

CLUB HOURS GUIDELINES

Attachment 1

Please refer to Active Member Hours Policy

1. Total Club Hours Required

As a life saving club, North Cott has obligations to provide life saving services to both our club members and to our community, whether it is at our beach, or at an event or carnival at other beaches/venues. As such, all active members must complete a minimum of 18 active Club Hours over the season with 9 hours to be completed prior to 31 December and the remaining 9 hours to be completed between 1 January and the end of the season save for where an Active Member is given an exemption (either partial or full) from such requirement by either the Chair of Lifesaving or the Board of Management.

2. Patrol Portal

Sufficient patrol positions will be opened up over the course of the season to enable all active members to complete their required number of Club Hours. Additional patrol positions may be added at the discretion of the Chair of Lifesaving; however, members should not rely on this and should sign up to patrols early enough to ensure that they are able to secure the patrols they want/need in order to suit their availability and fulfil their obligations.

3. Exemptions and Penalties

If for some reason a member is unable to complete their required 9 hours by the 31 December, or their remaining 9 hours by the end of the season, an exemption form will need to be submitted to the Chair of Lifesaving for approval. This form must be submitted **BEFORE** the relevant date cut-off, i.e. 31 December for the first part of the season, or the final patrol date (usually late Apr or Early May) for the second part of the season.

To ensure that patrol obligations are fair and equitable for all members, there are consequences for those who don't fulfill their required hours. For active members who do not complete the required 9 hours (eg. 3 x 3 hour patrols or equivalent 1.5 hour patrols) by 31 December, or their 9 hours between 1 January and the end of the season, and have not obtained an exemption, a 50% patrol penalty will be applied.

For example, if a member only completes 6 Club Hours by 31 December, they will be given a 1.5 hour penalty. Note that they will also have to complete the Club Hours missed so that their total Club Hours for the season is 19.5 hours as detailed in the example below. Note that a penalty is applied for every 3 hours missed.

Club hours completed prior to 31 December	6 hours
Club hours to be completed 1 Jan – end of season	
Missed Club Hours	3 hours
Penalty	1.5 hours
Club Hours to be completed 1 Jan – end of season	9 hours
Total Club Hours to be completed during the season	19.5 hours

If a member signs up for patrol however does not turn up (i.e. you are a 'no-show'), this may result in our Club not being able to provide the required patrol coverage; in addition, it means that the patrolling position is not available for someone else to sign up. The consequences for members who don't attend a

patrol they have signed up for is that they will be given a penalty patrol (additional 3 hour patrol). Note that the member will also have to complete the Club Hours missed so that their total Club Hours for the season is 21 hours as detailed in the example below. Note that a penalty is applied for every patrol where the person is a "no-show".

Club hours completed prior to 31 December (no show for one patrol)	6 hours
Club hours to be completed 1 Jan – end of season	
Missed Club hours	3 hours
Penalty	3 hours
Club Hours to be completed 1 Jan – end of season	9 hours
Total Club Hours to be completed during the season	21 hours

It is important to note that the patrol portal will be "locked" on 48 hours prior to the start of a patrol. Members can still sign on to a patrol, however if a member needs to remove themselves from a patrol after the lockout is applied, they will need to arrange for a substitute to take their place. If a substitute cannot be arranged, the member must contact the office or the Chair of Lifesaving **BEFORE** the patrol to request to be removed.

4. Types of Hours

In terms of types of hours, there are three types of hours that can be completed during the season:

- Patrol hours (recorded in SurfGuard as "regular" hours)
- Member service hours (recorded in SurfGuard as "voluntary" hours)
- Bonus hours (recorded in SurfGuard as "other non inclusive " hours)

Of the total 18 hours required, competitors and non-competitors must complete a minimum of 9 actual patrol hours during a season. These can be completed any time over the season however by the end of the season, 9 hours of actual patrol must be completed. Note that bonus hours awarded whilst on patrol count towards the total.

In addition to patrol hours, Competitors and Non Competitors must complete an additional 9 hours which can be made up of:

- 9 hours of actual patrol hours inclusive of bonus hours
- 9 hours of member services
- a combination of patrol hours and member service hours

4.1 Patrol Hours

Patrol hours are recorded in SurfGuard as "regular" hours and include:

- Normal patrols
- Nippers patrols
- IRB/jet ski patrols
- Event patrols
- Age Group Manager duties (AGM)

Note that patrol hours can be completed at NCSLSC or another club.

4.2 Bonus Hours

Note that if a member is awarded bonus hours for attending a patrol (eg double hours for the Rotto Swim patrol) the hours will be recorded the hours will be recorded in SurfGuard as "other non inclusive". These hours are counted towards competition hours. For example: Rotto Swim Patrol - 5am – 8am

Patrol hours (regular) = 3 hours

Bonus hours (other non inclusive) = 3 hours

Total hours = 6 hours

Patrol hours (rostered) plus an equal number of bonus hours (other non inclusive) will be awarded for:

- Events and Carnivals at North Cott:
 - Events outside normal patrol hours (e.g. on a Friday)
 - Events that are longer than normal patrol hours (i.e. > 3 hours)
- Events and Carnivals not at North Cott. Note that as bonus hours are awarded, prep/pack up time and travel time is not included.
 - Country Carnival, Aussies and Championship Events.
 - Paid events – eg. Rotto swim, Cotto swim, Rockingham Tri, Champion Lakes Tri,
 - Nonpaid events – eg. ICEA
 - Swim series (if travel to another beach by car is required) – Trigg
- Unless an exemption is approved by the Chair of Lifesaving, bonus hours are NOT offered for:
 - Centenary events
 - Water safety for education at North Cott
 - Carnivals at North Cott during normal patrol hours (eg Nipper Carnival)

4.3 Member Service Hours

Member service hours are recorded in SurfGuard as “voluntary” hours. Member service hours must also be recorded in the Club Management Committee Minutes. Note that for any activity where a member wishes to claim member services hours, it MUST be PRE-APPROVED by the relevant Board Member. This table below provides information of the types of activities that are/aren’t considered to be member service hours and who approves it.

SLSA Policy*	Included	Not Included
Cleaning / Maintenance Performing required cleaning and/or maintenance on any Club Equipment or any of the assets of the Club, including the premises of the Club. <ul style="list-style-type: none">• Chair of Lifesaving• Club Captain• Chair of Surf Sports• Chair of Juniors• Chair of Assets	<ul style="list-style-type: none">• Performing maintenance/repairs on IRBs• Performing maintenance/repairs patrol boards/patrol equipment• Performing maintenance/repairs education equipment• Busy bee to clean out the gym	<ul style="list-style-type: none">• Cleaning out a section area e.g. boat shed, ski shed or IRB/junior shed• General cleaning around the club• Performing maintenance/repairs on boats• Performing maintenance/repairs on club skis and boards
Education Performing and/or providing surf lifesaving education for the Club or community. <ul style="list-style-type: none">• Chair of Education	<ul style="list-style-type: none">• Non-paid training and assessing activities as approved by the Chair of Education• Water Safety for education activities as approved by the Chair of Education	

<p>Accredited volunteer Club Coaching/Officiating</p> <ul style="list-style-type: none"> • Chair of Surf Sports • Chair of Junior 	<ul style="list-style-type: none"> • Section coaches as approved by the Chair of Surf Sports • SME's conducting coaching with Nippers/Cadets on Sundays as approved by the Chair of Juniors 	
<p>Assistance to Board Providing assistance to any of the Club's Board members (as recognised by the relevant Board Member).</p> <ul style="list-style-type: none"> • Board Member 	<ul style="list-style-type: none"> • Setting up the patrol room for season • Auditing first aid and life saving equipment • Setting up education equipment for season • Auditing education equipment for season • Participation on committees as pre approved by the Chair of Lifesaving 	<ul style="list-style-type: none"> • Participation on committees (unless prior approval by the Chair of Lifesaving) •
<p>Club Board and Executive Committee positions</p>	<ul style="list-style-type: none"> • Official board member position 	
<p>Significant volunteer club activity other than competition</p> <ul style="list-style-type: none"> • Chair of Life Saving • Chair of Surf Sports 	<ul style="list-style-type: none"> • Section Captains duties • Bar manager • Supporting events as pre approved by the Chair of Lifesaving 	<ul style="list-style-type: none"> • Fundraising activities for sections • Supporting events (unless prior approval by the Chair of Lifesaving)
<p>Life saving duties in other areas Members undertaking lifesaving duties in other areas such as offshore rescue boat, aerial services, support services, operational support and similar areas of active surf lifesaving.</p> <ul style="list-style-type: none"> • Chair of Life Saving 	<ul style="list-style-type: none"> • An exemption form must be filled in and approved by the Chair of Lifesaving 	
<p>Leave of Absence A member granted leave of absence who maintained their membership but because of their continued absence could not undertake patrol duties</p> <ul style="list-style-type: none"> • Chair of Life Saving 	<ul style="list-style-type: none"> • An exemption form must be filled in and approved by the Chair of Lifesaving 	

Members of the Australian Defense Forces on special deployment <ul style="list-style-type: none">• Chair of Life Saving	<ul style="list-style-type: none">• An exemption form must be filled in and approved by the Chair of Lifesaving	
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