

CIRCULAR

Title	Season 2018/2019 – Skills Maintenance
ID	001.07.18
Dept	Life Saving and Training & Ed
Who	Clubs, Administrators, CTO's
Summary	Skills Maintenance Procedures for Point Danger Branch
Date	10 July 2018

This circular is outlining the process for Skills Maintenance for PDB Clubs for season 2018/2019

RESOURCES

- All available resources for Skills Maintenance can be found via the SLSQ Point Danger Branch website [Operational Assistance - Training & Education](#)
- A hard copy folder will be provided to the clubs along with posters to advertise their proficiency dates.

DATES

- All clubs have provided their proficiency dates to the Branch office. Please be advised that any change in date or time MUST be advised to the office.
- Please be advised that each club has been granted FIVE (5) proficiency dates. NO other dates will be granted beyond the dates chosen.
- Please note that NO proficiencies will be approved from 23 December 2018 – 01st January 2019.
- All dates are on the Branch Calendar [PDB 18/19 Calendar](#)

MEMBERS ATTENDING OTHER CLUBS SKILLS MAINTENANCE DAYS (QLD CLUBS ONLY)

If a member of your club attends another club's Skills Maintenance Day then the following steps need to be taken:

1. An email request is to be sent to the club with a cc to the Branch
2. Form 14s are to be generated prior to the day and the candidate is to take them to the proficiency
3. The club needs to be listed on the Master Attendance Sheet (next to the member's name)
4. ALL paperwork is submitted together – please do not send other club member's items back to their original club – submit it with your items.

MEMBERS

- Must be registered as per the requirements of your club membership years (noting that ALL renewing members MUST be registered prior to 30 September @ Midnight)
- Members over 18 must have blue cards and have completed their CYRM (we will be checking everyone).
- They can only participate in Skills Maintenance activities for which they are qualified e.g. if a member does NOT hold the current UOC for IRB Drivers then they cannot become proficient.

SUBMISSIONS TO THE BRANCH

- All paperwork MUST be submitted to the Branch within 7 working days of the proficiency taking place.
- The theory papers/completion certificates MUST be in the order of the Master Attendance Sheet.
- Clubs will have the option of scanning their proficiency paperwork to the office this season with the following provisions
 - All document groups need to be scanned separately and labelled
 - Master Sheet – labeled “ABC SLSC Master Sheet 30.09.2016”
 - Theory Papers – labeled “ABC SLSC Theory Papers 30.09.2016”
 - Form 14s – labelled “ABC SLSC Bronze 30.09.16 or ABC SLSC IRBC 30.09.16”
- All Forms 14's must be signed by an Assessor.
- Clubs must ensure that they keep Master Sheets for 18 months.
- Please be advised that the original items inclusive of working cards etc may be audited by the Branch at our discretion.
- If these are not labelled correctly they will be returned to your club so that they are labelled correctly.

ENDORSED DELEGATES

Clubs can endorse delegates to assist in the Assessment of awards – the delegate must:

- Hold the current award and UOC
- Be endorsed by the Management Committee
- Complete the form below and return to the Branch for our records
- [Endorsed Delegate Form 1819](#)

PROCESSING

We will process proficiencies immediately on submission if all proof is available. Should a member not have completed all necessary requirements or have necessary prerequisites then all others will be processed and the club will be informed to chase the members and regenerate. We will not hold paperwork if there are issues with one member.

THEORY PAPERS

- Members are to PRINT off their Certificate of Completion or get a screen shot and provide to their clubs
- Reports are also available through the Members Portal.
- Hard Copy theory papers are provided for clubs in the Skills Maintenance folder for those who choose not to do online
- [Skills Maintenance Theory Paper 1819](#)
- **PLEASE NOTE : ONLINE THEORY WILL BE AVAILABLE IN AUGUST (SLSQ WILL ADVISE THE DATE)**

POOL SWIMS

- Members who have not been proficient for 12 months or more are required to complete a pool swim. Forms are available in the Skills Maintenance Resource Folder
[Group Pool Swim Form 1819](#)
[Individual Pool Swim Form](#)

FORM 14's

Clubs are to generate forms for the following awards

- Bronze Medallion
- Surf Rescue Certificate
- Radio Operators
- Resuscitation
- ART
- IRB Crewman
- IRB Drivers

DO NOT print the attendance or enrolment forms – we don't need these.

VEHICLE AND IRB AWARDS

A current license is necessary for those members who hold any vehicle induction and a Marine License (as a prerequisite for the IRB Drivers). We ask that clubs run a Surfguard report in expired licenses and ensure that an email is sent out to them to provide proof of the current license and expiry date.

BLUE CARDS

All members over 18 will be checked to determine if they have a Blue Card. If any patrolling member has the following status

- (a) Has not applied
- (b) Has had an application withdrawn
- (c) Has been issued a Negative Notice
- (d) Has been disqualified from holding a blue card

They will not be processed as being proficient for the season.

Current Forms (updated July 2018) can be found via <http://www.slsqpointdanger.com.au/life-saving/club-operational-assistance/1?page=1>

Please refer to MSO6 – SLSQ Blue Card Screening Policy Section 4.2

<http://www.slsqpointdanger.com.au/sites/default/files/MSO6%20-%20SLSQ%20Blue%20Card%20Screening%20Policy.pdf>

1. Master Attendance Sheets

IRB : [IRB Master Attendance Sheet](#)

General : [Skills Maintenance Master Attendance Sheet](#)

2. Pool Swim Forms

Individual [Pool Swim Form Individual](#)

Group [Pool Swim Form : Group](#)

3. Theory Papers

Candidate Paper : [Theory Candidate Paper 1819](#)

4. Skills Maintenance Guides

RSR, Radio & Signals : [Skills Maintenance Guide RSR, Radio & Signals](#)

IRB, Board Rescue & Tube Rescue : [Skills Maintenance Guide Board Rescue, Tube Rescue & IRB](#)

ART, CPR, Spinal, Defib & Oxy : [Skills Maintenance Guide ART, CPR, Spinal, Defib & Oxy](#)

5. SLSQ Skills Maintenance Bulletin

[SLSQ Skills Maintenance Bulletin 1819](#)

OTHER HANDY LINKS

USI Creation : <https://www.usi.gov.au/students/create-your-usi>

Members Portal : <https://portal.sls.com.au/>