set distance. All ages (excluding under 6's and under 7's) are required to participate. Under 8's, 9's and 10's use foam boards. Under 11's to 14's use fibreglass boards.



Pool Proficiencies

It is essential that the children have completed their pool proficiencies before they participate in any water based activities. Please ensure that all of the junior members have completed their pool proficiencies and those details are recorded with the chief instructor Jason Argent (chiefinstructor@mermaidslsc.org.au).

The criteria for the proficiencies are as follows:

Under 6's	Kick on wall with face in water and 30 second float
Under 7's	Torpedo (push off wall) with face in water and 30 second float
Under 8's	50 metre swim freestyle and 1 minute float/tread water
Under 9's	50 metre swim freestyle and 1 minute float
Under 10's	100 metre freestyle swim and 1.5 minute float
Under 11's	100 metre freestyle swim and 2 minute float
Under 12's	200 metre freestyle swim and 2 minute float
Under 13's	300 metre freestyle swim and 3 minute float
Under 14's	400 metre freestyle swim (in less than 9 minutes) and 3 minute float

Age Group Surf Education plus Competency Test

There are additional competency tests required to be conducted on the beach and these will take place throughout the season. The requirements are set out in the table below. Children will also need to complete the beach competency assessment set out below by an eligible assessor (which the Club will provide). We will try to complete the proficiency assessments within the first two weeks of the start of the season.

AGE GROUP & SURF EDUCATION plus COMPETENCY TEST

Under 8 - Surf Aware 1

Run-Wade-Run - 25m-25m-25m

Under 9 - Surf Aware 2

Run-Swim-Run- 50m-50m-50m

Under 10 - Surf Safe 1

Run-Swim-Run – 50m-50m-50m

Under 11 - Surf Safe 2

Run-Swim-Run – 50m-100m-50m

Under 12 - Surf Smart 1

Run-Swim-Run – 50m-100m-50m

Under 13 - Surf Smart 2 & Basic Resuscitation

Run-Swim-Run – 100m-100m-100m

Under 14 - Surf Rescue Certificate

Run-Swim-Run – 100m-100m-100m



For children to compete in competition they will also be required to complete the following Competition Evaluations.

AGE GROUP & COMPETITION EVALUATION

Under 8

Run-Wade-Run - 25m-25m-25m

Under 9

Minimum 150m open water swim (competition course as per competition manual)

Under 10

Minimum 150m open water swim (competition course as per competition manual)

Under 11

Minimum 288m open water swim (competition course as per competition manual)

Under 12

Minimum 288m open water swim (competition course as per competition manual)

Under 13

Minimum 288m open water swim (competition course as per competition manual)

Under 14

Minimum 288m open water swim (competition course as per competition manual)

More Information

More detailed information on the junior activities program will be provided to parents through the following modes of communication:

- Emails from age managers.
- by posting communications on the Club website www.mermaidslsc.org.au
- making available news letters containing the information circulated in the emails which can be collected at the club or at the BBQ facility on the beach each Sunday
- by posting relevant details on the notice board which on most Nippers Sundays is located in the park near the BBQ facility.
- By contacting the Junior Activities Director on email junioractivities@mermaidslsc.org.au .



Youth

The Club promotes youth activities and programs for members who are between 13 and 25 years old. This includes the Youth Involvement Program (YIPs) which is a reward program where youth members collect points for being involved in a range of surf life saving activities under the following categories:

- Life saving
- Development
- Competition
- Administration
- Junior Activities
- Youth Activities
- Club Activities
- Community Project

Points are rewarded at three levels: Bronze, Silver and Gold.

Other youth development activities participated in by the Club include:

- Leadership and development programs/camps
- Mentoring programs
- Surf sports teams
- Surf Life Saving awards courses
- Tours and visits
- Introductions to surf sport disciplines (eg surf boats, ski)
- Social events

For further information on youth activities and programs contact the Youth Development Officer:

Greg Moreton
youth@mermaidslsc.org.au



Fundraising

Our Club has annual operating expenses in excess of \$200,000. 50% of this expenditure is funded by Supporters Club donations, membership fees and State government subsidies. The other 50% of expenditure we are very dependent on the generosity of donors and sponsors and the commitment and involvement of members in fundraising activities.

Donations. Donations assist in enabling the provision of services and are fully tax deductible. Members are encouraged to promote donations to our Club from individuals or businesses they have contact with.

Sponsorship. Where the Club provides something in return for moneys donated to the Club (eg advertising on equipment or around the Club area) this is called sponsorship. A range of sponsorship opportunities are available that will provide great positive exposure to a sponsor. Details are provided in the Club Sponsorship Package that is available on the website or from the Treasurer or Secretary.

Doorknock Collection. At the start of each season (late November or early December) SLSQ organises Surf Life Saving week which culminates in public collections for Surf Life Saving. This is a great opportunity for the Club to make money as typically each member collects between \$100 and \$200 in half a day collecting.

As such, all members are urged to contribute half a day to collecting on the doorknock day which is **Saturday 3rd December 2011** this season.

To encourage members to collect on the Doorknock the Club has instigated a fundraising deposit of \$50 per senior member or nipper family which is refundable if the member collects on the Doorknock. Otherwise this will be deemed a tax deductible donation to the Club.

Raffles. Meat tray and other raffles are held in the Supporters Club area regularly by committed members and contribute to fundraising. Typically the Club makes about \$70 from each meat tray raffled.

Nipper BBQ. The Nippers run a BBQ every Sunday morning during the season which is a great fundraiser for the Club. Nipper parents are encouraged to assist when their age group is rostered on and the support of any Club members is appreciated.

Grants. The Club applies for grants on a regular basis and received valuable funds in this way. Largely these applications are completed by the Fundraising coordinator or administrator however any assistance is appreciated.



Club Awards

The Club presents the following awards each season at the annual dinner:

- Club Champions:
 - Masters (male, female)
 - Seniors (male, female)
 - Under 19 (male, female)
 - Under 17 (male, female)
 - Cadets (male, female)
- Best All Round Cadet- John Wilson Trophy
- Best All Round Junior- Gary Costello Memorial Trophy
- Best All Round Senior- Peter Moore Memorial Trophy
- Encouragement Award- Mermaid Beach AEME SLSC
- Most Conscientious Member- Mermaid Beach AEME SLSC
- Dedicated Service- Dillon Family Trophy
- Appeals Award (Best Fundraiser)- RAEME Award
- Best New Member- RAEME Trophy
- Club Person of the Year- Walden Vardy Trophy
- Boat Crew of the Year- Boat Captain's Trophy
- Most Patrol Hours- Ruth Brock Memorial Trophy
 - Senior Junior Cadet
- Handicapped Surf Race- Willis Christie Trophy (male, female)
- Junior/Cadet Handicapped Surf Race (male, female)
- Nipper Handicapped Surf Race- Degnian Family Trophy
- Patrol Group of the Year



Social

Club social activities are important to help build spirit and teamwork in the Club. Many social activities will also be held as a means of fundraising for the Club.

Members are encouraged to attend and support Club social events which culminate in the Annual Awards Night and Dinner at the end of the season. Club members are also encouraged to utilise and promote the excellent facilities provided by the Supporters Club as profits made by the Supporters Club are donated to the Surf Club and are critical to providing services and maintaining our equipment and facilities.

For restaurant or function bookings call: (07) 55753211 or for further enquiries email: supportersclub@mermaidslsc.org.au



