MLSC Patrolling Policy	#MLSC.011

Policy Purpose and Scope

The purpose of this Patrolling Policy is to define the operational standards, responsibilities and behavioural expectations for all patrolling members of Mordialloc Life Saving Club (MLSC). This policy ensures the delivery of a safe, compliant and effective lifesaving service.

This policy is aligned with the following governance documents:

- SLSA Policies:
  - Policy 1.01 – Water Safety
  - Policy 1.05 – Patrol Uniforms
  - Policy 5.04 – Competition Eligibility
  - Policy 6.04 – Child Safe
- LSV Standard Operating Procedures (SOPs):
  - SOP 1.1 – Patrol Operations
  - SOP 1.2 – Patrol Types & Requirements
  - SOP 1.3 – Patrol Equipment
- LSV Rescue & Safety (RS) Documents – including RS 1.1.1 (Patrol Captain) and RS 1.1.2 (Patrol Member)
- MLSC By-Laws – Part 8 (Patrol & Club Duties)

Where inconsistencies arise, SLSA and LSV governance supersede club policy.

This policy applies to all members performing patrol duties at MLSC, including:

- Active Members
- Reserve Active Members
- Long Service Members
- Life Members who elect to patrol
- Probationary and other members who are rostered for patrol duties

Policy Description

1 Patrol Types & Requirements

1.1 Full Patrol Requirements

A Full Patrol must include a minimum of four (4) patrolling members:

- Three (3) Bronze Medallion (BM) holders; and
- One (1) additional qualified member with at least one of the following:
  - Radio Operator
  - First Aid
  - Advanced Resuscitation Techniques (ART)
  - Surf Rescue Certificate (SRC)
  - Silver Medallion Beach Management (SMBM)
  - Silver Medallion Patrol Captain (SMPC)
  - SSV Operator Certificate (Side-by-Side Vehicle)

Collectively, a Full Patrol must meet the minimum qualification matrix in LSV SOP 1.2, including:

- Silver Medallion IRB Driver (SMIRBD)
- IRB Crew (separate, proficient member)
- First Aid
- ART
- SMPC
- SSV Operator (when an SSV is deployed)

Any patrol that does not meet the minimum personnel, qualification or equipment requirements of LSV SOP 1.2 is deemed a patrol default.

1.2 Low Patronage Patrol (LPP)

An LPP is a reduced patrol model permitted only under strictly defined conditions in LSV SOP 1.2.

Minimum personnel:

- Two (2) Bronze Medallion holders (at least one must be 18+); and
- One (1) ART holder (this may be one of the BM members)

Operating conditions (as per SOP 1.2):

- Forecast maximum temperature is 22°C or below
- No school holidays or public holidays
- No major events or unusual beach activity
- Beach risk profile and conditions remain low

Notification: Clubs must submit an LPP notification via the LSV Patrol Notification process by 11:59 pm Thursday prior to a weekend patrol, or at least two business days before a public holiday patrol.

2 Patrol Member Responsibilities

All patrol members must:

- Attend all rostered patrols or organise replacements in accordance with club procedures
- Sign on and off via LIMSOC
- Actively perform Prevention, Recognition and Rescue duties
- Remain within designated patrol boundaries unless directed otherwise by the Patrol Captain
- Follow all reasonable directions of the Patrol Captain (PC)
- Maintain professional behaviour and uphold the reputation of MLSC

2.1 Attendance Requirements

Patrolling members must:

- Attend all rostered patrols, while being welcome to attend additional patrols by notifying the Patrol Captain (PC) for that day.
- Arrange a suitable replacement (with comparable qualifications) if unable to attend a rostered patrol.

- If unable to secure a replacement, notify their Patrol Captain at least 48 hours in advance, wherever possible, and work with them to ensure sufficient patrol numbers and qualifications.
- Work as a team to ensure the beach is continuously patrolled and follow all reasonable directions from the Patrol Captain.

2.2 Eligibility & Expectations of Members

- Members aged 13 years and older may participate in volunteer patrols provided they hold one of the following minimum qualifications:
  - Surf Rescue Certificate (SRC)
  - First Aid
  - Radio Operators Certificate
- Members aged 15 years and older are strongly encouraged to obtain their Bronze Medallion and regularly participate in patrols.
- Qualified members will be allocated to a Patrol Group for the season and are expected to fulfil rostered duties.

2.3 Additional requirements:

- An adult member (18+) must be present on all patrols
- Members must comply with all child safe behaviour, supervision and reporting requirements under SLSA Policy 6.04 – Child Safe
- All incidents, hazards and near misses must be reported through LSV and SLSA systems as required

3 Patrol Captain Responsibilities

Patrol Captains (PCs) hold primary responsibility for the safe and effective operation of each patrol.

PCs must:

- Lead and supervise the patrol team in accordance with RS 1.1.1 Patrol Captain
- Conduct a pre-patrol briefing and post-patrol debrief
- Complete risk assessments and hazard identification before and during patrol
- Allocate resources (flags, IRB, rescue boards, SSV, etc.) according to conditions
- Maintain communication with LSV Comms at all times
- Ensure all patrol members are correctly uniformed and carrying appropriate PPE
- Ensure all incidents and rescues are documented and reported through required processes
- Promote and enforce child-safe practices in line with SLSA Policy 6.04

Child Safeguarding:

- Children under 16 (except SRC and Bronze Medallion members) must not be left in the care of members under 18.
- Patrol members supervising children must have a clear plan in the event of an emergency.
- Children must not remain within MLSC facilities unless directly supervised by an appropriate adult.
- Patrol Captains/core patrol members with children in their care must have an incident plan in place before their shift begins.

4 Equipment & Operational Readiness

Patrol equipment must be positioned, maintained and operated so that it is ready for immediate use throughout the patrol.

Requirements:

- All gear must be recorded and maintained in the LSV Gear & Equipment Management System (GEMS)
- A comprehensive gear audit must be completed at least once per season prior to the first patrol
- Any equipment that is faulty, missing or unsafe must be:
  - Removed from service (if unsafe), and
  - Reported immediately to LSV Comms and the Lifesaving Operations Officer (LOO)

5 Radios & Sign-On Procedures

Patrol Captains must ensure reliable communication at all times.

PCs must:

- Sign the patrol on and off via LIMSOC, in accordance with LSV WI 4.1.1 – Comms Sign On/Off Procedures
- Ensure radios are checked and fully operational at the start of patrol
- Immediately notify LSV Comms if radio communication fails and provide an alternative contact method (e.g. mobile phone)

6 Patrol Uniform Requirements

All patrolling members must wear the approved Surf Life Saving uniform in accordance with SLSA Policy 1.05 – Patrol Uniforms.

Minimum uniform:

- SLSA patrol shirt
- SLSA patrol shorts
- Quartered patrol cap (for aquatic rescue-qualified members)
- Approved wide-brimmed or peaked hat when not in the water

Key rules:

- The quartered patrol cap must be worn and secured under the chin while in the water
- On land, the cap may be carried when an approved hat is worn
- Patrol uniform may only be worn:
  - When travelling directly to or from patrol
  - While on patrol
  - During authorised Surf Life Saving events or functions
- Uniform items issued by the club must be returned when membership ceases or when requested by the club
- Uniforms must not be sold, traded, or worn in contexts that may bring MLSC or Surf Life Saving into disrepute

6.1 Use of the Patrol Uniform

Patrolling members must adhere to the following uniform standards:

- The uniform must be kept clean, neat and tidy at all times.
- Only qualified and proficient Surf Life Saving members aged 13 years or older may wear the patrol uniform.
- Patrol uniforms may only be worn:
  - When travelling directly to and from patrol
  - When on patrol
  - During authorised Surf Life Saving events or community education activities
- Members who resign or do not renew their membership must return all patrol uniform items issued by MLSC.

6.2 Required Patrol Uniform Items

All patrolling members will be issued with and must wear the following:

- SLSA-approved patrol shirt
- SLSA-approved patrol shorts
- SLSA-approved red and yellow quartered patrol cap (required for Aquatic Rescue Qualified members)
- State-approved wide-brimmed hat or peaked cap when not in the water

6.3 Replacement of Patrol Uniform Items

6.3.1 Worn-out or outgrown uniform items

If a uniform item is outgrown or damaged through normal patrol use, members must:

- Notify their Patrol Captain of the required replacement item and size.
- Allow adequate notice so a replacement can be arranged before their next patrol.
- Return the original uniform item when collecting the replacement.

6.3.2 Lost uniform items

If a member loses a uniform item, they must:

- Order a replacement as soon as possible, as wearing a full uniform is mandatory.
- Request a replacement via email at admin@mlsc.com.au or through their Patrol Captain.
- Pay 50% of the cost price (the remaining 50% subsidised by the club).
- In accordance with SLSA Policy 1.05 – Patrol Uniforms, patrolling members must wear the approved surf lifesaving uniform at all times while on duty.

7 Child Safe Requirements

MLSC maintains a zero-tolerance approach to child abuse, grooming or unsafe behaviour, in line with SLSA Policy 6.04 – Child Safe.

All members must:

- Comply with the SLSA Child Safe Code of Conduct
- Maintain appropriate professional boundaries with Children and Young People (CYP)
- Avoid unsupervised one-to-one (1:1) interactions with CYP wherever possible
- Only communicate with CYP via approved channels, with parental awareness
- Immediately report any child safety concern, disclosure or allegation using SLSA/LSV reporting processes
- Prohibited behaviours include (but are not limited to):
- Engaging in secret or exclusive relationships with CYP (including secret messaging)
- Inappropriate physical contact or language
- Showering or changing with CYP, or in their immediate presence
- Using mobile phones or cameras in changerooms or other private areas
- Any behaviour that may reasonably be perceived as grooming

8 Attendance, Penalties & Exemptions

Patrol attendance is mandatory for Active Members in accordance with MLSC By-Laws. Minimum patrol hours:

- Active Members must complete at least 20 patrol hours per season

8.1 Patrol Hours for Competition Eligibility

To meet SLSA Policy 5.04 and MLSC expectations:

- Members must complete 20 patrol hours within the 12 months prior to the State Championships (1 January–31 December).
- This ensures MLSC maintains its commitment to providing lifesaving services and supports the SLSA national standard.
- Attendance at a minimum of 2 full rostered patrols (or have discussed with your Patrol Captain and Director of Rescue Services to arrange appropriate alternative i.e. moving teams or helping cover other patrols)
- Water Safety hours will be honoured up to a total of 10 hours(50% of requirement).

8.2 Recognition of Alternative Service Hours

Intended to recognise substantial contributions to club operations where patrol hours cannot reasonably be met, subject to eligibility criteria and committee approval.

MLSC may allow recognition of up to 10 hours(50% of requirement) of alternative service.

Process:

- Members must submit a formal request using the Alternative Service Hours Application Form.
- Member must have met all other patrol hours for competition eligibility.

- Member must have met all other patrol member requirements throughout the past season.
- Patrol Captain endorsement is required, with final approval by Executive Committee using agreed criteria.
- All approved hours must be:
  - Documented in Committee Minutes
  - Logged in SurfGuard for transparency

Important:

- Recognition of alternative service hours may be applied toward competition eligibility where eligibility criteria and approval processes are satisfied.
- All practices must comply with SLSA Competition Policy 5.04.

8.3 Approved Alternative Service Activities

Approved activities may include:

- Coaching by qualified, club-endorsed coaches contributing to scheduled training sessions throughout the calendar year.
- Training & Assessment by qualified, club-endorsed Trainers/Assessors contributing to scheduled lifesaving award courses throughout the calendar year.
- Other significant roles that support club operations, as determined by the Executive Committee

8.4 Alternative Service Hours Application Form (Template)

Member Information:
Name: _____
Contact Information: _____
Service Details:
Patrol Hours Completed: _____ (minimum 10 required)
Volunteer Hours Requested: _____ (maximum 10(50% of total patrol requirement)
Have performed 2x Full patrols (rostered where possible)
In good standing with your Patrol Captain. (You have met all other patrol requirements)
Description of Volunteer Work: _____
Reason:
Please provided details of why minimum patrol obligation cannot/was not met.
Approval Criteria Checklist (to be completed by club delegate):
Minimum 10 patrol hours completed
Patrol Captain Endorsement that this member has:

- met patrol attendance requirements (including appropriate notification of non-attendance)
- remained within designated patrol boundaries unless directed otherwise by the Patrol Captain.
- followed all reasonable directions of the Patrol Captain (PC).
- maintained professional behaviour and uphold the reputation of MLSC

Volunteer work matches approved activities
Volunteer work is documented and verifiable
Approval Section:
Reviewed By: _____
Role: _____
Approved Hours: _____
Signature: _____
Date: _____

Email completed details to admin@mlsc.com.au for consideration. All approved alternative service hours must be recorded by the executive committee and documented in the next committee meeting.

8.5 Life Member and Long Service Member Conditions

- Life Members and Long Service Members are formally recognised under the club's constitution.
- Long Service Members who wish to compete are not exempt from patrol obligations.
- Life Members and Long Service Members must still satisfy competition eligibility requirements by completing either:
  - 20 patrol hours per year, or
  - 10 patrol + 10 service hours where permitted under the Alternative Service Hours process.

9 Photography, Media & Privacy

MLSC is committed to protecting the privacy, dignity and safety of members and the public in relation to media and photography.

- Photography or filming of CYP requires explicit parental/guardian consent
- Photography and filming are strictly prohibited in changerooms, toilets and other private areas
- Images and recordings must be stored securely and deleted when no longer required
- Any media activity conducted under MLSC's name must comply with SLSA and LSV media and privacy policies

10 Transport of Minors

Transporting Children and Young People (CYP) must be conducted in a safe, transparent and approved manner.

- Transport of CYP for club activities must only occur where necessary and with prior parental/guardian consent (preferably in writing)
- Where practicable, at least two adults should be present during transport
- Members must not transport CYP while fatigued, impaired or in unsafe conditions

11 Change Room Supervision

Change rooms must be managed in a way that protects the privacy and safety of CYP.

- Adults must not change or shower at the same time as CYP
- 1:1 interactions with CYP in changerooms are prohibited
- Use of mobile phones, cameras or any recording device in changerooms is strictly prohibited

12 End of Patrol Requirements

At the conclusion of each patrol, the Patrol Captain and patrol members must:

- Clean, check and correctly store all patrol equipment in a service-ready state
- Advise members of the public that patrol has concluded and that the beach is no longer under active surveillance
- Complete all required logbooks, electronic records and incident reports
- Sign the patrol off via LIMSOC

Exceptions

Nil

Revision Record

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