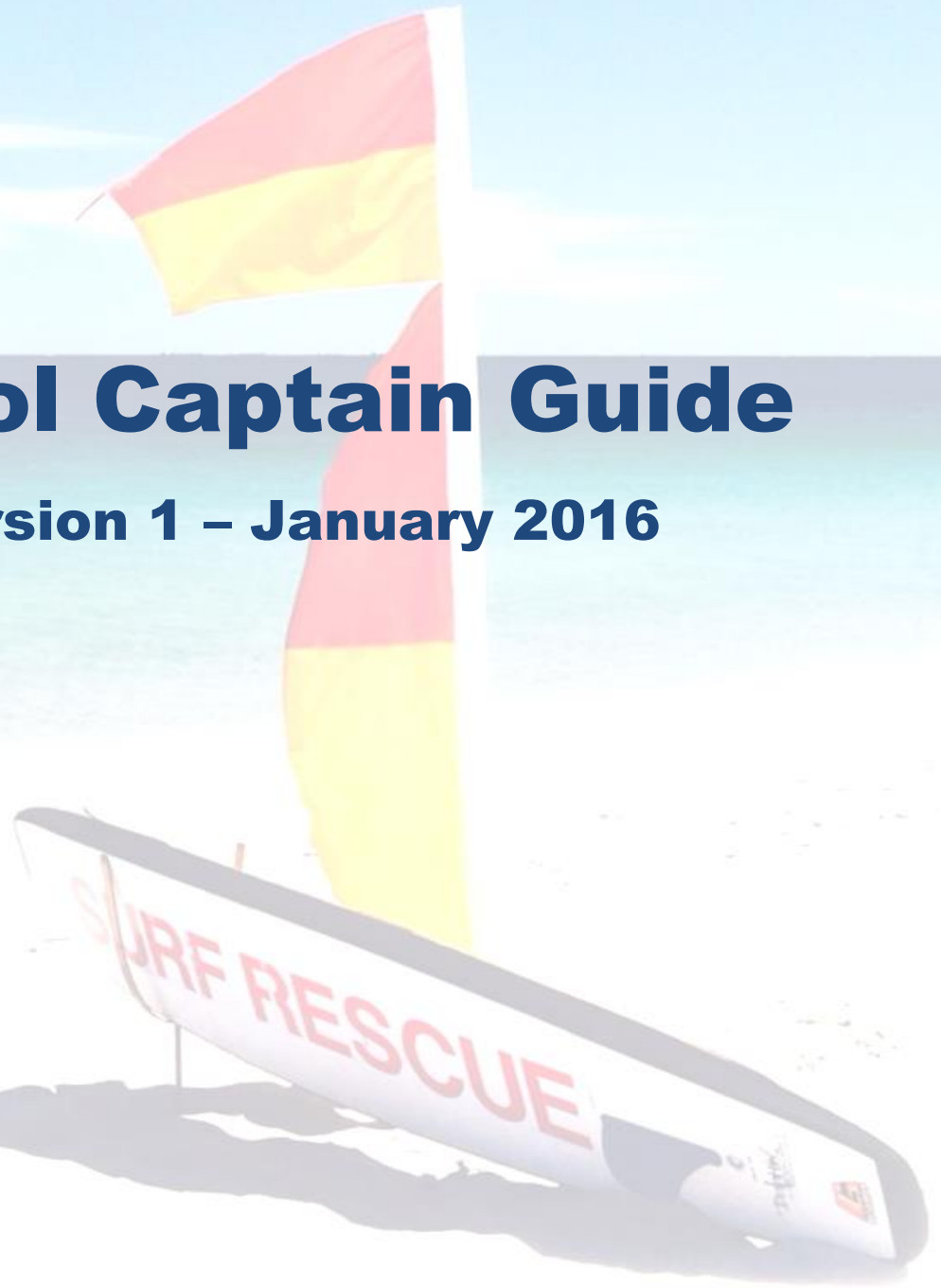




# Patrol Captain Guide

Version 1 – January 2016



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## Welcome

As patrol captain you hold one of the most responsible positions in this club. The patrol captain is responsible for the functioning and safety of all the members of their patrol and the general public.

With this responsibility comes the power to make life altering decisions. You're the boss out there so it is important that you know your job. If you do your best and something goes wrong, don't worry as you'll have the fullest support from the club.

Generally the patrol captains job is straight forward, principally providing guidance to trained life savers to ensure that the requirements of a patrol are met. Unfortunately, the hardest part of being a patrol captain cannot be included in this guide, that's the bit that you have to learn for yourselves – that's the bit about being a good leader.

There are different types of leaders; you will have to develop your own style that works for you and your patrol.

At times the pressure will be on, you may not have the right people on patrol, the gear may not be satisfactory, or the way you're trying to do something is just not working. This guide will hopefully explain the basic core functions and requirements of a patrol captain and the patrol.

## Patrol Captain Duty Statement

Patrol captains are in charge of all operations in the event of a rescue. Patrol captains should hold the Silver Medallion Beach Management Award

Before patrol you should

1. Be in correct uniform
2. Read previous patrol logs; Complete Handover from morning patrol (if applicable) and complete Risk Assessment.
3. Refresh and be familiar with SLSWA SOP's [SLSWA Standard Operating Procedures](#)
4. Allocate persons to attend Port Coogee and put ERP in place before attending Patrol [Port Coogee ERP Operating procedure](#)
5. Allocate positions e.g. Radio operator, IRB driver & crew
6. Delegate equipment preparation and checks
7. Hold a pre patrol briefing

At commencement of patrol

1. Select area of beach to erect flags (Northern flag to be just north of pontoon)
2. Position appropriate equipment, inside / outside flagged area
3. Delegate 1 bronze members to the tower
4. Delegate 2 bronze members to Port Coogee (if numbers permit)
5. Record all required information neatly in Patrol Log, IRB Log & IPAD
6. Delegate members to conduct patrol compliance check. [Patrol Compliance Checklist](#)
7. Ensure observance of Local Council By Laws

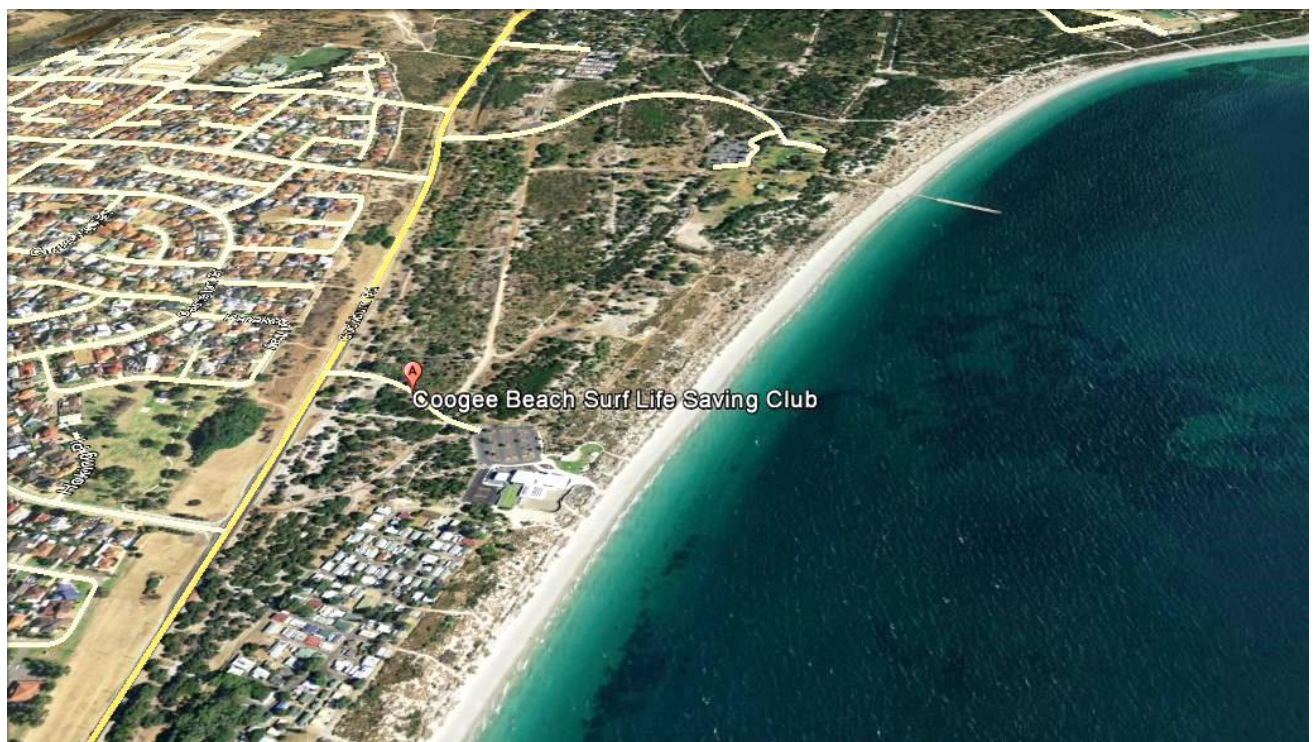
## Patrol Members Duty Statement

Practice the principles of;

1. Prevention
2. Recognition
3. Rescue
4. Patrol members must not leave the area unless authorised by the patrol captain
5. Patrol members should avoid undertaking too many patrol duties on any one day, taking into account extremely hot or cold conditions.
6. All active members in attendance at the Surf Club may be called on to assist in beach patrol work.
7. Patrol members should advise the patrol captain of future patrol non attendance and arrange a proxy. All proxies should hold awards equivalent to those of the patrol member they are providing a proxy for, unless otherwise authorised by the patrol captain.

## Our Beach

Coogee Beach commences at the Jervoise Bay Sailing Club, past the old quarantine station 3.5 kms northwards to James Rocks. We have now also included Port Coogee as part of our Patrol area. Coogee Beach is partly sheltered by a string of reefs including Carnac Island that extend from Garden Island, the reefs lie 5-6 km off shore, these reefs lower the ocean waves to less than 1 metre at the shore line. Our beach is unique in as much that it is the only beach with 2 recreational jetties in the Perth metro area. These 2 jetties along with the pontoons and stingers are our major source of first aid cases with cuts and abrasions the norm along with discarded fishing lines, hooks etc causing an added problem.



## Supporting Position Descriptions

- Director of Lifesaving:** The Director of Lifesaving is responsible for the overall running of lifesaving with in Coogee Beach SLSC. The Director of Life Saving reports directly to the club's board of directors and SLSWA and is responsible for the dissemination of information to the club officers, patrol captains and patrolling members
- Chief Patrol Officer:** The Chief Patrol Officer supports the Director of Lifesaving in their role which includes assisting with Patrol Rosters, allocating members to patrols, Water Safety event organisation and other general duties to assist where required. They also monitor all Patrol Groups and are point of contact for Captains and Chief will report any suggestions or issues to Director.
- Gear & Equipment Officer:** The gear & equipment Officer is responsible for the maintenance of general lifesaving equipment such as rescue boards, ATV (inc refuelling), Patrol trailer etc. This officer is to be notified as soon as an item becomes unserviceable or replacements are required.
- First Aid Officer:** The first aid officer is responsible for the maintenance of the first aid room and its supplies (including bedding). The first aid officer is to be notified when any equipment (such as oxy masks) is used so that it can be cleaned/replaced etc. The first aid officer must also be informed when there is a shortage of oxy cylinders or when any first aid supplies are used. All dirty laundry to be placed in washing bin in first aid room.
- IRB Officer:** The IRB Officer is responsible for the maintenance of the IRB's & motors inc. ensuring there is sufficient fuel. The IRB officer needs to be notified if there are any problems with the IRB's and immediately if an IRB has been involved in a roll over whilst on patrol or training.
- Radio Officer:** The radio officer is responsible for the radios and the Tower. The radio officer is to be notified after any de watering procedure has been carried out and notified as soon as possible when a radio is unserviceable.



## Equipment

It is important that patrol captains make themselves familiar with the service agreement that we have with SLSWA (See below for links for applicable documents) The service agreement lists the minimum required gear. A breach of this agreement can have serious ramifications for the club. It is necessary to keep Surfcom updated if IRB & ATV's in operation. All other rescue equipment must be readily available at Trailer. All equipment must be returned to correct position in Lower Ground Floor shed and it is also responsibility for Captain to ensure that the floor area is swept and cleaned before equipment put back in the area. If an item is missing or unserviceable, it must be recorded in the log for each patrol that it is missing for. Further, the patrol captain or their delegate must inform the appropriate officer. Noting the missing item in the patrol log ensures we do not breach our service agreement.

[Lifesaving Service Agreement 2015-2016](#)

[Minimum Equipment for Patrol](#)

- Patrol log:** The log book is to be filled out by one person designated by the patrol captain. Each member is required to sign his or her name. The log is to be signed off and filled in by the patrol captain at the end of each patrol. All sections must have a valid entry; a blank space is not a valid entry. The log is an important legal document and should be treated as one.
- IPAD:** To be used on the beach to log on and log off with surfcom and record stats during patrol. The paper log must also be completed.
- TRAILER:** Set up on the beach south of the pontoon. The trailer floor area must be kept clear of bags and other items to ensure ready for patient treatment at all times. At the conclusion of patrol, the trailer must be fully cleaned down and all equipment checked to ensure correctly put away.
- IRB:** The allocated IRB award holders are responsible for the IRB. The IRB is to be used at the patrol captain's discretion and must be driven and crewed by proficient members with the relevant qualifications. The IRB should enter the water and return to shore in between the IRB area signs whenever possible. It is a good idea to remind your IRB driver to fill in the IRB logbook as not filling this out is a breach of our service agreement. On days when the IRB is unlikely to be used, it is acceptable to leave it on the trailer in a rescue ready state.
- ATV:** The patrol captain is responsible for ensuring only authorised patrol members drive the ATV in accordance with Code of Conduct. The ATV must contain the required Tub with the mandatory lifesaving equipment. Remember, the vehicles make us very visible on the beach and the public will be very conscious of how we move around the beach in them. It is too easy for a member of the public to complain that we are acting irresponsibly or dangerously with the vehicles, so any member driving irresponsibly may be banned from driving. The ATV is to be cleaned and hosed down at the end of each patrol day which includes removing seats, wash under seats, tilt back tray, wash boards, wheels & all over vehicle. Faults are to be reported to the gear officer.

[CBSLSC Patrol Vehicle Code of Conduct](#)

[CBSLSC Patrol Vehicle Pre & Post Operation Checklist](#)

**Oxy's & Defib's:** These are expensive pieces of emergency equipment that must be looked after. They are to be checked at the commencement of each patrol by the appropriate award holders and cleaned at the end of patrol. The oxy cylinders, including the D size cylinder in the first aid room must be checked at the start of each patrol. Shortages of oxygen or the use of an oxy pack must be reported to the first aid officer.

**Tower:** A minimum of one Bronze award holder is required to be in the tower at all times during a patrol. No persons other than on patrol and granted permission by the patrol captain are permitted in the tower. SRC's must be accompanied by Bronze member. The lookout is to be kept clean and tidy and members are required to wear their caps at all times in the lookout. The siren should be checked at various times during season as the call of Radio Officer and prior notice given.

**Radios:** The radios must be used in a waterproof radio bag. The patrol captain should always have a radio on them. All patrol members should be near to a radio at all times in case of an emergency. Make sure that the radios are clean and dry and have made connection with the charger when putting them away.

**ERP:** Emergency Response Point for Port Coogee is to be put out before every patrol. Patrol Captain will delegate member to put our ERP before patrol and return it to store room at conclusion of patrol. Click here for [Port Coogee ERP Operating procedure](#)

## On Patrol

### Pre Patrol

It is important that as part of your patrol you include a pre-patrol briefing. It is very important that each member knows what their roles are during normal patrol operations and during an emergency. A minor incident can turn into a debacle if you are the only person who knows what you want everyone to do. The pre-patrol briefing should be carried out by the patrol captain and should:

- Promote teamwork within the patrol including ensuring SRC's are buddies with a Bronze
- Complete Risk Assessment and Identify patrol specialists who are aware of their function & responsibly for the patrol (IRB driver, ARTC holder).
- Discuss operational and emergency responses.
- Discuss general beach management and overview of proposed patrol activities.
- Discuss special directives, requirements and notices from the club or SLSWA.
- Ensure all members in correct uniform
- Delegate members to conduct equipment checks & compliance check

### Patrol Delegation

- Trailer / First Aid (2 persons)
- IRB (2 persons Driver & Crew)
- ATV at Woodman Point Jetty (2 Persons)
- ATV at Coogee Jetty (2 persons)
- Tower (1 person)
- Roving (2 persons)
- Port Coogee x 2 (If sufficient personnel to cover above positions. If busy at Port Coogee and not at one of the other Jetty's then can reallocate from the Jetty to Port Coogee)

Make sure you inform Surfcom whenever you change to a surveillance patrol either by Radio or IPAD (due to poor weather; low beach attendance or low patrol members)

**OH & S:** Occupational Health & Safety is a very important part of your job. It is your responsibility to ensure that your members are adhering to common sense type approaches when moving IRB's or lifting equipment etc. Other issues include the use of latex gloves when treating patients, the use of sunscreen, protective clothing and hats when on duty and proper hydration especially during the heat of our summer months.

**Personal Safety:** At all times your safety and the safety of your patrol members is paramount. While we are on the beach to protect the public, if rescuing them puts you or your team in undue danger, you are within your rights to not effect the rescue. Unfortunately we have already had an incident where a patrolling member has had personal belongings stolen from the patrol room, please make sure that all items are secure and that all doors are kept closed including the main access gates to the lower ground floor equipment area.

**Surfcom:** Surfcom is your life line to the outside world. Every Patrol must log on and log off with Surfcom. This can be done through the IPAD or Radio. Surfcom must be kept updated on what is or not operational on the patrol (ie: ATV, IRB etc) and advised of incidents at conclusion of patrol when logging off. Keep Surfcom informed about what you are doing during any major incident as the information you relay over the radio is recorded and may be retrieved if the conduct of your patrol were to ever be questioned. Ensure that the radio is used only for patrol purposes and that correct call signs and procedures are adhered to. Generally Surfcom can contact Ambulance, Police, Fire and other emergency services faster than you can, so use them when needed. Surfcom has immediate access to a range of information that can help you out on patrol. For example if someone has been bitten by a snake and you don't know what to do, you could radio Surfcom for help and they would be able to talk you through the first aid procedure.

**Incidents:** All major and minor incidents must be recorded in Incident log. A minor incident required to be recorded is anything requiring first aid that is more than a minor sting, Band-Aid fix or other small matter. Every incident involving use of oxygen, ambulance, major first aid and the like must be recorded. Often members of the public require medical attention but do not require the services of an ambulance or refuse to get in to one. In these cases they can be referred to Hospital Emergency or Doctor depending on severity. Notes on whom the patient has been referred to must be recorded on the incident log.

### **End of Patrol**

Debrief all patrol members on the patrols activities and ensure all sign off on the log. All paperwork is to be completed which includes all the stats on patrol log and check all incidents are recorded correctly and ensure IRB Driver completed log. At the end of the day many patrol captains take the IRB off the beach a few mins early so that it can be cleaned by end of patrol time, however, It is better practice to leave the IRB, ATV & couple patrol members on the beach while you pack up and put away the patrol trailer etc. Ensure that all the equipment is cleaned and put away including Tubs from ATV's returned to First Aid room and fully checked. It is the patrol captain's responsibility to ensure that all gates and doors are shut and that alarms are set before leaving the club rooms. Any depleted consumables and unserviceable equipment must be reported to the appropriate club officer. Make a note of any first aid stocks used on the white board in the first aid room.



## Patrol Management

Aside from turning up to the rostered patrol, the patrol captain has some other basic duties, some of which are requirements and others are things that a good patrol captain should be practicing.

**Know your patrol:** A good patrol captain will get to know the people on their patrol. They will know what personalities, skills and abilities they are working with. It is a good idea to get together as a group in a situation that allows all patrol members to get to know each other. Patrol itself is a great way for doing just that.

Aside from the benefit that you will gain in knowing who is on your patrol, the other members will get to know who their patrol captain is which makes it easier on everyone involved. Make sure that all of your patrol members know how to contact you as you are their first point of contact should they have a problem. Make sure you also have their contact details.

**Communication:** With the ever increasing size of our club it becomes more and more difficult for the Director Lifesaving to ensure every member is turning up for their patrol. It is your duty as Patrol Captain to ensure that your members show up. One way to achieve this is to call or text or email the entire patrol during the week before they're rostered on to remind them and to sort out any attendance problems that the members may have. One of the reasons people don't turn up on patrol is often because they simply forgot. In your reminder emails it is also a good idea to promote other courses the club may be running to upskill your patrol members. It is also the Captains responsibility to ensure all Patrol Members complete their proficiency's every year.

It is good practice to get your patrol members to turn up at least half an hour before start of patrol. In the morning it is important to have as many members helping to set up as possible. The club may be penalised for not being patrol ready at the time we are due to commence patrol. As the patrol captain you should always be there early. If you are going to be late make sure your job is covered. If you have to miss a patrol, make sure that you ensure your Vice Captain can attend and ensure that they are aware of taking on Captain duty or; try to get another patrol captain to fill your position and let other patrol members know that you will be missing.

**Activities:** There is no sure way to keep all your members interested on patrol. Some suggestions include organising beach activities that will not impact on the patrol's obligations, frequently rotating jobs within the patrol such as the lookout duty or roving patrols. You can always continue to train your patrol by organising a scenario or competition that will keep them interested and educated.

**On the job training:** During quiet periods on patrol allocate a responsible patrol member to watch the beach and undertake on the job training which could take the form of a rescue / resuscitation scenario or a first aid scenario or improved understanding of patrol equipment. All patrol members will require varying degrees of on the job training.

**Limitation of Speed:** Although there is a designated area for water ski / jet ski usage in Owen Anchorage approx 100 metres off shore, there is a limitation of speed in certain zones. This next paragraph is taken from the Marine regs. "A person shall not, in any navigable waters, drive a motor boat, at a speed exceeding 8 knots, water ski or para sail;

- Through the arch of a bridge
- In or through a mooring area
- In any water having a depth of less than 3 metres
- Within 15 metres of a vessel underway
- Within 45 metres of ;
  1. A moored vessel
  2. A person in the water
  3. A jetty or a wharf
  4. A river bank or low water mark

The above needs to be checked is still current – anyone know?

**Media Contact:** This should be avoided if at all possible. The Radio and TV stations monitor Surfcom and can be very quick to appear if they get wind of a rescue or shark siting. If any media representatives appear on the beach and want a statement from you or any of your patrol members, the official line is to refer them to SLSWA for comment. Anything you say can be used on air or in print and maybe misinterpreted if you are not used to dealing with the media. What may have been a small shark siting can soon become a 4 metre white pointer menacing swimmers, when in reality it was only a dolphin passing through.

<b>Contacts:</b>	Surfcom	9207 6688
	Co- Safe	1300 267 233
	Cockburn Rangers	9411 3444
	Cockburn Police Station	9418 9777
	Water Police	9442 8600
	Director Lifesaving	0412 328 593 (Sarah McDonald) <a href="mailto:lifesaving@cbslsc.com.au">lifesaving@cbslsc.com.au</a>
	Club Captain	0419 969 113 (Kevin Giles)
	Chief Patrol Officer	0410 704 875 (Patrick Rivers)
	First Aid Officer	0407 372 894 (Kris Behets)
	IRB Officer	0402 028 273 (Joe Selden)
	Gear/Equipment Officer	0411 552 394 (Craig Murray) 0448 045 533 (Scott McKee)
	Radio Officer	0419 956 640 (John Bate)

### Have FUN!

The rest of the job is up to you. Most experienced captains are willing to help the newer captains with any problems or difficulties that they may have, all you have to do is ask.

All that the club expects is that you do your best and you will have the fullest support from the club.

**Annexed Documents – Click on them to link through to the document**

[SLSWA Standard Operating Procedures](#)

[Patrol Compliance Checklist](#)

[Lifesaving Service Agreement 2015-2016](#)

[Minimum Equipment for Patrol](#)

[CBSLSC Patrol Vehicle Code of Conduct](#)

[CBSLSC Patrol Vehicle Pre & Post Operation Checklist](#)

[Port Coogee ERP Operating procedure](#)