



Youth & Membership Development Officer Guide



QUEENSLAND

Published By

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INTRODUCTION

The Youth & Membership Development Officer Guide has been developed by Surf Life Saving Queensland to provide guidance and consistency to those members who volunteer their time to become Club and Branch YMDO's.

Almost 50% of Surf Life Saving Australia's membership is under the age of 18. Youth members have unique needs due to their social, emotional and physical development and growth. Consequently, it is important that Surf Life Saving Queensland establishes an environment that nurtures these members and provides them with an opportunity to grow.

It is recognised that surf lifesaving programs play a vital role in developing not only the physical aspect but also the psychological, social and emotional attributes of young people. Surf Life Saving Queensland's development programs provide a safe, educational and enjoyable environment that promotes the Australian way of life and a healthy active lifestyle.

To ensure that our youth are being engaged, co-ordinated, recognised, rewarded and mentored, Surf Life Saving Queensland has created key youth leadership positions in the form of Branch and Club Youth & Membership Development Officers. These positions are vital to ensure that each level of the organisation is linking with the next to optimise the many pathway opportunities for our youth.

The Youth & Membership Development Officer Guide provides the necessary framework upon which a Branch or Club Youth & Membership Development Officer can confidently fulfill his / her duties as set out in the relevant job descriptions.

I commend this resource to all members and particularly those who are prepared to take on these crucial roles within their Clubs and Branches. I would also like to acknowledge the work and dedication shown by those members who have drafted the Youth & Membership Development Officer Guide.

A handwritten signature in black ink that reads "R.B. Campbell." The signature is written in a cursive, flowing style.

ROB CAMPBELL

*State Membership Services Officer
Surf Life Saving Queensland*

STATEMENT OF COMMITMENT TO CHILD AND YOUTH PROTECTION

SLSQ has a responsibility to ensure the safety of all members, particularly children and the youth. SLSQ are bound by the legislation of the Working with Children (Risk Management and Screening) Act 2000 (the Act), and the Working with Children (Risk Management and Screening) Regulation 2001.

Every person within SLSQ is bound by this statement of commitment and must always place the safety and welfare of children and youth above all other considerations.

SLSQ acknowledges that our staff and volunteers provide a valuable contribution to the positive experiences of our Junior Activities and youth members. SLSQ aims to ensure this continues, and to protect the safety and welfare of its young participants.

SLSQ further endeavors to provide a safe and supportive environment for children and young people through the implementation of its Child and Youth Risk Management Strategy which includes several measures, such as:

- Prohibiting any form of abuse against children;
- Providing opportunities for Junior Activities and/or youth members to contribute to and provide feedback on SLSQ's program development;
- Carefully selecting and screening people whose role requires them to have regular contact with children and/or youth;
- Ensuring our codes of conduct, particularly for roles associated with Junior Activities and Junior Sport, are promoted, enforced and reviewed;
- Providing procedures for raising concerns or complaints; and
- Providing education and/or information to members on child abuse and child protection.

SLSQ requires that any child who is abused, or anyone who reasonably suspects that a child has been or is being abused by someone within our organisation to report it immediately in the first instance to the club's nominated Grievance Officer, and then to the police or relevant government agency.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

If anyone bound by this statement of commitment reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the Public Safety Business Agency (PSBA) to report the allegation.

Yours in Lifesaving and Member Protection,



RALPH DEVLIN QC
President
Surf Life Saving Queensland



JOHN BRENNAN OAM
Chief Executive Officer
Surf Life Saving Queensland

POSITION DESCRIPTION

Branch Youth and Membership Development Officer

PURPOSE

The Youth and Membership Development Officer (YMDO) will assist the Branch in meeting its objectives in the areas of youth and membership development, including recruitment, retention, recognition and welfare of members.

RESPONSIBLE TO

[Branch President, Executive, Council or such other person/committee as constitutionally required]

RESPONSIBILITIES

- In conjunction with the [Responsible To], review the branch strategic plan and objectives for current and future seasons;
- Work in conjunction with staff and other officers at branch and state level in the attainment of the objectives of recruitment, retention, recognition, and welfare activities set forward by the strategic plan;
- Report on a regular basis to the [Responsible To] on all matters impacting on branch activities in relation to membership recruitment, retention, recognition and welfare;
- Quarterly or where reasonably required, prepare in the approved form, a written report for the State Membership Services Committee (or such other committee as may be required);
- Act as the chairperson of any boards or committees established to assist in the management of youth and membership matters within the branch;
- Call regular meetings of any boards or committees that have been established within the branch to discuss current issues or matters;
- Establish sub-committees (if and where required) to carry out special tasks or projects from time to time;
- Develop, conduct and co-ordinate activities on behalf of the branch including youth development, leadership and associated programs, policies, and resources;
- On an annual basis (or when required), critically analyse with the appropriate members, the current club, branch and state programs and/or policies to improve the conduct of membership focused programs;
- Pursue issues and activities of benefit to members within surf lifesaving in conjunction with the branch and state;
- Foster recognition of the important role youth plays within surf lifesaving and the community generally;
- Consult (where required) with the relevant branch directors on lifesaving, sport, and junior activities issues;
- Enhance membership recruitment, recognition, retention and welfare as the members progress through the various age levels and functions within the branch;
- Deal with matters referred to the State Membership Services Committee by any branch boards, the branch Council or the branch Executive.

KNOWLEDGE & SKILLS

The member who holds this role, must have the ability to:

- Be the chair of a meeting;
- Be well organised;
- Work in a logical and timely manner;
- Communicate effectively (and in particular be a good listener);
- Quickly obtain a thorough knowledge of the rules, regulations and policies at relevant levels of the organisation associated with youth and membership development; and
- Have a basic understanding of the policies and procedures relating to member grievances, safety and wellbeing.

SPECIAL REQUIREMENTS

To hold this role the person must:

- Be a financial member of a Surf Life Saving Club incorporated with the branch;
- Be the holder of a current “Blue Card” or “Exemption Notice” issued by the Commission for Children and Young People and Child Guardian (or its successor);
- Have an interest in youth and membership activities/programs that focus on development, recruitment, retention and welfare;
- Be a motivated, positive and enthusiastic individual;
- Be able to allocate time to activities on an ad-hoc basis; and
- Be easily contactable by various mediums (including by telephone and email).

Club Youth and Membership Development Officer

PURPOSE

The Youth and Membership Development Officer (YMDO) will assist the [Club name] in meeting its objectives in the areas of youth and membership development, including recruitment, retention, recognition and welfare of members.

RESPONSIBLE TO

[Club President or BOM as constitutionally required]

RESPONSIBILITIES

- In conjunction with the [Responsible To] review the club strategic plan and objectives for current and future seasons;
- Work in conjunction with staff and other officers at club and branch in the attainment of the objectives of recruitment, retention and recognition activities set forward by the strategic plan;
- Report on a regular basis to the [Responsible To] on all matters impacting on club activities in relation to membership recruitment, retention and recognition;
- Quarterly or where reasonably required, report to the branch membership committee (or such other branch committee as may be required);
- Act as the chairperson of any boards or committees established to assist in the management of youth and membership matters within the club;
- Attend regular meetings of any boards or committees that have been established within the club or branch to discuss current issues or matters relevant to the position;
- Develop, conduct and co-ordinate youth, membership & leadership development activities on behalf of the club and in conjunction with the branch;
- On an annual basis (or when required), critically analyse with the appropriate members, the current club programs and policies to improve the conduct of membership focused programs;
- Foster recognition of the important role youth plays within surf life saving and the community generally;
- Consult (where required) with the relevant club officers in the areas of lifesaving (including the Club Captain), sport competition, member welfare (including grievance officer, president) and junior activities;
- Enhance membership recruitment, recognition and retention as the members progress through the various age levels and functions within the club;
- Refer matters to the branch YMDO relevant to youth or membership.

KNOWLEDGE & SKILLS

The member who holds this role, must have the ability to:

- Be the chair of a meeting;
- Be well organised;
- Work in a logical and timely manner;
- Communicate effectively (and in particular be a good listener);
- Quickly obtain a thorough knowledge of the rules, regulations and policies at relevant levels of the organisation associated with youth and membership development; and
- Have a basic understanding of the policies and procedures relating to member grievances, safety and wellbeing.

SPECIAL REQUIREMENTS

To hold this role the person must:

- Be a financial member of a Surf Life Saving Club;
- Be the holder of a current “Blue Card” or “Exemption Notice” issued by the Commission for Children and Young People and Child Guardian (or it’s successor);
- Have an interest in youth and membership activities/programs that focus on development, recruitment and retention;
- Be a motivated, positive and enthusiastic individual;
- Be able to allocate time to activities on an ad-hoc basis; and
- Be easily contactable by various mediums (including by telephone and email).
- Be able to relate well with Youth and Junior members of the club

SURF LIFE SAVING QUEENSLAND

Overview

Surf Life Saving Queensland is the state's peak beach safety and rescue authority and is one of the largest volunteer-based community organisations in Australia. Surf Life Saving Queensland is an efficient and vibrant organisation that boasts approximately 30,000 members. Surf Life Saving Queensland is directly affiliated with, and a part of, Surf Life Saving Australia (SLSA) and the International Life Saving Federation (ILS).

Surf Life Saving Queensland exists to save lives, develop practices in education, prevention, emergency care and rescue, and ultimately to meet our vision of '*Zero preventable deaths in Queensland waters*'. Our motto, **Vigilance and Service**, is derived from 'Vigilance' meaning watchful in case of danger, and 'Service' meaning serving or providing assistance to benefit the public.

Club and Branch Structure

In Queensland, there are 59 Clubs with approximately 30,000 volunteer members. Queensland's 59 Surf Life Saving Clubs are organised into six branches along the coast from Port Douglas in the north to Rainbow Bay in the south (refer to Diagram 1 – *Surf Life Saving Structure*). Branches are designed to assist clubs and Surf Life Saving Queensland, ensuring all correct procedures and policies are enforced at a club level. Queensland's six branches are:

- North Queensland Branch;
- North Barrier Branch;
- Wide Bay Capricorn Branch;
- Sunshine Coast Branch;
- South Coast Branch; and
- Point Danger Branch.

An alternative membership option has been created through Brisbane Lifesaving Service (BLS) which is a ground-breaking initiative that provides Brisbane residents with a unique opportunity to obtain the key lifesaving skills required to patrol one of South East Queensland's beautiful beaches. Theory is taught locally at Surf Rescue House in South Brisbane, and members travel to the Gold or Sunshine Coast for practical training in the surf, and rostered patrols where required.

Committee and Panel Structure

A number of committees and panels provide Surf Life Saving Queensland with input and direction for the organisation in a number of areas outlined in Diagram 2 – *QLD Committees and Panels Overview*.

State Membership Services Committee

The State Membership Services Committee (MSC) covers a diverse range of the organisations activities and accordingly it significantly impacts the development and experiences of members involved in Surf Life Saving. As the State Membership Services Committee plays quite a significant role in youth development, it is important that Youth and Membership Development Officer understand how the Membership Services Committee fits into the Surf Life Saving Structure.

As one of the key standing committees at state level the State Membership Services Committee has several responsibilities including the:

- development, coordination and implementation of activities and programs related to membership development and specifically relevant priorities in the Surf Life Saving Queensland Strategic Plan;
- enhancement of membership recruitment, retention and transitions through the various age levels and functions within Surf Life Saving;
- development, conduct and evaluation of personal developmental activities including leadership training and associated programs, policies, resources etc. for all membership levels and categories;
- advocacy of the important role youth plays within Surf Life Saving and the community;
- regular analysis of membership levels and trends and youth/leadership development policies and programs;
- management of matters referred by other State Committees, the Board or Chief Executive Officer;
- conduct of regular assemblies of members involved in membership and youth development programs to discuss matters relevant to the betterment of membership development;
- Establishment of Special Purpose Panels or Sub-Committees, if required, to carry out special tasks or projects from time to time.

The State Membership Services Committee comprises of the State Membership Services Officer (Chair), State Junior Activities Advisor and 8 club representatives from across the state and a representative of staff as recommended by the CEO as the secretary. Nominations are accepted annually in accordance with the Surf Life Saving Queensland Constitution and By-Laws.

Any matters or concerns that relate directly to membership services should firstly be raised with your Club Executive, who should be able to assist or direct you to the respective Branch Youth and Membership Development Officer. If they can't resolve the matter or assist, the item may then be placed on the agenda for discussion at the State Membership Services Committee meeting, if relevant, by the Branch Youth and Membership Development Officer.

Diagram 1: Surf Life Saving Structure

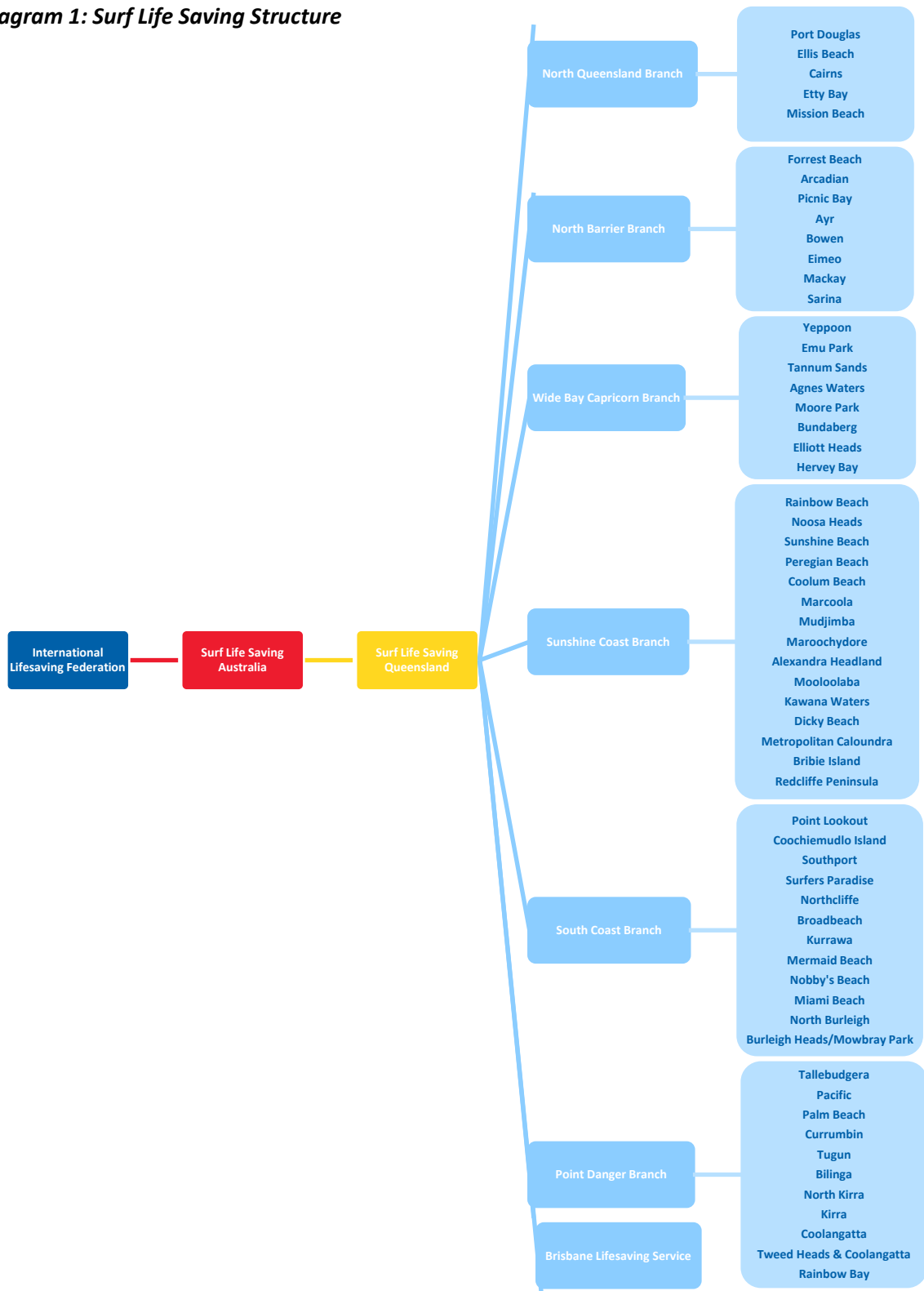
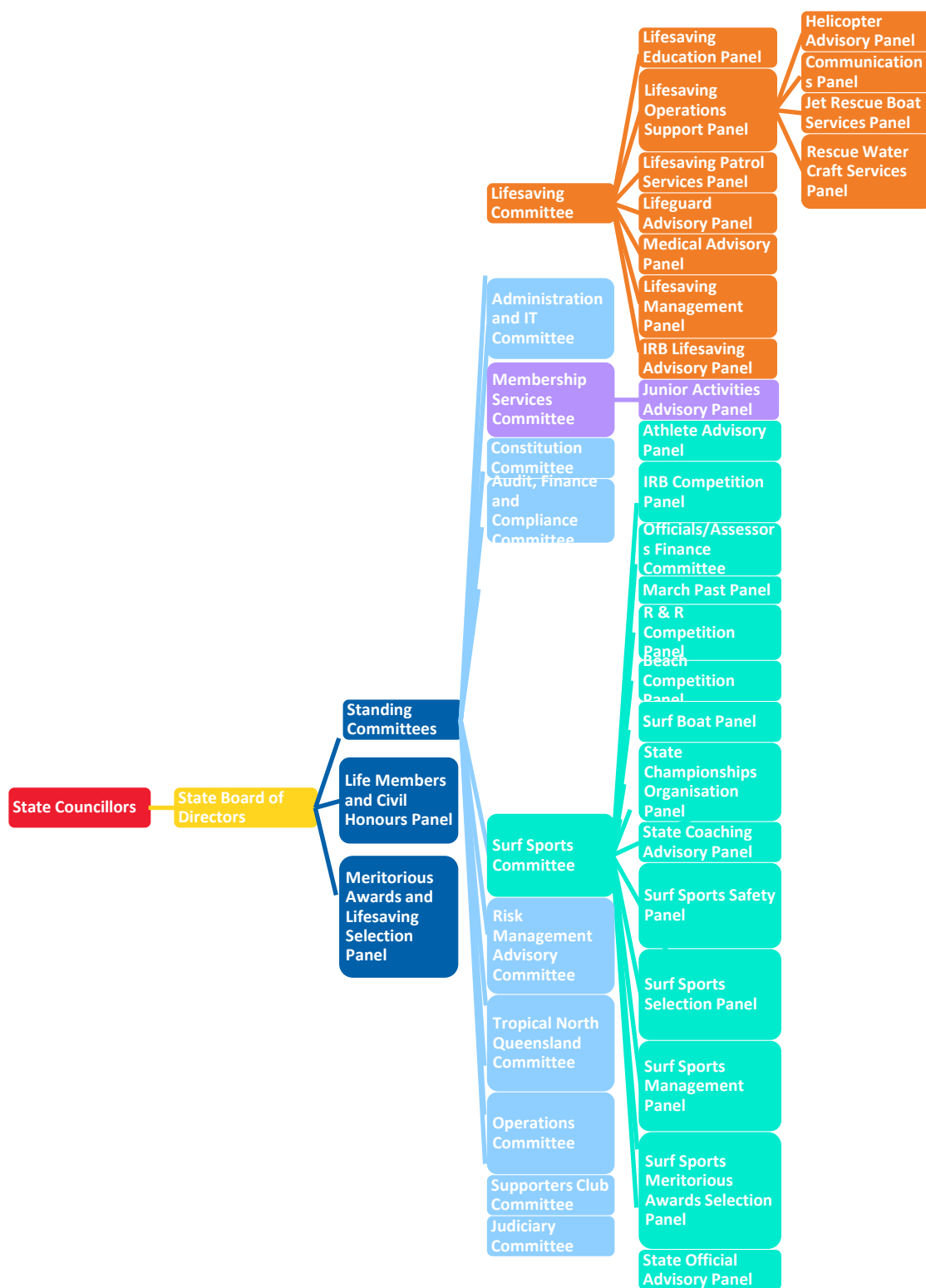


Diagram 2: QLD Committees and Panels Overview



Circulars

As a Youth and Membership Development Officer, it is important that you receive SLSA, Surf Life Saving Queensland, and relevant Branch circulars as soon as they are released.

Circulars contain important information on a variety of different aspects, which may relate directly and indirectly to your area. Circulars are sent to all clubs, please ensure that you are receiving these, if you are not we suggest that you contact your Club Administrator or Club President to rectify the issue.

All SLSQ Circulars - SLSA Members Portal > Library > [Bulletins, Circulars and Publications](#) > Circulars > SLSQ

All SLSA Circulars – SLSA Members Portal > Library > [Bulletins, Circulars and Publications](#) > Circulars > SLSA

Policies

It is important that as the Youth and Membership Development Officer, you make yourself familiar with Surf Life Saving Queensland current Policies.

As legislation is always changing it is imperative that you check these policies regularly as well as making your members aware of these policies.

All SLSQ Policies can be downloaded from the website – SLSA Members Portal > Library > [Governance, Policies, Forms, SOP's and more](#) > Policies > SLSQ

All SLSA Policies can be downloaded from SLSA Website – SLSA Members Portal > Library > [Governance, Policies, Forms, SOP's and more](#) > Policies > SLSA

Codes of Conduct

It is imperative that as a Youth and Membership Development Officer you are aware of all Codes of Conduct and know where to access these Codes. Clubs should display all Codes of Conduct in a visible place in their club house where their members have full access to. They should also be communicated to members within club handbooks, and newsletters.

There are several Codes of Conduct, these will relate to each member in your Club. It is important that members are aware of these Codes of Conduct so that they are aware of what is expected of them as a member as well as when they take a position within your Surf Club.

All Codes of Conduct can be found here: SLSA Members Portal > Library > [Governance, Policies, Forms, SOP's and more](#) > Codes of Conduct > SLSQ

Insurance

Introduction

Jardine Lloyd Thompson (JLT) currently arranges several insurance policies on behalf of SLSA and all State Associations. The cover provided under those policies extends to protect all affiliated Surf Life Saving entities from various exposures related to normal Club activities. More information is available on the JLT / SLSA website: <http://www.jlta.com.au/slsa/>

The main insurance policies that members involved with the Youth Development and Junior Activities programs need to be aware of are Public Liability, Personal Accident and WorkCover.

Public Liability Insurance

Public Liability Insurance protects the Club and its members when a claim of negligence is made, that has led to personal injury of a member of the association or member of the public or property damage. Importantly, the policy provides what is known as “Errors and Omissions” cover for members, in the event that a claim arises from their patrol activities, rescues or first aid administration.

Public Liability Insurance is mandatory for all Surf Life Saving entities to hold, and is managed in conjunction with Surf Life Saving Queensland and JLT. The insurance is renewed on a yearly basis and is invoiced to the Clubs, and is determined on a number of variables.

Personal Accident Insurance

The Personal Accident policy will respond to certain costs when WorkCover benefits do not apply. The policy is available for members 14 years and younger and will respond to medical expenses incurred that do not attract a Medicare benefit providing that the activities that were participated in during the time of injury were approved lifesaving activities.

It is important to note that Commonwealth legislation prevents the insurance from responding to any costs associated with Medicare, including the Medicare gap that may apply following a doctor’s consultation or other medical service.

If a claim for Personal Accident arises you will need to download a copy of QBE’s personal injury claim form from the JLT website and lodge directly with the insurer at the address contained on the claim form which can be found [here](#).

Work Cover

WorkCover provides workers compensation insurance for Queensland employers, compensating and helping workers manage their work-related injuries. Surf Life Saving Queensland has a unique *Contract of Insurance* in place with WorkCover Queensland to ensure that all of our volunteers are protected and provided with medical and income compensation where necessary in the event of an injury during their approved volunteer activities.

WorkCover Insurance is in place to protect all members of the age of 14 years who are injured whilst participating in approved lifesaving activities. The insurance is managed in conjunction with Surf Life Saving Queensland and WorkCover Queensland. For details on how to lodge a claim and the WorkCover process refer to the Surf Life Saving Queensland WorkCover Guide – Version 2 which can be found on the Members Portal (Library – Governance, Forms, SOPs and more – Guidelines – QLD) or contact the State Administration Officer or Branch Administrator.

MEMBER WELFARE AND PROTECTION

Child and Youth Risk Management Strategy

The Child and Youth Risk Management Strategy (CYRMS) is Surf Life Saving Queensland's commitment to providing and promoting safe environments for children and youth.

Being a YMDO will put you in a position of authority and trust, and will obligate you to certain operational and legal responsibilities that include:

- act in the interest of the members, operate independently and free from influence
- act in good faith
- exercise due care & diligence
- ensure solvency and
- meet all legislative requirements.

When the CYRMS was introduced each club was given a folder with all required resources. This information is available at all clubs and Surf Life Saving Queensland.

You should make yourself familiar with all of the CYRMS resources and know where to find them at your club house. The CYRMS will also be useful when organising youth activities as it has a number of checklists to ensure that you have identified all risks and taken steps to mitigate those risks and preserve the safety of junior members in your care.

Surf Life Saving Queensland will also audit all club CYRMS therefore, clubs must review and update the CYRMS annually and induct members as required.

You can get more information here: [SLSQ Website > Membership > Member Welfare and Protection > SLSQ Child and Youth Risk Management Strategy](#)

Peer Support Service

Surf Lifesavers operate in environments which are prone to the occurrence of traumatic events. These can include many types of incidents both on the beach and within the surf club surroundings.

The Surf Life Saving Queensland Peer Support Service is focused on enhancing the psychological wellbeing of Surf Life Saving members. Peer Support Officers can assist when members have been involved in a critical incident which continues to impact negatively on a members' health or ability to cope by providing an opportunity to talk confidentially about a members' experience following a traumatic event.

A full list of Peer Support Officers is available in the Patrol Operations Manual and is updated annually. Or to contact a Peer Support Officer, call the Membership Development team at Surf Life Saving Queensland on: (07) 3846 8000 or email - peersupport@lifesaving.com.au

MEMBERSHIP HEALTH

Membership Health Checklist

The Youth Support checklist (refer to Annexure 1 – Youth Support *Checklist*) is designed to help YMDO's monitor the club or branch membership area.

By filling out this checklist at the beginning and end of a season a YMDO will be able to focus on what has/is working within club/ branch, and activities or issues which may require some more work to become fully functional.

Note: It is highly recommended that this checklist be given to your local branch officer/ lifesaving development officer highlighting areas you need assistance with, so that an action plan can be created.

Membership Statistics

SurfGuard is the national membership and club administration database providing useful information for users, including membership information, education and awards, patrols and rescues, organisation details and various reports.

Branch and club membership statistics can be extracted from SurfGuard, and used in club and branch reporting. To gain an understanding of current membership trends YMDOs should assist preparing snapshots for the relevant club/ branch meetings and reports.

SurfGuard login details are provided by SLSA and the SurfGuard User Guide can be downloaded from the SLSA Members Portal and used as a training tool and easy reference guide for members: SLSA Members Portal – Library – Administration – IT - SLSA

MEMBERSHIP RECRUITMENT

Overview

Recruitment programs are a great way to gain potential new members. There are many opportunities as to the type of Recruitment Program you are able to run. Those that are driven from the club will bring more success as they can be targeted to local demographics and to club needs. Surf Life Saving Queensland offers resources and assistance for the conduct of the Surf Club Open Day, which is a great opportunity for Clubs to leverage off media and marketing.

Surf Club Open Day

The purpose of the Surf Club Open Day is to give clubs the opportunity to open their doors to the public and promote surf lifesaving within their community. This day will showcase the activities that take place within their local surf lifesaving club and ways that members of the public *can give, get involved, and be safe*.

The Surf Club Open Day will be held annually in conjunction with other state bodies to create a more coordinated approach in publicising the event whilst achieving greater media attention. Surf Life Saving Queensland will coordinate the state media activities leading up to the event and will provide clubs with information, resources, templates, how to guides and checklists to ensure that clubs are supported throughout the process. Keep an eye out for an application circular.

Clubs must nominate a key contact/ coordinator for their open day. Surf Life Saving Queensland will liaise directly with this key contact in regards to resource and information delivery. This process will ensure that the best support can be provided to clubs.

Surf Life Saving Queensland will create and distribute various media releases to promote the Surf Club Open Day. These media releases will be in the form of newspaper articles, Surf Life Saving Queensland website and Surf Life Saving Queensland social media channels. Each media release will be adapted to target specific regional areas. Clubs are encouraged to contact their local media outlets to further promote the event.

Each Club is to nominate a media spokesperson to ensure a consistent message is delivered from the club to the media on the activities taking place. If you could please email the name and email address for this selected spokesperson. This will also ensure all media enquiries directed to Surf Life Saving Queensland can be forwarded on to the appropriate contact.

Below is a list of example resources that Surf Life Saving Queensland can provide to clubs for the Open Day:

- 'How To' Guide – contains an overview of the day, general hints and tips and also includes a list of activities and an example run sheet of what clubs could do on the day.
- Recruitment and Retention Guide – outlines various ways you can recruit and retain members, and provides practical examples and templates that you can incorporate when planning open day activities.
- Member Handbooks – particular clubs across Queensland & New South Wales have offered to share their own Member Handbooks as a resource for other clubs to use/ be inspired.
- Key Media Messages – created to guide the clubs selected media spokesperson and provide sample Q&A's for them to follow.

- Posters & Flyers – will be designed, printed and distributed by Surf Life Saving Queensland. They will promote the date and key messages and can be displayed prior to event in the community and used on the day.
- Open Day Event Checklist – includes items to be addressed for before, during and after the event. It is a good guide to follow to ensure all major areas (promotion, activities etc) are covered for the day.
- School Letter Templates – Introduction Letter to Schools, School Booking Form & School Booking Confirmation form – to be used for the first point of contact when arranging and booking presentation visits to your local schools.
- Thank You Letter (template) – send to sponsors to thank them for their support after the open day
- Expression of interest flyer and form – to display at the Open Day so those who are interested in joining can express their interest and receive a follow up call from the club.
- Expression of Interest Register – each enquiry that is received as a result of the Open Day is to be recorded on this register. This is one way that the success of the Open Day can be evaluated.
- Response to Expression of Interest (template) – to be used for those who filled in an expression of interest flyer/form at the Open Day
- Member Application Form – clubs to keep copies of the member application form on hand at the Open Day for those wishing to join or renew on the day.
- Induction Checklist – to be followed for each new member to ensure they are guided and informed in the best way possible.
- Volunteer Sign In & Out Sheet – each member that volunteers on the Open Day should sign in and out using this sheet. This information is needed to complete the evaluation survey following the event.

Following the Surf Club Open Day, all clubs will be asked to complete a survey to evaluate the level of success of their Open Day. This survey will provide clubs with the opportunity to provide honest feedback to how they believe the day went; what areas worked well; and what areas need further development.

MEMBERSHIP RETENTION

Development Pathways

Surf Life Saving is committed to providing leadership pathways for members in the movement. Member development programs begin on a club level and are also conducted at branch, state and national levels. Each has a particular focus, and each prepares members for movement through those levels. Surf Life Saving Queensland offers a number of opportunities for members to build on their personal and professional capabilities as outlined in the membership development pathway on the [SLSQ Website: Home > Membership > Member Development](#).

National Programs

Surf Life Saving is committed to developing our members at all levels of the organisation. Surf Life Saving Australia offers members a number of programs for member development at the peak end of the membership development pathway. You can get more information about all the national programs here: [SLSA Website > Leadership Programs](#)

National Leadership College

The college is all about gaining an understanding of the skills required to be an effective leader and developing these skills in an interactive and dynamic environment.

Members aged 20 -30 years of age who have demonstrated the potential as a leader within surf lifesaving and an eagerness to pursue surf lifesaving leadership roles in the future. Participants will preferably have had some previous exposure to leadership training.

Participants will be challenged, inspired, motivated and entertained. The college develops leadership skills and helps participants learn a great deal about themselves. The college is practically designed for surf members to be able to apply their skills at a grass roots level; however these new skills can be also be applied in all areas within their life.

Participants will of course make friends and form networks with other likeminded passionate members across the country who are committed to making a difference in their community.

The program is diverse combining professional guest speakers, workshops, activities, challenges and also time to socialise.

The college is usually held in Sydney, annually around the last week of January. The program runs for one week. Surf Life Saving Queensland is allocated 6 places and applications will be selected to attend.

National Leaders Masterclass

The aim of the Leaders Masterclass is to provide an opportunity for existing leaders within SLS (at all levels) to participate in a high-level leadership development program. The Masterclass will provide participants with an environment that will enable them to refresh and extend their leadership capabilities. No Leaders' Masterclass is ever the same, with participants' guiding the program content based on their identified development needs.

The target audience includes committee members i.e. Presidents, Deputy Presidents, Life Saving, Surf Sports and Junior/Youth roles at Club, Branch, State or National levels who aspire to remain and progress in their leadership roles in the future. Queensland is allocated 4 places and applicants will be selected to attend.

State Programs

The state programs aim to have a minimum of one member per club attend each program. Therefore, clubs are advised to seriously consider their support for the programs and their careful selection of members to attend.

Breaka Youth Excellence Program (BYEP)

The State Breaka Youth Excellence Program is conducted annually by Surf Life Saving Queensland, allowing participants (15-17) to experience the practical elements of leadership, team building, self-confidence, mentoring, communication, negotiation and problem solving, whilst having fun in non-surf club environment. Run since 1997, around 60 members attend the camp each year.

You can get more information here: [SLSQ Website > Membership > Membership Development > Breaka Youth Excellence Program](#)

Leadership Excellence Program (LEP)

The State Leadership Excellence Program is conducted annually by Surf Life Saving Queensland, providing participants (18-25) with the knowledge and skills to advance as a leader within their club, branch and state.

Today's volunteer lifesaving leaders must negotiate a maze of relationships, networks and expectations in order to effectively lead in the surf lifesaving environment. Leadership demands, innovation, creativity, negotiation, improvisation and strategic vision – this program targets development in these key leadership traits. .

You can get more information here: [SLSQ Website > Membership > Membership Development > Leadership Excellence Program](#)

Branch Programs

Branch Youth Development Programs

Most branches conduct an annual live in camp style program to assist with team work, communication and inter club bonding across the branch. For more information check with your Branch YMDO or Regional LDO.

Youth Development Balls

Following the success of the Gold Coast Youth Excellence Ball and the Sunshine Coast Youth Ball, branches are beginning to plan and conduct youth balls to recognise youth contributions for the season amongst peers from within the branch. They are exciting social events that have become an important part of the annual calendar and are held at the end of the season to focus on recognising, rewarding and motivating our young members (generally between the ages of 14 and 18) for their outstanding efforts across the past season. A ball can be held at a local club or function room (depending on numbers and available funds) and allows youth members to have a night of their own that is sure to be a highlight of the season.

For more information or to find out more contact your regional Lifesaving Development Officer.

Amazing Beach Race –

'The Amazing Beach Race' is just like 'The Amazing Race' TV show but focused on activities that lifesavers need to do on a regular basis, including theory papers, board rescues and anything else that you can think of that would be lifesaving and beach related.

The race generally consists of team of 4 - 8 people (depending on the size of the race) and requires teams to select the most appropriate members for the job (just like on patrol)! For example, if you have a theory paper and a board rescue (but only one member from each team can do each task), you may not put your best board paddler in to do the theory paper. But remember, it is all about having FUN!

A team that is out in front may suddenly be subjected to extra tasks from scavenger hunts to push-ups that may leave them ahead of the pack or put them behind struggling to catch up.

Not all Branch run a Amazing Beach race please speak with your Branch YMDO or Lifesaving Development Officer for more information

Club Programs

Club run programs and camps are a great way to boost club atmosphere and promote club bonding. A couple of alternatives are explained below including Youth Engagement Program (YEP) and Club Youth Xchange, and an informative 'how to' guide for conducting your own program.

Youth Engagement Program (YEP)

The Surf Life Saving Junior Development Program (Nippers) provides a structured development program for members aged five to thirteen to develop self-esteem, surf safety, lifesaving and competition skills.

It is a highly valued program consisting of tangible outcomes, clear pathways and an emphasis on fun and participation. Often programs for youth aged over thirteen within Surf Life Saving offer very little structure in comparison to the Junior Activities Program and this can present problems in engaging and retaining youth in Surf Life Saving. This age group is highly valuable to Surf Life Saving, making up one third of our patrolling membership. YEP provides youth members with a structured engagement program to keep them motivated and involved in Surf Life Saving while providing them with the opportunity to explore and become involved in a range of areas within the movement which they may not have previously considered. The Youth Engagement Program aims to;

- Engage and expose participants to a variety surf life saving
- Increase the retention of members
- between 13-18 years of age - assisting the transition from the junior movement into the senior movement
- Encourage continuous development of youth
- Promote increased participation and commitment of youth
- Increase the recognition of members
- through the identification of contributions and activities of 13-18 year old members
- Positively promote youth as respected members and citizens within their local community

For more information or to find out more contact your Regional Lifesaving Development Officer or visit: [SLSA Members Portal > Membership > Youth > QLD > YEP](#)

Club Youth Xchange

Club Youth Xchanges are fun and can provide members with an insight into the operations of other clubs, either in their own branch, other branches, other states or even internationally. There are so many opportunities for clubs to be involved in a club Youth Xchange.

A club Youth Xchange can take several different forms. Clubs can choose to do an exchange over a day or they can choose to do an exchange over a longer period of time such as a whole weekend. It may depend on the distance you need to travel to do your exchange as to how long you choose to hold it.

Firstly you will need to decide which club you would like to do an exchange with. Get together with the person(s) who are going to be involved in the exchange and brain storm destinations which interest you. Always choose a couple of destinations in case your first preference is unable to work out for any reason.

Other factors which you need to keep in mind while choosing a destination for your exchange:

- Does the club which you would like to go to have appropriate dorm accommodation (does it comply with CYRMS? eg. different dorms for males and females.
- Are the club dorms available to you during the time you wish to go? (Some clubs let members that have to travel a distance to their Surf Club use the dorms during the weekend)
- If you wish to patrol on your exchange is the club which you wish to go to patrolling during this time?
- Keep the CYRMS handy as you will need to complete checklists while you are in the planning process. A reasonable amount of planning is required to have an exchange, don't let that put you off!)
- Does the club you wish to go to have a strong youth program or membership program? This makes a difference as to how the atmosphere will be around the club - do your research!

After you have decided where you would like to go, you now need to contact the appropriate person at your desired Surf Lifesaving Club to get the ball rolling. Most clubs have a website where you can usually find contact information and the best person to contact. If you cannot find any specific information, the Club Administrator or Club President are usually the best starting point.

After you have confirmed with the club that the exchange is possible you will now need to go to your club Management Committee and get the exchange approved as well as select dates for the exchange to be held. You will also need to keep in mind if there are going to be any costs involved in doing your exchange and if the club will pay for it or contribute to the cost of the exchange, always try to keep costs to a minimum so that no members are disadvantaged. You must also complete a Special Events form and have the application process completed prior to the exchange. Also refer to the SLSA Policy – 6.2.6 Visitors and Tours

After your exchange is approved it is time to start to get interest from your members via Social Media, Emails, Posters, SMS or whatever you know works best at your own Surf Club. You will also need to ensure that all appropriate forms (as per the CYRMS) are filled out **before** you leave on your exchange. While on your exchange always make sure you have on hand; all medical forms, numbers in case of an emergency and always ensure that you are always meeting the organizations policies and procedures. Last but not least, have fun!

MEMBERSHIP RECOGNITION

Lifesaving Recognition Awards

The Surf Life Saving Queensland, *Recognition Manual*, aims to simply and clearly outline the recognition awards process. It also aims to:

- increase member awareness of the awards available;
- provide assistance and guidance to members by outlining the application process & timelines;
- outline how award recipients are selected and by whom;
- identify when they will be presented to members/ clubs; and
- provide guidelines on how to prepare a good nomination.

Having a recognition & reward program is a vital part of any volunteer organisation to keep volunteers engaged and ensure that the organisation has sustainable membership into the future. Adequate recognition ensures that volunteers gain the required acknowledgment for their services, and commitment to the development of lifesaving and its operations.

The Surf Life Saving Queensland Recognition Manual can be downloaded from the SLSA Members Portal > Library > Governance, Policies, Forms, SOP's and more > Recognition > QLD

External Community Awards

Don't forget to recognize your members within the local community. Below is a list of some external recognition sources, there are plenty more so keep your eyes open for recognition opportunities.

Award	For more information:
QLD Young Volunteer Awards	www.communities.qld.gov.au/communityservices/volunteering
Pride of Australia Medal	www.prideofaustralia.com.au
Australian Bravery Decorations	www.itsanhonour.gov.au/honours/awards/medals/bravery.cfm
Suncorp Young Queensland of the Year	www.suncorp.com.au/corporate/community/partnerships/queenslander-of-the-year
Australian of the Year	www.australianoftheyear.org.au
Senior Australian of the Year	
Young Australian of the Year	
Australia's Local Hero Award	www.citizenship.gov.au/events/local_hero_award/
Order of Australia	www.itsanhonour.gov.au/honours/awards/medals/medal_order_australia.cfm



Award	For more information:
Queensland Greats Award	www.qld.gov.au/about/events-awards-honours/awards/qld-greats-awards/
International Women's Day Awards – Gold Coast	www.womenatworkinternational.com/files/Info_Kit_Selection_Criteria_for_Awards%202010.pdf
Disability Action Week Awards	www.communities.qld.gov.au/disability/community-involvement/disability-action-week/disability-action-week-awards
QLD Child Protection Awards	childprotectionweek.org.au/awards
Australian Safer Communities Awards	www.em.gov.au/News/Awards/Pages/AustralianSaferCommunitiesAwards.aspx
Lions Youth of the Year Quest	www.lionsclubs.org.au/activities/youth/yoty/
National Youth Awards	www.youthweek.com/nya
Queensland Youth Alliance Awards	www.qya.org.au/awardsdetail.html

COMMUNICATING WITH MEMBERS

Social Media

Snapchat, Facebook, Google, Myspace, Youtube, Twitter, Flickr, Wordpress, email... confused? With more and more methods of communication becoming readily available every day, choosing the right methods for communicating with your volunteer members can sometimes be difficult.

When communicating with your volunteer members or the wider community, ensure that you follow some of the handy technology hints as promoted in a paper by Volunteering Queensland:

- Start with your people (volunteers) – think about the type of technology they already use and use this to communicate with them. There's no point in using twitter if your people don't have twitter accounts... or access to computers or mobiles.
- Ensure that you have various ways of contacting your people (up to date email addresses, mobile numbers, etc). Change your recruitment paperwork to ensure you ask these questions as part of your standard practice.
- Regularly speak to your people about the type of technologies they are already using in their everyday life (e.g. do they have a Facebook page or a twitter account)
- Consider 'up skilling' yourself and learning about what each of these technologies involve. Have a look on YouTube for some great explanations about podcasts, twitter, and various other forms of social media.
- Put together a social media strategy for your organisation. Investing time and resources in utilising and understanding technology can be intensive. Will social media allow you to communicate with volunteers, clients, funders? Will it help you share information and learn from others? Is your organisation positioned to maximise the increased transparency and responsiveness?
- Consider the potential Return on Investment (ROI) for each of the social media functions that you will adopt. Will it help you engage different pools of volunteers, access to younger volunteers, leverage you current volunteer strategies?
- Conduct your own research about what already exists in your industry. Are there existing social media groups and online networks that you can tap into and learn from?

Refer to the Surf Life Saving Australia and Surf Life Saving Queensland Social Media Policy for more information.

HANDING OVER THE REINS

Handover Procedure

When your term as the Club Member Service Director is complete, please ensure you complete a thorough handover with your successor. This will ensure the Member Services portfolio within your Club continues in a smooth manner.

Points to address when conducting the handover include:

- The new YMDO is to read the position description
- If possible, it is recommended to spend some time with the new YMDO and to go through this guide to help them understand their role
- Identify this person early and they can shadow you throughout a season where applicable to learn the ropes
- All files, records, resources should be handed over to the new position holder. If the position has not yet been appointed, please hand all information to the Club/ Branch President
- Update the Surf Guard database with the new person's information as the Club/ Branch YMDO
- Inform the Surf Life Saving Queensland Membership Development staff of the new representative and their contact details.
- The SLSA Membership form gives people an opt out option as well for Email or SMS. Don't forget to check this before formulating your contact list. Some members don't want to be communicated with regularly.

Members Portal

Surf Life Saving Members Portal.

This system is for members of Surf Life Saving Clubs and affiliated entities. Users must create an account <https://portal.sls.com.au> This portal currently contains a library, a central news and information area and a forms and workflow area for members. Some activities members can do here:

- Download an SLSQ or SLSA Circular, Policy, Manual or Resources
- View job adverts
- Read local and national surf lifesaving news
- Submit a news item.

Changes are being made to improve the functioning of the portal regularly so ensure that you keep up to date with these so that you can use it to best effect.

Assistance in the use of Members Portal can be found at ithelp@slsa.asn.au or 1300 724 006. Any queries relating to your membership application or change of details should be made directly to the Club or support organisation.

Annexure 1: Youth Support Checklist

Club :	Name :	Position:	Season:	
Youth & Membership		Yes	No	Suggested Action
Does the club have:				Performance Indicator
				Notes
- Youth & Membership Development Officer		<input type="checkbox"/>	<input type="checkbox"/>	If No, appoint one ASAP.
- Cadet Officer		<input type="checkbox"/>	<input type="checkbox"/>	If No, appoint one ASAP.
- Nipper Captains		<input type="checkbox"/>	<input type="checkbox"/>	If No, appoint a male and female U14 to be the leaders/ambassadors for the nippers.
Do your members and officers have access to the Child Youth Risk Management Strategy, including:		<input type="checkbox"/>	<input type="checkbox"/>	If NO – arrange an induction immediately.
- SLSA Member Protection Policy		<input type="checkbox"/>	<input type="checkbox"/>	If YES – state how this is done & ensure members are fully aware of its content.
- SLSQ Codes of Conduct		<input type="checkbox"/>	<input type="checkbox"/>	
- Chaperoning & Supervising of Minors Policy		<input type="checkbox"/>	<input type="checkbox"/>	
- SLSQ & SLSQ Grievance Procedures/Policies		<input type="checkbox"/>	<input type="checkbox"/>	
Has your club posted the Statement of Commitment and member protection policies on club notice boards?		<input type="checkbox"/>	<input type="checkbox"/>	If NO – place on your club notice board or in a visible place for the members to read.
Have all your members working with minors got a Working with Children 'Blue Card'.		<input type="checkbox"/>	<input type="checkbox"/>	If No. The club is at risk to fines and penalties. Have the member cease working and refer to relevant policy.
How many members are currently suitable to work with children and young people?				Check Surfguard and print report.
Does your club have a formal induction program, including club walk through, club handbook, officer introduction?		<input type="checkbox"/>	<input type="checkbox"/>	If NO, design and implement one. Refer to the SLSQ Recruitment and Retention Guide, or contact your local Branch YMDO, or SLSQ Lifesaving Development Officer (LDO).
Does your club encourage members to gain higher and further lifesaving awards?		<input type="checkbox"/>	<input type="checkbox"/>	If NO, work with the Club CTO to organize new award training sessions/ calendar of training to ensure that the club is training awards where gaps in patrolling team appears and invite specific members who may be interested.
Does your club have a mentoring program or succession plan in place?		<input type="checkbox"/>	<input type="checkbox"/>	If NO, implement YEP or design and implement one. Contact your local Branch YMDO or SLSQ Lifesaving Development Officer (LDO).

Youth & Membership	Yes	No	Suggested Action	Performance Indicator	Notes
Does your club produce newsletters for distribution to the members?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, consider implementing one. It is a great way to keep your members up to date on important information and things happening. Invite YIPs participants to assist.	If YES, how many per season: _____ How do you distribute: _____	
Has the club reviewed its membership trends over the past 5 years to ascertain membership trends/needs?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, appoint a member to review ASAP.	If YES, and you review annually, use this data to create your membership programs, and plan for the future.	
Are the clubs membership trends growing annually?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, why not? And what can be done to curb the decline? If YES, what is the biggest age category growing? Why?	Snapshot of membership trends.	
Do your members who do not rejoin your club complete an exit survey?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, create a survey (using template available) and send to members who do not return at the start of the next season.	If YES, look for the member exit trends and discuss with your branch YMDO/ LDO.	
Does your club JAC have a copy of the Junior Activities Guide?	<input type="checkbox"/>	<input type="checkbox"/>	Make this resource available to JAC ASAP		
Does your club have recognition schemes for its members, ie. Through YEP or other recognition?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, look at implementing YEP for youth members as a reward program for effort contributed. Refer to the SLSQ Recognition Awards Manual for a full breakdown of recognition available. Or contact your branch for more info.	If YES, congratulations. Is it YEP? Y / N Provide overview of your recognition systems.	
Has your club conducted an open day this season?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, look at having your open day on the state surf club open day. Resources are provided, ideas are provided and promotion is done for you.	If YES, was it the state surf club open day? Y / N	
Has your club developed or initiated any member retention strategies in this season?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, contact your branch for more information. If YES, provide a brief overview.	Member Retention Program. Sample program provided.	
Has your club appointed a grievance officer?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, speak with your President about appointing one. If YES, how many for each:	Grievance Officer appointed.	
Did the club send members to the following programs in the past or current season:				If NO, describe reasons for not sending members:	
- Branch Youth Development Camp	<input type="checkbox"/>	<input type="checkbox"/>	_____		
- State Youth Excellence Program	<input type="checkbox"/>	<input type="checkbox"/>	_____		
- State Leadership Excellence Program	<input type="checkbox"/>	<input type="checkbox"/>	_____		
- National Leadership College	<input type="checkbox"/>	<input type="checkbox"/>	_____		
- National Leaders Masterclass	<input type="checkbox"/>	<input type="checkbox"/>	_____		

Youth & Membership	Yes	No	Suggested Action	Performance Indicator	Notes
<p>Will your club nominate members to attend the below programs in the next season:</p> <p>If YES, how many for each:</p>					
- Branch Youth Development Camp	<input type="checkbox"/>	<input type="checkbox"/>	_____	If NO, describe reasons for not sending members:	
- State Youth Excellence Program	<input type="checkbox"/>	<input type="checkbox"/>	_____		
- State Leadership Excellence Program	<input type="checkbox"/>	<input type="checkbox"/>	_____		
- National Leadership College	<input type="checkbox"/>	<input type="checkbox"/>	_____		
- National Leaders Masterclass	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Do the Members that have attended the programs report back to the Club Executive about their attendance and learning's from the program?	<input type="checkbox"/>	<input type="checkbox"/>	<p>If YES, provide a copy, and share in newsletter, annual reports or where appropriate.</p> <p>If NO, request a report following each program.</p>	Copy of members report/s.	
Do the members that have attended the programs hold leadership roles within the club/ branch/ state?	<input type="checkbox"/>	<input type="checkbox"/>	<p>If NO, approach program participants with offers of available positions that are suitable and of particular interest to the member eg. PC's are a great start.</p>	Provide list of positions held by member/s.	
Does your club conduct its own youth/leadership development program?	<input type="checkbox"/>	<input type="checkbox"/>	<p>If NO, consider running a program</p> <p>If YES, provide an overview</p>	Club Youth/leadership program outline provided.	
Does your club conduct an Office Bearers induction session at the start of the season?	<input type="checkbox"/>	<input type="checkbox"/>	<p>If NO, design and implement one.</p> <p>If YES, provide a brief overview.</p>	<p>Office bearer's workshop conducted.</p> <p>Sample program provided.</p>	
Does the club conduct formal/ social events for the following areas within the club?				Facilities list for members/ plans/ attendance registers.	
- Lifesaving	<input type="checkbox"/>	<input type="checkbox"/>	If YES, provide an overview.		
- Youth Development	<input type="checkbox"/>	<input type="checkbox"/>			
- Surf Sport	<input type="checkbox"/>	<input type="checkbox"/>			
- Junior Activities	<input type="checkbox"/>	<input type="checkbox"/>			
How many members aged between 17 and 30 are Patrol Captains?			_____	<p>If None or very few, train members up as Vice Patrol Captains. Approach members who have been on leadership programs or show leadership potential.</p>	Number of members between 17 and 25 who are Patrol Captains.
How many members under 25 years of age hold positions on committees or the executive?			_____	<p>Look at training members up to take on major roles in the under 25 age group. Approach members who have been on leadership programs or show leadership potential.</p>	Number of members under 25 who hold positions on club committees.
Does the club have the following facilities for members					
Training Room	<input type="checkbox"/>	<input type="checkbox"/>	Numbers		
Common Room/ Member Space	<input type="checkbox"/>	<input type="checkbox"/>	_____	Access to facilities for members	
Gymnasium	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Kitchen (Incl. Fridge)	<input type="checkbox"/>	<input type="checkbox"/>	_____		
Bunk Facility	<input type="checkbox"/>	<input type="checkbox"/>	_____		

Youth & Membership	Yes	No	Suggested Action	Performance Indicator	Notes
Does the club have a business plan?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, design and implement one.	Development Plan provided	
Do the junior members integrate well with the senior members?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, include strategies in club development plan. Incorporate Nipper Captains and Cadets to integrate with the seniors. YEP is also a great tool for this transition.	Development Plan provided	
Is youth development included in the club development plan?	<input type="checkbox"/>	<input type="checkbox"/>	If NO, conduct a planning session.		

NOTES:

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Thank you for taking the time to complete this audit. Please forward to your regional Lifesaving Development Officer once completed.

Annexure 2: Conducting Your Own Program

This is a guide to assist both clubs and branches coordinator/s when conducting Youth Development programs.

PREPARING FOR A PROGRAM

Before a program can be conducted, a great deal of preparation must be undertaken to ensure that it runs smoothly, meets guidelines, is catered for and will be of benefit to the participants, whilst also being a lot of FUN. When preparing a program the various things that need to be thought about and investigated include, but are certainly not limited to the program, location, timing (including length and time of season), catering, transport, funding, applications and course kits for both participants and leaders.

When preparing a program, it is very beneficial to form a program committee to assist with the development, preparation, organisation and running of the program, as well as ensuring that the program will be developed to coincide with the appropriate age group needs. Please find attached a *Sample Action Plan* – Appendix A, to assist with the planning process.

The Program

The main aim of any program is to have fun and enhance the participant's lifesaving and leadership skills through a balance of both theory and practical sessions. Things to remember when planning a program include:

- Mornings are best for outdoor activities.
- Keep night sessions to a minimum after heavy days in the sun.
- Be flexible for unexpected situations, i.e. rain, big surf etc. and put contingency plans in place
- Begin your program on basic concepts and build on them as you progress.
- Before you start your program, work out your daily schedule. Remember to think about who will run each session, how long it will go for, and what resources will be required.

A *sample program* is found in Appendix B that can be tailored for your program. Remember programs can run over time so be prepared for this to happen. Flexibility is key! Always have extra activities planned as fillers in case something unexpected happens.

Leaders & Instructors

A program cannot run or function without leaders & mentors. A group of leaders needs to be diverse in age and gender to ensure that interest throughout the program is maintained and the best is brought out in all participants.

Getting the right balance can be tricky, but generally there should be one mentor allocated to one leader for every ten participants under the age of 18 (note that junior leaders could be included as an assistant to the main group leader) who will lead their group throughout the activities.

As the leaders are the role models for the program, it is important that all leaders (except where they are preparing for other activities or in exceptional circumstances) should be seen to be doing the right thing and participating where required. However, at the same time, a balance needs to be kept so that leaders are distinguished from

participants. This becomes extremely important for matters such as discipline (remember to put limits on what discipline leaders can do to ensure that they maintain a good relationship with other members in their team).

The minimum ratio of leaders to participants (under 18 years of age) should be 1:10. However, if water activities or high-risk activities are being undertaken, then it is important that more members are involved or other policies such as the SLSA Water Safety Policy are observed.

Finances and approvals of a program

The decision to run a program will be time consuming, but at the same time very rewarding. Once you have decided to run a program the finances of the program are important, as is the approval from your club or branch. Your branch officers or local Lifesaving Development Officer can assist with any part of your program including approvals and finances.

Running a program can be quite expensive and raising funds is essential to run any program (including donations from club, branch, or SLSQ, sponsors or through grants). Any fee that you wish to charge should be realistic so that you can engage the desired number of members to run the program. This could potentially be linked into the club's recognition system as well as a way to reward the contribution of members throughout a season through the offer of subsidies for example.

A *sample budget* is found in Annexure C.

Availability of Space

Depending on the number of participants expected, allowance must be made to accommodate all participants and leaders. It is highly recommended that participants (under 18) and leaders (over 18) occupy separate dorm rooms, but it is a requirement that at all times, male and female dorms are separated. Other self-explanatory requirements are meal preparation and dining facilities, showers and toilets and preferably enough indoor space for training (just in case the weather isn't picture perfect). Make sure that when setting your numbers that you restrict them to the space that you have available or that the venue is selected to accommodate the number that you will have engaged in the program.

Equipment for a program

Minimum equipment that you will need will vary depending on the number of participants and the style of program that you want to run. It is also dependent on the location of the program, because if you are in the bush where there is no water, there is not a high demand or need to have rescue boards. Some general resources that may be beneficial to any program include:

- Butcher paper and pens
- Writing paper and pens for participants (you may encourage them to bring their own)
- Projector, screen, computer & speakers
- Educational pamphlets/handouts
- Get to know you and team work games
- Whistles, bell or other signaling devices
- First aid kit and oxy-viva
- Prizes & lollies.

Catering

Some camps will cater for you at a very reasonable charge for what you get, whilst others have facilities there to allow you to prepare and cook your own meals. If you fall into the category where facilities are provided, then it can often be of benefit to you as a coordinator, to get some assistance from parents or helpers to prepare meals, which will allow you to focus on the running of the program.

When organizing meals, take into account the full number of participants, their age group, the activities being undertaken, the climate, etc. It is always a good idea to cater morning tea and afternoon tea with plenty of fruit. Meals should be adequate enough to ensure participants and leaders alike are not still hungry after main meals, as their energy levels need to be kept high to ensure that they can partake fully in all activities.

Ensure plenty of fluids are available for the participants throughout the day and night. Dehydration can be a serious problem if conducting the program in the outdoors or in a hot climate.

Training aids

Prepare a list of all training aids that you will require for the camp including items such as handouts, DVD's, slides, pamphlets, posters and charts. All should be viewed and included where possible. These aids assist in reinforcing ideas given by the leaders. An easy way to ensure all members receive the hardcopy material, as well as the program, etc. is to prepare a printed book (part of the camp kits) for them which include note paper, and required learning materials etc.

Applications

The type of advertising for your program should be simple. Use a circular/ email and other available resources such as club or branch websites/ newsletters to distribute to all targeted members. You may wish to ensure that people are assigned to follow up with the targeted age group closer to the closing date, to ensure that the nominations are being received. Why not copy an invite and give to each of the Club's Patrol Captains or Age Managers to ensure that they are recommending/ inviting members to the program.

Using an application form is the best way to ensure definite numbers, approval of the parents/ guardians, and medical information required for participation in the program. When members' register for the program the application form should be forwarded to the camp coordinators and payment either requested when receiving the nomination, or invoiced at a later stage. Once paid, a receipt should be issued. Remember, that if someone pulls out at the last minute and you have an application form, you may wish to still charge them as you had intended on that person attending and catered accordingly.

Sample application forms can be found in Annexure 3 & 4.

Leaders Meeting

You should now be well on your way to having your camp ready. Once applications have been received for leaders, it is a good idea to have a meeting upfront with them to explain their roles and what is expected of them throughout the program. Things that the co-ordination team may wish to discuss with leaders are:

- Explain day by day details of the program and list of equipment needed for each session
- Allocation of roles & sessions
- Reinforce safety at the program and any particular risk management strategies to be used

- Keep the leaders up to date on the progress of the program
- Reinforce the applicable Codes of Conduct and the need for a responsible attitude.

Leaders de-briefs are handy throughout the program as they will assist to keep things flexible and enable you to all share any concerns or requests for assistance with group dynamics or leadership skill sets. These are generally best done at the end of the day so that the next day can be discussed as well.

Camp Kits

A camp kit is about giving the participants and leaders things that they may need throughout the program, including writing utensils, pens, water bottles, camp program etc. Other things that may be included are gifts that have been purchased/ donated for the participants and leaders such as shirts, towels, hats etc.

CONDUCTING A PROGRAM (THE REAL DEAL)

You have done the preparation, catering, selection of participants and leaders... it's now time to get ready to inspire as the program has now arrived.

Venue preparation

The venue should be clean and tidy upon arrival. If it is not tidy, how can you expect participants to respect the venue and keep it clean? Check and prepare all equipment/resources and if possible or necessary set it up where you intend to use that resource.

Expectations & Icebreakers

Upon arrival at the site, the participants as well as the leaders and coordinators will be excited (and why wouldn't they be). Generally the first session should run over the camp rules, safety and expectations of the program, the giving out of the camp kits and of course introduction of the leaders/ mentors and coordinators to the participants (outlining the differences in their roles). Remember to emphasise in this introduction that 110% effort and participation is expected from all participants.

Once the 'necessary' things are covered, you can move onto icebreakers within the group. Example icebreakers can be found in the Annexure 5 Conducting Ice breaker Activities and SLSQ Games Manual both can be found:

SLSA Members Portal - Library > Member & Club Development > Youth > SLSQ

Bed allocation & sleeping

Once you have undertaken the icebreakers, allow the participants to get their gear settled into their dorms (remember to stress that males and females should not enter each other's dorms). Ensure that rooms are allocated to allow members to interact and get to meet others from the club or branch that they would not normally mingle with. Just a reminder, dorms should be for sleeping only and should not be entered without the consent of the leaders or coordinators.

Difficulties can sometimes be experienced because of the excitement, with participants not wanting to go to sleep. This can be acceptable, but remind participants that there are still big days ahead and their involvement will not be overlooked if they are tired. If participants do choose to stay up, ensure that they keep noise to a minimum, so as not to distract from those attempting to sleep. Set a lights out time of 10:00 pm.

Meal times

Meals will arrive throughout the day for the participants. Participants should ensure that they leave dining areas clean and tidy when they finish (including washing up their plates, etc.). It is often easier to assign groups to this task on a rotational basis.

Before the camp (by way of the application form) find out if any participants have any dietary needs or allergies to foods. This information must be passed onto the cooks/ chefs prior to the camp. Also the choice of food needs to suit the majority of the participants. Choose food that is easy to prepare or can be frozen (if freezers are available at the venue), and is healthy.

Choosing activities

When choosing activities ensure that the activity will suit the majority of the group. Teamwork activities that are easy should be used at the start before slowly increasing the level of involvement throughout the program. Take into consideration the number of participants, the skill level of the participants and the time of day you want to do your activities.

There are a number of leadership, team work and cooperation activities that can be found on the web or in SLSQ Icebreaker Activities (Annexure 5 – Conducting Ice Breaker Activities) and Games Manual (Members Portal – Library – Member & Club Development – Nippers – QLD)

Smaller more intense activities are a great way to break up sessions and involve all the participants such as “minute to win it”.

Exercise and morning fitness

Morning fitness can be a great way to get the participants ready for breakfast. Being lifesavers, most members will be used to early mornings from training, patrols, etc. If you choose to do morning fitness, make it fun! The session should consist of a warm-up, stretching and cool down. Good fun activities can include morning aerobics, touch football; something with team involvement is best

Sessions

Depending on the venue and your budget, some activities may be conducted by the venue staff. These are a good idea to utilise, as they generally focus around building leadership skills and teams. This also allows you to see how the teams are working together without being involved in designing and coordinating an activity. If you are going to run your own activities, make sure that you have prepared the activities and the required gear and equipment in advance, and that a risk assessment has been preformed.

Make sure that you have a backup plan, especially if it is your first program, so that if something goes wrong that you did not foresee, you can change the program at a moments notice.

Most importantly, make sure any activity is interesting and contains the appropriate content required to make it fun, interactive and educational for all involved.

Guest Speakers/Forums

Guest speakers allow you to break up your program, and invite a distinguished person from either within Surf Life Saving or outside of the organisation to speak with your participants. The topic should be relevant to the program that you are running.

Another way of involving others is to have an open forum throughout the program. This is a way of getting maximum integration from participants asking questions with panel members of specific expertise. The open forum gives you a chance to listen to what your target age group likes or dislikes as well as any recommendations from the organisation. Ideal guests to invite to a forum include directors from your club or branch in areas of education, lifesaving, membership as well as presidents and deputy presidents.

Duties

You may wish to prepare a roster for the duties, which include, cleaning dorms, showers, toilets, kitchen, training rooms and the general surrounds of the venue. The leaders are to supervise the duties to ensure that they are completed correctly and to a level satisfactory for the venue to avoid incurring additional cleaning charges. A good rule of thumb, is to leave the venue in the same condition or better than when you arrived. .

Presentation

All participants should receive a certificate of participation at the conclusion of the program. Other fun certificates can also be presented, for various awards including 'best helper', 'loudest snorer' or any other fun awards – these may in time grow to become perpetual awards. Remember that you should also recognize your leaders with a certificate for their valuable assistance over the course of the program and to recognize that they have given up their personal time. Ensure that any other helpers such as people who cooked, provided equipment, transport, sponsorship, and the venue are thanked for their invaluable support.

Make sure that you get photos of your group and their gifts and certificates.

Extra things to remember at the program

- Have a camera on hand to take photos of the participants and their activities during their weekend camp. These will then become great memories but also a promotional tool for the next season. If you have a spare person available assign them the role of photographer/ videographer.
- Interact with all the participants either through activities or forums.
- Invite special guest/s to talk to the group. These special guests are people that they would not see around their clubs normally. Visitors provide variety to the camp.
- Most of all enjoy the camp! If the coordination team and leaders are having fun then this will rub off on the participants. You will be inspired by the youth attending the program so learn from them as well.

EVALUATING YOUR PROGRAM

Once your program is finished, it is necessary to gauge feedback of the participants and leaders. Gaining feedback can be done in two ways, and should generally be anonymous to get the best feedback. Programs such as *survey monkey.com* can make it easy to send a link to a digital survey for your participants and leaders alike to complete upon the conclusion of the camp. However, traditional feedback forms work well, as they can ensure the completion before the participants leave the venue.

Feedback should be tailored to your program so that you can gauge what was liked and disliked in your program, including accommodation, food, activities, etc.

Once feedback is received for the program, work on incorporating as much of the feedback into your program as you can this will ensure that participants of future programs will benefit from what past participants have said.

SPREADING THE WORD ABOUT YOUR PROGRAM

Best practice would also see that members who have participated in the program tell everyone how much fun they had and what they have learned while away. Request that members who attend Branch, State or National Programs provide a report to the Club Executive to ensure that they have the opportunity to express the benefits and their thanks for being involved.

At the conclusion of your program a written report, which includes feedback and recommendations for future, is also a good to share with your club/ branch executive to keep them abreast of the program outcome.

APPLICATION

LEADERS

Leader Name

Leader Club

Let's get some details about you

(all fields are compulsory)

Surf Club

Branch

Surname

Given Names

Address (Postal)

State

Postcode

Email Address

Phone (Home Or Work)

Phone (Mobile)

Gender (male or female)

Shirt Size (ie Ladies 8, 10, etc or Mens S, M, L, XL, etc)

Date Of Birth

Age

Preferred Method of Communication (ie. post or email)

Occupation

What are you studying (if you're a student)?

Screening Requirement (Exemption Notice)

Exemption Notice Date

What about some details for your emergency contact

(all fields are compulsory and are collected to make contact in an emergency only and are strictly confidential)

Emergency Contact Name

Relationship

Emergency Contact Phone Number (Mobile)

Emergency Contact Phone Number (Home/Work)

Address

State

Postcode

Any relevant family history

APPLICATION

LEADERS

Leader Name

Leader Club

Tell us about your lifesaving experience

Number of years involved in lifesaving

Your current membership category

Current Lifesaving Awards Held

Leadership positions held in the past 2 seasons

What future positions are you working towards in lifesaving

Have you previously been involved (as a participant or leader) in any club, branch, state or national programs in Surf Life Saving (if yes, please specify program and year)

Why do you want to be a leader in this year's program



APPLICATION

LEADERS

Leader Name

Leader Club

Tell us about your medical history (just in case)

I am up to date with my immunisations

(answer: yes, no or unsure)

- ☐ Allergic conditions including food
- ☐ Skin condition
- ☐ Epilepsy, fits or blackouts
- ☐ A current illness (i.e flu)
- ☐ A disability or chronic illness
- ☐ Diabetes
- ☐ Asthma
- ☐ Other

Date of last anti-tetanus injection

Do you suffer any of the above

(tick those that apply)

If you do suffer a condition, please give more details

(if necessary attach an additional sheet)

Any other relevant medical history

Do you have any special dietary requirements

Medicare Number

Private Health Insurance

Are you insured against accidents for activities other than the Surf Life Saving Insurance Policy?

(if yes, please indicate the name of the company)

DECLARATION: I hereby authorise the obtaining on my behalf of such medical assistance as I may require in the event of accident or illness. I authorise the administering of such medical treatment including the use of anaesthetic, as may be deemed necessary by the Medical Officer attending. I agree to pay the cost of any such medical assistance and any associated costs and expenses and to reimburse Surf Life Saving Queensland Inc. for any such costs and or expenses incurred.

Leaders Signature

Date

APPLICATION

LEADERS

Leader Name

Leader Club

Leaders Declaration

DECLARATION: I hereby declare that the information contained in this application is true and correct to the best of my ability at the date of signing it. I acknowledge that by submitting my nomination to attend this program that I will abide by any requirements of Surf Life Saving Queensland, including all policies, codes of conduct, etc.

Participant Signature

Date

Club Endorsement

Surf Life Saving Club

Contact

Position within club

Club Contact Signature

Date

Do you have any comments about this Participant



APPLICATION

LEADERS

Leader Name

Leader Club

Payment details?

☐ SLSQ to Invoice Club

OR

☐ Credit Card (complete credit card details below)

\$150.00

Amount per leader

Credit Card Type (Visa, MasterCard or Bankcard)

Name of Credit Card

Signature of Credit Card Holder

Note: Only Visa, Mastercard, or Bankcard will be accepted.

Card No:

Please print
number on top
line and colour in
circle with correct
number below

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Expiry Date: ____/____
(MM) / (YY)

Please return with form to Troy Draman at Surf Life Saving Queensland by either:

Fax (07) 5566 1014

Email tdraman@lifesaving.com.au

APPLICATION

PARTICIPANTS

Participant Name

Participant Club Participant Preference (Club Use Only)

Please rank this applicant in preferential order

Let's get some details about you

(all fields are compulsory)

1 2 3 4 5

Surf Club

Branch

Surname

Given Names

Address (Postal)

State

Postcode

Email Address

Phone (Home Or Work)

Phone (Mobile)

Gender (male or female)

Shirt Size (ie Ladies 8, 10, etc or Mens S, M, L, XL, etc)

Date Of Birth

Age

Preferred Method of Communication (ie. post or email)

Occupation

What are you studying (if you're a student)?

Screening Requirement (Exemption Notice)

Exemption Notice Date

What about some details for your emergency contact

(all fields are compulsory and are collected to make contact in an emergency only and are strictly confidential)

Emergency Contact Name

Relationship

Emergency Contact Phone Number (Mobile)

Emergency Contact Phone Number (Home/Work)

Address

State

Postcode

Any relevant family history

APPLICATION

PARTICIPANTS

Participant Name

Participant Club

Tell us about your lifesaving experience

Number of years involved in lifesaving

Your current membership category

Current Lifesaving Awards Held

Leadership positions held in the past 2 seasons

What future positions are you working towards in lifesaving

Have you previously been involved (as a participant or leader) in any club, branch, state or national programs in Surf Life Saving (if yes, please specify program and year)

Why do you want to be a participant in this years program

APPLICATION

PARTICIPANTS

Participant Name

Participant Club

Tell us about your lifesaving experience

Why do you want to be involved and represent the young people of your Club?

What will you do with the ideas and skills you learn once you return to your Club?

What specific issues are important to you in your club and across the State?

1.

2.

3.

Tell us three interesting facts about yourself that others may not know (make only one fact related to Surf Life Saving)

APPLICATION

PARTICIPANTS

Participant Name

Participant Club

Tell us about your medical history (just in case)

I am up to date with my immunisations

(answer: yes, no or unsure)

- ☐ Allergic conditions including food
- ☐ Skin condition
- ☐ Epilepsy, fits or blackouts
- ☐ A current illness (i.e flu)
- ☐ A disability or chronic illness
- ☐ Diabetes
- ☐ Asthma
- ☐ Other

Date of last anti-tetanus injection

Do you suffer any of the above

(tick those that apply)

If you do suffer a condition, please give more details

(if necessary attach an additional sheet)

Any other relevant medical history

Do you have any special dietary requirements

Medicare Number

Private Health Insurance

Are you insured against accidents for activities other than the Surf Life Saving Insurance Policy?

(if yes, please indicate the name of the company)

DECLARATION: I hereby authorise the obtaining on my behalf of such medical assistance as I may require in the event of accident or illness. I authorise the administering of such medical treatment including the use of anaesthetic, as may be deemed necessary by the Medical Officer attending. I agree to pay the cost of any such medical assistance and any associated costs and expenses and to reimburse Surf Life Saving Queensland Inc. for any such costs and or expenses incurred.

Participant Signature

Date

APPLICATION

PARTICIPANTS

Participant Name

Participant Club

Participant Declaration

DECLARATION: I hereby declare that the information contained in this application is true and correct to the best of my ability at the date of signing it. I acknowledge that by submitting my nomination to attend this program that I will abide by any requirements of Surf Life Saving Queensland, including all policies, codes of conduct, etc.

Participant Signature

Date

Club Endorsement

Surf Life Saving Club

Contact

Position within club

Club Contact Signature

Date

Do you have any comments about this Participant

APPLICATION

PARTICIPANTS

Participant Name

Participant Club

Payment details?

☐ SLSQ to Invoice Club

OR

☐ Credit Card (complete credit card details below)

\$220.00

Amount per Participant

Credit Card Type (Visa, MasterCard or Bankcard)

Name of Credit Card

Signature of Credit Card Holder

Note: Only Visa, Mastercard, or Bankcard will be accepted.

Card No:

Please print
number on top
line and colour in
circle with correct
number below

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1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
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Expiry Date: ____/____
(MM) / (YY)

Please return with form to Troy Draman at Surf Life Saving Queensland by either:

Fax (07) 5566 1014

Email tdraman@lifesaving.com.au

Annexure 5:

Conducting Ice-Breaker Activities

The Birthday Game

Purpose:

The Birthday Game offers an opportunity to break down the initial barriers between a group.

Difficulty:



Resources:

- 1 chair per person

Time:

Setup/ Briefing: 2 mins

Activity: 15 mins

Debriefing: 2 mins

Task/ Execution:

1. Form a large circle with chairs (appropriate to the number of participants).
2. Ask the members to take a seat; anywhere, next to a friend if they so wish.
3. Inform them that this game is active, dynamic and full of fun and it will make them laugh. Allow anyone else (for whatever reason) to opt out.
4. Introduce the game; get them to all stand on the chairs. Imagine the central area encased by the chairs as the sea. But this sea is full of hungry sharks. The chairs represent rocks that will protect them. The idea of the game is for the group to organise itself in such way that from one point of the circle, they are eventually in birthday order (not year, only date and month eg 22nd July). Don't tell them which is the starting point....let them work that out themselves. They must not fall into the sea!
5. From the starting point, ask each person to introduce themselves and state their birthdate (date and month, not year)
6. Were they successful?

Review

- Look at the way the group interacts.
- Any quiet ones? Any loud ones? Anyone took leadership?
- Who opted out (and therefore may be a bit uncomfortable or sensitive about touchy feeling things)?.
- It is surprising how few people take the "opt-out" option!

Speed Networking

Purpose:

To briefly introduce all participants to the majority of the group with a personal introduction. With the brief introduction participants will be able to easily continue conversations afterwards.

Difficulty:



Resources:

Stop Watch

Timers Bell for changovers

Time: dependent on group size

Setup/ Briefing: 5 mins

Activity: 1 – 2 minutes per conversation

Debriefing: 5 mins

Task/ Execution:

Setting up the Groups

1. Divide the participants into 4 evenly numbered groups (group numbers 1 to 4)
2. Have each group form a circle
3. Move each group so that they are the following
 - Group 1 is the inner-circle of Group 2
 - Group 3 is the inner circle of Group 4
4. Once groups are settled and formed inner and outer circles, ensure that each person has someone in front of them.

Speed Networking – continued

Running the Activity

1. Each conversation is to last 1 – 2 minutes (depending on group size, a suggestion would be to adopt 2min per conversation for a number of participants less than 20 and 1min for a number of participants greater than 21)
2. At the completion of the conversation period, the out circles are to move to the next inner circle person to their left.
3. Once the outer circle has had a conversion with each inner circle participant it is time to move the groups. At this time it is to change with both of the inner circles (groups 1 & 3) changing positions hence the configuration should be
 - Group 1 is the inner-circle of Group 4
 - Group 3 is the inner circle of Group 2
4. After a another round of conversations, rotate groups to the final configuration being
 5. Group 1 is the inner-circle of Group 3
 6. Group 2 is the inner circle of Group 4

At the completion all participants should have had a conversation with everyone but their own group.

Review:

Body Parts

Purpose:

Body Parts is an activity aims to assist teams break down the personal space of participant's while having fun.

Difficulty:



Resources:

Body part list x 2

Time

Setup/ Briefing: 5 min

Activity: 10 min

Debriefing: Nil

Task/ Execution:

- Two body parts will be read out, when the second body part is called partners must connect these two body parts together; ie
Participant 1 Hip to Participant 2 Hip + Participant 1 Hand to Participant 2 Hand
- You are not allowed the same partner in consecutive rounds
- The slowest couple will be eliminated, with the last remaining couple being the winner

Calling out the body parts

- Print out two copies of the attached body parts names
- Cut into individual pieces
- Place each body part copy into two different buckets or hats
- Have two different facilitators draw and call out the body part names

Review

Body Parts – list

Left Hand	Right Hand
Left Foot	Right Foot
Left Knee	Right Knee
Forehead	Cheek
Left Thigh	Right Thigh
Left Elbow	Right Elbow
Left Ear	Right Ear

Broken Squares

Purpose:

Broken Squares aims to develop team building and promote group dynamics

Difficulty:



Resources:

- Cardboard
- 2 syndicate rooms and classrooms (if not available provide sufficient clearance between the groups)
- 6 x Envelopes to put card pieces in

Time:

Setup/ Briefing: 10 min

Activity: 30 min

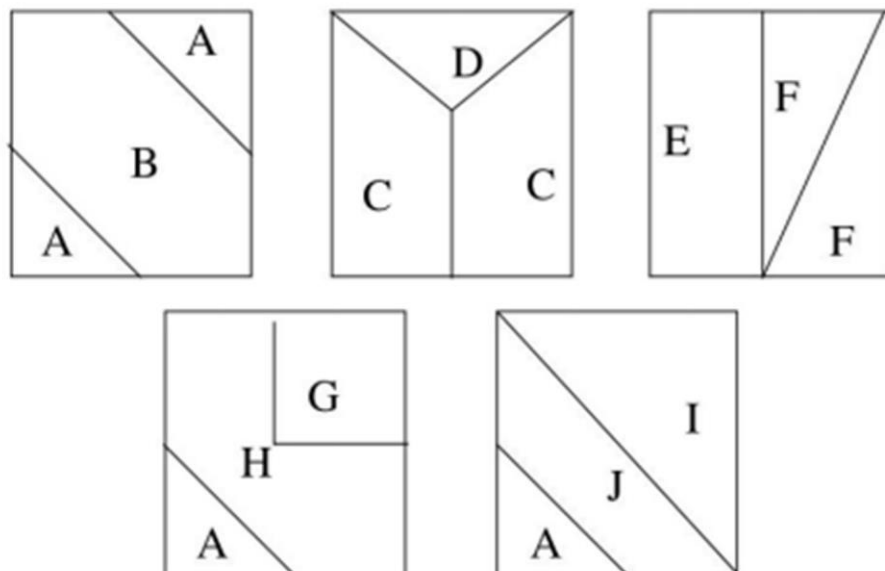
Debriefing: 10 min

Set up:

Cut five (5) cards as follows;

- a) Cards must be 15cm square;
- b) Mark lightly and cut as shown below; and
- c) Arrange in envelope as follows;

1. I, H, E
2. A, A, A
3. A, J, C
4. D, F, C
5. G, B, F



Broken Squares – continued

Briefing:

All members in your group have been given an envelope, in this envelope is three cards.
Each person in your team is to make a square from the pieces provided

Activity:

1. There will be no taking or asking for other team members pieces, either by force or non-verbal persuasion.
2. You may only take a piece when it is offered to you!

Review

- Check if Instructions were clear
- What did you learn from this exercise?
- How did you feel about giving up your squares?
- Was it important for anybody to complete the squares by themselves and why?
- What things could have been improved?
- Why did things break down?
- When should the leader have crossed?

Candy Introductions

Purpose:

Candy Introductions is a get-to-know-you game that helps people learn new facts about each other in an easy way.

Difficulty:



Resources:

- Lollies with about five different variations (color or candy type)
- Optional whiteboard

Time:

Setup/ Briefing: 2 mins

Activity: 10 mins

Debriefing: 2 mins

Set up:

Purchase several variety packs of candy, enough for each person to be able to have at least five pieces. They can be any lolly types, but not too many choices (limit it to around five or six different varieties). Alternatively, you can buy gummy bears, lifesavers, gumdrops, skittles, m&ms, or any other candy that already has a variety of colors.

Activity:

1. Pass around the candy and tell each participant to choose anywhere from 1 to 5 pieces of anything that they want. Instruct them not to eat it yet, though. After they have chosen their candy, you will tell them what each candy type/color represents.
2. If there is a whiteboard or chalkboard present, write on the board the following:
 - Red - Favorite hobbies
 - Green - Favorite place on earth
 - Blue - Favorite memory
 - Yellow - Dream job
 - Orange - Wildcard (tell us anything about yourself)
3. Each person takes turns introducing himself or herself, beginning with their name and then saying one fact for each candy type that they have.

Debriefing

- Look at the way the group interacts.
- Any quiet ones? Any loud ones?

Infernal Towers

Purpose:

To show participants some of the 'blocks' in communication that come from peoples tendency to assume that their 'reality' is the same as that of everybody else.

(In groups of 6)

Difficulty:



Resources:

- A large quantity of Lego or similar building bricks

Time:

Setup/ Briefing: 10 min

Activity: 20 min

Debriefing: 10 min

Task/ Execution:

Set up:

Divide the Lego into the required number of groups

Complete cards for each group member (multiply cards depending on how many groups), the specific card will provide the participant a task, as follows;

1. The tower must contain 20 Blocks
2. The tower must be ten (10) levels high
3. The tower must be built of white, red and yellow blocks only
4. The tower must be built of red and yellow bricks only
5. The sixth level of the tower must be a different colour from the rest
6. It is your task to build the tower. If other members of your team try to handle the bricks you, must stop them and insist on doing all the actual building yourself

If for any reason you want to have more or less than six (6) people on each team, you can vary the number of instruction cards. Feel Free to make you own instruction cards. The only criterion is that the respective instruction must be conflicting.

When you first assemble the teams, explain that they have to build a tower with Lego bricks (or their equivalent) and hand out the instruction cards, one to each player, adding that no one else is to know this information. Announce that the game will be played in silence, and let them get on with it.

Some examples of things that are likely to happen are that one player attempts to place a blue brick, only to have it removed, with apparent indignation, by another player. A third will try to stop anybody else from doing anything, and so on. One of a number of situations tends to repeat itself from game to game, and we use this afterwards to initiate discussion.

Infernal Towers – continued

Briefing

- You each represent different departments of a Surf Club who has just won the a grant to build the new “Your Surf Life Saving Club Towers”.
- You are required to develop a layout plan for “Your SLSC Towers” based on the outline provided. Each of you has a specific instruction regarding the task.
- This exercise will be conducted in silence.
- You have 20mins to complete this task and are not permitted to show your instruction’s to anyone

Debriefing

- How did you set out to do the task?
- How did you communicate?
- Who had the instruction to build the tower?
- How did you communicate that information?
- What factors helped in the performance of the task?
- What frustration did you feel?

Points to Watch

- a) Team integrity is important in this exercise.
- b) Watch for frustration or aggravation

Lifesaver Relay

Purpose:

Lifesaver Relay aims to break down the personal space of participant's while having fun

Difficulty:



Resources:

- Lifesaver lollies (ones with a hole in the middle) – 1-3 packets
- Toothpicks – 1 per person

Time:

Setup/ Briefing: 5 mins

Activity: 10 mins

Debriefing: Nil

Task/ Execution:

Set up:

1. Divide the participants into groups of 5-7
2. Hand out toothpicks to each participant
3. Hand out one lifesaver to each group
4. A replacement lifesaver will be given if the groups lifesaver breaks or hits the floor

Briefing:

- Like the rules of tunnel ball, each group must move the lifesaver to the end of the line, once at the end of the line the person at the end moves to the front of the line. This process is repeated until the person who was at the start of the line at the beginning is back at the start of the line.
- The group who does this process the quickest is the winner
- You are only allowed to pass the lifesaver to the next person using the toothpick
- The toothpick must stay in the participants mouth

Depending on time you may run a number of rounds of this activity

Debriefing - Nil

The Blind Trail

Purpose:

'The Blind Trail' aims to give participants the ability to develop better communication skills and leadership techniques.

Difficulty:



Resources:

- 150m rope
- 10 x star-pickets
- Blindfolds for all members of the group
- Large flat area

Time:

Setup/ Briefing: 10 mins

Activity: 60 mins

Debriefing: 10 min

Task/ Execution:

Set Up:

- Split team into two equal groups
- All members to be blindfolded prior to arriving at exercise area.
- Decide on two leaders.
- Decide who and how many will be mute.
- Divide group into lifesavers and swimmers.
- Start groups at opposite ends of exercise area.
- You can only use the equipment provided.

Briefing:

Brief to Lifesavers

You and your team are on a routine surf patrol and a number of swimmers look increasingly distressed. A few minutes pass and you find that you and your team will have to manage a mass rescue. The drowning swimmer can be found somewhere out in the surf defined by a rope. Your mission is to locate the group of drowning swimmers and lead them safely to the beach located at the end of the rope.

The Blind Trail – continued

Activity:

1. You must stay on the rope at all times.
 2. When you locate the drowning swimmers, you are to verify their identity and lead them to the beach. You will be allowed to return to the beach without a drowning swimmer.
- When you have located your drowning swimmer, you are to identify yourself as a lifesaver and will simulate passing them a tube to assist their floatation. You and your patient should hold hands to signify that they have been rescued and are secure. Both participants should maintain contact with the rope at all times.

Brief to Swimmers

You and some friends have decided to go for a swim in the surf just outside the red and yellow flags. You and your friends are caught in a rip that starts to take you out to sea. Lifesavers see your signals for help and begin to dispatch members to rescue you.

Your mission is to locate the group of lifesavers whilst allowing them to safely help you back to the beach, in this case, at the end of the rope.

Activity:

1. You must stay on the rope at all times.
2. When you locate the lifesaver, you are to verify their identity and lead them to the beach. You will be allowed to return to the beach without a drowning swimmer.

Control & Signals

When you have located your lifesaver you are to identify yourself as a swimmer and grab their tube (hand) to assist your floatation. You and your lifesaver should hold hands to signify that you have been rescued and are secure. Both participants should maintain contact with the rope at all times.

Debriefing:

- What do you think of your performance?
- How do you think your performance could have been improved?
- What sort of communication was there?
- Was it effective?
- How was your leaders performance?
- What assistance did the leader give?
- Where was the leader positioned and was this the best position?
- How did the mutes in the group feel?

The Boardwalk

Purpose:

'The Boardwalk' exercise promotes support for individuals and the need for effective communication.

Difficulty:



Resources:

- 2 x 10cm x 10cm x 3.66m beams
- 24 x 1cm x 76cm rope
- 1 x 5cm x 30cm board

Time:

Setup/ Briefing: 10 mins

Activity: 20 mins

Debriefing: 10 min

Task/ Execution:

Set up:

- Ensure beams are ready with ropes through pre-drilled holes.
- Approximate dimensions of track are 1.83m wide and 12.19 long
- in a winding path configuration.
- The area can be laid out by ropes/ tapes or marking the ground.
- A short plank is to be placed at the finish line approximately
- 61cm past the finish.

Briefing:

You are on a routine roving patrol and discover an unconscious patient surrounded by numerous stonefish and deadly marine stingers.

Mission: Your task is to reach the unconscious patient located face down on the mud flat. There is only one way in.

- You are not allowed to touch any of the ground, objects or ropes between the start of the hazardous area and the end.
- Any violations will incur a 1 minute penalty.
- You must go via the track.
- A fall or any rope touching the ground constitutes a penalty of 1 minute and all members must restart.
- During the 1 minute penalties, no action or talking is allowed.
- When you get to the end, everybody must be touching the unconscious patient at the same time.
- You may only use the equipment provided.

The Boardwalk – continued

Debriefing:

- What do you think of your performance?
- How do you think your performance could have been improved?
- What sort of communication was there?
- Was it effective?
- How was your leaders performance?
- What assistance did the leader give?
- Where was the leader positioned and was this the best position?
- How did the mates in the group feel?

The Croc Pit Rescue

Purpose:

The Croc Pit Rescue allows the participants to work on their planning, communication and team building.

Difficulty:



Resources:

- 5 x Star Pickets (or tall witches hats for indoors)
- 1 x 2m x 30cm x 5cm plank (paint yellow)
- 1 x 1 x 30cm x 5cm plank (painted red)
- 2 x milk crates (with internal supports manufactured)
- Roll of String
- Gymnastic mats (if completed indoors)

Time:

Setup/ Briefing: 10 mins

Activity: 20 mins

Debriefing: 10 min

Task/ Execution:

Set up:

Briefing:

You are a Rove Patrol in Tropical North Queensland, during the patrol you have come across a person on a small sand bar in the middle of a river. The tide is rising and you need to get your Rove Patrol to the person before it is flooded. The river (The river is defined by the pickets) is infested with crocodiles and box jellyfish. To make matters worse, your clubs IRB is out of action due to the IRB racers breaking it. Your Rove Patrol is to cross the river to get to the person in need of help. The tide is rising and will be over the sand bar in 20mins.

Activity:

- You are required to move your Rove Patrol, yourself and all your equipment across the river;
- You, any member of your team or any equipment is not to touch the string, pickets or river;
- If any equipment falls into the river, it cannot be retrieved and there will be no substitute;
- There will be a time penalty of 1minute applied per touch of the string, pickets or river and the member will return to the start;
- If a member falls into the river, he/she is lost and a one minute penalty will apply;
- During any time penalties there will be no activity and not talking;
- You may only pass safety between the top and bottom string & your Rove Patrol equipment;
- You can only use the equipment provided

The Croc Pit Rescue – continued

Debriefing:

- Check if Instructions were clear
- Ask if a leader was appointed/ elected (only use as a 'leaderless exercise) and why?
- How did the leader influence the outcome?
- How did he/she lead proceedings?
- What were some of the parts of his/ her leadership?
- What things could have been improved?
- Why did things break down?
- When should the leader have crossed?
- Gain outcomes from participants

Annexure 6: Development Program Flowchart

