

# Guidelines and Information

## Forming a New Surf Life Saving Club or Service in the South Australian Community

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## Introduction

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Surf Life Saving South Australia (SLSSA) remains a volunteer based community service organisation, providing an essential service for all South Australians; surveillance, protection, medical assistance and rescue services at all beaches visited by the community especially those that have patrolled swimming areas. Any member of the Local Community can be part of Surf Life Saving and make a valuable contribution to the community.

SLSSA and its affiliated Clubs also provide educational and training courses, as well as providing a healthy environment for the physical, mental and community spirit of all who join our Surf Life Saving Clubs.

Today we have twenty (20) Surf Life Saving Clubs strategically located around the South Australian coastline. From Whyalla to Robe, over 8,500 members support and provide a volunteer beach safety service of the highest standard. These Clubs are representative of the local communities in which they serve.

Each summer in excess of 80,000 volunteer hours are spent on patrol by qualified members of SLSSA and the local Clubs.

## Influencers and Drivers to Establishing a Surf Life Saving Club

Surf Life Saving Clubs belong to the local community and are a reflection of community need. Local residents are the drivers of development, management and activities of our surf lifesaving clubs and it is these members that want to be a part of one of Australia's finest and most respected organisations, in fact the largest volunteer movement of its kind.

The demonstrated need for a surf lifesaving club should not be driven by the need for a lifesaving service alone ie: prevention and rescue activity. Local community members do not join a Surf Life Saving Club just to be frontline lifesavers. Surf Life Saving offers local communities many more benefits than prevention and rescue services.

The development of a Surf Life Saving Club in fact has many influencers and drivers, the most important being the will, appetite and demonstrated sustainability of the local community to support it.

Common influencers and drivers that create a groundswell of support for the development of a Surf Life Saving Club in a local community may include, but are not limited to;

- High and frequent beach visitations by the public or through organised events;
- Development of infrastructure and amenity to support beach access and recreation activity;
- Organised and planned activation of the beach and surrounding precinct;
- High rates of rescues or injuries to the public or participants;
- High rates of drowning's and incapacitation through injury;
- The need to build the capacity of the community in the development of beach and ocean safety skills;
- The need for formalised health and physical activity outcomes to build the health of the local community and offer alternative access opportunities to a healthy lifestyle;
- The need for an outlet that will facilitate social development and a sense of belonging; and
- The need for an outlet that will facilitate individual members of the community being able to make a community service contribution.

SLSSA is conscious of the fact that there is an increasing need for Surf Lifesaving facilities and services at various locations along the coastline of South Australia and is constantly monitoring the strategic need. This includes looking at what development and resourcing needs to be undertaken to ensure we are able to effectively deliver services and respond to incidents in different areas. Careful consideration of these needs or development drivers will ensure SLSSA can support these initiatives and that they are sustainable into the future.

### Increased Beach Visitations

Increasing urban development and accessibility to the coast brings with it a responsibility to ensure the safety of those who recreate at it. Within these coastal zones there will be an expectation from community and visitors for relevant organisations to provide a range of safety measures to minimise the possibility of drowning deaths or serious injury.

### Drowning Data and Coastal "Black Spots"

Reference to coastal drowning data also provides evidence of coastal areas and communities within South Australia that SLSSA has a specific interest in assisting identify appropriate safety measures and lifesaving strategies. These areas may be identified as "black spots" and further research and interaction with relevant stakeholder groups and community is necessary to determine the best approach to reducing the risks and increasing the ability to respond to issues in that area. This could include infrastructure, information and education programs or communication, rescue and response services and the formation of a Surf Lifesaving Club may be the ultimate outcome.

### Community Development and Education

For some communities the main driver may simply be community education and development and the establishment of a Junior and/or Youth Program may be the initial driver and activity undertaken. Through the associated accreditation of local members this may eventually facilitate the ability to deliver a basic Surf Lifesaving Service for the community or a Water Safety Service for localised aquatic events.

### Coastal Audits and Surf Lifesaving Strategic Response

Where there is an identified Surf Life Saving need or a community desire for a Surf Life Saving program, service or club then the area in question should be assessed utilising the following programs, personnel and resources:

- The Australian Beach Safety & Management Program
- Coastal Audit and/or site inspections by approved personnel
- Other data reflecting usage of the area, if available
- Consultation with relevant stakeholder groups including local Council, Emergency Services (Police, SES, CFS, VMR) and community by appropriate personnel depending on needs.

SLSSA would then work towards developing a relevant and suitable Surf Lifesaving strategy and assist these communities to identify a plan and pathway for implementation to appropriately establish a Surf Lifesaving Program, Service and/or Club. This would include gaining support and endorsement from the SLSSA Board. It should also be recognised that the strategy may not involve any or all of these and may simply include coastal infrastructure development (i.e. restricting access, appropriate safety signage), especially in remote coastal areas and considering the vast coastline that exists in SA.



An SLSSA Program and Service delivered by a group can exist without the formation of an officially recognised Club however it is also understood that this step towards formally forming a Club may be part of the ultimate strategic Surf Lifesaving service or community response. People may refer to it as a Club when it is officially only a Program or Service so it is important to understand the definitions and differences.

A Club as defined in this example is a group of members who have officially come together to coordinate a program and/or service and is incorporated under the Incorporations Act and recognised by SLSSA with either Probationary or Full Affiliation.

A Club, Program or Service can also exist without a physical structure i.e. Clubhouse however access to meeting and training rooms, equipment storage, amenities, a first aid facility, social area, etc is important for the development and delivery of programs and services as they may strive to achieve a dedicated Surf Lifesaving Facility.

## Potential Development Times

The time frame to commence and complete development of a Surf Life Saving Club will vary significantly depending on the environment and the local community's support;

- Prior experience in Surf Life Saving and governing and managing a community service organisation;
- Beach accessibility and the nominated location for operational activity;
- The type, level and maturity of administrative and operational facilities;
- The outside assistance or involvement of other community and stakeholder agencies; and
- Importantly the support of local community members and the local government in establishing a Club and associated facilities from which to call 'home'.

SLSSA also work closely with State and Local Government through the Facilities Management Executive Group whereby funds may become available for a newly formed Surf Life Saving Club. Please refer to the SLSSA CEO for further information.

Multiple Surf Life Saving Clubs may be determined across local government boundaries; however this depends on the need.

## Processes to Establish a Surf Life Saving Club

The intent of this document is to provide a development continuum to assist the potential development of a new Surf Life Saving Club.

This process assists to determine that the community and any developed Surf Life Saving Club will be sustainable across many fronts (member base, governance, finance, skill sets, facility and operations etc) and that the identified important stages required in forming a strong and sustainable Surf Life Saving Club have been followed or undertaken.

The process for a local community to follow can be separated into the following areas;

1. Step – each step should be treated as the short term goal for the development committee to work towards. It is not considered a disadvantage if the Committee skips ahead and completes further steps prior to completing the previous.
2. Information Source – this provides a reference for further information that will be useful to the Committee to help achieve each step in the process. In work through this Guide the persons should also read and refer back to SLSSA's Club Administration Guide which is available at [www.surflifesavingsa.com.au](http://www.surflifesavingsa.com.au)
3. Goal – these are short term goals and are intended to provide a clear pathway towards the long term goal of full affiliation with SLSSA. These are broken into smaller goals to provide guidance.

SLSSA is the governing body in SA and will offer assistance in the endeavours to form a Surf Life Saving Club in South Australia.

SLSSA will guide the development/steering committee and assist to set a range of parameters for the Club to develop and progress actions and activity.

SLSSA maintain the position that it is possible to start the activity of a Club without delivering lifesaving services in the first instance, however it's our preference that a Club would be developed based on a lifesaving need first.

## About Surf Life Saving

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### History

The origins of Surf Life Saving can be traced back to September 1902 when surf bathing, as a recreational and sporting pursuit, increased in popularity after the eradication of a law which stipulated that bathing during daylight hours was prohibited.

As the popularity of surf bathing quickly grew, its dangers just as rapidly became apparent. Small groups of experienced and regular surfers, concerned with the rising incidence of drowning, initiated the formation of lifesaving bodies to assist those requiring rescue from the unfamiliar environment.

Australia's first volunteer surf lifesaving clubs appeared on Sydney's ocean beaches in 1907. Beachgoers entered the surf in rapidly escalating numbers. The surf was new to most surf-bathers and many could not swim, so with its increasing popularity came more drowning and consequent attempts at rescue. Sydney was obsessed with the question of the safety of

the surf and it was in this environment that surf lifesaving clubs first emerged; their regular patrols a welcome relief to local authorities and nervous bathers alike.

Surf Life Saving Australia was formed in 1907 and Surf Life Saving South Australia was formed in 1952.

From the humble beginnings of a fragmented voluntary surf rescue service, Surf Life Saving Australia has now achieved world recognition for the outstanding courage and service of its members, with over 169,633 members and 313 affiliated Surf Life Saving clubs, Surf Life Saving Australia represents the largest volunteer movement of its kind in the world.

Surf Life Saving Australia is made up of four levels of Administration, these being National, State, Branch and Club. In South Australia we do not have any branches.

Surf Life Saving South Australia remains a volunteer based community service organisation, providing an essential emergency service to all South Australians across surveillance, protection, medical assistance and rescue services at all patrolled beaches. SLSSA is the peak body in SA for coastal risk management and establishes standards, protocols, guidelines and programs that assist local government authorities to mitigate coastal aquatic recreational risk.

SLSSA governs and coordinates Surf Life Saving in SA. Our twenty (20) clubs are strategically located around the South Australian coastline and are tasked with the same primary vision "To save lives and build healthier and safer communities".

This is achieved by:

- Administering to ensure co-ordination, compliance and legal accountability
- Offering educational and training courses in surf rescue, first aid and resuscitation
- Providing activities for junior and youth members as a feeder system into becoming a surf lifesaver, and;
- Offering sport as a major incentive for the community to join, and members to stay fit, healthy and involved.

## South Australian Surf Life Saving Clubs

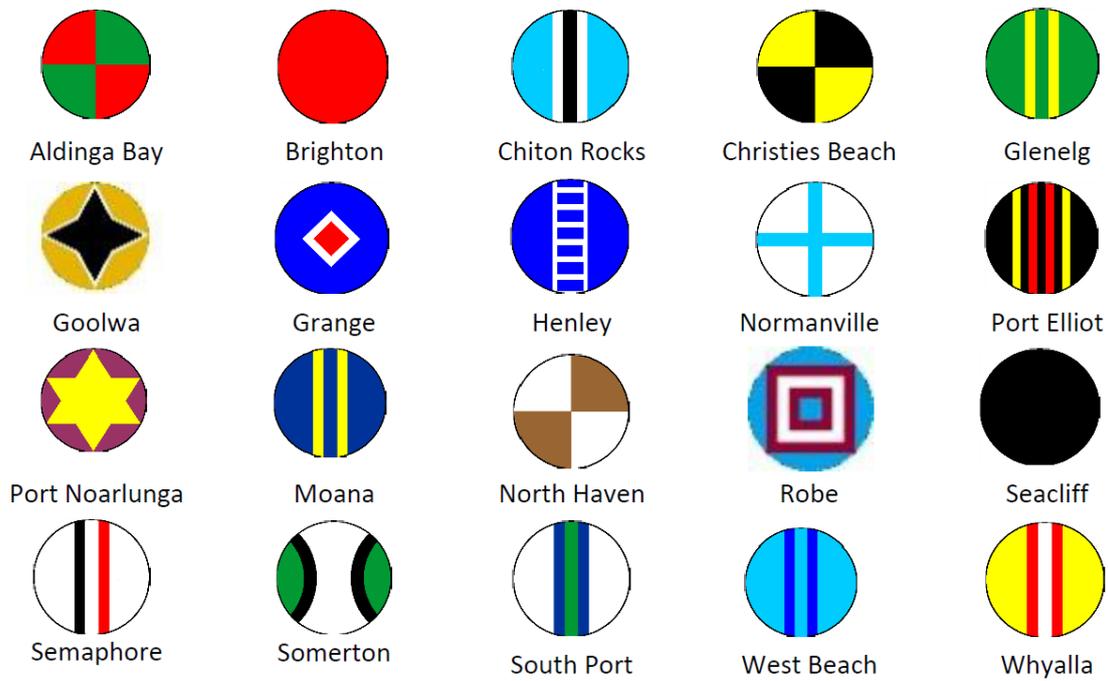
Surf Life Saving SA was formed in 1952 to govern and coordinate surf lifesaving in SA.

Our Affiliated Clubs are:

Aldinga Bay SLSC	Founded 1978
Brighton SLSC	Founded 1953
Christies Beach SLSC	Founded 1954
Chiton Rocks SLSC	Founded 1957
Glenelg SLSC	Founded 1931
Goolwa SLSC	Founded 2010
Grange SLSC	Founded 1955
Henley SLSC	Founded 1925
Moana SLSC	Founded 1938
Normanville SLSC	Founded 1998
North Haven SLSC	Founded 1967
Port Elliot SLSC	Founded 1933
Port Noarlunga SLSC	Founded 1952
Seacliff SLSC	Founded 1930
Semaphore SLSC	Founded 1953
Somerton SLSC	Founded 1960
Southport SLSC	Founded 1959
West Beach SLSC	Founded 1955
Whyalla SLSC	Founded 1957

Probationary Affiliated Clubs

Robe SLSC	Founded 2012	Light blue, red and white
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## Mission and Vision

### Mission

To save lives and build healthier and safer communities.

### Vision

A unique and celebrated water safety organisation building vibrant and inclusive community hubs that inspire people through the delivery of excellence in emergency service, training, education and sport.

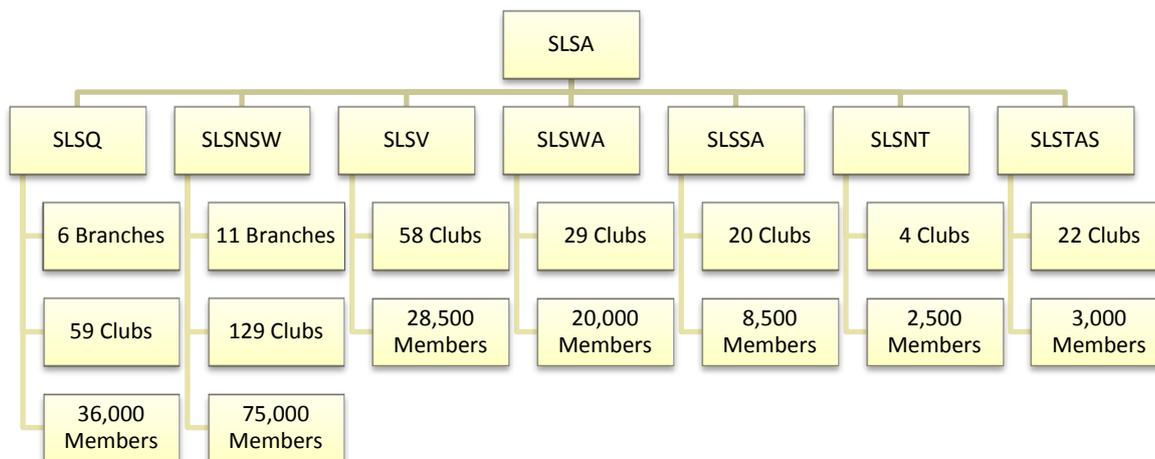
## General Code of Conduct

As a SLSSA member you should meet the following requirements in regard to your conduct during any SLSA sanctioned activity.

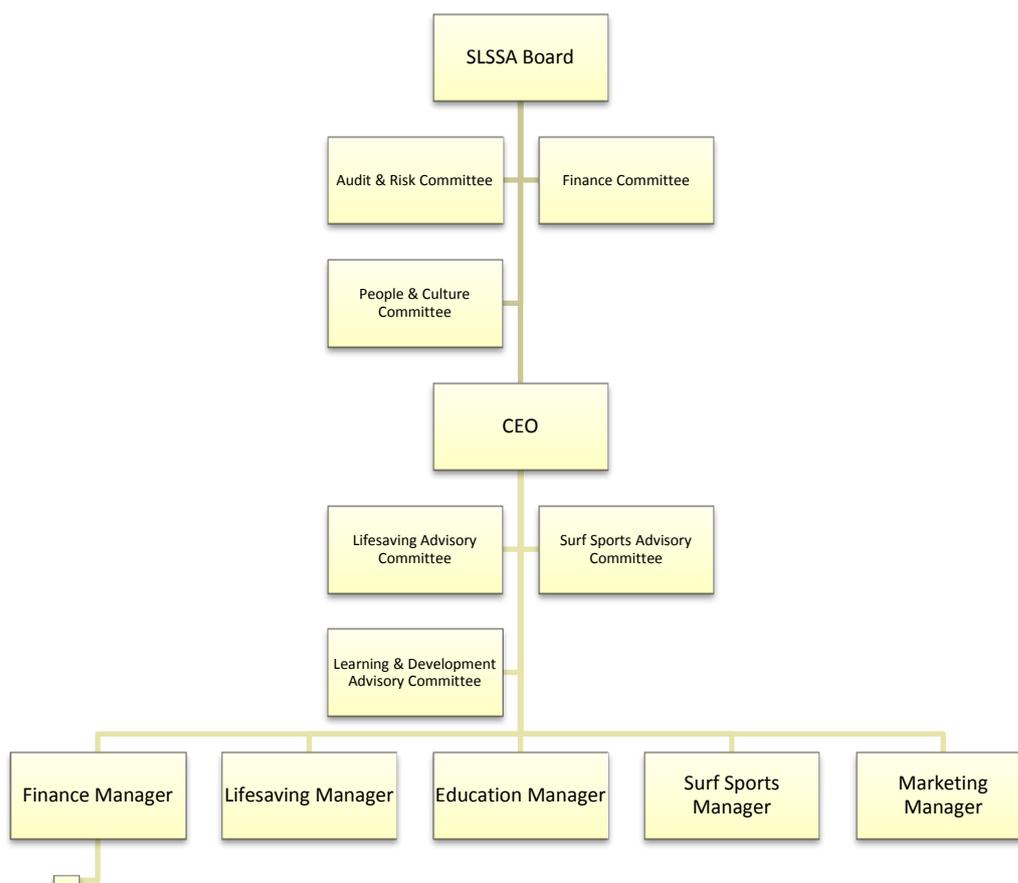
- Respect the rights, dignity and worth of others;
- Be fair, considerate and honest in all dealings with others, and be a positive role model;
- Make a commitment to providing quality service;
- Be aware of, and maintain an uncompromising adherence to SLSA's standards, rules, regulations and policies;
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age;
- Contribute to the provision of a safe environment to the conduct of all activities within surf lifesaving;
- Abide by the relevant role specific codes of conducts outlined below.

# Organisational Structure

## Overview of Surf Life Saving in Australia



## Surf Life Saving South Australia Governance Structure



## Governance of Surf Life Saving South Australia

### Board of Directors

Surf Life Saving SA's Board is critical to ensure the overall business operations and strategic planning. The Board of Directors are elected by the SA Surf Life Saving Clubs that have full affiliation with SLSSA.

The Board enacts SLSSA's strategic direction and priorities to be both appropriate and achievable, ensuring the financial sustainability and security of Surf Life Saving in South Australia. Surf Life Saving SA's Board consists of eight members, or no more than ten at any given time. The Board comprises the President and up to nine directors, four of which may be independent along with the CEO who is a non-voting member.

Each Director is appointed for a 2 year term with rolling elections every year for two or three positions. The Board of Directors bear the risk of the Surf Life Saving SA.

### Sub Committees

Surf Life Saving SA has three sub-committees which report through to the Board of Directors. These are:

- Finance Committee
- Audit and Risk Committee
- People and Culture Committee

### Chief Executive Officer (CEO)

Surf Life Saving SA's most senior employee, the CEO is appointed by the Board and is tasked with managing the day to day business requirements of Surf Life Saving SA, under the direction of the Board. The CEO is accountable to the Board and reports to the Board each meeting.

### Advisory Committees

Member advisory committees are appointed by the Board of Directors and report through to the CEO in providing advice and feedback on operational matters of the Association. The Advisory Committees are:

- Lifesaving Advisory Committee
- Surf Sports Advisory Committee
- Learning and Development Advisory Committee

## Guiding Process and Principles to Establishing a SLS Club

In establishing a local Surf Life Saving Club the following actions and activity are necessary to assess the appetite, will and motivation of the local community. In addition these actions and activities will also assist to not only help establish a Club but also chart the early development of the Club into a sustainable local community member based organisation. It is essential that a local community commences this process with an 'eyes wide open' approach.

### Public Meeting

In order for the local community to determine if there is sufficient support for the establishment of a Surf Life Saving Club and all its associated activity a public meeting needs to be held to determine support. The outcomes of the public meeting will help to attract further interest in the development but also help determine what level of sustainability can be achieved in the early stages of forming a Surf Life Saving Club.

The first public meeting should be advertised via, but is not limited to;

- Local newspapers
- Posts on social media sites
- Announcements on local and community radio
- Personal networking

There may be some small costs involved in this activity, however, free announcements or advertising may be available through local shop windows, community interest notice boards, local radio stations, word of mouth or by running a story in the local newspaper. Select a suitable location and host the meeting with light refreshments which is a great way to get people to hang around and chat.

Ideally you need a representative from the Local Government Authority to attend as eventually you will require their support and endorsement, possibly even funding. Meet with them first; brief them on the expectations and how you would like their involvement.

At the meeting make sure you take an attendance sheet with contact details so that you can contact them after the meeting, particularly if they have previous experience with surf clubs or other relevant organisations.

At this meeting generate a list of priority activity or the benefits the local community feel they will have by establishing and supporting a Surf Life Saving Club. The core outcome should be based around lifesaving and a service/presence to reduce drowning's.

A representative from SLSSA is also required to attend this meeting.

A great goal to achieve from this public meeting is 50 names of people interested in joining a Surf Life Saving Club.

### **Steering Committee**

A steering committee is essential to driving forward a Surf Life Saving Club based on local community support. A steering committee would consist of 4 to 7 member's interested in establishing and initially steering the governance of the Club. A Chairperson is also required to be appointed once the steering committee is formed. The Chair would usually become the initial President.

All members of the steering committee should understand that there will be significant time commitments required of them, especially when establishing a brand new Club with associated services. With sound time management practises and sharing of the workload between all committee members, being part of the steering committee can be very rewarding.

The four main positions required are;

- Chair – oversees the steering committee and ensures all tasks and actions are being completed. The Chair can also be the point of contact for members of Local Government, State Government Agencies, SLSSA, funding and sponsors etc. One of the first tasks should be to develop a time frame to achieve the steps of the affiliation process, including a sustainability report that is required by SLSSA.
- Secretary – ensures all paperwork is completed on time, drafting of letters, assists other position holders with larger jobs.
- Treasurer – manages the club accounts. This is a very important position as it revolves around money and risk.
- Publicity / Public Relations Officer – the sole purpose of this position is to drum up publicity for the Club. This will aid in member recruitment, Local Government support and support from sponsors and the local community.

### **Local Government Support (Council)**

It is vital to gain permission as well as significant support from the Local Government (ie: Council) to operate in a selected area. A core function of a Surf Life Saving Club is to provide the Local Government and local community with aquatic recreation risk and safety control outcomes. Whether this be through the provision of volunteer lifesaving services (and therefore a free service to the community), the development of lifesavers through training and junior activity programs or via participation of the local community in awareness and education programs; the goal is to ensure the Surf Life Saving Club will provide humanitarian, social and economic benefits to the local community.

Investigation into local planned developments and facility upgrades will also assist a Club to make the best decision on the immediate and future locations where a lifesaving service may be required.

Discussion with the SLSSA CEO and Lifesaving Manager will be essential in completing this analysis.

### **Funding**

Surf Lifesaving Programs, Services and ultimately Club Facilities require funding.

Consideration will need to be given to both the short term and long term funding and who will be responsible for the raising of such funds.

SLSSA and affiliated Clubs will assist where they can to lessen the financial burden and may provide some new or used gear and equipment to support the new Program, Service or Club. Local support from Council, Sponsors, Service Clubs may be sought along with application more broadly for grants or philanthropy and this can be supported by SLSSA.

Membership fees should be discussed and implemented as insurance costs will be incurred for members and a fee issued by SLSSA annually. Similar all gear and equipment will need to be insured so some monies will be required to be set aside for these costs.

Should the Club disband or not gain affiliation, all monies, office and other equipment will be retained by the State.

### **Lifesaving Services**

The following are broad principles upon which applications for the establishment of surf lifesaving services and facilities should be based:

- The rationale for the formation of a Surf Life Saving Club in the area and why this area needs to be patrolled.
- Area of operations - beach to be patrolled - other beaches within the immediate area to be patrolled.
- Provision of area map indicating areas as mentioned. Proposed areas for development of surf lifesaving / community centre and alternative sites for proposed facility.
- SLSSA requires as part of its Constitution that a Surf Life Saving Club has an active patrolling membership of six (6).
- During the probationary period the Club is required to establish itself first and foremost as a Surf Life Saving Club and provide the appropriate lifesaving presence (patrols).

During the probationary period the Club shall however be permitted to participate in inter-Club competition and State Championships at the discretion of State Council.

### **Pre-Application Process**

Now is the time to apply to SLSSA for probationary affiliation of the Club. There is no cost associated with this process.

A representative from SLSSA would have visited the site and had discussions with members of the steering committee and Local Government representatives. This will assist the Clubs application to SLSSA.

A report covering the following areas should accompany your application;

- Steering committee members and past experiences (Appendix A)
- A matrix of skill sets and experiences maintained by those interested in joining the Club
- Intended name of the Club
- Letters of support from Local Government and other community groups
- Location of the beach that the Club will operate from, including maps and the rationale for a Club at this location (this will also require Lifesaving support)
- Current and promised funds already generated by the steering committee
- A brief outline of the area where membership recruitment will take place and the population projections of the local and wide area;
- A copy of the draft constitution and by-laws
- An outline of the Club's future sustainability
- Any other information you feel will assist the assessment of the application.

The steering committee needs to conduct a self-assessment of the Club's status by completing "Assessment Criteria for Probationary Affiliation" (Appendix B)

Once the application for probationary affiliation is submitted to SLSSA, the Board of Directors will meet to determine acceptance and resolve a recommendation to be passed back to the steering committee.

Once the application is approved the local community now has a Surf Life Saving Club. As a result of the probationary affiliation the Club will be able to access the following:

- Member personal accident insurance
- Public liability and professional indemnity insurance
- Use of SLSA intellectual property including patrol uniforms, patrol flags, SLSA logo, use of policy and procedure / protocol
- Access to SLSSA staff for assistance and resources
- Access to centralised training courses
- Access to learning and assessment resources

## Form the Club

At this stage the Club should contact and seek the assistance of SLSSA to help mentor throughout the process in conjunction with the use of the SLSSA Club Guide.

It is important to recognise that all Clubs affiliated with SLSSA must be an incorporated body and therefore are their own legal entity. With that status is an obligation on the Club to ensure they comply with all legal requirements associated with being incorporated. The Club is responsible for their activities and this extends to ensuring the Club complies with all affiliation requirements as set down by SLSSA and SLSA.

Incorporation status can be gained by applying to Consumer and Business Services. An ABN and TFN can be gained by applying to the Australian Taxation Department. Various tax related benefits are available through the Australian Taxation Department to Surf Clubs. SLSSA recommends that Clubs should all register for these at this stage. Further information can be found in the Club Guide.

A constitution needs to be formally adopted at a Club Annual General Meeting. Contact SLSSA for a copy of our model constitution. This will save you time and ensure your constitution is in the correct format and complies with Consumer and Business Services while also complimenting SLSSA's and SLSA's constitutions.

Insurance needs to be acquired by the Club for contents and building.

It is important that this process be commenced as soon as possible as some agencies may require significant time to process your application. Further, the development of the constitution itself can take some time to complete.

## Members

Once a member is correctly registered they are entitled to be covered by SLSSA's member personal accident insurance. Adopting Club By-Laws will give clear direction and authority to appointed members to successfully assist the Club to operate and progress. Enquire with SLSSA regarding model By-Laws. By using these time will be saved and ensure the Club's By-Laws compliment State and National By-Laws.

The Club will be able to seek assistance from the Training, Education and Community Manager to assist in trainings and assessments, bronze medallion and surf rescue certificates.

## Activity and Services

A key goal for the Club here is to work towards having;

- Five members accredited as a SLSSA Age Group Managers
- Two members as SLSSA trainers and assessors
- Completes their minimum number of lifesaving patrols in accordance with a developed and agreed Patrol Agreement.

Reaching the above goals will assist the Club to deliver services and activities no matter what stage of development the Club sits. From this initial base the club and members can continue to grow and develop a sustainable Club.

### *Member Education and Training*

In order to be sustainable a Club must also build self-sufficiency into its practices. As such the Club must identify and accredit members so that they can at a local level plan, prepare and deliver SLSSA training and assessment qualifications and programs. This provides for members to become qualified in SLSA qualifications and accreditations necessary in the delivery of services and activities.

If the Club is able to provide its own trainers and assessors then this will make it easier for the Club to conduct annual proficiencies and preliminary assessments for its members. By constantly relying on outside trainers and assessors to conduct preliminary and proficiency exams the Club will not be able to provide these necessary services at a time and location that best suits the members.

As some of the required Lifesaving equipment requires the operator to gain further qualifications, it is important that the Club continues to educate and qualify its members in these higher awards (e.g. IRB Crew and Drivers Certificate, Defibrillator Certificate, ARTC, Spinal Management).

The SLSSA Training, Education and Community Manager is able to assist in this development.

SLSSA conducts centralised trainer and assessor programs for all Clubs.

### *Lifesaving Services*

Once the above is achieved and depending on the membership base and skill mix of the inaugural members, it is time to develop a strong foundation for the Club and begin providing a lifesaving service. This is usually in the form of volunteer weekend/public holiday patrols. The development into Lifesaving Services is essential for member recruitment and retention outcomes. It is also important that the Club work with the Lifesaving Department at SLSSA on how they can develop and grow services and responses outside of traditional hours. This is a key area of focus for Surf Life Saving South Australia.

The Lifesaving Department staff will be able to assist you with completing the Club's Patrol Agreement. This agreement is very important and helps the club to identify and comply with various minimum standards established by SLSA. It is important not to over commit to a service that will stretch the Club's resources and members beyond its current capabilities. The selections of the site to patrol and the associated infrastructure available to support the delivery of the service will be key to ensuring members do not reach the stage of volunteer burn out.

Although SLSSA officers will conduct site visits, the Club Executive are expected to ensure the agreement is complied with at all times. These officers are usually very experienced and capable lifesavers who are able to provide useful and timely information to the Patrol Captain and other members of the Club.

Once a Lifesaving Patrol Agreement has been completed it is important to prepare a 'club patrol roster'. The Lifesaving department can assist with this task.

The Clubs long term survival and relevance to the community is very important.

### *Junior Activity*

An important area to ensure the continued growth and success of the Club is the ability to attract junior members. These junior members create sustainability in developing future lifesavers but also administrators, trainers and assessors and age group managers. Unlike many other sporting and recreation organisations, Surf Life Saving Clubs recognise the importance of junior members and their families and ensure they are part of a single club and not split into two separate operating entities.

It is a SLSA requirement that accredited SLSA Age Group Managers supervise all junior member activities. SLSSA's Training and Education Department can assist the club with this requirement.

### *Surf Sports*

Another important part of the clubs growth is the continual development of existing members and attracting new members to your club. Members of the Club and Local Community will enjoy participating and competing in surf sports competitions and coastal based events. An important part of providing this opportunity to the Local Community is to ensure they are provided with a qualified coaching service. It is a SLSA requirement that an accredited SLSA Level 1 Surf Coach supervises all members receiving coaching by the Club.

The Surf Sports Manager can assist with this pathway. SLSSA will conduct accreditation courses at various times during the year.

Once the club has achieved a number of members (senior and junior) they will be permitted to compete at carnivals, board and ski series and State Championships. SLSSA publishes a surf sports calendar every year with these dates.

### **Operational Facilities, Storage and Club Rooms**

Engaging with the CEO, Lifesaving Department and Facilities Management Group Project Manager will be paramount to securing operational and storage facilities. This planning will need to include funding, location, design (may be done in stages) and possibly brand new facilities. The Club will need to liaise with SLSSA regarding the building design, potential funding opportunities and outcomes of discussions with the Local Government Authority.

It is in the Club's interest to engage early with SLSSA as its important to find out information on what currently works, what improvements need to be made and what areas need to be increased or decreased. A physical surf lifesaving club is built around community need and may need to incorporate flexibility for future expansions as the club membership grows.

Once these discussions, plans and adhere to the patrol agreement are well underway it is now time to apply for full affiliation with SLSSA. This will require a report and self-assessment to be submitted to the Board of Directors. Assessment criteria for full affiliation (Appendix E) outline the Clubs achievements and completion of goals and steps associated with becoming a Surf Life Saving Club in SA. The report to the Board of Directors will be supported by a report from SLSSA Executives across Administration, Lifesaving, Sport and Education and Training Departments.

The reports will then be assessed and if the Club has satisfactorily demonstrated development and sustainability then it can be invited to apply for full affiliation with the SLSSA Board of Directors. Formal application for affiliation with SLSSA will also require the completion of Appendix D.

The Club is now entitled to a seat and a vote at the SLSSA State Council Meetings. The Club will also become a recipient to the SLSSA Club Trust Foundation.

# SLSSA Club Patrols and State Rescue Services

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SLSSA provides both patrolling (proactive and preventative) as well as rescue (reactive) services to the community. This is delivered through traditional surf lifesaving patrols along the coast by Clubs with support provided by State services i.e. Jet Rescue Boats, Jet Rescue Skis (RWC's) and the Westpac Lifesaver Rescue Helicopter.

After hours emergency response systems are provided all year round, 24 hours a day, with a combination of volunteer members and some staff to deliver these services (similar to CFS and SES), with volunteers being available for call out and response situations.

Paid Lifeguards perform services at venues as contracted by local government bodies. During the past 12 months services have been provided at Glenelg (City of Holdfast Bay) from mid-December to the end of March and Goolwa (Alexandrina Council) for the January school holiday period on weekdays when volunteer services are not available. Lifeguards also respond to other locations for emergency response situations.

## Response System – 13 SURF (13 78 73)

SLSSA has implemented a standard emergency number for the activation of its services at all times of the day or night all year round. The **13 SURF (13 78 73)** number is linked to the SurfCom (SLSSA Command Centre) during operational (patrol) hours and to the Duty Officers of the Emergency Operations Team outside these hours.

SLSSA provides active volunteer surf lifesaving patrol services on weekends and public holidays generally from early October through to late March or early April each year through the 20 Surf Life Saving Clubs. Additional services are provided on hot weekdays when possible. Patrol agreements are negotiated with all Clubs and, by allowing some flexibility, are aimed at meeting the surf lifesaving needs of the region.

SLSSA provides additional volunteer services to the community through the provision of the Westpac Lifesaver Rescue Helicopter, Jet Rescue Boats and Jet Rescue Skis (RWCs) which patrol mainly weekends and public holidays as well as hot weekdays. These services are also the key resources called upon for any emergency response situations on a 24/7 basis with dedicated Emergency Operations Teams in place.

## State Resource Directory

SLSSA has a State Resource Plan which is a directory and outline for other emergency service agencies detailing the capability and capacity of SLSSA and its affiliated Clubs. This includes:

- **Facilities and amenities available in response, emergency and disaster situations.**  
These facilities could be used as command centres, triage and medical response locations, search and control bases, briefing and evacuation centres as an example.
- **Equipment available in response, emergency and disaster situations.**  
This includes a helicopter, jet rescue boats, jet rescue skis (RWCs), Inflatable Rescue Boats (IRBs), 4WDs, All Terrain Vehicles (ATV s), first aid and resuscitation equipment through to radio equipment and other items.
- **Emergency response services in response, emergency and disaster situations.**  
This encompasses SLSSA's capacity and capability to provide response services when called upon for water response situations, however has also been utilised for other areas. SLSSA has a Memorandum of Understanding with St John to provide personnel and equipment in emergency and disaster situations.

## Activation | Response Times

SLSSA when in standard patrol/lifeguard operations mode generally responds to immediate calls and activations for assistance and rescue. These may be as witnessed or advised by the public or other authorities i.e. SAPOL, SAAS, Council.

In any major incident the relevant authorities are notified i.e. drowning, coastal death, major incident etc.

Outside standard times of operations SLSSA generally responds to incidents as requested by other agencies. This has included SAPOL, SAAS, SES with incidents ranging from missing persons, rescues, first aid through to support for flood relief and evacuation.

The nominal times for Activation of certain equipment, **outside of normal patrol times** is as follows. In many situations the time frame is far less however SLSSA has projected these times as a guide.

## ACTIVATIONS | RESPONSE TIMES

### Jet Rescue Boats (located West Beach and Lonsdale)

Metropolitan/Mid Coast      30 minutes (approx)

South Coast (Goolwa)      60-120 minutes (approx)

Murray Bridge      90-120 minutes (approx)

### RWC's (Jet Rescue Skis)

Metropolitan/Mid Coast      30 minutes (approx)

South Coast (Goolwa)      30 minutes (approx) for  
craft in area. 60-120 for  
craft from other areas

Murray Bridge      90-120 minutes (approx)

### Inflatable Rescue Boats

Metropolitan/Mid Coast      30 minutes (approx)

South Coast (Goolwa)      30 minutes (approx) for  
craft in area. 60-120  
minutes (approx) for craft  
from other areas

Murray Bridge      90-120 minutes (approx)

# STARCLUB GUIDE AND NEW CLUB CHECKLIST

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- Is your Club Incorporated (or in the process of incorporating)? If so, what is your Inc number?
- Is your Constitution and By-Laws up to date and comply with SLSA and SLSSA requirements?
- Do you have a bank account and appropriate financial management procedures?
- Do you have an ABN?
- Are you registered for the GST?
- Are you a registered charity with the ACNC?
- Are you registered as Deductible Gift Recipient (DGR) with the ATO?
- Have you applied for a section 6 and 7 charitable collections license with the SA Government?
- Are you affiliated or seeking probationary affiliation status with SLSSA?
- Does your Club have its club colours and badge (if applicable) endorsed by SLSSA/SLSA?
- Do you have a management committee or board of directors that meet regularly?
- Do you have a Public Officer?
- Are minutes maintained at official club meetings?
- Do you have a strategic plan/operational plan/business plan?
- Do you have a financial plan and/or a budget?
- Do you have the support of the local Council?
- Is there a genuine ongoing need for the Club; is it sustainable?
- Has a patrol area been defined and agreed to by the SLSSA Board to be under the Club's control?
- Has an appropriate patrol agreement been agreed upon and signed?
- Are your members registered with SLSA? How many and in which categories? Provide MEMBER LIST.
- Do you have enough active patrol members to maintain a patrol as per the agreement from within your own membership? Provide ROSTER.
- Do you have the appropriate equipment to conduct SLS patrol and related activities?
- Do you have access to appropriate storage and meeting facilities?
- Do you have appropriately accredited personnel? Patrol members, Junior Age Managers, Instructors, Coaches and Officials?
- Do you provide or have access to resources, training and ongoing re-accreditation or proficiency for volunteer personnel?
- Do you provide an induction process or access to information for new members?
- Does your Club have risk management and member protection policies in place?
- Do you have Club Reporting Officers (to comply with the Child Protection Act)?
- Does it have relevant WHS policies in place, especially if it employs staff?
- If your Club does employ staff, are you complying with all legislative requirements (e.g. work cover)?
- Does your Club comply with Equal Opportunity principles (i.e. no person is discriminated against)/is it a welcoming Club?

## Club Start Up Equipment Checklist

Item	Quantity	Approx. Cost	Total Cost
<b>Essentials</b>			
Whistle	4	\$10.00	\$40.00
Patrol Uniforms		\$55.00	\$0.00
Flags	2	\$42.00	\$84.00
Binoculars	1	\$70.00	\$70.00
Blanket	2	\$25.00	\$50.00
Evac Flag	1	\$25.00	\$25.00
Signal Flag	2	\$25.00	\$50.00
Emergency Evac Alarm/Loud Hailer	1	\$400.00	\$400.00
IRD Log Book	1	\$30.00	\$30.00
Patrol Log Book	1	\$30.00	\$30.00
IRB Log Book	1	\$30.00	\$30.00
Bum Bags (PPE)	4	\$60.00	\$240.00
Firat Aid Kit	1	\$1,200.00	\$1,200.00
Oxygen Resuscitation Kit	1	\$1,600.00	\$1,600.00
Radios	3	\$1,000.00	\$3,000.00
Rescue Board	2	\$1,545.00	\$3,090.00
Swim Fins	2	\$55.00	\$110.00
Rescue Tubes	4	\$120.00	\$480.00
Stretcher	1	\$300.00	\$300.00
Spinal Board	1	\$500.00	\$500.00
Suction Unit	1	\$180.00	\$180.00
Radio Bag	3	\$55.00	\$165.00
			<b>\$11,674.00</b>
<b>Full Patrol Equipment</b>			
Defibrillator	1	\$3,500.00	\$3,500.00
IRB (complete including motor))	1	\$20,000.00	\$20,000.00
IRB Motor (complete)	1	\$6,000.00	\$6,000.00
Lifejacket (3) per IRB minimum	3	\$108.00	\$324.00
IRB Trailer	1	\$1,500.00	\$1,500.00
ATV	1	\$18,000.00	\$18,000.00
Patrol Trailer	1	\$2,000.00	\$2,000.00
Patrol Fly	1	\$1,500.00	\$1,500.00
Manikin	2	\$260.00	\$520.00
Defibrillator Trainer	1	\$550.00	\$550.00
Baby Manikin	1	\$180.00	\$180.00
Child Manikin	1	\$257.00	\$257.00
Asthma Kit	1	\$60.00	\$60.00
			<b>\$66,065.00</b>
<b>Other</b>			
SLSSA Communication Infrastructure	1	\$20,000.00	
Storage	1	\$20,000.00	

**Appendix A: Summary of Club Steering Committee**

**Applicant 1:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

M: \_\_\_\_\_ P: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

SLSA Experience: \_\_\_\_\_

Signature: \_\_\_\_\_

**Applicant 2:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

M: \_\_\_\_\_ P: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

SLSA Experience: \_\_\_\_\_

Signature: \_\_\_\_\_

**Applicant 3:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

M: \_\_\_\_\_ P: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

SLSA Experience: \_\_\_\_\_

Signature: \_\_\_\_\_

**Applicant 4:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

M: \_\_\_\_\_ P: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

SLSA Experience: \_\_\_\_\_

Signature: \_\_\_\_\_

**Applicant 5:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

M: \_\_\_\_\_ P: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

SLSA Experience: \_\_\_\_\_

Signature: \_\_\_\_\_

**Applicant 6:**

Position: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

M: \_\_\_\_\_ P: \_\_\_\_\_ Email: \_\_\_\_\_

Occupation: \_\_\_\_\_

SLSA Experience: \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix B: Assessment Criteria for Probationary Affiliation

This document is to be completed and submitted with your clubs probationary report to the SLSSA Board of Directors. Please complete the relevant sections and if you require further assistance contact SLSSA.

The goals are list and you are required to comment on the status achieved. A designated SLSSA Officer will assess if the goal has been achieved prior to this document being submitted to the Board of Directors.

GOAL	STATUS	SLSSA OFFICER
25 - 50 names of people interested in joining the club		
Chairperson and Steering Committee selected		
Approval from Local Government to operate surf lifesaving activities from the selected beach		

To complete your clubs application for probationary affiliation with SLSSA the following application at Appendix C must be completed by a Club Officer and submitted with the Clubs probationary report to the SLSSA Board of Directors.

**Appendix C:**



**Application for Probationary Affiliation**

I, \_\_\_\_\_ a duly authorised officer  
of (applicant) \_\_\_\_\_  
of \_\_\_\_\_ Post Code \_\_\_\_\_

Hereby apply (on behalf of the applicant) for acceptance of the application as a Probationary Affiliated Club of Surf Life Saving South Australia (SLSSA) and Surf Life Saving Australia (SLSA).

In the event of admission as an Affiliated Club, the applicant agrees to be bound by the purposes, rules, regulations, policies and processes of the Surf Life Saving South Australia (SLSSA) and Surf Life Saving Australia (SLSA) for the time being in force.

Signed for and on behalf of the applicant by a duly authorised officer

Signed \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**Appendix D:**



**Application for Full Affiliation**

I, \_\_\_\_\_ a duly authorised officer

of (applicant) \_\_\_\_\_

of \_\_\_\_\_ Post Code \_\_\_\_\_

Hereby apply (on behalf of the applicant) for acceptance of the application as a Fully Affiliated Club of Surf Life Saving South Australia (SLSSA) and Surf Life Saving Australia (SLSA).

In the event of admission as an Affiliated Club, the applicant agrees to be bound by the purposes, rules, regulations, policies and processes of the Surf Life Saving South Australia (SLSSA) and Surf Life Saving Australia (SLSA) for the time being in force.

Signed for and on behalf of the applicant by a duly authorised officer

Signed \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

## Appendix E:

### Assessment Criteria for Full Affiliation with SLSSA

This document is to be completed and submitted with the Clubs probationary report to the SLSSA Board of Directors. Please complete the relevant sections and if you require further assistance please contact SLSSA. The goals are listed and you are required to comment on the status achieved. A designated SLSSA Officer will assess if the goal has been achieved prior to this document being submitted to the Board of Directors.

GOAL	STATUS	SLSSA OFFICER
50 registered members		
Management Committee elected as per club constitution		
Approval from Local Government to operate Surf Life Saving activities from the selected beach		
Achieved probationary affiliation with SLSSA		
Club Incorporation achieved		
Australian Business Number achieved		
Tax File Number achieved		
Insurances held		
Annual General Meeting held		
Club Constitution and By-Laws Adopted		
30 patrolling members with a minimum of 15 bronze holders		
Develop strategic and club management plan		
Develop sustainability report		
5 accredited Age Group Managers		
2 accredited trainers and assessors		
Agree and sign the patrol agreement		
Obtain minimum lifesaving equipment		
Complete 1 season of patrols as agreed with the Lifesaving Department (min of 10 patrols)		
Obtain temporary operational and storage facilities		
1 accredited surf level 1 Coach		
Engage with the Facilities Management Group		