

NOOSA HEADS SURF LIFESAVING CLUB



"saving lives since 1928"

Handbook 2011 -2012

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Attachment:

- 1. Strategic Plan**
- 2. Club Training Policy.**
- 3. Gym Access form.**
- 4. Craft (Board and/or Ski) first season application Form.**
- 5. Craft (Board and/or Ski) subsequent seasons application Form.**
- 6. Patrol Default Policy.**

FOREWORD

Welcome all to what is sure to be an action packed 2011-2012 season.

Noosa Heads Surf Lifesaving Club has a strong tradition in the competition arena with numerous past and present State and Australian Champions. To continue this tradition requires open communication, a positive attitude and an overall combined team effort.

It is important to note that the Club's primary objective is to maintain the safety of visitors to Noosa beach and surrounds. An integral part of this mission is fit and skillful lifesavers and a vibrant Surf Sports program and associated teams plays a critical role. As a Club we are always committed to supporting members to achieve their best competitive and physical results. It is imperative that all competitors realise and respect the support the Club offers with craft and equipment, coaching fees, subsidies accommodation and facilities including the Gymnasium; the cost per member can run into many thousands of dollars.

The Craft and Coaching support is offered with the best intentions; however we are mindful that certain circumstances may not suit all members. Members must apply to seek approval to maintain coaching assistance if you are unable to attend Club allocated Coaching to ensure Workcover insurance coverage.

With our ever increasing team of competitors, officials, coaches and supporters, it is important to outline a "Code of Conduct" policy in relation to the use of equipment, conduct at Carnivals and Club expectations throughout the season.

For members reference attachment 1 includes the Strategic objectives the Surf Sports section of the club as set out in the clubs endorsed strategic plan. This is an ambitious agenda for our club and the club has committed significant resources in support.

By abiding by the Handbook conditions, you can be assured that competitors will be supported and our tradition in Surf Sports continues in Noosa Heads Surf Club.

Regards

*Noel Jamieson
Director of Surf Sports.*

Note: *It is advisable for all members to regularly check the Noosa Heads SLSC website for updates and changes. All members should also subscribe to receive the Newsletter. (This can be done on the Home page of the club website).*

CODE OF CONDUCT

For

MEMBERS

1. Respect the rights, dignity and worth of others;
2. Be fair, equitable, considerate and honest in all dealings with others;
3. Be aware of, and maintain an uncompromising adherence to SLSA standards, rules, regulations and policies;
4. Be professional in, and accept responsibility for actions;
5. Make a commitment to providing quality service;
6. Use facilities and equipment for their proper purposes, and care for and maintain such facilities and equipment correctly;
7. Refrain from anything which may abuse, intimidate or harass others;
8. Preserve and protect the standing and reputation of the Association;
9. Understand the consequences of any breach of SLSA's Member Protection Policy or Codes of Conduct.

INSURANCE

Included as part your membership subscription, is an individual insurance premium which is forwarded on to SLSQ to cover Workcover Insurance for your benefit.

This is a very comprehensive policy, but is limited to SLSA, SLSQ and NHSLSC activities which have been sanctioned by the NHSLSC Management Committee. It is therefore imperative that you understand that you are not covered for individual training e.g. your own training program, individual fitness training in the Gym, training with an alternative coach who is not sanctioned by the club.

If you are not able to train with the club coaches, you may apply to the Management Committee to have your training sessions sanctioned and therefore covered under the Club's Workcover Insurance arrangements.

Applications must be in writing and include the full credentials of the Coach. The Coach must agree to ensure that pre-training risk assessments and any other operational paperwork is to be completed (as required by the club) so that you are not disadvantaged if an injury occurs.

ELIGIBILITY TO TRAIN & COMPETE

To be eligible to train or compete, a member must be;

- A member of NHSLSC or approved association member by the Management Committee.
- A financial active and proficient Surf Life Saving Australia Award holder for the relevant discipline.
- In the case of Junior Activity members U14 Nippers, to be eligible to compete in Under 15 events, they must be 13 years of age, be the holder of a current/proficient Surf Rescue Certificate.
- **Must not be in default** with the Club, Branch, State Centre or SLSA in relation to any matter.
- **Note**
- If you are a member of Noosa Heads Surf Lifesaving Club and receive training you cannot compete for another club.
Please refer to the Club Training Policy – Attachment #2 of this document.
- All members of the club are encouraged to both train and compete. Members may take advantage of their surf sports training program and not compete, however such members are expected to make a significant contribution back to the club (beyond simple patrol hours) in recognition of these additional services.

PROFICIENCY OF ALL COMPETITORS

All members from U15 to and including Masters who wish to compete at any Club, Branch, and State Centre requirements competition are required to undertake the SLSA Proficiency Test by 31 December each year.

Any member completing their proficiency after 31 December will require approval from Branch. If approved they shall be eligible to patrol but shall not be permitted to participate in any SLSA Championship competition until 1 October later in that year.

COACHING AND TRAINING

Noosa Heads Surf Sports Committee supports competitor's interests in SLSA, SLSQ, Branch and Club events. Our club facilities and coaching program provide:

- **Swimming**
Good Shepherd Lutheran College – Noosa
(Seasonally adjusted to suit the club's needs predominately for patrolling members swim fitness) See Website for details.
- **Gym**
The Gym is open between the hours of 5:00am and 9:00pm. Rules are posted on the Gym wall and must be adhered to at all times. Remember to bring a towel, covered shoes and shirt. The Gym is for all active members over 17. U15's must be supervised by an active member. **If any member is found to have brought a guest into the gym, who is not an active member they will have their membership suspended. Members who wish to use the Gym must complete a Gym Access form.**
Attachment #3 of this document.
- **Board & Ski**
The board and ski events are often referred to as craft. There are many variations of board and ski events, Ironman, Iron women, Taplin Relay, Cameron Relay, Lifesaving Relay
A comprehensive Board and Ski / Ironman coaching program is available through the coaching program defined by the Head Coach.
- **Beach**
The beach events are conducted over a sand course varying in distance and hotly contested events.
Events: Beach Sprints, Beach Flags, Beach Relay and 2KM Beach Run.
- **Surf Rescue Competition.**
Competition are conducted at Branch, State and National Championship carnivals.

Champion Lifesaver

An individual event testing physical skills, lifesaving and resuscitation knowledge.

Patrol Competition

A team event where competitors must display strong lifesaving skills and team work in setting up a patrol arena and managing a beach scenario involving multiple incidents. Each member is also required to demonstrate good physical skills, lifesaving and resuscitation knowledge. (Age groups: 4 members/team; Open: 6 members/team including IRB driver and crew)

First Aid

Teams of two must demonstrate competent first aid skills and good team work to manage a first aid scenario with multiple patients and injuries.

- **Pool Rescue**

Individual and team events requiring strong swimming skills and demonstration of rescue techniques in a pool setting. Separate Pool Rescue carnivals are held during the year. All participants are guaranteed an improvement in their lifesaving skills and plenty of fun!!

- **March Past**

A traditional Lifesaving event which dates back to the 1920's. Noosa Heads Surf Living Club supports a senior and junior teams. A team of twelve club members, including a reel party carrying the traditional surf reel, march to music around a designated course on the beach led by a Flag Bearer, carrying the Club Flag.

They are judged on eight separate section: Time and step, arm swing, leg action, body carriage, covering, spacing and dressing, wheeling and length of pace. The team with the least amount of faults wins the competition.

If you are interested in joining, contact the Surf Sports Director or March Past Captain.

- **Board Riding**

The sport is supported from beginner classes through to advanced competition squad. Surfing is an excellent cross training discipline for all other Surf Sports activities - and is especially embraced by the Cadet age groups. Nippers are welcome at any age, but require a parent to remain on the beach. It is common for Nippers and Parents to surf together in the same squad. Our competition squad has developed State and National success at all SLSQ and Surfing Australia competitions.

- **Surf Boats**

Noosa has a long tradition in surfboats with a number of successful crews earning medals in both the State and National arena and are ranked as one of the top surfboat clubs in QLD.

We have excellent equipment as well as very experienced sweeps and coaches to assist you. We cater for all categories from under 19s, under 23 men's, Reserve Grade, Open (A grade), under 23 women's and open women's as well as the masters division. It is a tough and exciting sport and is the ultimate team sport that creates life long bonds.

CRAFT ALLOCATION

Craft allocation will be determined by a panel comprising the Director of Surf Sports, Head Coach, Captain of the Discipline and Discipline Coach(es).

Preference is given to Active Junior cadet members, in their first season of competition with the club.

Club craft allocation is available for one season only or at the discretion of the above panel.

Subsequent year Craft allocations are only available if/when the craft is available and incurs a fee. Please refer to Subsequent Season Application form.

Craft allocation may be withdrawn if a competitor does not fulfill their commitments/obligations to the Club.

Failure to fulfill the requirements of the allocation will initiate a review of the allocation by the above committee.

Competitors will pay for repairs to craft/equipment for damage sustained outside carnivals. Repairs must be approved by a reputable repairer authorized by the Head Coach or Discipline Captain. Any damage to craft occurring at a carnival or while training or any other time must be reported to the Head Coach, Team Manager, Discipline Captain within 24 hours of the carnival

Craft (Board and/or Ski) First Season Application Form – Attachment #4 of this document

Craft (Board and/or Ski) Subsequent Seasons Application Form – Attachment #5 of this document

CARNIVAL GUIDELINES

As a Member of Noosa Heads Surf Lifesaving Club, when you are touring or competing at Carnivals you are representing your Club and must behave accordingly.

The Team Manager must sign a declaration form for each Carnival guaranteeing the conduct of Members do not breach the SLSQ or SLSA Code of Conduct Policy.

If a breach does occur, not only does the Team Manager face disciplinary action but also the competitor and Club may be penalised.

Breaches of the Club "Code of Conduct" will be dealt with in accordance with the clubs disciplinary procedures.

Should you feel that any rule of fair competition has been breached, DO NOT enter into a disagreement with officials or other competitors. Report your issue immediately to your Team Manager. ONLY a Team Manager can submit and follow through a competition protest.

ALL members must assist with the loading and unloading of trailers, the packing up of the team tent and gear from the Carnival and offer assistance. A Roster system will be trialed in the 2011-2012 to designate jobs to participants in order to balance the work load. Should a member be unable to fulfill any allocated tasks they must notify the Team Manager or (in his/her absence), the Head Coach or in his/her absence the Director Surf Sports in advance and determine alternative duties of a comparable nature.

PATROL OBLIGATIONS

PATROL DUTIES

COMMUNICATE - It is your responsibility to stay informed with what is happening with your patrols, and to keep your Patrol Captain and the Club Captain informed with any changes

Patrol rosters will be available on the web site, and on the club notice board. Reminders will be sent out each week via SMS.

All patrol members are required to complete their allocated patrol or arrange for an appropriate substitution. (Substitute must be a member who hold similar awards).

Please refer to the Patrol Default Policy - Attachment #6 of this document

PATROL HOURS REQUIREMENTS

A member who wishes to compete and or teams must be a current, proficient and financial member of the Club and **must also have satisfied his/her patrol obligations as defined by the Club from 1st January to 31st December.**

Please refer to the Patrol Operations Manual Section No: LS0006 for hours required to compete in any championships.

Competitors who are in default will be referred to the Surf Sports Committee for review and possible disciplinary action. This may be (but not limited to):

- Subsidies may be cancelled
- Club benefits may be reviewed ie. Gym usage etc.
- Invoiced for monies spent and/or allocated ie. Swim subsidies accommodation etc.
- Excluded from attending Club training sessions.
- Excluded from attending carnivals

Patrol captains are required to enforce Patrol obligations. If you are running 10 -20mins late due to unforeseen circumstances please ring your Patrol Captain to inform them of your situation. If you fail to contact your Patrol Captain or Club Captain of your non-attendance the following will apply. A letter will be sent advising one of the following:

a) **First Default**

The member must do one full make up patrol within four (4) weeks of the missed patrol.

b) **Second Default**

Where the member has not cleared the first default, and or has incurred a second default the member must now do two (2) make up patrols and one (1) penalty patrol. In addition, the member is not able to use Club Gym, Club owned gear and equipment, attend Club training or compete for the Club in any capacity until all make up and penalty patrols have been completed.

c) **Third Default**

In the case of a third default irrespective of whether the member still has outstanding make up and/or penalty patrols to complete or not, the member will be removed from the Patrol Roster and asked to show cause in writing as to why they should not be suspended from the Club. At this level continued disciplinary action is at the discretion of the Club Management Committee.

Remember: - It only takes a phone call or email to communicate your intentions to the Patrol Captain.

PATROL ROSTER

The Patrol Roster will be sent to all Patrol Members however copies are available for viewing on the Notice Board or the Club Website: http://www.noosasurfclub.com.au/active_members.php. Hard Copy (if required) can be obtained from the Administration office.

CARNIVAL ENTRIES AND NOMINATIONS

Carnival nominations and calendar will be available on the notice board, club newsletter, and the club website.

It is **your responsibility** to complete the Club nomination form.

Please note that verbal nominations will not be accepted. Nominations will need to be signed by a Parent/Guardian if competitor is U18.

Please note the Club closing date for return of the nomination form. It is the Competitors responsibility to communicate any changes to the Head Coach and or Team Manager and the office. All competitors are encouraged to view nominations and teams on the notice board prior to Carnivals and discuss any issues with the Head Coach or Team Manager.

Non attendance at a carnival or non participation in an event that you have nominated will mean that you will be charged the fee cost if you fail to attend. Reimbursement must be made before nominating at the next carnival. An exemption will only be granted if you can produce a Medical certificate. Extenuating circumstances will be determined by the Surf Sports Committee.

NO late nomination fees will be paid for by the Club. The competitor will be liable for the late nomination fee. Late entries must be approved by the Director of Surf Sports and Discipline Captain.

Selection for team events will be undertaken by the Director of Surf Sports, Head Coach, Team Manager, Discipline Captains and Coaches. If you are selected in a team that the selection panel put you in you are expected to compete in that team to represent the club. If you wish to be granted exclusion from the team selection, or you need to pull out on the day, you are required to show cause why this is the case to the coach/team manager.

Competitors must not be in default at the time of nomination.

Competitor's entry fees for all SLSQ, SLSA & Sunshine Coast Branch events will be paid by the Club. If you are unsure about SLSQ events please seek clarification from the Surf Sports Director.

Please note that the following are examples of events not paid by the Club : Noosa Ocean Classic, Goldy Ocean Classic, Dolphin Ocean Classic, Junior Coolangatta Gold and Coolangatta Gold. It will be the competitors option as to whether they nominate for these events (When representing the club ie.club cap required club will pay).

CARNIVAL SELECTION PROCEDURES

Club Selectors are Director of Surf Sports, Head Coach and Discipline Captain and/or Team Manager.

All competitors are free to nominate for individual events as they see fit.

If you train with the Club coaches, have a swim subsidy or club allocated craft you will make yourself available for team selection. Failure to make one self available for teams may see their subsidy, allocated craft or training with the club coaches revoked.

All competitors are free to nominate for individual events as they see fit. These nominations will be accepted and supported as submitted, however, if the relevant Coach/Director/Team Manger has a concern with the individuals health or safety arising from any nomination, they have a duty of care to discuss these concerns directly with the competitor.

Any competitor who nominates for individual events representing NHSLSC must make themselves available for team events at the same event. The competitor is, however, encouraged to nominate preferred events for which they wish to be considered and those they prefer not to be considered for. These are not binding nominations on the club and the teams selected by the relevant Coach/Director/Team Manger as the final decision maker. Once again, the Coach/Director/Team Manger has a duty of care to all competitors to select teams consistent with the best interest of all the individual competitors involved and will, of course, consider the individual team preferences noted. They will particularly consider the workload and individual competitive aspirations of the competitors.

In other words, the coach picks the teams to get the best results, but he must consider, first and foremost, the health and safety of any individual competitors in that selection process."

In considering the Selection Criteria the Selectors may give weight to extenuating circumstances. Extenuating circumstances may include but are not limited injury or personal bereavement.

TEAM SPIRIT

Whilst many of the rules relating to the Clubs expectation of members focus on what not to do, the Surf Sports team is also highly motivated and wants to harness the Team Spirit and positive atmosphere at Carnivals.

We encourage all members to present a positive and encouraging attitude at all times. This can be as easy as going down to the beach and cheering on your fellow competitors or offering positive encouragement back under the tent. Applaud good performances and sportsmanship. Turn any defeats or disappointments into a positive by focusing on the competitor's effort, good sportsmanship and what can be learnt from the experience.

PRIZE MONEY

Any prize money won from carnivals shall be kept by the individual or divided between the team members of the event.

TRAVEL AND ACCOMMODATION

All carnival accommodation and travel costs shall be met by the competitor, including State Championship and Australian Championships

FUNDRAISING

If you wish to receive funding for State Championships and Australian Championships. Please contact the Director of Surf Sports so you can be placed on a raffle roster. Once you are placed on a roster you are expected to attend your allocated dates. If you are unable to attend you must obtain a substitute to ensure the raffle can be undertaken. The subsidy that you received will be pro-rata to the amount of raffles you have attended for the season, your commitment to training, patrols, helping at carnivals, workforces throughout the 2011-2012 seasons.

All members are also encouraged to participate in any further fundraising activities that may be organised to increase the funds. All fundraising activities must first be endorsed by Management Committee.

Further decision on funding and eligibility are made by the Management Committee.

FUNDRAISING

Note:

The allocation of raffles within the Supporters Club for the purpose of fundraising :

It is understood there are 5 weekly raffle spots: Wednesday night; Friday night; Saturday lunch; Saturday afternoon; Sunday afternoon. Surf Sports will have 4 of the 5 allocated raffle times and Junior Activities will have the remaining one, this will be the Friday Night. Lifesaving or Community Groups will be offered one allocated time from the 4 allocated Surf Sports times once every two months. The Director of Surf Sports will be responsible for advising the Director of Lifesaving or in the case of a Community Group, the Supporters Club Manager of the allocated day. The Director Surf Sports and Director Junior Activities will be responsible for developing a monthly roster within their departments. The monthly roster must be forward to Supporters Club Manager prior to commencement. The relevant Directors will be responsible for determining the allocated funds. For example, it is understood that 3 of the 4 Surf Sports slots will likely be allocated to State/Aussies accommodation fundraising, with the remaining slot to be rotated between sections based on financial need as determined by the Surf Sports Committee. Directors must, however, present to the MC a written recommendation for the distribution of these funds. The MC will then formally approve fundraising spending. It should also be made clear to all members that money raised during raffles is to be pooled within the respective department and that 10% of funds raised during raffles will be deducted to cover administration costs.

UNIFORM

Club cap and swimwear must be worn at carnivals per Surf Life Saving Australia requirements.

Where ever possible a uniform will be available to purchase for State and Australian Championship selected competitors to wear whilst attending carnivals.

CLUB CHAMPIONSHIP DAYS

Club Championships is proposed to be held on two separate days, one before the Christmas break up and the other towards the end of the season dates to be advised. This is subject to the discretion of the Surf Sports Committee.

MEMBERS AND PARENTS

The Club recognises the valuable contribution and role that parents and members play in our successful Surf Sports Program. It is essential to have this support given the large number of competitors in our Club.

To ensure that training programs and carnival weekends are successful, the Club asks for members and parental co-operation in the following ways:-

Members and Parents are asked to

- read this Handbook and ensure that they and their child are familiar with Club requirements.
- encouraged to attend carnivals both local and away to assist with the supervision of members under 18
- to participate in the BBQ roster when provided by the Club.
- Assistance with the loading and unloading of gear and tents is compulsory. A workforce roster for carnivals to assist with unloading/loading, set up and pack up of tents and gear will be available prior to the carnival. Members and competitors will be required to assist in this roster where allocated.
- It is in the best interest of competitors, if parents recognise the role of Coaches and Team Managers at carnivals and training sessions and **NOT interfere** in these activities or in team selection. The Coaches are the best qualified people to offer advice and pick the right teams based on previous carnival results, attendance and attitude in training etc. You are encouraged to discuss any issues with Head Coach / Team Managers at the appropriate time. Good communication is important.
- Remember you are a valuable and important part of Noosa Heads please share your positive support with all team members.
- We encourage all Senior members to assist with offering positive instruction or advise to Junior members.

CONTACT PHONE NUMBERS AND EMAIL ADDRESSES

Director Surf Sports	Noel Jamieson M: 0418 714 675 E: noosablu@bigpond.net.au
Deputy Director	Tony Lemarseny M: 0417 451 473 E: jamberooconstructions@hotmail.com
Head Coach	Darren Mercer OAM M: 0414683800 E: coach@noosasurfclub.com.au
Team Manager Masters	M: E:
U15-Open	M: E:
Board Captain	Gina Lynch M :0439 711 074 E: ginalynchy@hotmail.com
Ski Captain	Paul Matters M: 0412 119 817 E: paulmatt@westnet.com.au
Beach Captain	Peter Fidler M: 0400 102 010 E: pfidler@gorideawave.com.au
Swim Captain	Bruce Warren M: 0414 790 084 E: noosawarrens@westnet.com.au
Surf Rescue/Lifesaving Captain	Felicity O'Brien M: 0448 061 291 E: fobriens5@bigpond.net.au
Surf Boat Captain	Peter McDonald M: 0407 411 219 E: peejay07@bigpond.com

Boardriding Captain

Chris Doney
M: 012037914
E: chris@it-spark.com.au

March Past Captain

M:
E:

IRB Coordinator

M:
E:

Coaches

Board/Ski	Sam Keelan	M: 0412 008 355
Board	Alex Austin	M: 0402 818 701
Beach	Omar Bakhach	M: 04100436196
Surf Boats	Justin Stewart	M: 0402 229 329
Board riding	Graham (Eggy) Endersby	M: 0408 757 219

Assistant Managers

U15 Age Manager

U17 Age Manager

U19/Open Age Manager

GOOD LUCK FOR THE SEASON

Noosa Heads is a great Club, made up of many great members, achieving great things.

With a combined unity there is no reason why our Club cannot be the best Club in Australia.

With your commitment and dedication our goals can be achieved.

ATTACHMENTS: