



ITHACA - CALOUNDRA CITY LIFE SAVING CLUB INC

ABN 69 400 598 562

NEW MEMBER KIT

2008/9 Season

PO Box 2082
West Ashgrove QLD 4060

29 The Esplanade
Bulcock Beach
CALOUNDRA QLD 4551
Patrols : Bulcock Beach, Caloundra

Phone : 07 5491 9797 (Clubhouse)
Fax : 07 3285 6341
Email : admin@caloundracity.asn.au

Trains : Pathways Leisure Centre, North Lakes, Mango Hill (Tuesday 5.30 to 7.30pm)

www.caloundracity.asn.au

MISSION STATEMENT

To perform a beach monitoring and rescue service, and provide education for members and the public.

CRITICAL EXPECTATIONS OF MEMBERS

This Club is a Service organisation and it is expected that all members of the Club choose to join the Club to perform a community service (i.e. Beach Patrols). **The following are the minimum expectations of all members** (if you do not believe you can meet these requirements, you need to reconsider your membership):-

- The Club does not tolerate swearing, rudeness, public arguments, harassment, discrimination, abuse, violence or any loud behaviour;
- Whilst on Patrol, you are expected to **wear Club Patrol shirt, Patrol Cap (properly tied)**, and maintain a physical presence in the patrol area;
- If you desire to use the Inflatable Rescue Boat you will use it with due care to your and others safety, and will complete a 'Request to use IRB form', and accept the terms of use contained in that form;
- If you have an accident/injury, it is your responsibility to report it**, and complete a workplace injury/accident form (workcover) and arrange lodgement;
- If you are over 18 you must apply for, and obtain a Blue Card;
- You will attend **at least 1 training session per month and 4 half day patrols per month**; and
- You acknowledge that the Club does not allow intoxicated person, alcohol, drugs or smoking on the Club premises (unless by approval of the Management Committee)
- You will be awarded certificates on a competency basis and these will only be given after you have met all conditions (including patrol hours and training) as set out by the management committee.

Please be warned, we expect you to follow these expectations without having being asked, breach of any of these expectations, may result in expulsion from the Club.

Completion of a membership application form does not mean an applicant is a member, your application form will be considered by the next Management Committee meeting, and if approved you will be advised. It is normal for members to be on probation for the first six months

CLUBHOUSE

Only members and invited and approved guests are able to access the Clubhouse, old members are not allowed access to the Clubhouse. A member list is contained on the Patrol Roster. If anyone enters the Clubhouse that you do not know, please politely ask them to leave.

The Club house is for members only, not for all family and friends. If you are unsure of this policy please speak to the Club Captain who may advise you further.

STRUCTURE / OFFICE HOLDERS

Office holder	Name	Phone (mobile)	Phone (home)
Club Captain	Lynda Barry	0433 121 862	07 3886 1682
Vice Captain	Andrea Theis	0403 841 609	
Vice Captain	Robbie Schwartz		
Rookie Co-Ordinator	Andrea Theis	0403 841 609	
Clubhouse Director	Jeff Phillips	0421 330 940	07 5492 6068
President	Helen Morris	0409 878 089	07 3366 4860
Honorary Secretary	Patricia Barry		07 5491 3156
Honorary Treasurer	Paul Barry	0413 335 859	07 3886 1682
Chief Instructor	Rob Reid		07 5476 6176
Gear Steward	Brad Clegg	0408 193 396	
Registrar / Recorder	Paula Preston	0418 405 609	07 3279 3373

If you have any questions or complaints, please bring them directly to the Rookie Co-Ordinator.

BEACH PATROL REQUIREMENTS

Christmas School Holiday periods : 8.30 am to 5.30 pm
All other patrol days : 8.30 am to 4.30 pm
(note:- Junior Lifeguard training days – patrol commences 8.00 am)

Set up for patrol starts 1/2 an hour before sign on (8.00 am, apart from Junior Lifeguard sundays, which is 7.30 am)

All morning patrol members need to assist set up patrol, and afternoon patrol members need to assist pack up patrol, please liase with your patrol captain regarding start and finish time.

It is expected that you perform a mixture of opening and closing the beach. Half day patrols are available, but you must be present for the full half day patrol assigned (including the set up or pack up).

- All patrol equipment, must be on the beach and ready before commencement of first patrol
- Patrol Caps must be worn and tied under the chin and clearly visible to the public
- During a patrol, at least one member in full uniform must be clearly visible on the veranda at all times, should you wish to leave a patrol, you must obtain permission from the Patrol Captain.
- You must obey all directions given by the Patrol Captain (including cleaning duties).
- Even if the Beach is closed, a patrol must be maintained (someone wearing Patrol Shirt and Cap, watching the beach on the veranda)
- The first aid room must be cleaned after each first aid case, and stocked sufficient for two days patrol.
- Log book must be completed at the start, updated during and signed after each patrol

BEACH PATROL EQUIPMENT CHECKLIST

The following equipment must be placed on the beach for each patrol.

- Patrol Shirt, Shorts, and Patrol Caps worn (see uniform section)
- Binoculars
- Yellow flag (Red & signal flag's to hand)
- Two red and yellow marker flags
- Two Blue flags
- Two way Radio's (Must be in waterproof bags)
- Whistle
- Torpedo buoys
- Inflatable Rescue boat fully equipped with motor, oars, lifejackets, etc.
- Malibu/paddleboard and stand (stand optional)
- Portable first aid kit and sunscreen

At the end of Patrols all equipment need to be secured. The following items are to be locked in the Grey Steel Locker in the gear shed:-

Two Way Radios (do not need to lock chargers)

- Radio Bags
- Binoculars
- Sun Screen
- Defib (in Chaperones Locked Cupboard)

TWO WAY RADIO PROTOCOL

You will be trained in radio use. Only those members who have passed the radio officers exam will be allowed to use the radios without direction from the Patrol Captain. All new members will only be allowed to use the radios under instruction from the Communications Officer or Patrol Captain. They will direct and train you in this area.

Our Club has been allowed to utilise the Surf Life Saving (Surf Comm) two way radio network, we have been asked by Surf Comm to following the below procedures:-

Morning Sign-on	To be completed at earliest opportunity, 8.30am (must be before 9am)
Mid day status	Only provided when requested, if not requested, do not provide
Afternoon close	After beach patrol has been packed up, must be after close time

Channel 10 is only to be used for *Club to Surf Comm* communication

Channel 2 (fallback channel 1 may also be used) is to be used for ALL *Club to Club* communication, including IRB and Outpost communication

It is NOT this Club policy to log IRB usage and destination with Surf Comm, or to log beach status reports with Surf Comm; however any rescue or major first aid (requiring ambulance) is to be logged with Surf Comm when it occurs.

Anything said over the two way radio, will be heard by all Lifesaving Clubs on the Sunshine Coast, Councils and SLSA officials; please be cautious about what is said to avoid and keep communication to official business only. Please refer separate handout for further radio instructions. The Club provides UHF CB radios, should members desire to have a more open communication, they should use these radios.

UNIFORM

Patrol Shirt

Patrol Cap (properly tied under chin)

Whistle (Please purchase a whistle for patrol use)

Patrol (red) shorts (Optional, may be purchased from Club)

Sunscreen (prior to start of patrol, and re-applied through-out the day)

Minimal Jewellery

Appropriate Swimwear

Females – No bikinis, we recommend one piece or long tankini,

Males – No baggy shorts, we recommend Speedos or board shorts

Items available to be purchased from Club:

Club togs (Blue and Gold)	\$30	
Club patrol shirt	\$15	1 shirt provided free after qualifying period
Club cap/patrol cap	\$10	1 cap provided free after qualifying period
Patrol shorts	\$10	
Name badge	\$10	

TELEPHONE

On weekends in patrolling season always answer the phone with: "***Good morning/afternoon Caloundra City LifeSaving Club, (your name) speaking***". The Club phone is provided for official business only.

FOOD AND DRINK – LUNCHES

It is not the club's policy to supply lunches and drinks on an ongoing basis. On some occasions, the club may provide these. You may leave your food for the day in the fridge. Do not take anything from the fridge if it is not yours.

FUNDRAISING

Bruce Cowling is the only authorised member to conduct street collections on behalf of the club. Members are not authorised to conduct fundraising, unless approval is held from Management Committee.

The club is always on the lookout for Sponsors and members can enter into preliminary discussions regarding sponsorships. All details should then be passed onto the Treasurer.

Donations can be accepted at the clubhouse by the patrol captain, however, will need to be passed onto the Treasurer (or Bruce Cowling) as soon as possible.

FIRE / EVACUATION

Should the fire be small and manageable a responsible member will extinguish it. However should the fire be of threatening proportions members should evacuate the Clubhouse immediately. The Chaperone or the Club Captain must co-ordinate this effort, ensuring that all members are outside at the assembly point (by means of roll call), which is on the grassed area near the car parks, and that the fire Brigade has been called.

FIRE BRIGADE : 000 (112 from a mobile phone)

Fire Extinguishers : Extinguishers are installed in the Clubhouse and it is important that all

members become familiar with the fire extinguishers and where they are located.

When evacuating :

Stay down low, and Go Go Go !

After Fire :

Provide report to the Management Committee

RISK MANAGEMENT / ACCIDENTS & INJURY

It is your responsibility to not put yourself in a dangerous situation in or around the clubhouse.

Any accidents, either at training, during patrols or in and around the clubhouse, must be reported to the person in charge (who will immediately telephone the club president) and a report noted in the appropriate log book. You are also responsible for making a Workplace accident report within 24 hours, forms can be obtained from the following internet site www.workcover.qld.gov.au (See Club management if you do not have internet access).

MEDIA CONTACT / PUBLIC RELATIONS

All media inquiries are to be directed to the Club Captain or President. Under no circumstances are members to make comments to the media or provide them with any information on matters of policy or with regard to rescues and emergencies. Media must make prior arrangements in order to gain permission to film club facilities and training.

BLUE CARD / CHILD PROTECTION

If you are over 18, you will be required to apply for a Blue Card and present satisfactory identification, if you already hold a Blue Card you will still need to provide identification and complete a form to allow us to check the current status (validity) of your Blue Card. The President is the authorised officer of the Club who attends to the Blue Card Process, and keeps a register of approved cards, should you have any concerns, please speak directly to the President.