



Manly Life Saving Club
Champion NSW Club 2008 and 2009

Information for Members



First edition - November 2009

The original draft of this booklet was the brain child of Distinguished Service Member, Hayden Cowan. We acknowledge and thank him for his contribution.

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Acknowledgements

Images in this booklet appear courtesy club members

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Welcome to Manly Life Saving Club in Sydney Australia.

AIM: Manly Life Saving Club aims to ensure Manly Beach is a safe place to swim; to prevent the loss of life and to develop and educate our youth.

GOALS:

- **to study**, practice, demonstrate and promote methods of life saving
- **to patrol** surf bathing areas solely, or in conjunction with other Surf Life Saving Clubs and/or Local Government Lifeguards
- **to minimize** the loss of life from drowning by providing and maintaining efficient life saving equipment
- **to educate** members and the community in beach, aquatic safety, the environment and promote skills and knowledge in beach and surf recreation
- **to provide** facilities for enjoyable education and development of our youth, with additional emphasis on the Junior Activities section of the Club as a key part of our community service
- **to provide** a safe and caring environment for all members and visitors and a place where they can meet in good fellowship
- **to provide** access for disadvantaged and disabled groups to the services, facilities and educational programs of our Club
- **to promote** competition to enhance the goals of the Club and in order to foster sportsmanship and values which will in turn promote harmony within the Club and its relationship with the community
- **to encourage** our members to obtain training, education and coaching qualifications/accreditation to enable them to provide training programs needed to help other Club members and members of the community
- **to subscribe** to or otherwise aid benevolent, cooperative, charitable, national or other institutions or objects which in the opinion of the Club Committee have moral or other claims to support or aid from the Club
- **to encourage** public, corporate and government sponsorship and support of our Club and surf life saving in general and to recognize that support whenever and wherever possible
- **to use** all available resources to raise funds for the ongoing operation and future development of the Club and its community service
- **to promote** the history of lifesaving and surfing and educate members of the club and the public through the Australian Surf Museum.

CODE OF CONDUCT

A Manly Life Saving Club Member will:

- Agree to abide by the code of conduct
- Meet all requirements and fulfil commitments in accordance with the Constitution, Bylaws and Rules of the Manly Life saving Club and the Surf Life Saving Movement, and fulfil any patrol commitments
- Respect the rights and privileges of fellow members
- Treat the club premises and all club equipment with respect, reporting all damages, breakages and safety concerns
- When consuming alcohol it will be in moderation, maintaining a reasonable level of responsibility
- If under 18 years of age, not attempt to enter licensed premises
- Whilst representing the Club in any way, will at all times perform within the rules, respect others involved and give a best effort
- Treat the general public with respect and communicate with them in a professional manner



FOREWORD

Each summer on Manly Beach, many rescues are carried out and literally thousands of people are assisted to safety by Manly Life Saving Club members. We are proud that, since our inception in 1903, no lives have been lost during club patrol hours.

As well as patrols, the Club engages in beach, surf, and ocean competitive sporting activities, from under six years old with 'Nippers', through Cadets, Open and Masters.

Among these activities are surf swimming, rescue board and tube rescue events, surfboats, surf skis, surfboard riding, beach sprints and flags, R&R, first aid, patrol competition, champion lifesaver and march-past. And not forgetting the “Savers” Rugby Club.

In addition to this, the club stages several annual major events, including carnivals, ocean swims, surf ski and running; the biggest event being the Manly Carnival, which is second only in size to the National Surf Life Saving Championships.



Manly Life Saving Club is a community service organisation whose primary function is to voluntarily provide surf rescue and first aid services to the community and to promote water safety on Manly Beach.

The social side, including club functions, fun events and get-togethers offer great opportunities for making some wonderful new friends.

MANLY LIFE SAVING CLUB and the ENVIRONMENT

Manly LSC is committed to a safe, clean and pollution free environment and improving its carbon footprint. Environmental initiatives or programs adopted by the club include:

- Protection of the Cabbage Tree Bay Aquatic Reserve
- Deterrence campaign against cigarette butts left on the beach
- Education of our nippers and members on the environment
- Clean ups by club members of the beach when required
- Commitment to the Green Building Council of Australia with regard to our redevelopment proposals and aim to make the Manly Life Saving Club building the Greenest lifesaving club in the world

A BIT OF CLUB HISTORY

In 2011 the Manly Life Saving Club will celebrate its 100th Anniversary of incorporation; a significant achievement for a Club that has a proud heritage that began at the start of surf life saving in Australia. A visit to our club museum is very worthwhile.



Over the years the club has had many characters and heroes. One that comes to mind is Harold Hardwick, whose sporting achievements were amazing, and so it's told, he never missed a patrol. Sadly, a Club member, John Touhy, gave his life in attempting a rescue on 18 March 1967.



Many things have changed in 100 years, including training and equipment. But one thing remains constant - our members patrolling the beach; volunteers, giving their time to save the lives of others.

ABOUT THE CLUB

How does the club function?

Volunteers; dedicated, willing volunteers

About the club

Today's Club is successful in all aspects - lifesaving, competition, Nippers, events, fundraising and community service. Importantly, the organisation behind all these activities, with the exception of three part time employees, is achieved solely by dedicated volunteers.

Club affiliations

The Club is affiliated with Surf Life Saving Sydney Northern Beaches (SLSSNB) Surf Life Saving New South Wales (SLSNSW) and Surf Life Saving Australia (SLSA)

Club Constitution, Rules and By Laws

The Club is run and managed in accordance with its Constitution, Rules and By Laws and here again these have evolved into what they are today by the wisdom of time. Each member shall be deemed to have read them and to have agreed to accept them. A copy is readily available from the Secretary at the club office at reasonable times or on the club website:

http://www.manlylsc.com.au/about_the_club/constitution,_rules_and_by_laws.html

SLS Standard Operating Procedures (SOPs)

The policies and operating procedures used by the club are called "Standard Operating Procedures" (SOPs) and are governed by one of the following SLS affiliated groups, National, State, Branch and/or the Club itself, depending upon their purpose. The subjects of the SOPs cover such things as: Child Protection Policy; OH&S; Incident reporting; WorkCover; Return to Duty; Grievances; etc

Club museum

If you would like to know a little more about the club's history and legends, check out the Australian Surf Museum and the clubhouse walls, which have one of the best collections of surfing memorabilia featuring surf boards, skis, surf boats and clothing. Well worth a visit and its minders are always willing to tell a tale or two! Donations and club or surfing memorabilia are always welcome.

Club Web Site

The club web site contains most of what you need to know about the club prior to and after joining - requirements, types of membership, fees, latest news, patrol rosters and more. Check it out at: www.manlylsc.com

Club Office Hours

Monday to Friday – 10am to 12noon

For more contact information, refer to last page of this Information Book.

HOW DO I BECOME A MEMBER?

Firstly and most importantly

You must be committed to the obligations of the task

Applying for membership: (Junior members apply via Nippers)

If 15yrs or over, obtain membership pack from club office, go through it and if satisfied that you can meet the requirements, complete and sign the forms and submit with the appropriate fees.

Application Approval

All membership applications are by the Manly Life Saving Club Management Committee. Those approved will be processed accordingly, and those refused will refunded any upfront payment. The majority of applications are for “Active (patrolling) Members” and these are allocated to a training group, where they will work to obtain their Bronze Medallion.

What is the Bronze Medallion and how do you get it?

The Bronze Medallion / Certificate II in Public Safety (Aquatic Rescue) is the basic life saving qualification needed to qualify for patrol duties and competition in SLS events. Apart from completing the classroom and practical skills training, a fitness level must be achieved and maintained, in a swimming pool of not less than 25m or over a measured open water course, swim 400m in 9 minutes or less, and on the beach, in 200m lengths, run-swim-run, within 8 minutes. For more information see following page.

What are the benefits of membership?

- ◆ Being a part of the most successful and one of the oldest club in Australia
- ◆ Learning valuable skills that may one day save a life
- ◆ Meeting heaps of really cool people
- ◆ Joining in free training sessions to maintain your fitness level
- ◆ Attending free courses to update and enhance your skills
- ◆ Being able to participate at the biggest competitive event in the world

And best of all you get to patrol MANLY, the world’s best beach!



Manly Open Surf Carnival 2009

THE BRONZE MEDALLION / Cert. II in Public Safety (Aquatic Rescue)

Subjects Covered in the Bronze Medallion

Chapter 1: Safety and wellbeing

Chapter 2: Surf awareness and skills

- Waves
- Rips and how to escape and use them to your advantage
- Self-survival skills
- Surf skills

Chapter 3: The human body

Chapter 4: Resuscitation

- DRABCD

Chapter 5: Defibrillation and basic oxygen

Chapter 6: First aid

Chapter 7: Radio operations

Chapter 8: Communications

Chapter 9: Rescue techniques

- Board and Tube Rescues

Chapter 10: Carries and supports

- A variety of two-person carries
- Spinal carries

Chapter 11: Patrols

How long is the Bronze course?

~8 weeks (depending on the ability of the group and availability of assessors).

Further training opportunities that the club can offer you:

SLSA and Manly LSC run a number of courses to further your skills.

- Senior First Aid
- Advanced Resuscitation
- Defibrillation Certificate
- Spinal Management Certificate
- Radio Operator Certificate
- IRB Crew Certificate
- Silver Medallion - IRB Drivers
- Silver Medallion - Advanced Emergency Care
- Silver Medallion - Beach Management Course
- Silver Medallion – Radio Controller’s Certificate
- Gold Medallion



PATROLS

Requirement Once you have gained your Bronze Medallion you will be issued a uniform, which must be worn while on patrol. You will then be assigned to a patrol, with which you will commence your patrol duties of usually half a day every three weeks throughout the patrol season (end September to end April).

Important To do patrols, or any club activity, including, training and competition, a member has to be financial for insurance and WorkCover purposes. In the case of injury or severe illness, a “Return to Surf Duties” authorization from your doctor is required before any club activities can commence, again this includes patrols, training and competition. This is particularly required if the injury has been reported to WorkCover for insurance purposes. Forms are available at the admin office.



Patrols are a great way to enjoy the beach whilst doing something worthwhile.

Rosters Patrols run from late September to late April, at weekends and public holidays, usually starting at 8:45am until 5pm (6pm during summer months) and broken up into two shifts, morning and afternoon, with change over between 12.45pm and 1.00pm.

Duties In accordance with the current Bronze Training Manual and club Constitution, Rules and Bylaws

Obligations As an active patrolling club member, you have undertaken the commitment to the club that you will meet your obligations by completing the required training and turning up and on time for your assigned patrols.

Discipline If patrol obligations are not met, then disciplinary action may be taken, which can lead to suspension or cancellation of membership, in accordance with club Constitution, By-Laws and Rules.

COMPETITION

To be eligible to compete, all competitors must be proficient in the Bronze Medallion, be financial members and perform at least 25 patrol hours between 1 January and 31 December and be free of any unresolved WorkCover related injury.

Boats: Male and female, junior and senior boat crews; this section continues to grow with our senior crews making the second round at the Aussie titles and the junior crew put in a massive effort to make the top eight.

Beach: Our beach sprinters are looking great for the future with our U16 and U19s doing really well at the Aussies. Out of the 15-person team only one didn't make a final and they pulled in a stack of medals. Our Beach Sprint Captain holds regular training sessions that all interested members are welcome to attend.

Ski: Our ski team is still a force to be reckoned with, with a number of youngsters coming through the ranks. There are regular training sessions and the Ski time trial is run from Shelly beach on alternate Sunday mornings. All are welcome. More information is available from the Ski Captain.



Board paddling is also strong in the club. Our water skills coaches currently run training sessions to improve all aspects of board paddling including a few early morning masters training sessions: Tuesdays and Thursdays at 5.40am and Saturdays at 6.00am

Lifesaving, First Aid and Patrol Competition: Our Lifesaving team boasts the 2003 NSW Champion Female Lifesaver as well as the under 16 Champion Lifesaver. There are a lot of opportunities to join the patrol competition team and first aid competition.

Swim: Compete in the shorter swims at the local carnivals, or at the State or National Championships. Alternatively there are the annual Cole Classic Ocean Swim, the Manly Wharf Hotel 2km Swim and the Sir Roden Cutler Biathlon or, for a bit of fun you can take part in the daily 7.00am morning swims to Shelly Beach and back or the weekly Sunday handicap swim.



R&R and March Past

Be a part of the tradition of lifesaving by joining the R&R or one of the March Past Teams. Teams have been successful in many age groups over the years, and are always looking for new members to keep up the success and tradition.

NIPPERS

A separate Nippers handbook is produced each season and is available on the Manly LSC website.

Manly Junior LSC is delighted to run a Nipper program for children ages 5yrs to 14yrs. Our Nipper program provides equal allocation between competition, education and recreation, with leadership skills for the 13's and 14's.

Who can join Nippers?

Any child, boy or girl, may join Nippers. They do NOT have to be super competitors of super athletes!

One of the best features of Nippers is seeing young children overcome their fear of water. Children who are afraid of water can develop through encouragement, education and training to be confident in the surf.

Children can join Nippers from the age of 5 years as educational members, then from 7 to 14 as full Nipper members.

How do we join Nippers?

That's the easy part!! Simply go to the Manly Life Saving Club on a Sunday morning and ask anyone on the Nippers area of the beach (look for lots of kids) or in the club house, who to see about joining up. They will point you in the right direction or phone the Club office on 99772742 and ask for a Nippers Information Booklet or go the club website www.manlylsc.com and look under "Activities" – Nippers.



*"People standing and seated on the promenade on summer Sunday mornings witness a complete transformation from serenity as masses of youngsters donned in costumes and wearing sky blue caps suddenly descend on Manly
During the next few hours, the beach becomes a hive of joyful activity, as these youngsters go about participating in a variety of well chosen events, designed to provide healthy competition and surf awareness, in a convivial atmosphere."*

A Sunday Morning Max Riddington, President, Annual Report 1986-87

CLUB SAFETY AND OH&S

Manly Life Saving Club Safety Policy Statement

It is the policy of the club to provide a safe and healthy workplace and training environment for all its members and visitors.

The club shall ensure compliance with the Surf Life Saving Australia (SLSA)'s Occupational Health and Safety Policies and State and Federal Occupational Health and Safety legislation, in accordance with SLSA publications Guidelines for Safer Surf Clubs.

Health and safety in the workplace is everybody's responsibility. All personnel are expected to perform their work tasks in a safe manner and to observe the rules, procedures and established work practices, made known to them.

OH&S issues should be reported to the Safety Officer or to a Committee member and to the administration office for inclusion in the hazard register.

IN THE CASE OF ANY EMERGENCY

Phones are available in club office and with Council lifeguards during their working hours or mobile phone: **EMERGENCY NUMBERS: Landline 000 / Mobile 112**

FIRE SAFETY

In the case of fire, extinguishers and hose are in the appropriate signed locations around the club. A **fire hose** is located in the **red cupboard adjacent to the boatshed internal entry door**. If evacuation is necessary, **USE EMERGENCY EXITS** and evacuation plan. **CAUTION** - do not attempt to extinguish a fire unless you are familiar with the procedure!

Emergency exits and evacuation plan

The clubhouse has four exits, all identified with a sign above door as follows:

1. from the lower floor lobby, exit via front door of the clubhouse
2. from the lower floor lobby, exit via the back door to the backyard
3. from the upper floor main hall, exit down stairs to the back entrance gate
4. from the upper floor office, exit down the stairs to the backyard

In case of evacuation, the **ASSEMBLY POINT is on THE PROMENADE AT THE NORTERN END OF THE CLUBHOUSE.**

Safe work practices

Safe work practices, such as manual handling, fuelling, working on IRB, driving beach vehicles, use of personal protective equipment (PPE), etc, will be covered in respective training courses, as required by the situation or reinforced prior to an event.

CLUB HOUSEKEEPING Please put gear away, rubbish in the bin and report any damages, hazards or concerns.

OTHER BITS OF INFORMATION

How much does it cost to be a member?

The appropriate fees are included in the current membership application pack –see http://www.manlylsc.com.au/about_the_club/fees_and_charges.html, and some of your time and dedication.

Is a club member covered by insurance?

Yes, BUT must be a financial member and only when participating in an authorised club activity. It should be noted that if not financial, a member must not participate in any club activities, including patrols, training or competition or be on club premises.

Communication with members

Weekly news is emailed to members via our club newsletter. Two Blues News is published monthly. Members may from time to time receive an SMS message or email from the club sent through the SLSA national database SurfGuard.

Privacy Policy

Manly Life Saving Club respects the privacy of our members. We are committed to compliance with privacy laws that protect the privacy of member's personal information. We will never give out your name, phone contact details, postal or e-mail address to anybody without your consent.

Parking: the club building has no facilities for parking, however, passes are available for the Manly Council parking station in Whistler Street Manly for those doing patrol duties only. **At no time** should the area outside the gates of the main yard (Ashburner Street) be used for parking as they must remain clear for emergency purposes.

Security: the security of personal equipment, skis, boards and items is the responsibility of the owner. Facilities for the stowage of gear and lockers for personal items may be available (a fee applies) from time to time.

Who can use the Gym? Active patrolling members, competitors and those who have paid the appropriate gym fee.

What are my patrol duties?

There are many places you can check this out, including the Bronze Training Manual, but by far the most apt being from the ***Manly Life Saving Club Bylaw P3 - Members of Patrol*** - *shall do whatever they are ordered to do by the Captain of the Patrol either in the actual work of Life Saving or in cleaning the Club House, or any other duty the Patrol Captain may deem fit. Dress of Patrol Members shall conform to those as laid down by the SLSA.*

A minimum 30 patrol hours are required to be awarded an Active Year of Service.

Hall hire Our hall is used extensively for volunteer training but is also available for *hire from time to time for corporate events, community groups and for private functions. We also offer a special package to schools, overseas and local tour groups.
*subject to conditions



CLUB CONTACT DETAILS

Physical address

Manly Surf Pavilion
South Steyne Manly
(corner Ashburner Street)

Postal address

PO Box 141 Manly NSW 1655
Phone: 9977 2742
Fax: 9977 6101
Email: admin@manlylsc.com
Website: www.manlylsc.com

OFFICE HOURS

Monday to Friday 10.00am -12 noon. Out of hours, our answering machine will record your message

KEY CONTACTS

Club Captain clubcaptain@manlylsc.com
Chief Instructor chiefinstructor@manlylsc.com
Administration Office admin@manlylsc.com
or contact us via the Manly LSC website <http://www.manlylsc.com.au/contact.html>

NEWS AND UPDATES

To receive the Club Captain's regular email please contact clubcaptain@manlylsc.com
Visit the club website for news and updates <http://www.manlylsc.com.au>
The club newsletter, Two Blues News, is produced monthly and emailed or mailed to current members; copies are posted on the club website.



**For further information please ask a Club Officer / Committee member
or contact the administration office.**