



**WIDE BAY  
CAPRICORN**

**WIDE BAY CAPRICORN  
BRANCH  
PATROL CLUB OF THE  
YEAR COMPETITION  
2021-2022**

**GUIDELINES &  
JUDGING CRITERIA**



**SURF LIFE SAVING  
QUEENSLAND**

*(Effective: 20 July, 2021)*

# WIDE BAY CAPRICORN BRANCH 'PATROL CLUB OF THE YEAR' AWARD

## PREAMBLE

1. The Wide Bay Capricorn Branch 'Patrol Club of the Year' Award is a new award that was introduced for the 2002-03 Surf Life Saving season and it is to be continued after the 2002-03 season on an annual basis.
2. The winning Club will receive a perpetual Trophy to be kept and displayed at their discretion for a period of 12 months, upon which time the Trophy must be returned to the Wide Bay Capricorn Branch to be re-presented to the subsequent winning Club.
3. The winning Club will also receive a plaque to keep and a significant prize related to 'lifesaving'. This prize will be reviewed on an annual basis and may change from year to year.
4. From the 2003-04 season onwards, there will also be a 'Most Improved Patrol Club' Award introduced based on improvements taken from the previous season, with the Club that improves by the most number of points being named the winner. A perpetual Trophy will be presented to the winning Club, as well as a plaque and a significant prize related to 'lifesaving' use. This prize will also be reviewed on an annual basis.

## 5. **BENEFITS**

The benefits in conducting a Patrol Club of the Year competition are many, with some of the main benefits having been identified as being:

- a. the advancement of lifesaving skills
- b. promoting patrolling efficiency
- c. using the competition as an identification tool that can detect areas of patrolling that may need improving and reviewing
- d. building morale and club strength
- e. keeping patrols active
- f. etc.

This competition will form an important role in the patrolling system, with the end of season results a discussion point and a representation of how well the club is managing itself on the beach and also within the area of lifesaving 'administration'.

## 6. **JUDGING FORMAT/CRITERIA**

- a. The winner of the Wide Bay Capricorn Branch Patrol Club of the Year Award will be determined using a pointscore system, with the Club that attains the most number of points being announced as the winner.
- b. Points will be awarded for various tasks achieved throughout the season and will involve the following areas of lifesaving and patrols:



## Patrol Inspections and Tasks

- A total of two (2) Patrol Inspections will be carried out by relevant Branch Personnel (Patrol Inspectors) at each Club during the season.
- Whenever possible, one (1) Patrol Inspection will be carried out prior to 31<sup>st</sup> December and one (1) Patrol Inspection will be carried out after 31<sup>st</sup> December.
- Patrol Inspectors will be determined by the Branch DOLS or BOLS and may involve any of the following persons:
  - Branch Director of Lifesaving
  - Branch Deputy Director of Lifesaving (North)
  - Branch Deputy Director of Lifesaving (South)
  - Any Assessor designated by the Branch DOLS or BOLS
- These Patrol Inspections will be totally random and un-announced, with a Patrol Inspector able to arrive at a beach at any time whilst Patrols are occurring.
- Points will be awarded according to the Patrol Inspector's Working Sheet (attached).

**The maximum points that a Club may attain in any one (1) Patrol Inspection is 203 points with the minimum being zero (0) points.**



## SLSQ and Branch Paperwork

- Patrol Attendance (Sign-on) Log Book Copies
  - Copies out of the Patrol Attendance Log Book (for each month) are due in to the Branch Office (Administrator) monthly – *within seven (7) days of the last day of patrol for the previous month (by 5.00 pm).*
  - **Each Club that meets this deadline will have ten (10) bonus points added to their overall pointscore on each occasion.**
- Incident Report Log Book Copies
  - As per SLSQ Guidelines, Clubs are required to complete and enter their own IRL's into SURFGUARD for any resuscitation and/or member injury – this is in addition to the LIMSOC Incident Report.
  - **Each Club that does NOT have their IRL's entered into SURFGUARD by Monday 10 May, 2022, will be PENALISED fifty (50) points.**

- LIMSOC Reporting
  - Patrol Statistics & Incidents are to be logged directly into LIMSOC before, during and after each patrol (the only exception would be if there is no internet service – in this case, they must be entered within two {2} days of the patrol)
  - **Each Club that maintains their LIMSOC statistics and reporting each month will have ten (10) bonus points added to their overall point score (per month).**
  
- Club Patrol Service Agreements/Contracts
  - Club Patrol Service Agreements/Contracts are to be **finalised** (this means 'signed-off' and agreed upon by the Branch Director of Lifesaving and the respective Club) by Friday 16<sup>th</sup> July, 2021
  - **There will be one hundred & fifty (150) BONUS points given to each Club that fulfills this requirement.**
  
- Powercraft Safety Management System Signature Page
  - All IRB Drivers shall sign this page where indicated to confirm they have read and understand Surf Lifesaving Queensland Safety Management Systems. Clubs are to forward a copy of the completed signature page to SLSQ Lifesaving Services Coordinator (WBC) by Friday, 31 December, 2021.
  - **There will be fifty (50) BONUS points given to each Club that fulfills this requirement.**
  
- Patrol Operations Manual – Club Signature Page
  - It is a requirement that all Clubs return the completed 'Club Signature Pages' (Section No. – LS0001) from the 2021-2022 SLSQ Patrol Operations Manual. This page is to be returned to the Branch Office (Administrator) by Monday 11 October, 2021.
  - **There will be fifty (50) BONUS points given to each Club that fulfills this requirement.**
  
- Patrol Gap Calculator
  - The State Lifesaving Committee has endorsed the mandatory use of the SLSQ Patrol Gap Calculator by all Clubs for 2017/18 season onwards.
  - A copy of the Patrol Gap Calculator from each Club is to be emailed to the SLSQ WBC Regional Office TWICE per season – firstly, by Friday 10 September, 2021, and then secondly, an updated version by Monday 10 January, 2022.
  - **Each Club that fulfills this requirement will have fifty (50) bonus points added to their overall point score on EACH occasion.**

- Club Awards Training Calendar
  - Copies of Club Awards' Training Calendars for the 2021-22 season are due to be submitted to the SLSQ Education Membership Development Coordinator (WBC) by Friday 17 September, 2021. TIP: It is advisable to utilize the Patrol Gap Calculator information to compile this training calendar!

➤ **There will be fifty (50) BONUS points given to each Club that fulfills this requirement.**

- Gear & Equipment Lists (SurfGuard)
  - Club Gear & Equipment Inspection Lists are to be updated in SurfGuard twice per year – following each respective Gear & Equipment Audit (conducted in September and May annually). Due dates to have these SurfGuard lists updated following each inspection will be by Sunday 10 October, 2021 AND by Sunday 15 May, 2022

➤ **There will be twenty-five (25) BONUS points given to each Club that fulfills this requirement on EACH occasion.**

 **Branch Surf Rescue Championships**

- Points will also be awarded to Clubs based on their participation and placings in the Branch U15, U17 and Open Patrol Competitions.

- **Clubs will receive twenty-five (25) BONUS points for competing in the U15 Branch Patrol Competition, twenty-five (25) BONUS points for competing in the U17 Patrol Competition and twenty-five (25) BONUS points for competing in the Open Branch Patrol Competition.**

- **Points will also be awarded according to placings in the Branch U15, U17, U19 and Open Patrol Competitions, as follows:**

➤ 1 <sup>st</sup>	8 points	>	5 <sup>th</sup>	4 points
➤ 2 <sup>nd</sup>	7 points	>	6 <sup>th</sup>	3 points
➤ 3 <sup>rd</sup>	6 points	>	7 <sup>th</sup>	2 points
➤ 4 <sup>th</sup>	5 points	>	8 <sup>th</sup>	1 point

- In the event where there are two (2) teams from one (1) Club competing in any of the categories (U15, U17, U19 or Open), only one (1) team will count toward the pointscore.



### Branch Board of Life Saving (BOLS) Meetings

- Points will be awarded for attendance at Branch BOLS Meetings as per the following:

- Ten (10) BONUS points will be awarded for every Branch BOLS Meeting that a Club has their CLUB CAPTAIN attend.
- Ten (10) BONUS points will be awarded for every Branch BOLS Meeting that a Club has their CHIEF TRAINING OFFICER attend.
- Five (5) BONUS points will be awarded for every Branch BOLS Meeting that a Club has a Delegate attend in place of their Club Captain (this person cannot be the Club's Chief Training Officer)
- Five (5) BONUS points will be awarded for every Branch BOLS Meeting that a Club has a Delegate attend in place of their Chief Training Officer (this person cannot be the Club Captain)
- If neither the Club's Club Captain nor the Chief Training Officer attends the Branch BOLS meeting, but another Club Representative does attend, the Club will be awarded Five (5) BONUS points per member to a maximum of two (2) members
- See table below for bonus points structure:

WHO ATTENDS?	BONUS POINTS AWARDED
Club Captain & Chief Training Officer	20
Club Captain only	10
Club Captain & Chief Training Officer delegate	15
Chief Training Officer only	10
Chief Training Officer & Club Captain delegate	15
Two Club Delegates/Proxies	10
One Club Delegate/Proxy only	5
No Club Representative	0

- **Non-attendance means zero (0) points! (No excuses/apologies!)**

- An existing Branch Officer (on the BOLS) will **NOT** be accepted as a Club's delegate for their Club Captain, unless the reason is as per the below rule:

*[An existing Branch Officer (on the BOLS) will only be awarded attendance bonus points for their Club **if** that Branch Officer is the Club Captain or the Chief Training Officer of the Club]*

 **Branch/State Workshops/Forums**

- Points will be awarded for Club attendance at various Branch Lifesaving Workshops and Forums.

**- Twenty-five (25) BONUS points per forum will be awarded to each Club that sends a representative/s to the following Branch or State Forums/Workshops – IF CONDUCTED:**

- SLSQ Club Safety Advisor Course
- Branch Club Captain-Patrol Captain Workshops/Forums
- Branch CTO Workshops/Forums
- Branch IRB Workshops/Forums
- Branch Administration/Regional Workshops
- TAF Proficiencies/Updates/Workshops
- Etc.

 **Annual Financial Returns**

**- Any Club that is late to submit their 2021/22 Financial Return to SLSQ will have fifty (50) points DELETED from their point score.**

 **Patrol Breaches**

- Any Club that is found by the Branch DOLS to have breached or broken their Patrol Service Agreement, as per the SLSQ Patrol Breach Policy, will result in the following:

<b>- 1<sup>st</sup> occasion</b>	<b>150 points deleted from pointscore</b>
<b>- 2<sup>nd</sup> occasion</b>	<b>disqualification from competition</b>

c. In the event of a tie, the winning Club will be determined on a Countback in the following order:

- Patrol Inspection Scores (the Club with the highest score on any one individual inspection)
- Patrol Inspection Scores (the Club with the highest aggregate score for their patrol inspections)
- Club which places highest in the Open Branch Patrol Competition
- Club which places highest in the U15 Branch Patrol Competition
- Club which places highest in the U17 Branch Patrol Competition

6. **GOVERNANCE**

- a. The Wide Bay Capricorn Branch 'Patrol Club of the Year' Award will be supervised and controlled by the Branch Director of Lifesaving under the control of the Branch Board of Lifesaving.
  - b. Any queries or questions regarding the competition or points awarded/ deducted are to be directed to the Branch Director of Lifesaving and the Branch Board of Lifesaving.
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**NOTES TO 'PATROL CLUB OF THE YEAR' AWARD  
- PATROL INSPECTORS**

1. Patrol Inspectors are to be dressed in Assessors' Uniform – whenever possible.
2. Introduce yourself to the Club Captain/Patrol Captain before commencing the inspection. If these Officers are not present, seek out a Senior Club Officer.
3. These Patrol Inspection Reports/Worksheets form part of the Wide Bay Capricorn Branch Patrol Club of the Year Award, and as such, points are allocated as indicated on the worksheets. It is therefore **MANDATORY** that Patrol Inspections are carried out **twice per season** and the corresponding reports/worksheets forwarded to the Branch.
4. The first Patrol Inspection, where possible, is to be carried out between Saturday 18 September, 2021 and Friday, 31 December, 2021 (inclusive), while the second Patrol Inspection is to be carried out between Saturday, 1 January, 2022 and Monday, 2 May, 2022 (inclusive).
5. In both the rescue AND first aid scenario sections, the Patrol Inspector may utilise any scenario that he/she believes suits the conditions on the day and the qualifications of the members on patrol. (Marking sheet is attached to the Patrol Inspection Working Sheet)
6. The resuscitation scenario will involve only a Live Patient Assessment scenario. For the resuscitation scenario, two (2) patrol members should be utilized, commencing with a 1-person assessment and having the 2<sup>nd</sup> operator takeover after 2 minutes of CPR are completed by the 1<sup>st</sup> operator. Where numbers on patrol do not allow, the Patrol Inspector may allow ONLY a one (1) person resuscitation scenario. (Marking sheets are attached)
7. Please return all Patrol Inspection Reports and Worksheets to:

Regional Administration Officer  
Surf Life Saving Queensland  
Wide Bay Capricorn Region  
PO Box 6170  
BUNDABERG EAST Qld 4670
8. The reports are to be received by the Branch Administrator **by no later than the 1<sup>st</sup> Friday after the inspection has been conducted.**
9. A copy of the Patrol Inspection Report and Worksheet will be sent to the Club (by the Branch) for the attention of the Club Captain and Patrol Captain for feedback purposes.

**Lynne Messer**  
**Wide Bay Capricorn Branch**  
**Director of Life Saving**