

# Coogee Surf Life Saving Club Patrol Members Handbook

2019/20 Season



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# 1 Communication

## 1.1 Members Portal

The Surf Life Saving Australia (SLSA) Members Portal is a website that gives all members access to local, state and national documents, information and processes. It is a one-stop shop for all members online needs and **all members should sign-up**. It is located at [portal.sls.com.au](http://portal.sls.com.au) and includes:

- Conducting patrol swaps
- Ability to renew and update membership details, view awards, download individual patrol roster, make online payments and view patrol hours (through the 'Lifesaving Online' tab)
- News, Announcements, Events and Jobs across the entire organization
- Library of documents from all levels, covering topics such as Education, Lifesaving, Sport, Administration and others

### 1.1.1 Accessing the Portal

All members have the ability to create a Portal account. Instructions on how to create or reset an account can be found in the [SLSA Members Portal Account Guide](#).

## 1.2 Weekly Newsletter

Coogee SLSC sends out a weekly electronic newsletter, during the season, called the 'True Blue Weekly' (TBW).



It contains key information about upcoming events and initiatives as well as a review of happenings around the Club from the previous week. You can also find links to key documents and contacts within the Club.

To receive the newsletter, please fill out this [form](#). If you have information that you would like included in the TBW, please [email](#) Rachel Garcia (Honorary Secretary) and Debbie Zonich (Administration Officer).

## 1.3 Website and Social Media

The Coogee SLSC website contains information for new and existing members and is located at [coogeesurfclub.com.au](http://coogeesurfclub.com.au).

We also have a Facebook Group that is for current members called "Coogee Surf Life Saving Club". It provides a forum for timely information distribution and members seeking a patrol swap. Access to the Facebook Group can be requested via Facebook.

## 1.4 Patrol Captains

The following is a list of email addresses for all Patrol Captains:

	Patrol Captain	Email Address			
1	Kris Rettke	<a href="mailto:krettke@yahoo.com.au">krettke@yahoo.com.au</a>	9	Michael Scroop	<a href="mailto:Michael.scroop@gmail.com">Michael.scroop@gmail.com</a>
2	Emily Miers	<a href="mailto:emilymiers@icloud.com">emilymiers@icloud.com</a>	10	Adam Treharne	<a href="mailto:treharne@bigpond.com">treharne@bigpond.com</a>
3	Morgan Bell	<a href="mailto:ganski@outlook.com">ganski@outlook.com</a>	11	Paul Stiff	<a href="mailto:pauljstiff@gmail.com">pauljstiff@gmail.com</a>
4	Sara Wilson	<a href="mailto:saraw@ihug.com.au">saraw@ihug.com.au</a>	12	Michael Barnes	<a href="mailto:sleekbarnes@gmail.com">sleekbarnes@gmail.com</a>
5	Beck Mister	<a href="mailto:rlmister@hotmail.com">rlmister@hotmail.com</a>	13	Fiona Phelps	<a href="mailto:f.phelps@unsw.edu.au">f.phelps@unsw.edu.au</a>
6	Patrick Moore	<a href="mailto:patrickmoore001@gmail.com">patrickmoore001@gmail.com</a>	14	Andrew Tooher	<a href="mailto:0001andrewt@gmail.com">0001andrewt@gmail.com</a>
7	Andy Gardiner	<a href="mailto:airgardiner@hotmail.com">airgardiner@hotmail.com</a>	15	Robert Campbell	<a href="mailto:robert.campbell95@outlook.com">robert.campbell95@outlook.com</a>
8	Nikki Ozsdolay	<a href="mailto:nikki_ozsdolay@yahoo.com.au">nikki_ozsdolay@yahoo.com.au</a>			

## 2 Patrol Attendance

### 2.1 Minimum requirements

All patrolling members must:

1. have paid their annual Club **membership fees** before attending any patrol(s) or by 30 September (whichever occurs first); **AND**
2. complete a **skills maintenance** session for their relevant awards (see section 4).

A late fee will added to any membership payments that occur after 30 September (more information about fees and payment can be found on the Club's [website](#)).

All new members, as well as any members renewing their membership after a leave of absence of at least one season, are to sign the SLSNSW [Member Protection Declaration](#).

### 2.2 Minimum hours

The following outlines the patrolling requirements of different membership categories. The Club's Constitution contains more information about the eligibility requirements of each category.

#### 2.2.1 Active Cadet

Any member that holds a **Surf Rescue Certificate** (SRC) and fulfills the other requirements of the Constitution:

- must attend a minimum of three (3) consecutive hours of their rostered patrol (encouraged to attend the entire patrol); and
- is not required to provide a substitute if they cannot attend a rostered patrol but must inform their Patrol Captain (strongly encouraged to find a substitute).

#### 2.2.2 Active Junior or Senior

Any member that holds a **Bronze Medallion** and fulfills the other requirements of the Constitution must:

- attend all rostered patrols; or
- provide a substitute if they cannot attend a rostered patrol (failure to attend or provide a substitute for a rostered patrol will incur a No-Show penalty – see 2.4).

#### 2.2.3 Specials

Any Active member that is approved to conduct Special Patrols (see 2.3) must:

- complete a minimum of 35 hours per season;
- complete at least four (4) patrols before 31 December and four (4) patrols after, each season; and
- attend a minimum of three (3) consecutive hours at a time.

#### 2.2.4 Reserve Active

Any member who is approved as a Reserve Active member as per the Constitution does not have to fulfill any patrol hour requirements, however less than three (3) consecutive hours at a time will not be recorded in Surfguard. To maintain eligibility for Long Service, members must remain proficient while Reserve Active.

#### 2.2.5 Other

Life members, Long Service members, Probationary members, Honorary members, General members, Minnows and Associates are not required to complete any lifesaving duties.

## **2.3 Substitutes**

If an active member cannot attend one of their rostered patrols, they must find another member to substitute for them. This will normally mean swapping patrols with someone else. The following steps should be taken as soon as a member knows they won't be unable to attend a patrol:

1. Request a substitute on the Members Portal (see 1.1)
2. Look for patrols you could swap with on the portal or somewhere else (e.g. social media)
3. Contact fellow members to arrange a swap
4. Confirm the swap on the portal and inform the respective Patrol Captains

If you are unable to find a substitute, you must inform your Patrol Captain at least 1 week prior to patrol and continue searching for a substitute. Your Patrol Captain is not responsible for finding you a substitute, but may be able to provide assistance.

## **2.4 No-Shows**

If you are unable to attend a patrol and do not arrange a substitute, you will be deemed as a 'no-show'. The Club will enforce the following penalties for those who do not attend patrol:

"Should a member be unable to attend their Rostered Patrol and fail to obtain a substitute, they will be automatically required to make up the Patrol missed plus one extra penalty patrol, within 21 days of the original patrol missed" – as per the Club Constitution

"Any member absent without leave from any three (3) Rostered Patrols in any one season shall have their membership automatically cancelled. This penalty is incurred irrespective of any patrols made up in the required time" – as per the Club Constitution.

## **2.5 Leave**

### **2.5.1 Seasonal**

Leave may be granted from patrolling duties for an entire season if a member experiences extended circumstances that will prevent them from executing their patrolling duties. An application must be made to the Lifesaving Committee through the Registrar, outlining the particular circumstances. Leave will not disrupt the continuous nature of senior active membership (see Reserve Active below 3.2), nor will it suspend membership privileges for that period.

Leave will not break continuity of service, but it will not count as a service year (for the Reserve Active and Long Service calculations).

Extraordinary circumstances must be presented for leave to be granted for more than one season in a row. Leave for part of a season will not be granted.

### **2.5.2 Single Patrol**

Leave for a single patrol will only be granted in extraordinary circumstances. It can only be granted by the Club Captain via application from the relevant member's Patrol Captain. Single patrol leave cannot be granted twice in one season. If you are granted leave, you do need to make up your patrol.

"The Club Captain may, in his or her discretion, grant that member leave for that patrol. The member, on being granted leave, will be automatically required to make up the patrol within 21 days of the original patrol missed" – as per the Club Constitution.

## 2.6 Patrol Roster

A link to the patrol roster can be found on the Coogee SLSC website, where you can select your patrol to highlight your particular patrol dates. The Roster is replicated below.

SEPTEMBER	Sat 28	Sun 29									
Morning	12	14									
Afternoon	13	15									
OCTOBER	Sat 5	Sun 6	Mon 7	Sat 12	Sun 13	Sat 19	Sun 20	Sat 26	Sun 27		
Morning	1	3	5	7	9	11	13	15	2		
Afternoon	2	4	6	8	10	12	14	1	3		
NOVEMBER	Sat 2	Sun 3	Sat 9	Sun 10	Sat 16	Sun 17	Sat 23	Sun 24	Sat 30		
Morning	4	6	8	10	12	14	1	3	5		
Afternoon	5	7	9	11	13	15	2	4	6		
DECEMBER	Sun 1*	Sat 7	Sun 8	Sat 14	Sun 15	Sat 21	Sun 22	Wed 25	Thu 26	Sat 28	Sun 29
Morning	7	9	11	13	15	2	4	6 & 7	10	12	14
Afternoon	8	10	12	14	1	3	5	8 & 9	11	13	15
JANUARY	Wed 1	Sat 4	Sun 5	Sat 11	Sun 12	Sat 18	Sun 19	Sat 25	Sun 26	Mon 27	
Morning	1 & 2	5	7	9	11	13	15	2	4	6	
Afternoon	3 & 4	6	8	10	12	14	1	3	5	7	
FEBRUARY	Sat 1	Sun 2	Sat 8	Sun 9	Sat 15	Sun 16	Sat 22	Sun 23	Sat 29		
Morning	8	10	12	14	1	3	5	7	9		
Afternoon	9	11	13	15	2	4	6	8	10		
MARCH	Sun 1	Sat 7	Sun 8	Sat 14	Sun 15	Sat 21	Sun 22	Sat 28	Sun 29		
Morning	11	13	15	2	4	6	8	10	12		
Afternoon	12	14	1	3	5	7	9	11	13		
APRIL	Sat 4	Sun 5	Fri 10	Sat 11	Sun 12	Mon 13	Sat 18	Sun 19	Sat 25	Sun 26	
Morning	14	1	3	5	7	9	11	13	15	2	
Afternoon	15	2	4	6	8	10	12	14	1	3	

\* These dates have been allocated to Coogee SLSC to cover patrols at Garie SLSC in 2019/20  
If you are interested in patrolling at Garie on these dates, please email Andy Gardiner: [clubcaptain@coogeeslsc.com.au](mailto:clubcaptain@coogeeslsc.com.au)

Day	Time	Off-peak period patrol times 28/09/19 - 05/10/19 and 10/04/20 - 26/04/20	Peak period patrol times 06/10/19 - 05/04/20
Saturday	Morning	8.45am - 12.30pm	8.45am - 2.00pm
	Afternoon	12.15pm - 4.10pm	1.45pm - 6.10pm
Sunday	Morning	8.45am - 12.30pm	7.45am - 1.00pm
	Afternoon	12.15pm - 4.10pm	12.45pm - 6.10pm
		Public holidays during these dates follow the above times.	Public holidays during these dates follow Sunday times.

Christmas Day & New Year's Day patrol times [7.45am to 10.30am] [10.30am to 1pm] [1pm to 3.30pm] [3.30pm to 6.10pm]
NSW Official Daylight Saving Hours START: Sunday 6 Oct 2018 at 2.00am. FINISH: Sunday 5 Apr 2019 at 3.00am.
Club wide proficiency dates: Sep 28th, Oct 26th & Nov 30th 2019
Coogee Island Challenge: Nov 24th 2019 & Apr 5th 2020
Coogee Carnival: TBC
Coogee Patrol Competition: Apr 11th 2020
NSW Championships: Age 28th Feb - 1st Mar; Masters 4th-5th Mar; Open 6th-8th Mar 2020
Australian Championships: Age 18th-19th Apr 2020, Masters/Open at Broadbeach 20th-26th Apr 2020
Garie Patrol Dates: 2019 - Nov 16th, Dec 7th 2020 - Jan 18th, Feb 8th & 9th (IRB Weekend)

## 3 Membership types

### 3.1 Specials

Coogee maintains a Special patrol that allows members to attend any patrol throughout the season. An Active member may be transferred from their rostered patrol (i.e. P1-P15) to the Special patrol if, due to special circumstances, they are unable to complete a season of rostered patrols. In general, members are expected to be able to undertake rostered patrols.

The patrolling requirements for Specials are outlined at 2.2.3

#### 3.1.1 Application

Members must apply for Specials, each season, to the Lifesaving Committee. Applications should be completed online via the following link; [Special Applications](#). They should contain detailed information about the special circumstances faced by the member and why they prevent them from attending a rostered patrol. Members will be notified of the Committee's decision within a week of their meeting (first Monday of every month). This determination will not be undertaken lightly.

The following are examples of circumstances that will contribute positively or negatively to an application, either in conjunction or separately. This list is to give guidance to members only. It is not binding or exhaustive.

#### Positive

- ✓ Impact of a new/young family
- ✓ Unpredictable work circumstances, often arising on the weekend/public holidays
- ✓ Current fulltime service in the ADF
- ✓ Proficiency in higher awards (e.g. ART, Spinal, First Aid)
- ✓ Dedication to the Club in whatever pursuit

#### Negative

- × Did not complete patrol requirements in previous season
- × Less than 3 seasons of rostered patrol attendance
- × Travel commitments for a month or less
- × Predictable circumstances that affect 1-3 patrols per season
- × Infrequent or one-off events
- × Any circumstances where seeking a substitute would be appropriate

### 3.2 Reserve Active

A member is eligible to apply to the Lifesaving Committee (through the Registrar) to be considered for Reserve Active membership status if they have:

- become disabled or incapacitated from duty by reason of accident or sickness; or
- completed seven years continuous senior active membership; or
- completed a total of ten years of Active Junior and Active Senior service of the Club; or
- completed a total of ten years of Active Junior and Active Senior service or any other Club or Clubs affiliated with Surf Life Saving Australia.

Continuous senior active membership means a member has completed patrol requirements each season for the relevant number of seasons. For more information and details on Long Service, Associate and Life Membership please see the Club's Constitution.

## 4 Skills Maintenance

All active members are required to maintain the skills gained in all the awards they hold. There is a formal process for retaining and assessing those skills gained through the Surf Rescue Certificate (SRC), Bronze Medallion (BM) and many higher awards. For more information on the specific requirements for each award, please see this [SLSNSW Education document](#).

All patrolling members are required to complete a skills maintenance session each calendar year. That means such sessions must be completed by **31 December** each year. There are three types of skills maintenance you may complete:

### 4.1 On Patrol

Members may be selected by the Lifesaving Committee to be authorised as a **Skills Maintenance Delegates** and be able to run an SRC or BM skills maintenance session on patrol for members. The decision to run a session must be taken in consultation with the Patrol Captain and will only be permitted if conditions permit.

Delegates must registrar their intention to run a session with Surf Life Saving Sydney on a working day before their patrol.

No higher awards will be able to be assessed on patrol.

### 4.2 Club-wide

Several club-wide sessions will be conducted between the start of season and 31 December. All sessions are held at Coogee. Participants should meet at the Clubhouse (or boatshed for IRBs) unless otherwise advertised. Dates and times for these sessions are as follows:

Date	Award Type	Time
28 <sup>th</sup> September 2019	IRB Crew and Driver	6.00 am
	BM and SRC	7.00 am
	ARTC	8.30 am
	Spinal	9.30 am
26 <sup>th</sup> October 2019	IRB Crew and Driver	6.00 am
	BM and SRC	7.00 am
	ARTC	8.30 am
	Spinal	9.30 am
30 <sup>th</sup> November 2019	IRB Crew and Driver	6.00 am
	BM and SRC	7.00 am
	ARTC	8.30 am
	Spinal	9.30 am

### 4.3 In-depth

If a member remains non-proficient in any award for a period of 3 continuous years or more, then they are required to go through SLSNSW's in-depth proficiency process. You must contact the Skills Maintenance Officer (see 5.1) if this is applicable and an individual session time will be arranged.



## 5 Key People

### 5.1 Lifesaving

Name, position, contact details	What they do and why you would contact them
<p><b>Club Captain</b> – Andy Gardiner</p> <ul style="list-style-type: none"> <li>Leads lifesaving within the Club</li> <li>Use club equipment outside of patrol</li> <li>Issues with your patrol captain</li> </ul> <p><a href="mailto:clubcaptain@coogeelsc.com.au">clubcaptain@coogeelsc.com.au</a>   0403 575 409</p>	<p><b>Vice Club Captain</b> – Andi Illidge &amp; Will Davison</p> <ul style="list-style-type: none"> <li>Questions about the patrol roster, patrol operations manual or this handbook</li> <li>When Club Captain not available</li> </ul> <p><a href="mailto:vicecaptain@coogeelsc.com.au">vicecaptain@coogeelsc.com.au</a>   0498 358 966</p>
<p><b>Junior Captain</b> – Ruby Thomasyu</p> <ul style="list-style-type: none"> <li>Cadets and Juniors (13 – 18 year olds)</li> <li>Junior camps and activities</li> <li>Transition into Senior Club</li> </ul> <p><a href="mailto:jothomasyu@live.com.au">jothomasyu@live.com.au</a>  </p>	<p><b>Patrol Supervisor</b> – Ben Heenan</p> <ul style="list-style-type: none"> <li>Inter-Patrol Competition</li> <li>Patrol standards</li> <li>Advice for Patrol Captains</li> </ul> <p><a href="mailto:patrolsupervisor@coogeelsc.com.au">patrolsupervisor@coogeelsc.com.au</a>  </p>
<p><b>Gear Steward</b> - Andrew Tooher</p> <ul style="list-style-type: none"> <li>Any damage to gear (boards, tubes, patrol trailer, tent, tables etc.)</li> <li>Gear malfunctioning/not serviceable</li> </ul> <p><a href="mailto:0001andrewt@gmail.com">0001andrewt@gmail.com</a>  </p>	<p><b>Assistant Gear Steward</b> – Zach Giltinan</p> <ul style="list-style-type: none"> <li>Patrol uniforms – change in size, request for new item of uniform</li> <li>When Gear Steward not available</li> </ul> <p><a href="mailto:coogeefurfclub.uniforms@gmail.com">coogeefurfclub.uniforms@gmail.com</a>  </p>
<p><b>First Aid Officer</b> – Craig Howie</p> <ul style="list-style-type: none"> <li>Purchase of all First Aid equipment and stock</li> <li>First Aid/Oxy kit in need of replenishment</li> <li>Defib battery flat or missing equipment</li> </ul> <p><a href="mailto:firstaid@coogeelsc.com.au">firstaid@coogeelsc.com.au</a>  </p>	<p><b>Radio Officer</b> – Paul Lardi</p> <ul style="list-style-type: none"> <li>Any damage to radios</li> <li>Faulty or malfunctioning radios</li> <li>Sustained poor coverage or reception</li> </ul> <p><a href="mailto:paullardi@hotmail.com">paullardi@hotmail.com</a>  </p>
<p><b>IRB Captain</b> - Scott Parker</p> <ul style="list-style-type: none"> <li>Any damage to IRBs and associated gear (lifejackets, signs, fuel, trailers, cage)</li> <li>IRB malfunctioning/not serviceable</li> </ul> <p><a href="mailto:scottyparker@optusnet.com.au">scottyparker@optusnet.com.au</a>  </p>	<p><b>Vice IRB Captain</b> – Brie Turner</p> <ul style="list-style-type: none"> <li>IRB Drivers course</li> <li>When IRB Captain not available</li> </ul> <p><a href="mailto:briesta@hotmail.com">briesta@hotmail.com</a>  </p>
<p><b>Skills Maintenance Officer</b> – Nikki Ozsdolay</p> <ul style="list-style-type: none"> <li>Details of the Club’s proficiency program</li> <li>‘Full service’ proficiency days</li> <li>Late proficiencies</li> </ul> <p><a href="mailto:coogeefurfclub.proficiency@gmail.com">coogeefurfclub.proficiency@gmail.com</a>  </p>	<p><b>Assistant Skills Maintenance Officer</b> – Adam Treharne</p> <ul style="list-style-type: none"> <li>IRB Proficiencies</li> <li>When Skills Maintenance Officer not available</li> </ul> <p><a href="mailto:Treharne@bigpond.com">Treharne@bigpond.com</a>  </p>
<p><b>Registrar</b> – Debbie Zonich</p> <ul style="list-style-type: none"> <li>Allocation of members to patrols</li> <li>Patrol attendance</li> <li>Application for Specials (see 3.1)</li> </ul> <p><a href="mailto:registrar@coogeelsc.com.au">registrar@coogeelsc.com.au</a>  </p>	<p><b>Assistant Secretary</b> – Troy Swan</p> <ul style="list-style-type: none"> <li>Organizes agenda and papers for Lifesaving Committee (LSC) meetings</li> <li>If you need to attend a LSC meeting</li> </ul> <p><a href="mailto:troy.swan@gmail.com">troy.swan@gmail.com</a>  </p>

## 5.2 Education

Name, position, contact details	What they do and why you would contact them
<b>Chief Instructor – George Fatseas</b> <ul style="list-style-type: none"> <li>Leads all aspects of education</li> <li>Scheduling of courses</li> <li>Progression from trainer to assessor</li> </ul> <a href="mailto:education@coogeelsc.com.au">education@coogeelsc.com.au</a>	<b>Assistant Chief Instructor – Cameron Callaghan</b> <ul style="list-style-type: none"> <li>Development of Training Officers</li> <li>When Chief Instructor not available</li> </ul> <a href="mailto:cameroncal@me.com">cameroncal@me.com</a>
<b>Assistant CI – Higher Awards – CTO</b> <ul style="list-style-type: none"> <li>If you want complete Spinal, ART, First Aid, BBM, Aquatic Rescue or Trainer’s awards</li> <li>Gold Medallion training</li> <li>Training any of the above courses</li> </ul> <a href="mailto:coogeesurfclub.higherawards@gmail.com">coogeesurfclub.higherawards@gmail.com</a>	<b>Assistant CI – Junior Awards – Cameron Callaghan</b> <ul style="list-style-type: none"> <li>Lead instructing a Bronze or SRC course</li> <li>Training a Bronze or SRC course</li> </ul> <a href="mailto:cameroncal@me.com">cameroncal@me.com</a>
<b>IRB Education Officer – Brie Turner</b> <ul style="list-style-type: none"> <li>Joining the IRB area – i.e. completing the IRB Crew course</li> <li>IRB Driver course</li> </ul> <a href="mailto:briesta@hotmail.com">briesta@hotmail.com</a>	<b>Junior Development Officer – Sean Bond</b> <a href="mailto:sean.bond@sydstu.catholic.edu.au">sean.bond@sydstu.catholic.edu.au</a>

## 5.3 Competition

Name, position, contact details	What they do and why you would contact them
<b>Competition Director – Helen Deas</b> <ul style="list-style-type: none"> <li>Leads competition within the Club</li> <li>Coordinates major competition events</li> </ul> <a href="mailto:competition@coogeelsc.com.au">competition@coogeelsc.com.au</a>	<b>Assistant Competition Director –</b> <ul style="list-style-type: none"> <li>When Competition Director is not available</li> </ul>

The following people Captain their respective competition areas and can be contacted for information:

<b>Swimming Captain</b>	<b>R&amp;R Captain</b> Rod Wallace <a href="mailto:rodwallace93@hotmail.com">rodwallace93@hotmail.com</a>	<b>Beach Captain</b> Sara Wilson <a href="mailto:saraw@ihug.com.au">saraw@ihug.com.au</a>
<b>Board and Ski Captain</b> Blair Chapman <a href="mailto:Be_c@hotmail.com">Be_c@hotmail.com</a>	<b>Vice Board and Ski Captain</b>	<b>Board Riding Captain</b> Julian La Rosa <a href="mailto:katelarosa@yahoo.com">katelarosa@yahoo.com</a>
<b>Boat Captain</b> Mick Leary <a href="mailto:micka_leary@hotmail.com">micka_leary@hotmail.com</a>	<b>Touring Team Fundraiser</b> Alison Roberts <a href="mailto:aroberts@trgroup.com.au">aroberts@trgroup.com.au</a>	<b>March Past Captain</b>

## 5.4 General

Name, position, contact details	What they do and why you would contact them
<p><b>President</b> – Todd Mison</p> <ul style="list-style-type: none"> <li>Leads the Club in all aspects</li> <li>Suggestions for Club improvement</li> </ul> <p><a href="mailto:president@coogeeslsc.com.au">president@coogeeslsc.com.au</a></p>	<p><b>Publicity Officer</b> – Pat Garcia</p> <ul style="list-style-type: none"> <li>For any stories that may feature the Club</li> <li>For any external media enquiries</li> <li><a href="mailto:patgarcia1976@gmail.com">patgarcia1976@gmail.com</a></li> </ul>
<p><b>Administration Manager</b> – Karen Beale</p> <ul style="list-style-type: none"> <li>Manager the Office and associated administrative functions for the Club</li> </ul> <p><a href="mailto:admin@coogeeslsc.com.au">admin@coogeeslsc.com.au</a></p>	<p><b>Administration Assistant</b> – Debbie Zonich</p> <ul style="list-style-type: none"> <li>True Blue Weekly inputs</li> <li>Renewal of membership</li> </ul> <p><a href="mailto:lifesaving@coogeeslsc.com.au">lifesaving@coogeeslsc.com.au</a></p>
<p><b>WH&amp;S Officer</b> – John McDonald</p> <ul style="list-style-type: none"> <li>Report ANY injury to a member during Surf Life Saving activities</li> <li>Notify of hazards within/around Club</li> <li>If you want spare paperwork to fill out</li> </ul> <p><a href="mailto:johnmc2034@gmail.com">johnmc2034@gmail.com</a></p>	<p><b>Grievance Officer</b> – Nicola Logan</p> <ul style="list-style-type: none"> <li>Concerns with the actions of any officer bearer you feel uncomfortable raising directly with them</li> <li>Other such grievances</li> </ul> <p><a href="mailto:nicolalogan22@hotmail.com">nicolalogan22@hotmail.com</a></p>
<p><b>Gym Coordinator</b> –</p> <ul style="list-style-type: none"> <li>Report broken/malfunctioning gym equipment</li> <li>Suggestions for improvements to the gym</li> </ul>	<p><b>Social Coordinator</b> – Lachlan Blair</p> <ul style="list-style-type: none"> <li>Organizes all club social events, including start/end of season parties, fundraisers etc.</li> <li>Tickets to social events</li> <li>Ideas for themes/events</li> </ul> <p><a href="mailto:lachie.blair@gmail.com">lachie.blair@gmail.com</a></p>
<p><b>Club Governor</b> - David 'Luna' Park</p> <ul style="list-style-type: none"> <li>Senior member of the club</li> <li>Oversight role for all committees</li> </ul> <p><a href="mailto:parkdj@bigpond.com">parkdj@bigpond.com</a></p>	<p><b>Club Governor</b> - Tony Waller</p> <ul style="list-style-type: none"> <li>Senior member of the club</li> <li>Oversight role for all committees</li> </ul> <p><a href="mailto:tonywaller@bigpond.com.au">tonywaller@bigpond.com.au</a></p>

## 6 Key Documents

There are several key documents that regulate Surf Life Saving activities. The majority of them can be accessed through the [Members Portal](#). A few key documents are outlined below:

- Constitution and By-Laws: governs all aspects of Coogee SLSC
- Patrol Operations Manual (POMs): outlines what should happen on patrol
- [SLSNSW Standard Operating Procedures](#): outlines what should happen on patrol and how patrols interact with other services
- Member Protection Policy
  - The management committee would like to remind all members to familiarise themselves with SLS Australia's Member Protection Policy. This policy is reviewed and updated on a yearly basis
  - It covers Child Protection and Codes of Conduct which members of all clubs need to understand, and ensure they are aware of their rights and responsibilities whilst involved in club activities.
  - It also outlines the Reporting and Complaints procedure, which is to be followed by all members should the need arise.
  - The Coogee Club's management committee endorses this policy for use within our club
  - You can access the policy by following this link: [Member Protection Policy](#)

## 7 Version control

Version	Date	Author	Approval	Section Modified	Details of amendments
0.1	30/06/17	Andy Gardiner (Vice Club Captain)	Lifesaving Committee	All	Previous Handbook minor updates
0.2	10/08/17	Andy Gardiner (Club Captain)	Lifesaving Committee	All	Updates finalised following AGM & feedback from JV & PG
0.3	20/08/18	Andy Gardiner (Club Captain)	Lifesaving Committee	1.4, 2.6, 4.2, 5 & 6	Updates for season 2018/19
0.4	19/07/19	Andy Gardiner (Club Captain)	Lifesaving Committee	1.4, 2.6, 4.2 & 5	Updates for season 2019/20