

**Surf Life Saving Sydney Northern Beaches Inc.**  
**Board of Education and Assessment**

Minutes of Meeting – Thursday 26<sup>th</sup> March, 2009 commencing at 7.10 pm  
Dee Why SLSC

**1. ATTENDANCE**

As per attendance book

**2. APOLOGIES**

As per attendance book

**3. MINUTES**

That the minutes of the previous meeting are a true and accurate record.

**Adopted**

**4. BUSINESS ARISING FROM MINUTES**

Nil

**5. NEW MEMBERS**

Rob Stokes - Mona Vale (Bronze Medallion)  
Andrew Hjorth - Mona Vale (Bronze Medallion)  
Darren Armitage - Dee Why (Bronze and IRB)  
David Spink – Dee Why (IRB discipline)  
Craig Poppleton – Bilgola (Bronze medallion)  
Jessica Menzies – Newport (Bronze Medallion)  
Kieran Menzies – Newport (Bronze Medallion)  
Ann Stewart- Long Reef (Bronze medallion)  
Stan Wall – Nth Steyne (Bronze Medallion)  
Jon Colwell – Nth Steyne (Bronze Medallion)  
Joe Mastrangelo – Nth Steyne (Bronze Medallion and IRB)  
James Campbell – Avalon (Bronze Medallion)

**6. CORRESPONDENCE**

SM IRB driver workbooks  
Academy FAQ  
Bronze Medallion Induction slides  
Trivia Quiz revision tool

**7. REPORTS**

ALS Report Attached.

**8. GENERAL BUSINESS**

**Probationary Assessors**

Probationary assessors have previously been asked to attend the BoEA meeting to be accepted as probationary members of the Board. Many could not attend tonight due to work commitments, so the Board has accepted them on the condition they do attend a meeting as soon as possible. All probationary assessors will be assigned a mentor, and Michael Wasley will email them the mentor details. Probationary assessors will also be required to attend assessments with senior assessors other than their mentors to gain extra experience in assessing styles. It was suggested that all new probationary assessors attend assessments before the end of the season to gain some experience before the winter break.

**Silver Medallion IRB Driver Resources**

The Board was advised there are now two workbooks to complete as part of this course. Workbook 1 is to be completed by those candidates who do not have a waterways license and Workbook 2 is to be completed by all candidates as part of their IRB component. Trainers were also reminded that the IRB crew award must be

completed prior to IRB Driver training as it is a pre-requisite that members have an IRB Crew award and 10 logged crew hours prior to getting in the IRB as a driver.

Trainers were also reminded that IRB logs of hours must be accurately completed. In future paperwork with unrealistic logged hours will not be processed.

### **Proficiency Audits**

This year's proficiency audit indicated that Clubs were much more compliant in entering their member's proficiency details than in previous seasons. The main focus next season will be on members entered in Surfguard with no record on the proficiency cards - these Clubs will have more records examined to ensure it is not a common occurrence.

### **ATV Inductions**

Many Clubs have not entered inductions into surfguard. These are either not being done or Clubs are not able to enter them into surfguard due to not having access to the candidates drivers license details. Michael Wasley has spoken to SLSNSW and there will be provision next season on the form for the candidate's license details. Some assessors also expressed concern that the current ATV induction book is no longer relevant as it mainly covers quad bikes not side by side buggies.

### **Frequently Asked Questions (FAQ)**

There is a FAQ page on the SLSNSW webpage which covers most of the questions you will ever be asked about RTO training. Members were encouraged to check this page and the training alerts page regularly for updates.

### **Bronze Medallion Induction Slides**

These resources were emailed to all Chief Instructors. If any other member would like the slides please contact the Branch Office.

### **Trivia Quiz Revision Tool**

All Chief instructors were emailed this revision tool. If any other member would like this tool please contact the Branch Office.

### **Trial Bronze Medallion Resources**

Sydney Northern Beaches has been asked to trial a bronze medallion resource from SLSWA. There will be a couple of groups using this before the end of the season and will be asked to provide feedback for SLSNSW. These resources have an online component for the workbook, but it is also available as a paper version. This resource also marks assessments and send the results to the training officer.

### **ALS Report**

There is a lot of concern that the number of candidates found not yet competent at the monthly ARC assessments is increasing, and that perhaps training officers are not current in their skills. ARC Assessors have offered to assist Clubs by attend final training sessions at Clubs to see how candidates are progressing prior to the assessment. This would link Clubs having difficulties with Clubs who have a higher success rate and will ensure that our overall success rates improve. Trainers are also invited to attend ARC assessments to observe the process prior to training a group.

There was a query as to the resources currently used for ARC training. Michael explained that as our Branch has not yet been inducted into the suction component of the new resources we are still using the old resources. It is hoped this induction will be done over winter to enable us to use the new resources next season. The oxyviva component can be found in the emergency care manual and resus is as per the bronze medallion training manual.

A meeting of ARC assessors will be held following the ARC assessment next Tuesday 31<sup>st</sup> March to develop a procedure for next season's assessments.

### **Defib and Spinal Courses**

It will be mandatory next season for all Clubs to have full spinal kits and defibrillators on their beaches. As a result all patrols will need members trained in the use of this equipment. Clubs are encouraged to book their members in for courses during winter to avoid a last minute rush. If Clubs can organise a group of 20 candidates at their Club, the course will be run for them there. Bookings through the Branch Office.

Clubs attending defib and spinal course run through the Branch need to bring their own training defibrillator (so they are familiar with their own equipment) and spinal board, headblocks and straps to the courses.

### **Unprocessed awards**

All Clubs with unprocessed awards on surfguard need to supply Branch with the appropriate paperwork as soon as possible to allow time for the awards to be processed and available for Club presentation nights.

### **Pain Management Award**

The pain management award will be available next season. Prerequisites are currently ARC and Senior First Aid, but this could change to include other awards in addition to these two. This award will have a unit of competency attached.

### **Cert III**

Certificate III in Aquatic Search and Rescue will be rolled out next season. This will be done one module at a time. Pre-requisites are SMBBM and Bronze Medallion.

### **Cert II upgrades**

Some Clubs still have patrolling members who have not completed this upgrade. Lists will be emailed to Clubs to follow up.

### **Consistency of assessment/training**

There was a query as to "signs of life" assessment during resuscitation. As per training manual, two operators are able to check for signs of life whilst rescue breaths are being delivered. One operator can quickly check for signs of life whilst changing from 2 rescue breaths to compressions. Some patrols have been penalised during patrol inspections for not checking for signs of life. These will be reviewed.

Spinal carries were another area where consistency was questioned. It was decided that as long as the patient is effectively immobilised on the board the candidates will be deemed competent.

These interpretations will be overcome by central venues for assessments. These will be introduced next season and will be held at Northern and Southern venues a couple of times per month. All Clubs attending will be expected to provide enough assessors to cover their candidates.

### **Trainers and Assessors update**

The updates for the 2009/10 season will be held in August 09 to ensure trainers and assessors skills are up to date prior to the beginning of the season. Branch will try to obtain training videos for Clubs so that we have consistency in training across the Branch.

### **Probationary Assessors SOP**

Michael will review the SOPs to ensure they are consistent for all probationary assessor awards.

Meeting closed at 8.18pm.

Next Board of Education and Assessment Meeting  
Thursday 16th April, 2009  
7pm at Dee Why SLSC