

## 4.2 Patrol Obligations Policy – Updated October 2025

### Point Leo Surf Life Saving Club

#### Introduction

Patrol is the core of surf lifesaving and creates a foundation for which so many activities and opportunities can springboard from. Point Leo SLSC strives to provide the best for its members and the community it serves. This policy outlines the expectations and principles that govern patrolling at Point Leo SLSC.

#### Definitions

**Championship Events** refers to SLS Champion competitions including State Champions (including Youth, Senior or Master) or Australian Championships

**Membership Categories** (see Rule 8.2 of the Point Leo SLSC Constitution)

**Out of Hours Patrol hours** are patrol hours that a member receives for partaking in an out of hours rescue or an emergency call-out. Out of Hours Patrol Hours are treated the same as Patrol Hours for the purpose of competition eligibility.

**Paid Patrol Service** is the patrol service operated by Life Saving Victoria (LSV) or Australian Lifeguard Service (ALS) using paid employees of the Association

**Patrol hours** consist of the rostered, substitute or voluntary hours for which a member is physically present at Point Leo SLSC patrol

**Patrol Obligations** include all voluntary, rostered, substitute, Duty Officer, water safety at club and inter club activities and special events – including the operational duties at the Boxing Day Swim Classic where members are required to be in full lifesaving uniform and signed onto patrol first. Patrol obligation hours are relevant to competition eligibility under Option A of the SLS Policy 5.04. Penalty **Patrol Hours** are the hours that a member does as a 'punishment'. They do not count towards hours for competition eligibility or annual record keeping.

**Voluntary Contributions** include hours of other service recognised by the club for competition eligibility under Option B of the SLS Policy 5.04. These hours include:

- Activity leading at the Junior Surf Lifesaving Program (nippers) including both beach and water activities
- Qualified and club approved coaches at Junior and Senior Surf Sports training sessions
- Qualified officials officiating at LSV or SLS Championships
- Hours spent by qualified training officers and assessors conducting awards training or assessing (including trainee trainers and trainee assessors)

**Volunteer Hours** consist of hours of service volunteered to the club that can be recognised in lieu of patrol hours under Option C of the SLS Policy 5.04. The member is required to submit a request and supporting evidence to the Point Leo Committee to also be approved by LSV under this Option. To submit this request, the member must send supporting evidence to the executive committee by November 15<sup>th</sup>. These hours may include:

- Club committee positions
- Club members contributing in a significant volunteer club activity other than competition
- Members undertaking lifesaving duties in other areas such as offshore rescue boat, aerial

services, support services, operation support and similar areas of active surf lifesaving

- Members of the armed services on special deployment
- Health care professionals providing first aid the Junior Surf Lifesaving Program (nippers),

Club approved events and carnivals

- Fundraising
- Age Group Managers (AGMs) at Nippers

## Patrol Expectations

Patrollers must comply with Life Saving Victoria's Standard Operating Procedures located on the LSV website and in the Point Leo SLSC Patrol Room.

Patrolling members must be familiar with and comply with SOP 1.03 – Patrol Member Duties. This is to be circulated by the Club Captain and Vice Club Captain with the patrol teams and roster at the beginning of each patrol season.

All personnel on patrol must be current members and proficient in those awards they are representing at their patrols (refer SOP 10.10 – Annual Skills Maintenance) as ONLY members with the appropriate qualifications are to operate the respective equipment e.g., IRB must have relevant award, unless undergoing training as per the SLSA and LSV Procedures.

## Skills Maintenance

All Active, Active Reserve and Cadet members shall pass the annual skills maintenance update. Point Leo SLSC requires Members to complete their Skills Maintenance prior to 31 December of each year.

Patrolling members MUST complete their Skills Maintenance before the first time they patrol in the new year.

Competing members MUST complete their Skills Maintenance before the close of entry to the first carnival in the new year.

Long Service members shall pass the annual skills maintenance update to patrol and compete. Life Members only need to do the skills maintenance update if they wish to patrol and/or compete.

To facilitate patrols and patrol rosters, all proficient members shall be deemed proficient until 31 December.

## Eligibility for Competitions

Competition eligibility is governed by this Club policy as well as the SLSA Competition Eligibility Policy 2022 (5.04) and SLSA Guidelines for Competition Eligibility 2017.

All members who wish to compete for Point Leo SLSC must be a financial member, be proficient (qualified) and have satisfied the patrol requirements for competition eligibility for LSV or SLS Championship Events.

Nipper members wishing to compete in Under 15 events must be aged 13 years old during that season, have a proficient Surf Rescue Certificate award and have completed the required number of patrol hours.

## Patrol Requirements for Competition Eligibility for Special Member Categories

### *Active Reserve Members*

*Active Reserve Members* must complete a minimum of eight (8) Patrol Hours for the period 1 January to 31 December of the year preceding the Championship.

Names for Active Reserve status need to be submitted on the Patrol Hour Exemption Declaration Form prior to 31 December.

### *Junior Activity Members (Nippers)*

Nipper members wishing to compete in Under 15 events at Senior Carnivals must be aged 13 years old during that season, have a proficient Surf Rescue Certificate award and have completed the required sixteen (16) hours.

### *March Past ONLY Competitors*

To compete in the March Past as a competitor who ONLY competes in March Past, individuals must comply with the following:

- Be proficient SRC awardees with Life Saving CPR endorsement if over the age of 15 years or
- Hold a current Resuscitation award Life Saving CPR endorsed or have fulfilled the Resuscitation requirements\* of the Bronze medallion proficiency.

\*For the 2025-26 season Resuscitation requirements refers to the LCPR update training.

## Exemptions to Patrol Requirements for Competition Eligibility

Members applying for an exemption from patrol obligations for other purposes will have their applications assessed in accordance with the SLSA guidelines.

### *Life Members*

Life Members are exempt from the patrol requirements for competition eligibility.

### *Long Service Members*

Long Service Members are exempt from the patrol requirements for competition eligibility.

### *Junior Activity Members (Nippers)*

Junior Activity Members are exempt from patrol requirements for competitions if they are wishing to compete in U14 carnivals or events.

## New Award Holders joining before 31 December of any given year

Members gaining their awards before 31 December (but during the relevant season), must complete a minimum of four (4) personal patrol hours before 31 December to be eligible for championship events.

- E.g., if you get your Bronze on 15 December, you must complete 4 patrol hours before 31 December to be eligible for Championship Events

A member with a new award can begin patrolling immediately after their successful assessment date.

- E.g., if you pass your Bronze on Saturday 13 December, you can patrol on Sunday 14

December even though your award has not been officially processed

## New Award Holders Joining and Leave of Absence Members Returning on or after 31 December of any given year

If a member joins or obtains their award on or after 1 January and wishes to compete in a Championship event that year, they must complete four (4) patrol hours before entries are due.

- E.g., If Jill gets her Bronze on 3 March 2022, and wants to compete at the State Championships on 16 March, 2022, she must complete 4 patrol hours before entries are due.

If a member joins or obtains their awards after 1 January and before 31 December of the preceding year, they must complete four (4) patrol hours plus a proportionate additional patrol and other service hours up to sixteen (16) hours to compete at Championship Events. The proportion is determined as 1/12<sup>th</sup> of 16 hours for each month from the next month after the member has obtained their award/become proficient.

- E.g., If Romy becomes proficient in July 2022, she will need four (4) hours + 5/12<sup>th</sup> of 16 hours (6.6) = 10.6 hours to compete at a Championship Event in 2023.

### *Further Examples*

- E.g., If Richard gets his Bronze on 12 August, 2022, and wants to compete at the State Championships the following year on 16 March, 2023, he must complete 4 patrol hours plus 4/12th of 16 hours (=5.3 hours). Richard must complete 9.3 hours in total to compete at the 2023 State Championships.
- E.g., If Gary gets his Bronze on 1 March, 2022, and wants to compete at a Lorne carnival on 22 March, 2022, but he does not want to compete at the 2022 State Championships, he does not have to worry. However, if Gary decides he wants to compete at the 2023 State Championships he must complete 4 patrol hours plus 8/12th of 16 hours (=10.6 hours). Gary must complete 14.6 hours to compete at the 2023 State Championships.

*Note:* in practice, the 1/12<sup>th</sup> proportion rule will not affect members obtaining their award in January or February, as obtaining an award in these months will bring the member to the maximum sixteen (16) hours anyway.

## Additional Rules for Eligibility

Out of Hours Patrol Hours can be used as contributing for competition eligibility.

Penalty Patrol Hours shall not be used as contributing for competition eligibility.

Hours spent with the Paid Patrol Service shall not be used as contributing for competition eligibility.

A member will be credited with and recognised for all patrols hours completed irrespective of the club where those hours were completed. However, if the member is in membership category 'active' the member is encouraged to do a minimum of 8 hours of patrol hours at Point Leo SLSC unless they have formally requested from the Club Captain or Vice Club Captain to complete their hours at another club.

- E.g., a member may patrol at one club and compete for another.

## Hours Requirements for Competition Eligibility

In order to be eligible for LSV and SLSA Championship Events, a club member must complete either:

**OPTION A:** 16 hours of patrol obligations

*Note:* For a full list of activities that count as patrol obligations for Option A see the definitions section or Category 1 table below

**OR**

**OPTION B:** A minimum of 8 hours of patrol, and then a further 8 hours of other voluntary contributions

*Note:* For a full list of activities that count as voluntary contributions for Option B, see the definitions section or Category 2 table below

**OR**

**OPTION C:** Voluntary duties relating to Point Leo's operations that the club will recognises in lieu of hours based on Options A or B. In order to be eligible to compete under this option, competitors must submit a request and supporting evidence to the Point Leo Executive Committee, to seek approval from LSV, by November 15<sup>th</sup>

**Note:** For a full list of activities that count as voluntary duties for Option C, see the definition section or Category 3 table below

*Activities for each Category of hours for Competition Eligibility below.*

**NOTE: THIS IS ONLY A REPEAT OF THE ABOVE INFORMATION IN A TABLE FORMAT**

#### Recognition and Recording of Hours

Category	Activity	Person Responsible for Recording	LIMSOC Activity Type For Sign On And Entry	Surfguard Category of Service	Approximate Timeline for Entry into Surfguard
<b>Category 1</b>	Voluntary, rostered, or substitute patrols	Patrol Captain	Patrol	Rostered or Voluntary	1 week
	Water Safety at Junior Surf Lifesaving Program	Water Safety Coordinator and the Nippers Coordinator	Nippers	Water Safety	All entries finalised by the beginning of February of each year

	Water Safety at Junior Surf Sports Program	Junior Team Manager	Nippers	Water Safety	Ongoing entries
	Water Safety at Point Leo Gold	Water Safety Coordinator or the Organiser of the Point Leo Gold	Water Safety	Water Safety	3 weeks
	Water Safety at Boxing Day Swim Classic	the Vice-Club Captain as Water Safety Coordinator	Water Safety	Water Safety	All entries finalised by December 31 <sup>st</sup> of each year
	Water Safety at LSV/SLSA Carnivals (including IRBs)	LSV Carnival Organisers	N/A	N/A	Pt Leo SLSC will only record hours if not completed by LSV within 6 weeks of carnival.
	First Aid at LSV/SLSA Carnivals in a Bronze Capacity	LSV Carnival Organisers	N/A	N/A	Junior or Senior Team Manager to maintain record of hours.
	Emergency call out response	Team Leader of Call Out Response	Emergency Call Out	Voluntary	1 Week
	Volunteer shifts for a State Service  E.g. RWC, RPAS, LSV comms, WLSHS, ARO.	Member / LSV state services	As per service procedures  Officials log into the SLSA App to record hours.	As per service procedures  Officials log into the SLSA App to record hours.	Pt Leo SLSC will only record hours if not completed by LSV within 8 weeks of shift.  Evidence must be provided by the member to Vice club captain for approval.  Officials must complete their own entry with the SLSA app.

<b>Category 2</b>	Activity Leaders at Junior Surf Lifesaving Program	Water safety Coordinator and the junior surf lifesaving program team	Nippers	Water safety	All entries finalised by the beginning of February
	Qualified officials at LSV or SLSA carnivals	LSV carnival organisers	N/A	N/A	Pt Leo SLSC will only record hours if not completed by LSV within 6 weeks of carnival.  Junior or Senior Team Manager to maintain record of hours.
	Qualified and club approved coaches at club sanctioned training sessions	Team Manager and Junior Team Manager	N/A	Water safety	Ongoing entries
	Qualified trainers and assessors delivering club sanctioned training courses	Chief Instructor or water safety coordinator of training	Training	Other service	1 weeks
<b>Category 3</b>  Volunteers' duties relating to the club's operation that are APPROVED by the club committee and LSV  <b>Possible activities to be performed subject to APPROVAL</b>	All Other Option C Activities  E.g.  Club committee positions  Club members contributing to a significant volunteer club activities other than competition	The onus is on the individual seeking approval of the Vice club captain to recognise their hours for competition eligibility, to present a record of their activities.  Applications for ongoing recognition of	N/A	Other service	Application due by November 15 <sup>th</sup> of each year

	<p>Members of the armed services on special deployment</p> <p>Members, who in the view of the club committee, have undertaken ongoing service to the club which they believe is of benefit to the club's delivery of lifesaving service</p> <p>Health care professionals providing first aid at the Junior Surf Lifesaving</p> <p>Program, Club approved events and carnivals</p> <p>Fundraising</p> <p>Non-operation volunteers at Boxing Day Swim Classic</p> <p>Age Group Managers (AGMs) at Nippers</p>	<p>Option C activities for the season should be submitted to the executive and Vice club captain, prior to November 15<sup>th</sup> of each year.</p>			
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## Recording of Hours

Hours are to be recorded via LIMSOC by the Patrol Captain or the Water Safety Coordinator of the event. The Vice Club Captain will then approve these hours.

All hours are to be record electronically in LIMSOC.

It is the members individual responsibility to ensure they check in with their Patrol Captain and/ or the Water Safety Coordinator and/or the nominated person, to ensure they are signed on to receive their hours.

## **Signing On and Signing off from Patrol, Water Safety or Other Services Hours**

It is the member's responsibility to ensure that they have been accurately signed on and signed off from their activity. Hours must be signed on to the correct LIMSOC activity type.

If a member does not sign off from their activity, they will automatically receive 1 hour only for their time.

## **Falsifying Hours**

If a patrol captain suspects a member is deliberately falsifying their hours, the matter will be referred to the Vice-Club Captain to initiate an investigation and the disciplinary process as per the club constitution if required.

## **Appealing Recorded Hours**

If the Vice-Club Captain or Club Captain change a member's hours in Surfguard, that member must be informed immediately. The onus is then on the member to prove or disprove their hours for that day and then the Vice-Club Captain or Club Captain will make the updated changes. At the completion of the season, if a member feels their hours are inaccurate, they may appeal to the Vice-Club Captain to have them amended. If the member is not satisfied with the result of their appeal they can reappeal to the Club Captain. The onus is on the member to prove or disprove their hours for that day and then the Vice-Club Captain will make the updated changes. Applications for hours amendment must be made by April 30 of that given patrol season.

## **Communication of the Patrol Hours Policy**

The Club Captain, Vice-Club Captain and Chief Instructor will make efforts to distribute the Patrol Hours Policy to all new award recipients and members at the completion of their course.

The Club Captain, Vice-Club Captain, Senior and Junior Team Managers, and Team Manager will make efforts to distribute the Patrol Hours Policy to all Competing Members each year prior to the beginning of the season so that they are aware of their obligations and eligibility requirements.

Approved by Committee:  
November 2025