

BY-LAW NO. 1

SUBJECT: PATROL RULES

COMMENCED: REWRITE APPENDIX C IN THE CURRENT CONSTITUTION UNDER REVIEW BY CHAIR R DEVLIN FORMED AT THE GENERAL MEETING HELD ON 30 NOVEMBER 2017

DRAFT: DRAFT FOR CONSIDERATION BY CLUB COUNCIL 02 FEBRUARY 2019

APPROVAL: ENDORSED WITH MINOR EDITING AT SPECIAL GENERAL MEETING 30 NOVEMBER 2019

LAST UPDATE: EDITING COMPLETED 29 FEBRUARY 2020

1. PATROL ROSTER

The Director of Surf Life Saving (also known as Club Captain) shall prepare a patrol roster before the beginning of each season. A copy shall be provided to each patrolling member. Copies will also be displayed on the Club electronic noticeboards and other locations as may be determined by the Director of Surf Life Saving.

2. PATROL CAPTAINS

- (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 skill maintenance tests on every patrol;
- (c) Patrol Captains are to ensure that motorised equipment is driven only by Members with the appropriate licenses;
- (d) 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 or equivalent electronic system. Radio Operators should enter these records, via the SLSA recording system in the first instance;
- (e) Patrol Captains will be responsible to the Director of Surf Life Saving through the Patrol Operations Supervisor.

3. GENERAL RESPONSIBILITIES OF PATROL MEMBERS

All Patrol Members must:

- (a) Acquaint themselves with these patrol rules and if regulated, sign an Acknowledgement of Patrol Member Obligations Form (Figure A) that they have read and understood the rules and Member's patrol obligations;
- (b) Acquaint themselves with their rostered patrol dates and hours of patrol;
- (c) Attend the beach and be ready for their patrol duties at least 15 minutes prior to the patrol starting time to ensure all patrol equipment is in position by the scheduled patrol opening time;

- (d) Wear full patrol uniforms with patrol caps tied correctly under their chins at all times while on patrol and always remain ready for immediate call to rescue during their patrol hours;
- (e) Not leave the patrol area without the permission of the Patrol Captain;
- (f) Comply with all reasonable directions of the Patrol Captain;
- (g) Personally, check to ensure the Patrol Log accurately records their time of arrival and departure from patrol;
- (h) Not complete the Patrol Log on behalf of any other Member, i.e., the time allocated for patrol duties must only be assigned to the Member completing the patrol(s).

4. SUBSTITUTE PATROLS

- (a) Members who are unable to attend their rostered patrols must:
 - (i) notify their respective Patrol Captains prior to the designated patrols indicating that they are unable to attend; and
 - (ii) arrange for a Member of equal qualification to undertake the patrol as a substitute. The Club "Volunteer Facebook" site may be useful for this purpose;
- (b) 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/she does not attend.

5. EXEMPTIONS FROM ROSTERED PATROLS

- (a) For the purposes of this By-Law, an Active Member on 'Roving Patrol' is granted flexible patrolling status due to demonstrated exceptional life, work and/or sporting commitments which materially impact their rostered patrolling availability;
- (b) Applications for 'Roving Patrol' may be completed on the Application for Roving Patrol Form (Figure B) and are administered by the Director of Surf Life Saving and the Board of Surf Life Saving in the first instance, and then possibly endorsed by the Board of Management;
- (c) A Patrol Member may apply in writing to the Director of Surf Life Saving for an exemption from rostered patrols for the season;
- (d) If the Director of Surf Life Saving considers the circumstances appropriate, he or she may grant a Patrol Member an exemption and will confirm in writing to the Member their patrol obligations for the season;
- (e) Patrol Members who have been granted exemption will be rostered to the Roving Patrol Group and their contact details published to the patrol membership. It is expected that those Members granted this status will do all that is reasonably necessary to assist in substituting for patrolling Members.

6. FAILURE TO COMPLY WITH PATROL OBLIGATIONS

- (a) Following each patrol, Patrol Captains will report to the Director of Surf Life Saving any Member who fails to comply with their patrol obligations as set out in Clause 3;
- (b) The Director of Surf Life Saving or delegate may impose an extra rostered patrol to 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 their patrol obligations as outlined in Clause 3 may, in addition to any action taken by the Director of Surf Life Saving under 6(b), will 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 of Surf Life Saving 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 of Surf Life Saving or Patrol Operations Supervisor will be final.

7. MISSED PATROLS

- (a) Unless for proven sickness or an exemption under Clause 5, missed rostered patrols during a season shall be subject to the following requirements unless otherwise excused by the Director of Surf Life Saving:
 - (i) **One (1) missed patrol**
Administration shall send correspondence stating that a make-up patrol must be completed before the next rostered patrol;
 - (ii) **Two (2) missed patrols**
Administration shall send correspondence advising on loss of privileges and that a make-up patrol must be completed before the next rostered patrol. Note that loss of privileges include:
 - Access to the Club Gymnasium
 - Use of Club equipment
 - Ability to store personal equipment at the Club
 - Access to Club provided coaching and training
 - (iii) **Three (3) missed patrols**
Administration shall send correspondence advising on the loss of Competition Rights and that both a penalty patrol and the original make-up patrol must be completed before the next rostered patrol;
 - (iv) **Four (4) missed patrols**
Administration shall send correspondence advising that the Member is on restricted suspension and that unless the penalty patrol, the original make-up patrol and the new cycle patrol is completed before the next rostered patrol then a full suspension may occur;
 - (v) If the required make-up patrols are not completed satisfactorily, administration to send correspondence stating that the Member is suspended referring to Section 11.6 of the Club Constitution (Patrol Obligation Policy);
- (b) The Director of Surf Life Saving may also impose additional make-up and or penalty patrols in addition to or in lieu of, or any show-cause procedure.

8. COMPLETION OF PATROLS

- (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 of Surf Life Saving or his nominee, the Patrol Operations Supervisor;

- (b) The out-going Patrol Captain shall ensure sufficient Members of the finish patrol remain on duty until they are relieved by other Members;
- (c) The last patrol of each day must ensure that all surf lifesaving equipment is returned to the Club; the IRB, Tractor and SSV are hosed out and re-fuelled; electronic gear is returned to their designated secure area; and that all two-way radios are locked away and put on charge after signing-off in accordance with authorised procedures;
- (d) Unless otherwise given permission to leave by the Patrol Captain, the Director of Surf Life Saving or the Patrol Operations Supervisor, the patrol Member must be present for either set-up or pack-up and complete at least 50% of their rostered patrol in order to be credited for the patrol hours undertaken.

9. CALCULATION OF PATROL HOURS PERFORMED

- (a) For the purposes of calculating a Member's patrol hours, rostered patrols, substitute patrols, voluntary patrols and make-up patrols will be counted provided it is entered onto the Club Patrol Logs;
- (b) Active Members wishing to compete for the Club must complete their allocated rostered patrols as per the Club Constitution between 01 January and 31 December in each year.

10. ROVING PATROLS

- (a) Members may be placed on a Roving 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;
 - Other extenuating circumstances which the Director of Surf Life Saving considers justifies placement on a Roving Patrol;
- (b) Members who wish to be placed on a Roving Patrol must make written application to the Director of Surf Life Saving by completing Application for Roving Patrol Form (Figure B) outlining their reasons for wanting placement on a Roving Patrol. The Director of Surf Life Saving 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 of Surf Life Saving. A right of review of that decision shall lie with the Board of Management whose decision shall be final;
- (d) Approval for placement on a Roving 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 of Surf Life Saving 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 Roving Patrol roster.

Figure A: Acknowledgement of Patrol Member Obligations

Acknowledgement of Patrol Member Obligations

I
have been allocated to a rostered patrol at Maroochydore SLSC and agree that I –

1. Have read the attached By-Law 1 [Patrol Rules] and understand my obligations in respect of undertaking patrol duties with the Club.
2. Understand the steps I need to undertake in order to seek an exemption from patrol duties or arrange for a substitute to undertake those duties on my behalf.
3. Unless excused, will be required to perform extra patrols if I miss my rostered patrol, and that any extra patrols need to be completed before my next rostered patrol.
4. May be subject to other penalties if I miss three or more rostered patrols (including suspension). See Clause 7 [Missed Patrols].
5. Need to complete my allocated roster patrols between 01 January and 31 December in each year

Member's SignatureDate

Acknowledgement by Parent or Carer (where the member is under the age of 18 years)

I
the parent/carer* of
.....,
who has been allocated a rostered patrol at Maroochydore SLSC, acknowledge that I have explained the attached By-Law 1 [Patrol Rules] to my son/daughter* and am confident he/she* understands his/her obligations in respect of those rules.

I also acknowledge I understand my son's/daughter's* obligations in respect to By-Law 1 [Patrol Rules]

Parent or Carer's SignatureDate

Figure B: Application for Roving Patrol

APPLICATION FOR ROVING PATROL

Full Name: _____ Date: _____
Surname First

Address: _____
Street Address Apartment/Unit #

_____ City State Post Code

Phone: _____ Email _____

Awards Held (Circle): SRC BRONZE ART IRBC IRBD

Have you completed 3 years of active patrols? YES NO Do you reside more than 150Km from MSLSC.? YES NO

Current Patrol Number: _____ Current Occupation: _____

Roving Patrol Status is intended for Members who cannot reasonably complete their rostered patrol due to significantly difficult circumstances. These could include but are not limited to:

- You are required to undertake shift work and shifts are significantly at the same time as the Club's patrol hours; or
- You 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; or
- You undertake professional Lifeguard duties during the patrol season on weekends and public holidays; or

REASON FOR APPLYING FOR ROVING PATROL:

Signature: _____ Date: _____