

The following Policy statement was adopted at the Management Committee meeting held on 11 September 2013 and adopted as a Club Policy from 11 September 2013

1. INTRODUCTION

This policy provides a guide for members regarding requirements of patrolling members as they relate to their responsibilities in relation to the patrol roster.

2. AIM

This policy aims to

- Clarify Rainbow Bay SLSC's position relating to the requirements of Active Members in relation to their patrol responsibilities
- Clarify Rainbow Bay SLSC's position relating to the distribution of the patrol roster
- Clarify Rainbow Bay SLSC's position relating to the requirements of competitors as they relate to patrols
- Clarify Rainbow Bay SLSC's position relating to the requirements of YIPS members as they relate to patrols.
- Clarify the process for organising substitute patrols, completing make up patrols
- Clarify the process for recording missed patrols
- Outline the necessary requirements and systems to be undertaken to alert members to patrols missed.
- Outline the necessary systems in relation to reminders for competitors.

3. PROCESS FOR WRITING AND DISTRIBUTION OF PATROL ROSTER

- A list of current members is to be provided to the Director of Life Saving/Club Captain on the Monday immediately after the AGM.
- The office is to send reminders to ALL members that have not paid prior to the AGM and alert them to the FINAL payment date.
- Patrol Roster is to be done based on members who are financial and proficient
- Patrol Roster is to be done in conjunction with the Senior Club surf sports calendar available at time of completion of roster. The priority will remain with the Beach patrol and it will remain the member's responsibility to organise substitutes whenever a conflict arises between Patrols and the sports calendar for any reason whatsoever.
- Patrol Roster is to be done on a FULL season basis
- Patrol Roster is to be distributed no later than the 2nd last Friday in August in any one year and is to be
 - Distributed via e-mail to all members that have e-mail
 - Posted to members who do not have e-mail
 - Added to the club notice board
 - Added to the club website
 - Added to the club facebook page

- Text message to be sent alerting members that the patrol roster has been distributed.
- Patrol Reminders are to be sent via text message from the Rainbow Bay office on the Wednesday prior to patrols of each week

4. PROCESS FOR ORGANISING SUBSTITUTE PATROLS

- All members are to have contact details listed on the patrol roster
- Members are to arrange their own substitute and let the office staff know, the office staff is to keep an excel spreadsheet of these changes.
- The changes per week are to be kept (as above) and e-mailed to the Director of Life Saving/ Club Captain and relevant patrol captain in one e-mail prior to Midday on the Friday prior to patrols.
- It is **NOT** the responsibility for the office staff or office bearers to organise substitute on behalf of any member (regardless of membership category). This is the member's responsibility.
- If a member cannot arrange a substitute they are to contact their designated Patrol Captain no later than MIDDAY on the Friday prior to the patrol.
- Please note that if you are arranging a substitute then they should have the same or similar awards as you e.g. a Bronze Medallion holder cannot substitute themselves with an SRC member

5. PROCESS FOR COMPLETING MAKE UP PATROLS

- Members who miss patrols are required to make these patrols up.
- All members are required to complete ALL patrols as rostered in order to ensure that all members do an equal amount of hours.

6. PROCESS FOR DOCUMENTATION OF MISSED PATROLS

- On Monday of each week the office is to input patrol hours and statistics from the weekend patrol
- At this time any members that have missed patrol are to be recorded into an excel spreadsheet
- Once completed this is to be e-mailed to the DOLS/Club Captain for action. The Club Captain will contact the member in relation to missed patrol and if necessary issue a penalty patrol (noting that if there is an appropriate reason for the missed patrol a penalty will not be issued and a makeup patrol can be completed).
- The office will maintain a running spreadsheet for each patrol noting individual patrol member's non attendance.
- The office will maintain a running spreadsheet of vacancies and substitutes including any members doing make up patrols

7. CONSEQUENCES FOR MISSING PATROLS

- Members acknowledge that should they continually miss patrols then discipline action may be taken.

- Members must complete at least one (1) full patrol per season to maintain their status as an Active Member. If any member who signs on as active does not complete a patrol then their membership category will be changed to Associate or Past Active.

8. MEMBERS RESPONSIBILITY FOR PATROLS

- Members on AM patrols must be at the club at least thirty (30) minutes prior to assist in the set up of patrol
- Members on PM patrols must be at the club at least fifteen (15) minutes prior to patrol.
- Competitors are required to ensure that they gain the necessary amount of patrols (25 hours in a calendar year) to be eligible for competition.
- Members are to ensure that the FULL patrol uniform is worn on patrol inclusive of shorts, shirts, patrol cap, hat and sunglasses. (noting that patrol caps are to be worn whilst swimming or in/on craft)
- Members are not to sunbake, read or partake in any activity that may take their focus from the beach and water.
- ALL members on patrols are required to assist with the set up and pack down of patrol as required by your patrol captain.
- Members are not permitted to use the ATV and/or Tractor unless they have the applicable SLSQ Induction Awards.
- All members over the age of 18 MUST have Working With Children Blue Cards.

8. CONCLUSION

This policy is a Rainbow Bay policy and as such all Club Office Bearers, Staff and Members must adhere to this as part of their responsibility towards the Club

This policy is to be brought to the attention of all personnel for strict compliance