

SNB Lifesaving Guide for Clubs

Lifesaving services within the Sydney Northern Beaches branch follows the standards outlined by SLSNSW. This document is intended as a guide for Club Captains within the branch and contains information beyond what is in the NSW Public Safety SOPs and things that are particular to our branch.

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WHERE TO FIND INFORMATION

SLSNSW Public Safety Standard Operating Procedures

<https://www.manula.com/manuals/slsnsw/pssops/jul.2023/en/topic/introduction>

The SLSNSW Lifesaving SOPs have been reviewed and were released in September 2023 under the new name of Public Safety SOPs. They are no longer available as a printed document.

SLS Hub

<https://hub.sls.com.au/>

With their own login, all members can renew their membership and access information on their own member record such as personal details, awards and patrol hours. The SLS Hub is also the access point to eLearning, the Document Library for things such as circulars and policies, and other IT Systems that members may have access to. Club Officers can access the SLSA Store to order uniforms, signs, flags and other equipment.

Surfguard

<https://surfguard.sls.com.au>

This is the national membership and club administration database containing all Members' records (including personal information, awards and patrol hours), a record of all lifesaving gear and equipment owned by the club, and where other systems, such as the eLearning system, SEMS and the Patrol Operations App, pull member data from. It is password protected and club officers that require access must apply through their club. Anyone that does have access should not share their login with others or make changes to their own record.

It is used for member management, comprehensive reporting, allocation of awards, setting up patrol teams and rosters, updating patrol logs and statistics, mailing groups, and gear and equipment inventory

Rule of thumb is that any information that Clubs must record on Surfguard, should be done within 2 weeks of the activity occurring.

SLSNSW Website

www.surflifesaving.com.au

State specific information about SLS that is not password protected. Copies of circulars and memos can be found here along with the SLSNSW Standard Operating Procedures for Lifesaving (SOPs) and the SLSNSW Pre-season Information Pack which is published annually.

SLSSNB Website

www.surflifesaving.net.au

The SNB branch website is updated with latest news for each portfolio (ie. Member Services, Lifesaving, Education, Surf Sports, etc.) regularly and contains branch specific information.

SLSSNB Weekly e-News Letter

It's highly recommended that all members subscribe to the weekly newsletter distributed by the Branch office, so they receive current information. Subscriptions can be made on the SLSSNB website – at the bottom of the home page.

SLSSNB Info Guide

<https://www.surflifesaving.net.au>

Released in September/October each year, this guide is published by the branch office and contains all the contact details for officers in each SNB surf club. It also has a draft calendar for the season ahead along with a summary of each club's patrol hours for the season. A limited number of printed copies are printed for each club each year however it is also available as a PDF file on the SNB website. Just put "Info Guide" into the search bar on the website and you'll find it.

BOARD OF LIFESAVING FOR 2025-26 SEASON

Board of Lifesaving (BOL) meetings will be held every 2 months. Club Captains should be in attendance or send a proxy if they are not able to attend. In the event that a “motion” is raised to be voted upon, a quorum of at least five board members must be present.

The Board of Lifesaving includes the Director’s Advisors and the 21 Club Captains. A list of the Club Captains for the season and their contact details can be found in [Appendix C](#).

BoL Position	Name	Phone	Email
Director of Lifesaving (Chair)	Cameron Powell	0419 436 886	Lifesaving@surflifesaving.net.au
Deputy Director	Olivia Rees-Ewen	0433 664 266	lollyreesewen@gmail.com
Deputy Director – Special Projects	Michael Wasley	0414 971 949	simply_trees@outlook.com.au
Emergency Services Advisor	Tracey Hare-Boyd	0416 042 465	ceo@surflifesaving.net.au
Powercraft Advisor	Peter Finch	0418 401 015	peter@pittwatermarine.com.au
Support Services Advisor	James Crittenden	0438 772 800	jcrittenden@surflifesaving.com.au
TIPS	Trish Newton	0411 659 982	pnpnewton@outlook.com
UAV Advisor	Ernesto Calderon	0408 985 304	palda4667@gmail.com
Patrol Review Advisor	Peter Fenley	0418 613 604	peterfenley@gmail.com

Meeting Dates for 2025-26 Season

Held on 3rd Tuesday of every odd-numbered month, starting at 6.30pm. Please make sure the dates are in your diary. Zoom login details are also shown below for those who cannot attend in person.

- Tuesday 15th July 2025
- Tuesday 16th September 2025
- Tuesday 18th November 2025
- Tuesday 20th January 2025
- Tuesday 17th March 2025
- Tuesday 19th May 2025

Join Zoom Meeting

<https://SLSNSW.zoom.us/j/86463176639?pwd=UmKhaiXTxd9ttCKvh7dbrIP2Om1ezb.1>

Meeting ID: 864 6317 6639

Passcode: 497821

IMPORTANT PHONE NUMBERS

State Operations Centre (aka Surfcom NSW & “the SOC”)	02 9471 8092	Press 1 if calling about a current incident Press 2 for everything else
After Hours Duty Officer	0417 692 993	Use outside normal patrol hours/days
Rostered Duty Officer	0400 918 423	Use during normal patrol hours/days (Diverts to AHDO phone if busy or turned off.)
SLS Sydney Northern Beaches (Branch HQ)	02 9913 8066	Open normal business days 8.30 am to 4.30 pm

GEAR INSPECTION

Gear Inspection is conducted on the 3rd Sunday of August every year and detailed information is sent to Clubs in each year. In 2025, it will be held on Sunday 17th August and in 2026 it will be Sunday 16th August.

All lifesaving equipment must appear correctly in Surfguard Gear & Equipment listings and will be inspected by the Branch Inspection Team to ensure it meets SLSA minimum requirements including safety and branding.

Following inspection, Clubs are required to ensure all Gear & Equipment is properly updated in Surfguard and indicates the current year's inspection date and results.

Clubs that are non-compliant with respect to Gear & Equipment, may find they are not eligible for funding such as the Club's Lifesaving Equipment Grant.

Full details about Gear Inspection can be found on the Gear Inspection SNB document that is published each season and available from our website [here](#).

GRANTS AND OTHER FUNDING

There are a couple of grants that are usually offered annually for Lifesaving equipment. The Beach Safety Equipment Fund (BSEF) is a federal grant offered by SLSA, and the Club's Lifesaving Equipment Grant (aka CLEG) is a SLSNSW offering. All relevant information about these grants will be forwarded to the Club Captains when it is released. Generally, there is only a short period of time available to take advantage of the grants, so Clubs are advised to respond quickly and as instructed in the relevant circular.

Clubs are also welcome to seek and apply for their own grants. SLSA has a Grant Seeking Unit that is available to assist with any grant applications Clubs may wish to submit. Further information can be found on the SNB website [here](#).

CLUB LIFESAVING OPERATIONS

Lifesaving Service Agreements

The Lifesaving Service Agreement (LSA) is between the Club (or Support Operation), Branch and SLSNSW and outlines the Club's responsibilities with regards to patrols including:

- Defined primary and secondary patrol areas for the Club or Support Operation
- Minimum patrol requirements (Bronze numbers, advanced awards, etc.)
- Dates and hours of patrol operations

Please make sure your Patrol Captains and Vice Captains are aware of the details in your LSA.

All SNB Club's LSAs were reviewed prior to the end of the 2024-25 season and are in place until the end of the 2026/27 season. A copy of all the Clubs patrol hours can be found in [Appendix A](#).

Patrol Operations Manual

Patrol Operations Manuals (POMs) are designed to outline specific local beach management/response plans which will help all members, from existing Patrol Captains to new Bronze members, to familiarise themselves with the local beach hazards/risk and the management plans for the hazards and risks.

Clubs should utilise the SLSNSW POM template to create their own version. An updated 2025 version of the POM template and an example document is available on the [NSW website here](#). Clubs will need their older version to utilise aerial photos again.

Sign-on & Sign-off Protocol for SNB Clubs

All Clubs should be aware of the Patrol Sign-on and Patrol Sign-off procedures for SNB:

- **8.45am** - Clubs are advised by Surfcom to sign the patrol on via the Operations App. We recommend signing the Club on – with beach status – before going back and signing in the patrol's members.

- **9am** – Surfcom will begin radio checks with the Clubs from North to South. Clubs that have not signed on via the App will be asked if they plan to. If a Club is unable to use the App, it will be signed on manually by Surfcom (# of Bronze members, beach open/closed, IRB and SSV status).
Note that if that Club is able to sign-on via the App at a later time, they should request that Surfcom signs them off manually first. If they continue to be unable to sign-on in the App, the patrol will need to record all stat's and patrol attendance manually and provide the data to the Club Captain so it can be entered directly into Surfguard later.
- Middle of the day patrol change-over. Clubs have up to 30 mins to sign-off the AM patrol and sign-on the PM patrol via the App. Clubs not using the App must advise Surfcom via Channel 3.
- 15 mins prior to sign-off times, Surfcom will do an ALL STATIONS callout to remind Clubs to sign-off via the App, so long as they are not busy with other calls or incidents.
- At sign-off time, Surfcom will radio only the Clubs that have not signed off via the App and collect the rescue stats for those Clubs. Clubs that have signed off via the App will not be contacted.

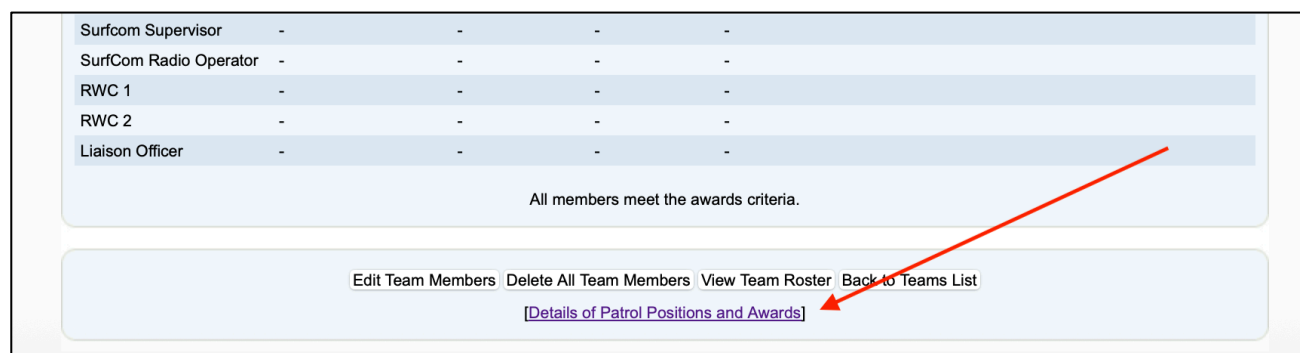
The Branch recommends that Patrol Captains carry 2 radios so that Channel 3 is monitored at all times. We do not recommend the use of the scan channel.

Patrol Teams

Club Captains should review their patrol teams on Surfguard each season to ensure they meet the minimum requirements and can support the needs of the Club. All members should be financial and proficient in the awards that their role on the patrol requires, including any pre-requisite awards. (For example, if the IRB Crew is proficient but the Bronze is not, then the Crew award is considered to be not proficient.)

It is also highly recommended to avoid having any member listed in multiple roles in a Patrol Team as it increases the complexity for sign-on/off via the Operations App and also for substitute requests. For example, if the member is in the IRB Crew role, there is no need to also have them in a Bronze role. The more roles any member is in, the more work there will be to ensure patrol logs are correct each weekend.

It is important to understand exactly what awards are required for each position on the patrol team. From within any Team Member list in Surfguard, the user can click on a link to view the NSW requirements.



Surfcom Supervisor	-	-	-	-
SurfCom Radio Operator	-	-	-	-
RWC 1	-	-	-	-
RWC 2	-	-	-	-
Liaison Officer	-	-	-	-

All members meet the awards criteria.

[Edit Team Members](#)
[Delete All Team Members](#)
[View Team Roster](#)
[Back to Teams List](#)

[\[Details of Patrol Positions and Awards\]](#)

Club Captains are advised to work closely with their Club's Chief Training Officer (CTO) to ensure that their patrol teams are sufficiently resourced with the relevant lifesaving awards. Some awards require members to complete a course run by the Branch office, rather than the Club. Your CTO can arrange for your members to be booked into these courses.

Patrol Logs and SLS Operations App

Patrol Logs are entered via the SLS Operations App although Clubs are welcome to use a paper-based system as a backup if they wish. Access to the App is automatically given to members who are listed in Club's Patrol Teams as the Patrol Captain, Vice Captain or PAC position. Members need to know their SLS Hub username and password to access information in the App.

When signing members onto patrol, it is expected that each individual is added with the correct "patrol type"; Rostered, Voluntary, Substitute are the commonly used ones, however there are other types. Clubs that log

on members who are conducting water safety for events such as Nipper activities, should ensure those hours are logged as “water safety”.

SRC members do not require patrol hours for competition, however, if they are patrolling, they should be entered onto the patrol log. The log is a legal record of who was patrolling at any given time and therefore it must be accurate in terms of who was present and at what times. SRC members also require a record of patrolling should they apply for the SRC to Bronze Transition Program in future seasons.

Some of the data entered in the App resides in the device they are using until the Log is closed. Patrols should avoid using multiple devices for any single log to ensure all data is uploaded to Surfguard when signing off.

Upon patrol sign-off, an email confirmation is sent to the Patrol Captain/Vice Captain containing a link to the PDF version of the Patrol log, this enables the Patrol Captain/Vice Captain to check that all the data in the log is correct. If the data is not correct the Patrol Captain should forward the email to the Club Captain with the changes that are required. Any changes should be made in Surfguard within 21 days of the patrol date before the log automatically closes. Beyond that date a “re-open” request will need to be made. Logs that are re-opened will only remain open for 7 days before they close automatically.

Patrol Tents

The SNB Branch is fortunate to have sponsors that pay for the provision of patrol tents to all 21 Clubs in SNB. The branded patrol tents should be erected during patrol hours, whether the beach is open or closed. No other tent should be used for patrols without prior agreement from the Branch office.

The patrol tent should only be taken down during patrolling hours if it is deemed unsafe for it to stay up. If this occurs, the Duty Officer should be notified immediately. From time to time, Surfcom will issue an ALL STATIONS announcement for Clubs to drop the tents if a weather system is imminent. In this case, the Club does not need to respond via radio; just drop the tent.

Patrol Uniforms

Patrolling members should be in uniform when they are on duty. The minimum uniform includes the red shorts, yellow shirt and a red & yellow quartered cap. We also recommend patrolling members wear one of the red the SLISA hats for sun protection. Quartered Caps are compulsory for all patrolling members that hold a proficient Bronze Medallion or Surf Rescue Certificate and are to be worn on the head when in the water. When on the beach they should have the hat on their person (ie. Around the neck or in their pocket.)

Award members are those members who patrol and do not hold a proficient Lifesaving award (ie. Bronze or SRC) but do hold another award such as Radio Operator, First Aid or Advanced Resuscitation Techniques. Award members must wear the red & yellow uniform when on patrol but not the quartered cap.

All patrolling members should be wearing the current design of uniform (available for purchase from SLISA) which has the national sponsor on the shirt’s right sleeve and the DHL logo on both the back of the shirt and left leg of the shorts. Members who have old, faded uniforms that display logos of companies that are no longer sponsors, should be provided with new uniforms.

Note that Ampol was replaced with Qantas as the national sponsor in 2025. Members wearing Ampol shirts will still be considered “in uniform” until further notice.

Patrol Audits

Patrol Reviews help ensure all clubs are meeting their lifesaving agreement and patrol standards set by SLSNSW. The review details are recorded online via a JotForm developed by SLSNSW. Every question on the new patrol audit online form is taken directly from the SLSNSW Standard Operating Procedures – section PSS3.3 Club Patrol Operations. The review has been updated since last season and there is no longer a paper version available.

A group of four SNB volunteers will visit every Club once each per season, to conduct the audit. They will try to avoid sign-on, sign-off and patrol changeover times by at least 20 minutes. They will not review Clubs on Christmas Day, New Year’s Day or Australia Day. Patrol Captains will always be asked if it is OK to go ahead with the audit and have the right to say “no” if they feel the patrol is too busy.

If a Club has questions about an audit that has been conducted, the Club Captain should email the Officer who conducted the Review. The Officer's name and email address will be shown on the form that is emailed to the Club. Alternatively, they can contact the Patrol Review Advisor or the Director of Lifesaving.

MEMBER INJURIES AND ACCIDENTS

Surf Life Saving is a workplace and as such, registered SLSNSW financial members who have suffered an illness or injury while performing authorised surf lifesaving activities, may be compensated under the Workers Compensation Act.

The injury or illness must have occurred while undertaking a genuine, authorised activity as a surf lifesaver and the member must not have received remuneration or reward. The member must be performing the activity voluntarily and without obligation.

An Incident Report must be completed on the SLS Operations App, or in the Incident Log Book and entered into Surfguard, no matter how minor it may seem at the time. This is required to fulfil our legal obligations as a workplace, and for any Workers Compensation claims that may be made in the future by the member.

NB: Members who compete in elite events where prize money is paid or professional sportspersons or competitors who compete in events not under the control of SLS may need to have separate insurance.

Steps to Take

- **Step one:** Immediately notify your supervisor or club official (such as your patrol or club captain). During patrol hours, all member injuries must be reported via Surfcom. If the injury occurs after hours, contact the Branch After Hours Duty Officer on 0417 692 993.
- **Step two:** The injury or incident must be recorded in the Incident Logbook and then entered into the Incident Reporting Database within Surfguard by a nominated club official as soon as possible. Patrol Captains or Vice Captains may be able to do this via the Operations App instead.
- **Step three:** Complete the Workers Compensation Claim Form including witness details and send it directly to iCare Workers Insurance within 48 hours of injury. This can be done via fax: 1300 013 332 or email wiclaims@icare.nsw.gov.au. A copy of this form is not required to be sent to Surf Life Saving SNB or NSW, however, the injured member should retain a copy for their records.

If the injury will keep the member away from paid employment for at least 7 days, they will need to contact iCare immediately on 1800 221 960.

- **Step four:** Provide any documents required to assess the claim.
- **Step five:** If you require medical treatment, approval must be obtained from iCare prior to the commencement of treatment (unless the treatment is needed in case of an emergency).

iCare will assess a Workers Compensation claim and advise if liability has been accepted or declined after all the official documentation has been provided.

iCare Requirements

Additional documentation such as a Certificate of Capacity, pay slips, tax invoices and receipts may be required. If your claim is accepted by iCare you will be assigned a case worker who will inform you of the requirements.

These details and a copy of the current claim form can be found on the SLSNSW website [here](#).

Regarding Privacy

Information regarding injuries and treatment must be kept confidential. This includes incident reports, patient handover documentation, workers compensation claims, etc. Any requests for such documentation should be made in writing and be referred to SLSNSW.

Notifiable Incidents/Injuries

A notifiable incident is a serious incident or injury that arises out of the actions of surf lifesaving during the course of a surf lifesaving or surf sports activity. The WHS Act states that a serious injury or illness of a person means an injury or illness requiring the person to have:

- Medical treatment within 48 hours of exposure to a substance
- Immediate treatment as an in-patient in a hospital
- Immediate treatment for a serious injury or illness such as a serious head injury, serious burn or a serious spinal injury

Further details on incident notification can be found on the SLSNSW website [here](#).

SUPPORT OPERATIONS

Club Emergency Call Out Teams

Each Club has a Mailing Group set up in Surfguard called the *[Club] Emergency Call Out Team*. It is essential that this group be kept up to date so that the correct people are advised of any after-hours incidents that may occur at your location. Any changes made to Club's Mailing Groups will be automatically made to the State emergency callout system. The emergency call out system uses text messaging, so a mobile phone number must be on each Call Out Team members' record in Surfguard.

Call out team members can include:

- First Aid and Advanced Resuscitation qualified members
- IRB Crew & Drivers (experience in these awards is highly recommended)
- Members with key or fob access to the Club who are less than 10 minutes away

The number of people on the team is dependent on the location and the historical number of incidents that occur at that location. A larger number (ie. More than 10) may be required for locations with a high number of incidents. It is recommended that call out team members reside within 10 mins of the Club where possible, preferably not more than 20 mins. We also recommend that Clubs with on-site caretakers include them in the group.

Branch Emergency Call Outs

The SNB Branch operates a 24-hour/7-day emergency call-out system for emergencies that occur at our beaches. The After Hours Duty Officer coordinates all emergency responses outside patrol hours and activates the Clubs' Emergency Call Out Teams as required.

Duty Officers & AHDOs

Branch Duty Officers are in charge of the lifesaving operations during patrol hours. They are available to assist Patrol Captains in the coordination of major rescues and liaise with other emergency services.

After Hours Duty Officers, or AHDOs, oversee lifesaving operations 24/7 outside normal patrol hours, and are rostered for a week at a time. They are also available for additional incident support during patrol hours if required. AHDOs can also delegate on-scene incident support to a selection of Duty Officers who are part of an after-hours callout team.

Applications to become a Probationary Duty Officer only open when there is capacity. Expressions of Interest are advertised via the SNB newsletter and on the [SNB website](#).

RWC Operations

Rescue Water Craft (or jet skis) provide increased surveillance and rapid response in high-risk and unpatrolled areas. SNB has RWCs at the following locations. SS4 & SS5 share a roster while SS2 & SS3 are both rostered 100% of the patrol season.

- SS1 – based at North Palm Beach for emergency response only
- SS2 – based at Bilgola and patrolling from Patonga to Newport's southern headland
- SS3 – based at Warriewood and patrolling from Newport to Long Reef headland
- SS4 – based at Dee Why and patrolling from Long Reef headland to Blue Fish Point
- SS5 – based at Freshwater and patrolling from Long Reef Headland to Blue Fish Point

Members interested in joining the RWC support operations team must meet certain pre-requisites and be endorsed by their Club. Applications generally open in February and are advertised via the SNB newsletter and website. The information pack outlines all the minimum requirements for entry into the RWC training program. RWC training runs over winter each year when there is space on the beach and the skis are not being used for patrols. The assessment date is planned for August, however is scheduled when the trainees are ready and the minimum surf conditions are available.

Applicants who are involved in IRB Racing over winter may need to forego racing for the period of the training program.

TIPS

TIPS stands for Trauma Incident Peer Support. Our TIPS team provides a debriefing and support service to members involved in critical incidents. The team also provides a group debrief and can refer members for professional assistance if required. TIPS can be contacted via the Duty Officer during and outside normal patrol hours.

SKILLS MAINTENANCE

Detailed information about Skills Maintenance (aka proficiencies) can be found in the Circular and Pre-season Information Pack that are published by SLSNSW each season.

Nearly all awards require annual skills maintenance that should be completed prior to 31st December each year. Any non-SLS system record keeping methods used should be filed at the Club for reference during the season in case of an audit.

SLSNSB recommends the use of the Assessing App for managing the administration of skills maintenance as it will identify whether a member is financial, and if they have completed any online elements.

SLS Assessing App

The SLSA Assessing App has been used quite successfully for 3-4 seasons, to manage the processing of skills maintenance against members records, particularly for those awards where there is an online theory component as well as a practical component. It has helped reduce the administrative load when compared to managing paper-based recording and entries in Surfguard, particularly with Bronze & SRC skills maintenance which have multiple tasks to be completed.

Clubs must have Assessors, Endorsed Assessors and/or Endorsed Delegates for each award to be able to process proficiencies via the Assessing App.

NB: TAFs who are already endorsed as an Assessor or Endorsed Assessor for an award, do not need to be endorsed as a Delegate for the same award. Detailed information on the Assessing App and how to use it can be found on the [SLSA Help Desk](#) website.

Endorsed Delegates

The Endorsed Delegate role was created to assist Clubs with conducting annual skills maintenance sessions for certain awards. For example, a Club might delegate the responsibility of conducting run-swim-runs to the Patrol Captains. Every year, Club Executives should meet and discuss who they will delegate this responsibility to. Clubs must record delegations in their meeting minutes and the Chief Training Officer should then allocate the relevant Endorsed Delegate award in Surfguard to the Delegates. If the Delegates were endorsed in a previous year, they must update their existing Endorsed Delegate award by processing a proficiency for it. This award is what enables the Delegate to have the right access in the Assessing App.

SLSNSW has provided a [list of things to consider](#) when considering to whom you delegate this authority.

Points of clarification

- Endorsed Delegates must be endorsed by the Club's Board conduct Skills Maintenance sessions. They must be identified by name in the Minutes, and for which award – or part of an award.
- Members who are already endorsed as Facilitators or Assessors of an award, do not also need to be

endorsed as Delegates to conduct Skills Maintenance for that same award (or subset of). Eg. Bronze Assessors are automatically endorsed for Bronze & SRC.

- Endorsed Delegates must hold and be proficient in the Award for which they are being endorsed to conduct Skills Maintenance sessions
- Endorsed Delegates should be inducted into their role each season to ensure they are fully aware of what is required of them and how to record the results
- There are six (6) Awards for which clubs can engage Endorsed Delegates. Skills Maintenance for all other Awards need to be conducted by endorsed Assessors or Facilitators of the award:
 - Bronze Medallion (covers SRC)
 - Surf Rescue Certificate
 - Silver Medallion Aquatic Rescue
 - Advanced Resuscitation Techniques (includes the AID version)
 - Advanced Resuscitation Techniques [AID]
 - IRB Crew
- The Endorsed Delegate should be identified in the Comments field of any proficiency requests processed in SurfGuard. If using the Assessing App to process skills maintenance, the Endorsed Delegate should be allocated as an Assessor for the event so they can enter results directly.
- Skills maintenance for Silver Medallion IRB Driver and Gold Medallion cannot be delegated
- For 2025/26 only, IRB Crew cannot be delegated

In-depth Proficiencies

If a member has not completed a proficiency in 3 years or more, a gap-analysis must be conducted to determine what retraining they need before completing an in-depth proficiency with an Assessor (not a Delegate). Members who have not completed a proficiency for 5 years or more may need to attend a full assessment.

Refer to the SLSA Skills Maintenance Information Booklet v2025 (when it is released) for detailed information on award changes.

Clubs may find that they are unable to enter members into either a SurfGuard proficiency request, or enrol them into an Assessing App Skills Maintenance event, if they're award expired too long ago. This is a cross-check method to ensure a gap analysis has been done. The Club will need to provide suitable evidence to the SNB Branch office for processing. Members who have had to be re-assessed in an award will have their original award updated as part of the administration of their award's re-assessment.

Entering Proficiencies in SurfGuard

The preferred method of recording skills maintenance results is via the Assessing App as it will identify whether a member has also completed all the online components. If this is not possible, the Club should ensure the online components have been completed by the member PRIOR to entering a proficiency in SurfGuard. Endorsed Delegates names should be added into the Comments field of the entry.

Processing Skills Maintenance for ART awards

There are 2 valid ART awards for patrolling.

- V1. Advanced Resuscitation Techniques – also known as ART
- V2. Advanced Resuscitation Techniques [AID] – also known as ART AID

The most current is V1 Advanced Resuscitation Techniques, or ART.

V2 of the award (AID version) has been superseded and will be phased out by end June 2026. Members wishing to retain the authority to use oxygen after that date, must update their qualification to V1.

Late Proficiencies

All members must be proficient to patrol. Non-competitors may complete a proficiency at their club after 31st December, so long as the club agrees to do so. Competitors should refer to SLSA Policy 5.04 Competition Eligibility and the SLSA Guidelines for Competition Eligibility.

Members and Clubs should be aware that competing members wanting a late proficiency, or an exemption from patrol hours, must complete the Patrol Exemption form and supply explanatory information. The exemption must be endorsed by their Club and then submitted to Branch for approval before State will consider the application. This process can take up to 6 weeks.

Late proficiencies for competitors should not be conducted until approval is given by State.

Detailed information on competition eligibility and the exemption form is [on the SNB website here](#).

RECOGNITION

Rescue of the month

This recognises excellence in lifesaving and service against industry best practice and operating procedures. It is not aimed to encourage unnecessary risk or neglect of safety considerations. Clubs and Support Operations organisations are encouraged to nominate teams or individuals involved in any outstanding rescues conducted during or outside of patrol hours, year-round, on or off the beach.

Nominations must be made via the official [Rescue of the Month Nomination Form](#) and submitted by the due date (usually the first Friday of the month following) as late nominations will not be considered.

Winners of the Branch Rescue of the Month are automatically nominated for the next stage in the award program; SLSNSW Rescue of the Month.

Meritorious Awards

SLSA Meritorious Awards aim to recognise excellence in lifesaving and service delivery. All nominations are to be submitted directly to SLSA via the [SLSA Meritorious Awards Nomination Form](#). SLSA will release a circular when due dates approach.

SERVICE AWARDS

Eligibility criteria and more details can be found on the [SLSA Recognition & Appreciation Framework](#). Applications for many awards can (and should) be made through the Forms area of the [SLS Hub](#).

Only those awards not available via the SLS Hub can be made on paper and using Surfguard. Members and Clubs should always use the latest forms as from time-to-time the pre-requisites change. Instructions are in the Framework noted above.

National Patrol Service Awards

SLSA recognises members for their long service to Life Saving patrols and certificates are awarded for 5, 10, 15, 20, 25, 30, 35, 40, 45, and 50-year patrol service.

Long Service Awards

SLSA recognise members for their sustained membership of Surf Life Saving and are awarded for 25, 30, 40, 50, 60, 70, 75 years of service.

Service Certificates

SLSA also recognises members for their years of service as Age Managers, Officials, Coaches, Trainers, Assessors & Facilitators.

APPENDIX A: CLUB'S PATROL HOURS 2025-26

APPENDIX B: LIFEGUARD PATROL HOURS 2025-26

APPENDIX C: CLUB CAPTAINS 2025-26

Club	Club Captain	Phone	Email
North Palm Beach	Glenn Everingham	0411 043 670	glenn.everingham@gmail.com
Palm Beach	James Riley	0487 470 077	captain@palmbeachslsc.com
Whale Beach	Olivia Rees-Ewen	0433 664 266	lifesaving@whalebeachslsc.com
Avalon Beach	Giles Stoddard	0425 183 605	lifesaving@avalonbeachslsc.com.au
Bilgola	David Burton	0411 345 559	director.surflifesaving@bilgolaslsc.org.au
Newport	Matthew Edwards	0417 229 182	club_captain@newportsurfclub.com.au
Bungan Beach	Nicholas McGibbon	0420 619 673	nicmcgibbon1@gmail.com
Mona Vale	Candice Ryan	0490 070 421	club.captain@monavaleslsc.org.au
Warriewood	Craig Perry	0403 200 240	clubcaptain@warriewoodslsc.com.au
North Narrabeen	Courtney Asensi	0406 541 200	clubcaptain@northnarra.org.au
Narrabeen Beach	Jacob Hall	0405 544 116	lifesaving@narrabeach.org.au
South Narrabeen	James Ryburn	0414 572 816	lifesaving@snslsc.org.au
Collaroy	Jesse Bowyer	0438 043 848	captaincollaroyslsc@hotmail.com
Long Reef	Jenna Baker	0478 838 697	club.captain@longreef.com
Dee Why	Cameron Read	0456 984 499	clubcaptain@dyslsc.org.au
North Curl Curl	Matt O'Connor	0431 486 553	surflifesaving@nccslsc.com.au
South Curl Curl	Trent Rogers	0401 710 380	captain@southcurlcurlslsc.com.au
Freshwater	David Price	0412 093 554	captain@freshwaterslsc.com
Queenscliff	Richard Mills	0481 005 204	clubcaptain@queenscliffslsc.org.au
North Steyne	Daniel Hillier	0418 609 435	captain@northsteyneslsc.com.au
Manly	Kirsty Dollisson	0403 035 554	clubcaptain@manlyslsc.com