



# **JUNIOR ACTIVITIES MANUAL**

**2017/2018 Season**



**QUEENSLAND**

# Welcome

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Surf Life Saving Queensland (SLSQ) is nationally and internationally respected as a leader in developing and delivering aquatic safety, lifesaving, and associated services. Junior Activities plays a key role within Surf Life Saving as it is the foundation for the future of our unique organisation. It is important that we ensure the promotion of social, emotional and physical growth and development in a healthy, safe environment.

The Surf Life Saving Junior Activities Program has been operating in Queensland since 1968. Currently in Queensland our junior members make up 33% (10,136) of our membership, boasting the largest membership total of all membership categories.

To ensure that Junior Activities thrive within Surf Life Saving, the following objectives have been designed to encourage and support our young members:

- Provide the best possible lifesaving experience for all Junior Activities members with the overarching aim being to encourage long-term active participation
- Provide opportunities for Junior Activities members to participate in enjoyable lifesaving activities and competition in an aquatic environment by offering a wide variety of activities suited to the skill and maturity levels of all juniors
- Ensure the juniors are safe on Australia's beaches through the provision of beach safety education programs
- Develop a team based philosophy encompassing leadership, camaraderie, teamwork and fun
- Promote social, emotional and physical growth and development in a healthy, safe environment

Surf Life Saving activities should be coordinated to ensure Junior Activities members have positive experiences regardless of their developmental status and should be focused on FUN and LEARNING. These learning opportunities should focus on personal improvement in both surf sports and lifesaving skills. Young people have differing learning needs, and these needs should be catered for throughout all Junior Activities programs.

SLSQ's Junior Activities Manual contains structures, systems, policies and resources prepared to welcome and introduce you to Surf Life Saving Queensland's Junior Activities area. It will familiarise you with Junior Activities within Queensland and help with your club's Junior Activities program. If there is any matter of concern or interest to you that is not covered within this manual, please contact your respective Branch, or Surf Life Saving Queensland.

It's a Ripper to be a Nipper,



**Rob Campbell**  
State Membership Services Officer  
*Surf Life Saving Queensland*



**Ray Fien**  
State Junior Activities Advisor  
*Surf Life Saving Queensland*



# SLSQ Statement of Commitment to Child and Youth Protection

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SLSQ has a responsibility to ensure the safety of all members, particularly children and 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 2011.

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 endeavours to provide a safe and supportive environment for children and young people through the implementation of its Child and Youth Risk Management Strategy that 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
- 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, reports 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 Blue Card Services to report the allegation (<https://www.bluecard.qld.gov.au>).

If you believe a child is in immediate danger or in a life-threatening situation, contact the Queensland Police Service immediately by dialling **000**.

Yours in lifesaving and member protection,



**JOHN BRENNAN OAM**  
Chief Executive Officer  
*Surf Life Saving Queensland*

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# GENERAL INFORMATION - Surf Life Saving Queensland

SLSQ's primary business is to ensure the safety and enjoyment of all who use the aquatic environment for leisure.

SLSQ is the controlling authority for Surf Life Saving activities in Queensland. SLSQ accepts its onerous responsibilities to lead the organisation and its members through key mission statements and operating principles. This Junior Activities Manual outlines the relevant operating procedures and principles for all Junior Activities programs in Queensland.

## VISION

"ZERO PREVENTABLE DEATHS IN QUEENSLAND PUBLIC WATERS"

## MISSION

Surf Life Saving Queensland will operate as a proactive and effective peak body leading the way in lifesaving service provision, education, sport, beach and water safety advocacy and community leadership.

## PURPOSE

We save lives, serve the community and contribute to the fulfilment of our members' personal ambitions.

## VALUES

- Community
- Respect
- Leadership
- Safety
- Teamwork
- Trust

## BRANCHES IN QUEENSLAND

In Queensland, there are 58 Surf Life Saving Clubs with just over 30,000 volunteer members. The clubs, along the coast from Port Douglas in the north to Rainbow Bay in the south, are organised into six branches. The branches are designed to assist clubs and SLSQ, 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
- Point Danger Branch

## CODES OF CONDUCT

**MANDATORY**

### SLSA Code of Conduct

Members and all people involved in any way with SLS will:

- a) respect the rights, dignity and worth of others—treat others as you would like to be treated yourself
- b) be ethical, considerate, fair, courteous and honest in all dealings with other people and organisations
- c) be professional in, and accept responsibility for your actions
- d) be aware of and follow—at all times—SLS' standards, rules, policies and procedures and promote those standards, rules, policies and procedures to others
- e) operate within the rules and spirit of the sport, including the national and international guidelines that govern SLS
- f) understand the possible consequences of breaching the Codes and/or this Policy
- g) report any breaches of the Codes or this Policy to the appropriate PPA
- h) refrain from any form of Abuse, Harassment, Discrimination and Victimisation towards others
- i) raise concerns regarding decisions of PPA through the appropriate channels and in a timely manner

- j) provide a safe environment for the conduct of activities in accordance with any relevant SLISA policy
- k) show concern, empathy and caution towards others that may be sick or injured
- l) be a positive role model to all
- m) respect and protect confidential information obtained through SLS activities or services; whether individuals and/or organisational information
- n) maintain the required standard of accreditation and/or licensing of professional competencies, as applicable to the role(s)
- o) ensure that any physical contact with others is appropriate to the situation and necessary for the person's skill development
- p) refrain from intimate relations with persons over whom you have a position of authority
- q) agree to abide by the Codes
- r) maintain a duty of care towards others
- s) be impartial and accept the responsibility for all actions taken.

### **SLSQ Codes of Conduct for Junior Activities**

All SLSQ Codes of Conducts can be found on the Member's Portal (<https://portal.sls.com.au/>):

- Admin, Directors and Officers
- Coach and Official
- Members
- Team Managers, Age Manager and Chaperones
- Youth Leaders

### **THE ROLE OF PARENTS AND CARERS**

The role of a parent/carer is critical to a young person's wellbeing and ongoing involvement. Supportive parent/carer provides essential care, education and enthusiasm. A challenge for a parent/carer is getting the right balance between disinterest and overbearing involvement, and being able to read their child's changing support needs. Age managers are encouraged to provide a full briefing to parents during the season outlining the age managers' expectations in relation to supporting the children and assisting with activities.

A parent/carer of an SLISA member will:

- Remember their child participates in surf lifesaving for their own enjoyment
- Focus on their child's efforts and performance rather than winning and losing
- Show appreciation for good performance by all participants
- Never ridicule or yell at their child or other children for making a mistake
- Respect officials' decisions and teach their children to do likewise
- Not physically or verbally abuse or harass anyone associated with the activities (e.g. coach, official, age manager, etc.)
- Be a positive role model for others

From time to time, age managers may need to deal with difficult parents who are being unsupportive, abusive, rude, etc. They must be supported by the club JAC/Committee to handle effectively in accordance with codes of conduct etc.

## **CHILD AND YOUTH RISK MANAGEMENT STRATEGY**

**MANDATORY**

SLSQ recognises that strategies and processes in the identification and management of risks of harm to children and young people are essential to the creation of a safe and supportive surf lifesaving environment. We acknowledge that our staff and volunteers provide a valuable contribution to the positive experiences of our junior activities and youth members. SLSQ is committed to ensure the protection, safety and welfare of our young members and believe that we must place the safety and welfare of children and youth above all other considerations. This is particularly important

considering over 40% of our total membership is under the age of 18.

The *Working with Children (Risk Management and Screening) Act 2000* (the Act) and the *Working with Children (Risk Management and Screening) Regulation 2011* requires regulated organisations and businesses to develop and implement a child and youth risk management strategy, which aims to keep children and young people safe.

To comply with the legislative framework, SLSQ and Surf Life Saving Club Child and Youth Risk Management Strategies must:

- Address SLSQ's commitment to creating a safe and supportive service environment within our organisation
- Strengthen SLSQ's capability to provide such an environment
- Assist clubs to manage any particular concerns with respect to the safety and wellbeing of children and young people who are involved with the organisation or business
- Promote the consistency of SLSQ's approach to risk management, both within the organisation and with respect to its requirements for compliance under the PBSA's Act.

Each club must include the eight minimum mandatory requirements within their Club Child and Youth Risk Management Strategy. The Act and the *Working with Children (Risk Management and Screening) Regulation 2011* outline the following eight minimum requirements as follows:

#### **Commitment**

- 1—A statement of commitment to the principles of safe and supportive service environments
- 2—Code of conduct capability
- 3—Recruitment, selection, training and management strategies that encourage best practice and enhance the safety and wellbeing of children and young people

#### **Concerns**

- 4—Policies and procedures for handling disclosures of suspicious harm

- 5—Policies and procedures for the occasions where there might be a breach of the organisation's Child and Youth Risk Management strategy

- 6—A planning process for high risk activities and special events

#### **Consistency**

- 7—Policies and procedures for compliance with Part 6 of the Commission's Act, which regulates the Blue Card system

- 8—Strategies for communication and support for all stakeholders including children and young people

## **JUNIOR ACTIVITIES COMMITTEE**

### **YOUR SURF CLUB**

Your Surf Life Saving Club forms a very important role within the local community and the Junior Activities program has the potential to involve many families who may not have any previous experience in Surf Life Saving. Therefore, it is extremely important to show new and existing members the diversity of the organisation and the opportunities that are available within the movement. It is also important that your club is professional and well organised in all activities – this will aid in ensuring our members keep coming back.

Each Surf Life Saving Club has their own distinct culture which has been built over time, covering a diverse range of areas including: education, development, lifesaving services, surf sports, training, Junior Activities, fundraising, safety, finance and governance. By communicating your club's vision and aims to all members, each and every person will be aware of the club's guiding principles. A Junior Activities induction or information day is a great way to communicate everything pertaining to Junior Activities to all families at the start of each new season. Refer to the Family Participation Program section for resources to assist. It would also be recommended to have a Junior Activities handbook to give each family when they join so they are aware of club processes and expectations.

For those holding formal Junior Activities positions, or involved in the general running of operations, the club's Constitution and by-laws will contain the rules and procedures that will govern the club's operations. It is important that position holders within the Junior Activities area understand the rules of the club and where they sit in relation to



other standing and/or sub-committees. It is also important that each position holder is presented with a position description – examples are provided within the SLSQ Child & Youth Risk Management Strategy and on the Lifesaving Pathways website.

## COMMITTEES WITHIN A CLUB

A well-run Surf Life Saving Club may consist of the following committees:

Executive Committee – responsible for looking after the financial and administrative particulars of the club, with the following office bearers:

- President
- Vice President
- Director of Administration
- Director of Finance
- Director of Lifesaving
- Director of Surf Sports
- Director of Education
- Director of Member Services/Junior Activities/Development

Management Committee – responsible for the operational duties of the club such as patrols, competition, etc. with the following office bearers:

- Club Captain
- Chief Training Officer
- Surf Sports Officer
- Junior Activities Chairperson
- Other Officers (including IRB, Board and Ski)
- Youth Development Officer

Sub-Committees – permanent responsibilities, accountable for the operation of specific aspects of the club. The following are suggested:

- Lifesaving Committee
- Competition Committee
- Judiciary Committee
- Finance Committee
- Life Membership Committee
- Club House Committee
- Junior Activities Committee
- Surf Sports Committee
- Selection Committee
- Social Committee

Sub-committees may be formed from time to time to complete particular tasks. Note that each club may have different structures and positions. To obtain further information regarding your club, contact your President directly and familiarise yourself with your club's constitution and by-laws.

## SLSQ COMMITTEES AND PANELS

As one of the largest volunteer organisations in Australia, we are dependent on the contribution of our volunteer members. From patrolling beaches to providing overall strategic direction for the organisation, our volunteers are at the forefront of our continuous improvement. A number of committees and panels provide SLSQ with input and direction for the organisation in a number of areas.

### JUNIOR ACTIVITIES ADVISORY PANEL

The State Junior Activities Advisory Panel comprises the State Junior Activities Advisor (Chair), State Junior Surf Sports Advisor, the Junior Activities Chairperson/representative from each of the six branches, and a

representative of staff, as recommended by the CEO, as the secretary.

The purpose of the panel is to advise and prepare recommendations pertaining to the area of Junior Activities. The panel will collaborate and provide a state-wide perspective for the development and safety of Junior Activities with links to the State Surf Sports and State Membership Services Committees through the State Junior Surf Sports Advisor and the State Junior Activities Advisor.

To find out who is your branch representative for Junior Activities, contact your club's Junior Activities Chairperson or Administrator.

## HOW DO I RAISE A MATTER OF CONCERN WITHIN MY CLUB OR WITH THE JUNIOR ACTIVITIES ADVISORY PANEL?

Any matters or concerns that relate directly to Junior Activities should firstly be raised with your Club Junior Activities Chairperson, who should be able to assist or direct you to the respective Branch Director of Junior Activities or representative. If they can't resolve the matter or assist, the item may then be placed on the agenda for discussion at the State Junior Activities Advisory Panel meeting if relevant.

## ADMINISTRATION

Junior Activities is the breeding ground for our future surf lifesavers, which means we need to ensure that we provide a safe and supportive environment for all Junior Activities members. A number of policies and guidelines exist to ensure all Junior Activities members participating in lifesaving activities are doing so in a fun, enjoyable and risk-free environment.

**MANDATORY**

### LEGISLATION, POLICIES AND PROCEDURES

All State and Federal legislation, as well as SLSQ and SLSA policies, are mandatory and must be adhered to. For further information on where you can access legislation, policies and procedures, please see your club Administrator or President.

### LEGISLATION

All legislation referred to in this guide can be found at: [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

### INSURANCE

#### PERSONAL ACCIDENT (U13) INSURANCE

Junior members under the age of 14 are covered by the association's Personal Accident and Public Liability. Insurance that provides coverage for non-Medicare medical expenses (i.e. dental, physiotherapy) are subject to a limit of \$5,000. These expenses must be incurred within 12 months of sustaining injury. For further information on insurance, visit: <http://www.jlta.com.au/slsa/>

### WORKCOVER

Members who are 14 years or older will need to claim through WorkCover. WorkCover claims must be submitted for an injury sustained during participation in an SLSQ approved activity. For current WorkCover claim forms, members should contact their club or branch/Regional Office.

The SLSQ WorkCover Guide can be found: **Members Portal > Library > Governance, Policies, Forms, SOP's and more > Guidelines > QLD**

### POLICIES

All SLSA and SLSQ policies referred to in this manual can be found on the SLSA Member's Portal: <https://portal.sls.com.au/> (Note: see Glossary for details about gaining access to the SLSA Member's Portal and further reference to policies see Resources section of this Manual).

## GRIEVANCE PROCEDURE

The SLSA– Member Protection Policy 6.05 explains what to do if you have a grievance about anything relating to Surf Life Saving. A grievance is any type of problem, concern or complaint about your involvement or the environment you are involved in. It can found on the Member’s Portal (<https://portal.sls.com.au/>).

## WORKING WITH CHILDREN CHECK & BLUE CARD

The Working with Children Check is a detailed check of a person’s police information (if any), including charges or convictions. This involves a check of relevant police information held by police services in Australia. The Commissioner also considers relevant disciplinary information held by certain professional organisations. In addition, information from police investigations into allegations of serious child-related sexual offences can be taken into account, even if no charges were laid because the child was unwilling or unable to proceed.

Surf Life Saving is a source of fun, enjoyment, health and well-being for all who choose to participate. In order to show commitment to the safety and welfare of members and others who engage with the association, SLSQ has developed the Blue Card Screening Policy (MS06). It has been created to protect all SLSQ individual members who are under 18 years of age from all forms of physical or mental violence, injury, exploitation and abuse (including sexual abuse) while under the care and conduct of any Surf Life Saving leader, trainer, age manager, team manager or coach.

Volunteers over the age of 18 years who work with children and young people must hold a blue card if their work falls into a category of regulated employment, regardless of how often they will come into contact with children and young people, unless an exemption applies.

Due to Surf Lifesaving’s unique nature and large, varying scope of activities, SLSQ has recognised and accepted that parent members who are actively involved in working with and/or supervising children are not, or are very unlikely to be, involved in the same or similar activities as their children from week to week. Therefore, parent members who are not involved in roles or functions listed in section 4.2 below are not required to complete the blue card screening requirements.

The following is a list of positions in Surf Lifesaving where the people in those positions, if over 18 years of age, must complete the screening procedures:

**MANDATORY**

- Committee Members
- Junior Activities Chairperson and Committee Members
- Junior Activities Team Managers
- Junior Activities Assistant Team Managers
- Peer Support Officers
- All leaders, instructors and chaperones involved in a “live-in” situation
- Junior Activities Chaperones
- Age Managers and Assistant Age Managers
- Junior Activities Coaches
- Junior Activities Assistant Coaches
- Cadet / Youth Officers
- Chief Training Officer and Training Officers
- Assessors
- Patrol Captains
- Patrol Members
- Coaches
- Assistant Coaches
- Chaperones
- Senior Team Managers
- Officials
- Water Safety Personnel (including IRB Crew)
- Photographers
- Administrators
- Caretakers (including Live-in)
- All Surf Lifesaving Paid Employees (including under 18’s).

*NOTE: SLSQ’s affiliated or recognised entities including Branches, Clubs and Supporters Clubs shall not add any further positions to this list without the prior written approval of SLSQ.*

For further information on Working with Children Checks, please go to Blue Card Services website: <https://www.bluecard.qld.gov.au>

## SLSA SUN SAFETY REQUIREMENTS

For all sun safety requirements, please refer to the SLSA Policy 2.01 – Sun Safety.

In Queensland, when visiting the beach or venturing into the ‘great outdoors’, there is a need to be sun safe. Too much exposure to the sun can cause serious damage to your skin and, in the worst case, may result in melanoma. Whenever you are going in the sun, make sure you take adequate precautions to avoid sun damage. By following the simple steps of ‘Slip, Slop, Slap, Slide, Slurp and Seek’, you can enjoy the beach and outdoors safely.

- *Slip* on a shirt  
Long-sleeved shirts will provide the best protection against harmful ultra violet (UV) rays.
- *Slop* on some sunscreen  
Apply sunscreen at least 15 minutes before going into the sun. For the best protection use 30+ sunscreen and be sure to re-apply every two hours or after swimming.
- *Slap* on a hat  
Wide-brim hats are best as they cover your head and provide shade for your face.
- *Slide* on some sunglasses  
Eyes are one of your most important assets and you have to take care of them. UV-protective sunglasses will help prevent your eyes from getting sun-damaged.
- *Slurp* lots of water  
When visiting the beach or staying out in the sun for extended periods, ensure that you drink plenty of water. Even if you are in the water, you can still dehydrate.
- *Seek* some shade  
Protective tents are a great way to protect you from the sun, but take care to ground them properly so they don’t fly away and cause injury to other beach visitors.

Recommendations:

- Avoid direct exposure to the sun during the hottest part of the day – between the hours of 10:00 am and 3:00 pm
- Clubs and branches are advised to ensure they have adequate measures in place to ensure the protection of Junior Activities members from the sun, e.g. Tents for shade cover, drinks stations on the beach, wearing of hats when not in the water

It is mandatory for all North Queensland Branch Junior Activities competitors to wear one of the following sun protection clothing options during beach events: Long sleeved club shirts, long sleeved rash shirts, or full length stinger suits.

**MANDATORY**

## SLSQ HEAT MANAGEMENT POLICY

SLSQ has a heat management policy, which aims to provide a framework for the effective management of activities where because of high temperatures, members may be at an elevated risk of heat illness. The objective is to modify the format of the activity so it may continue on a basis which minimises the risk of heat stress to participants.

For all heat management requirements, please refer to the SLSQ Policy ADM 17 – Heat Management Policy.

## MEMBERSHIP - SIGN ON/ REGISTRATION

All applications for membership of the association are to be made on the official SLSA Membership Application Form (signed by a parent or guardian) or via the Members Portal. In order for a child to be registered with the organisation and participate in the Junior Activities program, a copy of the child’s birth certificate must be sighted in order to determine the child’s correct age group for the season.

On completion of the SLSA Membership form, payment of membership fees, and acceptance by the club, members are registered under one of the membership categories and covered under the association’s insurance policies.



All clubs are required to pay SLSQ a junior registration fee. The fees are paid annually to Surf Life Saving Queensland to partially fund Junior Development Programs, assist with organisational sustainability initiatives for future development, and contribute towards the members' insurance premiums. Clubs are invoiced each year based on the final Junior Activities member numbers gathered from SurfGuard, and as published in the SLSQ Annual Report. Clubs should wait until a tax invoice is sent by SLSQ for the payment of these fees.

Members can now also renew membership, apply to join a club and check their details, awards and patrol hours online. Accounts can be created by visiting the Members Portal (<https://portal.sls.com.au/>).

**NOTE:**

- *The majority of clubs have in place a family membership fee structure, i.e. a set amount is paid to cover a family with each member of that family being registered according to their respective membership category*
- *Parents and guardians are able to create 'Family Groups' within the Portal. Once a family group is setup, the parent(s) or guardian(s) can manage all members in their family group including renewals and updating of details.*

## **TRANSFERS - MEMBERSHIP/COMPETITIVE**

Members may choose to transfer their competitive rights or full membership to another club. Clubs and members must adhere to the rulings as outlined in the Current Australian Surf Sports Manual and any other association bulletins/circulars.

A member of an affiliated club who desires to transfer competitive rights to another affiliated club during the currency of a competitive season must comply with the following conditions:

- Transfers of competitive membership shall take effect from the date approved by the controlling authority (Branch)
- Members are permitted two competition rights transfers per calendar year (January to December)
- Any further transfers in that year will be processed for effect in the next calendar year. An exception to this will be relocation due to employment/study/family commitments. Such transfers will be subject to consideration and approval by the branch and SLSQ of the member's losing club.

All transfers can now be processed electronically via SurfGuard. Members can also initiate this themselves on the SLSA Members Portal (<https://portal.sls.com.au/>)

## **AGE GROUPS**

The absolute minimum age for a child to join the organisation and partake in Junior Activities is 5 years old (U6), up to a maximum of 13 years (U14) on a seasonal basis. The age for a season is determined as at midnight on 30 September at the commencement of that season and they must participate in this age group. Participation in older or younger age groups is not permitted. E.g. A child turns 11 years old before 30 September of that season; that child will be registered in the U12 age group for that season. If a child turns 11 years old after the 30 September of that season, that child will be registered in the U11 age group for that season.

## **QUICK REFERENCE—BIRTHDAYS AND AGE GROUPS**

The below table indicates the birth year/month and relative age group for members in the 2017/2018 season.

AGE GROUP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
U6	2011	2011	2011	2012	2012	2012	2012	2012	2012	2012	2012	2012
U7	2010	2010	2010	2011	2011	2011	2011	2011	2011	2011	2011	2011
U8	2009	2009	2009	2010	2010	2010	2010	2010	2010	2010	2010	2010
U9	2008	2008	2008	2009	2009	2009	2009	2009	2009	2009	2009	2009
U10	2007	2007	2007	2008	2008	2008	2008	2008	2008	2008	2008	2008
U11	2006	2006	2006	2007	2007	2007	2007	2007	2007	2007	2007	2007
U12	2005	2005	2005	2006	2006	2006	2006	2006	2006	2006	2006	2006
U13	2004	2004	2004	2005	2005	2005	2005	2005	2005	2005	2005	2005
U14	2003	2003	2003	2004	2004	2004	2004	2004	2004	2004	2004	2004
U15	2002	2002	2002	2003	2003	2003	2003	2003	2003	2003	2003	2003

**NOTE:**

- A child cannot register as a member of the association until they have turned 5 years old. If a child turns 5 after 30 September they cannot register or partake in any lifesaving activities until the following season.
- If a club's Junior Activities program commences prior to 30 September then the child is still grouped into the age group of their age as at 30 September.

## AGE MANAGER

### AGE MANAGERS

The Age Manager has one of the most important jobs in Surf Life Saving – Age Managers are responsible for the caring and nurturing of our future surf lifesavers. The role of an Age Manager is to both develop our Junior Activities members into surf lifesavers and to provide a supportive environment in which they can learn and grow.

Age Managers are:

- Responsible for the care, safety, wellbeing and development of the Junior Activities members
- Responsible for facilitating the development of surf lifesaving skills (movement skills, surf awareness, etc.) and personal skills (e.g. confidence, teamwork, leadership)
- Fundamental in the delivery of a learning program that encourages and develops young surf lifesavers
- Responsible to seek out and utilise expertise from within your club for the delivery of programs

All persons responsible for a Junior Activities age group must hold an Age Managers Accreditation.

Age Managers must:

- be a minimum age of 15 years old, however it is strongly recommended that those under the age of 18 be accompanied by a mentor 18 years or over when conducting Junior Activities sessions.
- be a minimum of 18 years old, if an Age Managers of an U6 or U7 age group
- hold a valid 'Working with Children Blue Card' or exemption notice if over 18 years of age
- hold a Bronze or SRC or Observers Certificate

**MANDATORY**

## AGE MANAGER UNIFORM

It is recommended that Age Managers follow sun safety guidelines and wear the following:

- Broad brim or legionnaire style hat
- Long board shorts
- Long Sleeved Shirt
- Protective sunglasses.

Clubs are encouraged to promote a uniform for age managers to ensure they are noticeable.

## THE AGE MANAGERS COURSE

The Junior Activities Age Managers Course has been developed to provide Age Managers with a program where they develop a greater knowledge about how Surf Life Saving operates, the factors influencing the growth and learning of young people, and the components that should be delivered to Junior Activities members.

It is hoped that once Age Managers have developed this knowledge, all Junior Activities members can experience a consistent program across Queensland and provide a holistic learning opportunity.

There are two delivery methods: Face to face (either at your club or branch) and online, both with a third party on-beach evaluation. Following the completion of either the online or face to face course participants must complete the on Beach evaluation with an Age Manager Mentor. See online process on page 16 of Manual.

The online course can be found at: **Members Portal > Lifesaving Online > Courses > Go to online learning now**

The course will cover topics including:

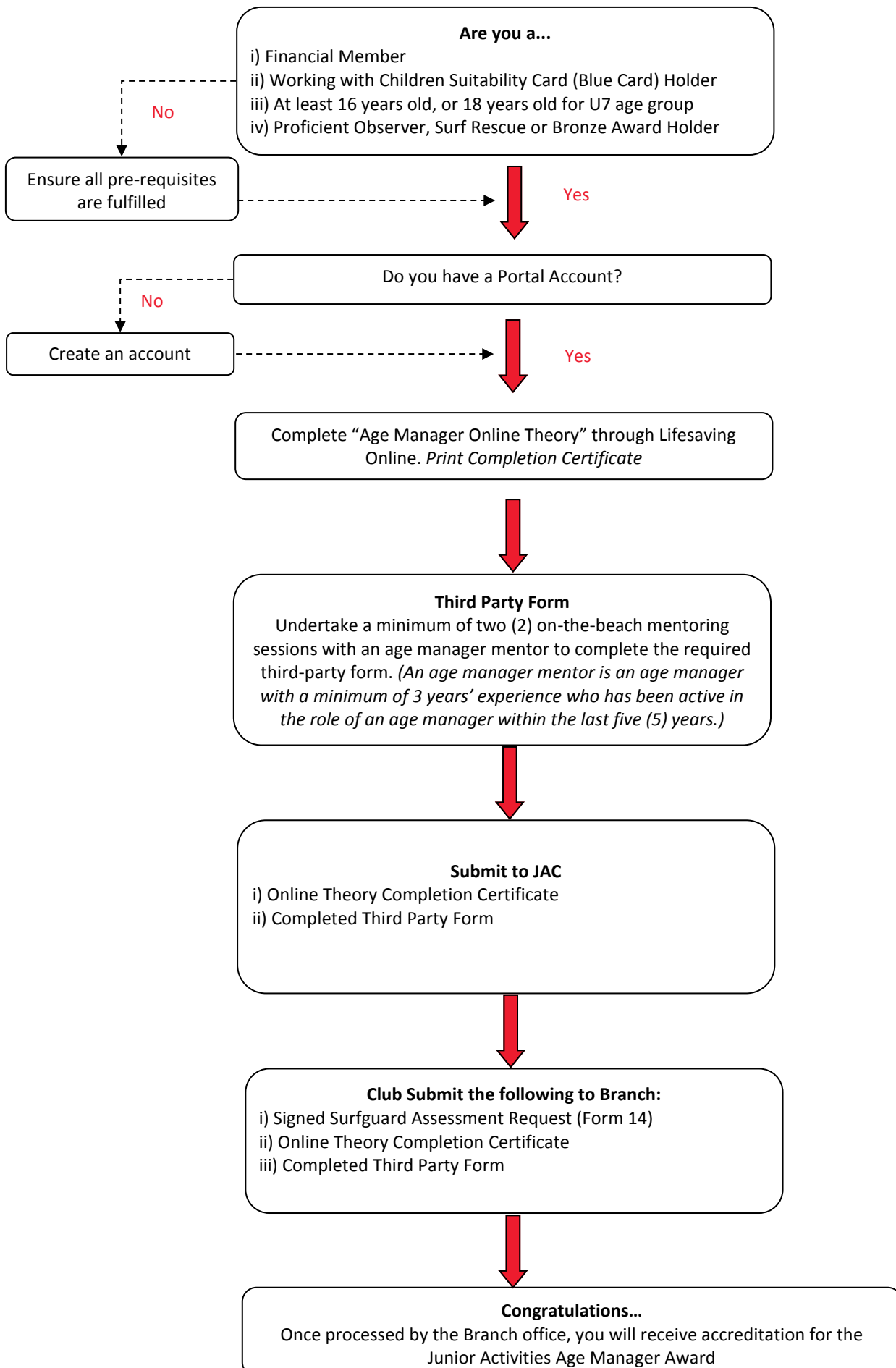
- Introduction into Surf Life Saving
- Role of the Age Manager
- Creating a Safe Environment
- Growth and Development
- How Children Learn
- Overview of Coaching Techniques
- Junior Development Program

**Note:** this is a National Course so doesn't take into account the state variations that may be in place. Please ensure that you familiarise yourself with the Junior Activities Manual for specific requirements.

To assist in the delivery of the Junior Activities Age Managers Course, SLSA has developed a number of resources that provide not only the Training Officer Age Managers assistance but the Age Manager as well. These include:

Course Presentation	To provide the Training Officer Age Manager with the information needed to organise and deliver a course.
Presenter's Guide	To provide the Training Officer Age Manager with the information needed to organise and deliver a course.
Participant Workbook	Assist participants to gain the theoretical and practical experience needed to become a successful Junior Activities Age Manager.
Age Manager Guide	Provide each Age Manager with all the information they will need, in an easy to read manual.
Skills Posters Flipcharts	Visual display and education tool consisting of pictures and explanations of the various skills used while partaking in surf lifesaving activities i.e. wading, duck diving, sand running etc.

## AGE MANAGER ONLINE ACCREDITATION PROCESS





## OBSERVERS AWARD

The Observers Award is available to members who would like to be an Age Manager, however aren't confident enough to complete a Surf Rescue Certificate or a Bronze Medallion. The Observers Award course takes no more than 2 hours to complete and aims to provide the members with knowledge of the surf and beach environment in order for them to adequately teach the Junior Activities Members throughout the season.

The Observers Award covers learning criteria such as:

- Rip identification
- Wave types
- Signals
- Beach types
- Scanning techniques
- Identify a person in distress.

## EDUCATION

### JUNIOR DEVELOPMENT PROGRAM

Not only is Junior Activities a fun way for children to enjoy the beach in a safe environment, it also offers an educational pathway through the delivery of the SLSA Junior Development Program. This program is designed to ensure children have fun at the beach while participating in lessons that will provide them with a pathway to become a fully rounded participant in both lifesaving and sport activities. The program includes a wide range of subjects and skills relative to the aquatic environment and prepares Junior Activities members for their transition to becoming a senior member and aims to promote the spirit of camaraderie and citizenship within the community.

### JUNIOR AGE AWARDS

As part of the Junior Development and Junior Activities Programs, children have the opportunity to gain a junior development award each season; each member should be encouraged to attain their respective age award. Those wishing to compete in inter-club events must complete their award prior to the close of entries of their respective Branch and/or State Championships. Below are the age awards for each age group:

- Under 6 Surf Play One
- Under 7 Surf Play Two
- Under 8 Surf Aware One
- Under 9 Surf Aware Two
- Under 10 Surf Safe One
- Under 11 Surf Safe Two
- Under 12 Surf Smart One
- Under 13 Surf Smart Two
- Under 14 Surf Rescue Certificate (SRC)



#### NOTE:

- Children in the U14 age group who are training for the Surf Rescue Certificate should refer to the Current SLSA Training Manual chapter 4
- Age Managers should refer to the Age Guides of the Junior Development Resource Kit when teaching their age groups.

## JUNIOR DEVELOPMENT RESOURCE KIT - 2ND EDITION

SLSA has developed a resource for Age Managers and those who are interested in the development of junior surf lifesavers. This resource is known as the Junior Development Resource Kit and is an integrated program including elements of surf education, surf sports, environment and personal development.

**The Junior Development Resource Kit can be found on the SLSA Members Portal (<https://portal.sls.com.au>) in the Library > Membership and Club Development > Nippers > QLD and it is up to clubs to print these off and distribute accordingly.**

The SLSA Junior Development Resource Kit comprises of a number of resources for the effective delivery of the Junior Development Program to participants. These resources are shown in the following table:

<b>Age Managers Guide</b>	A comprehensive resource designed to prepare an Age Manager for their role.
<b>Age Guides</b>	A 'one stop shop' for an Age Manager to deliver the requirements for the specific junior age group award, i.e. Surf Aware 1.
<b>Record Sheets</b>	To record the participation of participants as they progress through the award. These are currently available on the members portal.
<b>Worksheets</b>	Used to assist with delivering some of the lessons.
<b>Certificates</b>	Recognition of having participated in all the lessons, therefore gaining the award. These are issued following submission and processing of relevant documentation by your branch.
<b>Passport</b>	Charts a participant's progression through each lesson of each award.
<b>Skills Posters Flip Charts</b>	Visual display and education tool consisting of pictures and explanations of the various skills used while partaking in Surf Lifesaving activities i.e. Wading, duck diving, sand running etc. Provided electronically to allow flexibility in the way that they are presented.
<b>Lanyards</b>	Palm-sized flip cards on a lanyard consisting of pictures and explanations of the various skills used while partaking in surf lifesaving activities i.e. Wading, duck diving, sand running etc.
<b>Breaka Junior Activities Feathers</b>	These high quality beach feathers are a useful identification tool (particularly for age and activity group locations) to assist in the operation of club nipper programs.
<b>Example Beach Layout</b>	Visual representation of the 'ideal' beach set up for your weekly Junior Activities Program.

### HELPFUL HINTS:

- On receiving these resources, please read the SLSA Age Managers Guide and the introductory pages of each Age Guide before moving to the lesson plans
- Plan all training programs and lessons well in advance
- Have all necessary resources and equipment readily available to prevent delays on the day, e.g. flags, visual aids, skills posters
- When instructing, explaining 'why' is just as important as 'how'
- Where possible, instruct by demonstration
- Where necessary co-opt other specialist personnel, e.g. First Aid Officer, Club Captain, Coaches, Assessors and Officials
- When weather and surf conditions are adverse, bring out plan 'B' (indoor program and worksheets, etc.)

## AGE MANAGER LANYARDS



## WATER SAFETY

Many activities that will be completed by children as part of Junior Activities will be conducted in the water. This section outlines the processes and procedures that have been put in place to ensure all are conducted in a safe environment.

Before the commencement of any water based lifesaving training, a documented risk assessment must be carried out on the selected area. Refer to the SLISA Policy 1.01a – Water Safety Procedures for details on where to find the form.

## JUNIOR PRELIMINARY SKILLS EVALUATION

To ensure that all children have a suitable swimming ability to allow them to participate in water based activities, SLSQ has developed a Junior Preliminary Skills Evaluation for each age group.

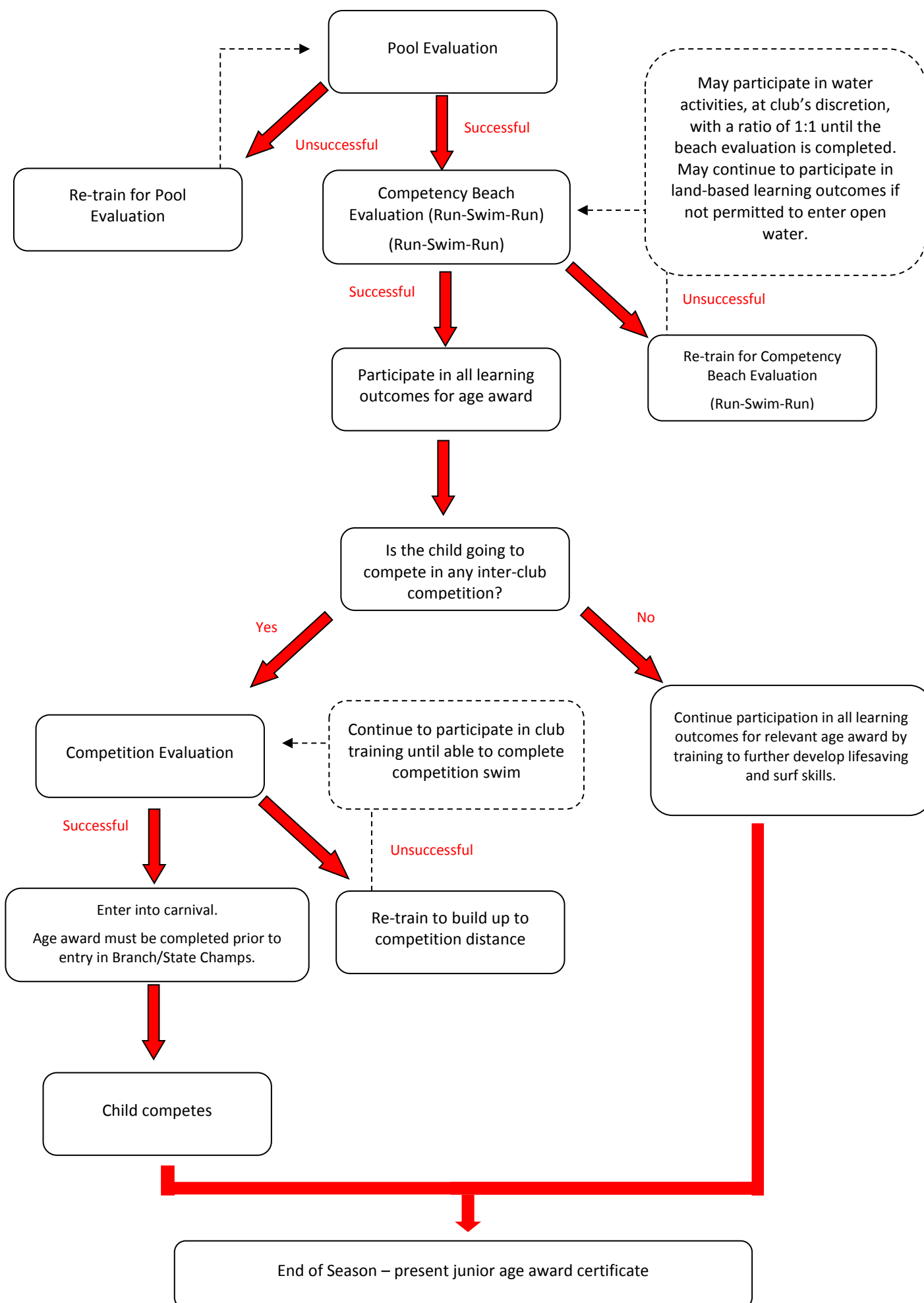
All distances set out in the Junior Preliminary Skills Evaluations are the standard. Some branches may set distances above the standard. Please ensure that you liaise with your respective branch for confirmation of their specified requirements.

The Junior Activities Preliminary Skills Evaluation consists of:

- Pool Evaluation
- Competency Beach Evaluation (R-S-R)

*Note: a table outlining distances and requirements for each age group can be found on page 21 of this Manual.*

The following flowchart outlines the process for Junior Activities Preliminary Evaluations and Competition Evaluations. A detailed list of what forms are required and where to find them can be found on page 22 and 23 with the Surf Guard processing procedures from page 24 of this manual.





## JUNIOR PRELIMINARY SKILLS EVALUATION TABLE

The distances below are the minimum standard; however some branches and/or clubs may set distances above the standard. Please ensure that you liaise with your respective branch and/or club to meet their standard.

	Preliminary Evaluations * – Both Pool and Competency Beach Evaluations		Competition Evaluation	Age Award
	Pool Evaluation *	Competency Beach Evaluation * (Run-Swim-Run)		
<b>Water Safety</b>	1:5	1:5	1:5	1:5
<b>Under 6</b>	Kick on wall with face in water 30 second float	Nil (shallow water activities only)	NA (No Competition)	Surf Play 1
<b>Under 7</b>	Torpedo (push off wall) with face in the water 30 second float	Nil (shallow water activities only)	NA (No Competition)	Surf Play 2
<b>Under 8</b>	25 metre swim (freestyle) 1 minute survival float	25m-25m-25m Run-Wade-Run	25m-25m-25m Run-Wade-Run	Surf Aware 1
<b>Under 9</b>	50 metre swim (freestyle) 1 minute survival float	50m-50m-50m Run-Swim-Run	Minimum 150m open water swim (competition course distance as per competition manual)	Surf Aware 2
<b>Under 10</b>	50 metre swim (freestyle) 1.5 minute survival float	50m-50m-50m Run-Swim-Run	Minimum 150m open water swim (competition course distance as per competition manual)	Surf Safe 1
<b>Under 11</b>	100 metre swim (freestyle) 2 minute survival float	50m-100m-50m Run-Swim-Run	Minimum 288m open water swim (competition course distance as per competition manual)	Surf Safe 2
<b>Under 12</b>	100 metre swim (freestyle) 2 minute survival float	50m-100m-50m Run-Swim-Run	Minimum 288m open water swim (competition course distance as per competition manual)	Surf Smart 1
<b>Under 13</b>	150 metre swim (freestyle) 3 minute survival float	100m-100m-100m Run-Swim-Run	Minimum 288m open water swim (competition course distance as per competition manual)	Surf Smart 2
<b>Under 14</b>	200 metre swim (freestyle, in less than 5 minutes) 3 minute survival float	100m-100m-100m Run-Swim-Run	Minimum 288m open water swim (competition course distance as per competition manual)	Surf Rescue Certificate (MUST be assessed by SRC/Bronze Assessor)
<b>Assessor</b>	Bronze Accredited Swim Coach; OR SLSA Level 1 Surf Coach; OR AUSTSWIM Instructor; OR Junior Activities Accreditation Officer; OR Assessor (SRC/Bronze).	Assessor (SRC/Bronze) Junior Activities Accreditation Officer		
<b>Notes</b>	<b>Every junior member must successfully complete the pool evaluation prior to undertaking beach evaluation. This is a standard water proficiency requirement.</b>	<i>Every junior member must successfully complete the beach evaluation prior to undertaking the competition evaluation. Any child that does not meet the required evaluation level will require a higher level of supervision when involved in water based activities.</i>	<i>The competition evaluation must be achieved before being eligible to compete in inter-club and/or intra-club competition. This is a standard open water proficiency requirement. Distances may be adjusted by the Chief Assessor dependent on risk assessment.</i>	<i>If a child wishes to compete in a Branch and/or State Championship event, their respective age award must be completed prior to close of nominations.</i>

## POOL EVALUATION

Every junior member is required to participate in the pool evaluation prior to any junior activities being undertaken. It includes a pool swim and a timed survival float. This would normally occur at the very first training session. If not this must be completed before any water activity is undertaken. The intent of this is to conduct an evaluation of each junior member's swimming and water survival ability for the information of the member, parent, and age manager.

### CONDUCTING THE POOL EVALUATION

The pool evaluation must be conducted in a safe constructed pool environment with a water safety ratio as per the SLSA Policy 1.01a – Water Safety Procedures.

Only a current SLSA Assessor (SRC/Bronze), Junior Activities Accreditation Officer, SLSA Development Surf Coach, AUSTSWIM Instructor or a Bronze Accredited Swim Coach can determine if a child is competent at the pool evaluation. Surf or swim coaches must sign the SLSQ Junior Activities Preliminary Pool Evaluation Endorsement Form. Note: swim or surf coaches must provide proof of their accreditation to their local branch.

### FOLLOWING THE POOL EVALUATION

Any child that does not meet the required pool evaluation level cannot participate in any junior activities until the child can successfully complete the pool evaluation. Further, it is advised that clubs liaise with parents to suggest external swim training be provided to improve the child's swimming ability. See flowchart on page 23.

Any child that does complete the pool evaluation successfully must then complete the competency beach evaluation (run-swim-run) for their age group.

## COMPETENCY BEACH EVALUATION (RUN-SWIM-RUN)

All junior activities members must complete the competency beach evaluation (run-swim-run) prior to undertaking any water based activity. This ensures all children can demonstrate a standard of competence to enable preliminary levels of survival skills at a beach with conditions similar to what would be experienced during weekly junior activities programs. This is an SLSQ standard.

### CONDUCTING THE BEACH EVALUATION

The run-swim-run must be conducted in a safe beach environment with a recommended water safety ratio 1:5, as per the SLSA Water Safety Policy, at a beach with conditions similar to what would be experienced during weekly junior activities programs.

Only a current SLSA Assessor (SRC/Bronze) or a Junior Activities Accreditation Officer can determine if a child can competently complete the run-swim-run. The Assessor or Accreditation Officer **must personally view** all competencies performed.

### FOLLOWING THE BEACH EVALUATION

If the Child does not complete competently, the run-swim-run does not preclude the child from becoming a member however will preclude them from all other water based activities or receiving an age award. At the club's discretion these members may continue to participate in land-based learning outcomes and with a ratio of 1:1 may continue training for competency in the beach evaluation. See flowchart page 20

Those juniors who do not complete the run-swim-run are ineligible to partake in any inter-club and/or intra-club competition and cannot gain their relevant junior age award. There may be limits applied to the number of times that a child can attempt the run-swim-run during the season, based on the capability of the club/branch to manage the

assessments.

Any child that does complete the run-swim-run successfully, and have it recorded on Surfguard, has then completed the Junior Activities Preliminary Evaluation and is eligible to continue participating in all learning outcomes for their respective age award and can progress to age group-appropriate water based junior activities, noting the SLSA Water Safety Policy requirements.

Should the child wish to compete in inter-club and/or intra-club competition they must complete the Junior Competition Evaluation (see below). Refer to SLSA Surf Sports Manual.

### **JUNIOR COMPETITION EVALUATION**

From the age of 7 (U8) juniors may begin to compete in inter-club and intra-club competition. To ensure all junior members who wish to compete have the ability, strength, and fitness standard to complete the course, they must be able to complete the junior competition evaluation for their age group.

The junior competition evaluation is based on the swim competition distances as set out in the current SLSA Surf Sports Manual for that age group and is a standard in the form of an open water swim. Individual branches may have a higher standard for their competition evaluation. Contact the relevant branch office for confirmation.

JUNIOR PRELIMINARY EVALUATION PROCESSING PROCEDURE	
	DETAILS
STEP 1	<b>Check Pre-requisites</b> <ul style="list-style-type: none"> <li>Current financial member</li> <li>Date of Birth (to confirm age group) (manual check completed by relevant person)</li> </ul>
STEP 2	<b>Junior Preliminary Evaluation (Pool Swim) conducted</b> <ol style="list-style-type: none"> <li>Qualified Junior Pool Evaluation Assessor to conduct Pool Assessment as per SLSQ circular 83.07.12 and record on the Master Record Sheet provided by SLSQ</li> <li>Qualified Junior Pool Evaluation Assessor to sign Pool Swim section of Master Record Sheet</li> </ol>
STEP 3	<b>Junior Preliminary Evaluation (Beach Evaluation) conducted</b> <ol style="list-style-type: none"> <li>Proof of pool evaluation swim to be provided to the relevant person before proceeding with beach evaluation (a template form for recording pool evaluation can be found on the members portal)</li> <li>Qualified Junior Beach Evaluation Assessor to conduct Beach Assessment as per SLSQ circular 83.07.12 and record on the Master Record Sheet.</li> <li>Qualified Junior Beach Evaluation Assessor to sign Beach Evaluation section of Master Record Sheet</li> </ol>
STEP 4	<b>Club creates 'New Assessment Request' in SurfGuard for each age group</b> Select <i>Assessment</i> > <i>New Assessment Request</i> and complete Fields with following information: <b>Assessment Type:</b> Proficiency <b>Date:</b> <i>Enter date of Beach Evaluation</i> <b>Activity Start Date:</b> <i>Enter date of Pool Swim Evaluation</i> <b>Proposed Assessment Date:</b> <i>Enter date of Beach Evaluation</i> <b>Award Type:</b> Other <b>Award:</b> <i>Select "Junior Activities Preliminary Evaluation AGE GROUP"</i> <b>Comments:</b> <i>Record name of Pool Swim Evaluation Assessor and Beach Evaluation Assessor</i> <b>Candidates:</b> <i>Enter name of members who have completed BOTH Pool and Beach Evaluation competently only</i> <b>Save:</b> <i>Record Assessment ID on the Master Record Sheet</i> <b>Club submits Assessment Request in SurfGuard</b> <ol style="list-style-type: none"> <li>Confirm details and candidates are correct</li> <li>Click <b>Submit</b> – once submit is hit no further editing can be done to the Assessment Request</li> <li>Print <b>Form 14</b></li> <li>Circle <b>Competent</b> for listed members</li> </ol> Sign and date the bottom of Form 14 to confirm as true and accurate record of Assessment evidence provided (Master Attendance Sheet).
STEP 5	<b>Club submits required documents to Branch</b> Send copies of the completed Form 14 AND proof of pool swim only to your respective Branch (contact your Branch for submission requirements and timeframes).
STEP 6	<b>Branch processes results in SurfGuard</b> <ol style="list-style-type: none"> <li>The Branch will confirm that the Form 14 is completed correctly and that all Assessors were eligible to conduct the respective Assessment (Pool/Beach).</li> <li>Once this is confirmed the Assessment Request will be processed by the Branch.</li> </ol>

#### Qualified Junior Pool Swim Assessor

- Level 1 Swim Coach
- Training Officer Bronze Medallion
- Assessor Bronze Medallion
- Junior Activities Accreditation Officer

#### Qualified Junior Beach Evaluation Assessor

- Assessor Bronze Medallion
- Junior Activities Accreditation Officer



JUNIOR COMPETITION EVALUATION PROCESSING PROCEDURE	
	DETAILS
STEP 1	<b>Check Pre-requisites</b> <ul style="list-style-type: none"> <li>Member has completed Junior Activities Preliminary Evaluation <i>Age Group</i> as “competent”</li> </ul>
STEP 2	<b>Junior Activities Competition Evaluation conducted</b> <ol style="list-style-type: none"> <li>Qualified Junior Activities Competition Assessor to conduct Assessment as per SLSQ circular 83.07.12 and record on the Master Record Sheet provided by SLSQ</li> <li>Qualified Junior Activities Competition Assessor to sign Competition Evaluation</li> </ol>
STEP 3	<b>Club creates ‘New Assessment Request’ in SurfGuard for each age group</b> Select <i>Assessment &gt; New Assessment Request</i> and complete Fields with following information: <b>Assessment Type:</b> Proficiency <b>Date:</b> <i>Enter date of Assessment</i> <b>Activity Start Date:</b> <i>Enter date of Assessment</i> <b>Proposed Assessment Date:</b> <i>Enter date of Assessment</i> <b>Award Type:</b> Other <b>Award:</b> <i>Select “Junior Activities Competition Evaluation AGE GROUP”</i> <b>Comments:</b> <i>Record name of qualified assessor</i> <b>Candidates:</b> <i>Enter name of members who have completed Assessment</i> <b>Save:</b> <i>Record Assessment ID on the Master Record Sheet</i> <b>Club submits Assessment Request in SurfGuard</b> <ol style="list-style-type: none"> <li>Confirm details and candidates are correct</li> <li>Click <b>Submit</b> – once submit is hit no further editing can be done to the Assessment Request</li> <li>Print <b>Form 14</b></li> <li>Circle <b>Competent</b> for listed members</li> </ol> Sign and date the bottom of Form 14 to confirm as true and accurate record of Assessment evidence provided (Master Attendance Sheet).
STEP 4	<b>Club submits required documents to Branch</b> Send copies of the completed Form 14 to your respective Branch (contact your Branch for submission requirements and timeframes).
STEP 6	<b>Branch processes results in SurfGuard</b> <ol style="list-style-type: none"> <li>The Branch will confirm that the Form 14 is completed correctly and that all Assessors were eligible to conduct the respective Assessment (Competition Evaluation).</li> <li>Once this is confirmed the Assessment Request will be processed by the Branch.</li> </ol>

#### Qualified Junior Competition Evaluation Assessor

- Assessor Bronze Medallion
- Junior Activities Accreditation Officer

**Note:** *for members who have successfully completed both the preliminary skills evaluation (pool evaluation & beach evaluation (RSR)) and competition evaluation you are able to raise one assessment request in SurfGuard for both Evaluations for all successful candidates. This assessment will raise two form 14’s which will need to be submitted with the proof of pool swim to your respective Branch.*

## PROCESSING JUNIOR AGE AWARDS

When a Junior Activities participant has completed their pool evaluation, beach evaluation (run-swim-run) and participated in all learning outcomes of their age award, a new assessment request can be generated using SurfGuard. The Form 14 is handed to the Club Assessor or Junior Activities Accreditation Officer in charge, and will mark each candidate Competent, Not Yet Competent or Did Not Attend on the form 14. The Assessor or Junior Activities Accreditation Officer will sign, date and forward the signed Form 14 and Master Record Sheet to their relative branch within 7 days of the assessment.

### NOTE:

- If any part of the form is not completed correctly, the request will be referred back to the assessor or Junior Activities Accreditation Officer in charge and will not be processed until completed
- All Surf Rescue Certificates are required to be processed as a new award assessment request using SurfGuard. Please refer to your Club CTO for information.
- For awards processing procedures, please refer to tables below.
- If you have any further queries regarding the processing of awards please contact your relevant branch

JUNIOR SURF EDUCATION AWARD PROCESSING PROCEDURE	
	DETAILS
STEP 1	<b>Check Pre-requisites</b> <ul style="list-style-type: none"> <li>• Club to ensure that each age group meets the criteria for their respective age group as outlined in the Junior Development Resource Kit and the Junior Activities Record Sheet is completed correctly.</li> </ul>
STEP 2	<b>Club creates 'New Assessment Request' in SurfGuard for each age group</b> Select <i>Assessment &gt; New Assessment Request</i> and complete Fields with following information: <b>Assessment Type:</b> Award <b>Date:</b> Enter date of final Surf Education Session conducted <b>Activity Start Date:</b> Enter date of first Surf Education Session conducted <b>Proposed Assessment Date:</b> Enter date of final Surf Education Session conducted <b>Award Type:</b> SLSA Education <b>Award:</b> Select corresponding Age Award for each Age Group – listed on Junior Activities Record Sheet <b>Comments:</b> Record name of qualified assessor <b>Candidates:</b> Enter name of members who have completed Age Award Requirements competently <b>Save:</b> Record Assessment ID on the Master Record Sheet
STEP 3	<b>Club submits Assessment Request in SurfGuard</b> <ol style="list-style-type: none"> <li>1. Select <i>Assessment &gt; Assessment Request List</i></li> </ol> <b>Assessment ID:</b> Enter Assessment ID recorded on Junior Activities Record Sheet <b>Search</b> <b>Update</b> <ol style="list-style-type: none"> <li>2. Confirm details and candidates are correct</li> <li>3. Click <b>Submit</b> – once submit is hit no further editing can be done to the Assessment Request</li> <li>4. Print <b>Form 14</b> and give to qualified assessor</li> <li>5. Qualified Assessor to circle <b>Competent</b> for listed members</li> <li>6. Qualified Assessor to print name, sign and date the bottom of Form 14 to confirm as true and accurate record of Assessment evidence provided (Junior Activities Record Sheet).</li> </ol>
STEP 4	<b>Club submits required documents to Branch</b> Send copies of the completed Form 14 to your respective Branch (contact your Branch for submission requirements and timeframes).
STEP 5	<b>Branch processes results in SurfGuard</b> <ol style="list-style-type: none"> <li>1. The Branch will confirm that the Form 14 is completed correctly and that all Assessors were eligible to conduct the respective Assessment.</li> <li>2. Once this is confirmed the Assessment Request will be completed by the Branch.</li> </ol>

### Qualified Age Award Assessor (Under 6 to Under 13)

- Assessor Bronze Medallion
- Junior Activities Accreditation Officer

### Qualified Age Award Assessor (Under 14)

- Assessor Bronze Medallion

## SLSA WATER SAFETY POLICY

Water safety must be provided for all Junior Activities being conducted in the water. For all water safety requirements, please refer to the SLSA Policy 1.01 – Water Safety. This can be found on the SLSA Members Portal:

**Library>Governance>3 Policy>SLSA.**

Additional to regular craft and personnel water safety, it is also a requirement for all competitors to wear hot pink rash vests while competing. More information regarding this can be found in the SLSQ SS07 - High Visibility Clothing Policy. Please also check requirements regarding wearing high-visibility rash vests during all open water activities with your Branch Junior Activities Chairperson.

In addition to SLSA Policy 1.01—Water Safety, it is requirement of SLSQ for all water-based Junior Activities that there is a MINIMUM of 1 water safety person to 5 participants. Branches may have additional requirements on top of this policy. Please make sure you check with your relevant branch for further details.

All participants and water safety personnel should 'sign-on' for their training activity with the age manager, coach, or water safety coordinator keeping a record of attendance (patrol logbooks can be used for this).

Clubs must ensure all water safety officers hold all relevant qualifications prior to taking part in water safety, and that the water safety cover matches the need.

### Patrol Hour Accreditation

- Refer to the SLSQ Patrol Hour Policy SS05 for information regarding Patrol Hours.
- Active and Cadet patrolling members rostered to water safety duty may have their hours accredited if the club allows. If the club approves the water safety hours being accredited then this should be minuted at the commencement of the season and the hours performed appropriately logged.
- Other water safety personnel should have their 'hours' recorded for acknowledgement at the end of the season presentations and in the club's annual report.

## WATER SAFETY SUPERVISOR

As the Water Safety Supervisor, you will be responsible for managing and implementing adequate water safety for all water based activities. This is a key role within a surf life saving club, ensuring the safety of members, in particular during junior activities sessions. You will be overseeing a team of water safety officers and be responsible for completing risk assessments in conjunction with key personnel (e.g. Patrol Captains, Lifeguards, Junior Activities Coordinators, etc.).

### AQUATIC RISK CHECK AND MANAGEMENT FORM

**MANDATORY**

The Aquatic Risk Check and Management Form is a mandatory risk assessment, required by SLSA to be completed by an accredited coach, activity leader, water safety supervisor or training officer before commencing any water-based activities.

The Aquatic Activity Risk Check and Management Form has been designed and developed to assist clubs and Branches with risk management and assessment procedures and to ensure the safety of members. As per the SLSA requirement, it is mandatory for a risk assessment of the selected area to be conducted before the commencement of any water based lifesaving activities. This includes but is not limited to:

- Lifesaving activities for Surf Life Saving members (including Junior Activities)
- Lifesaving activities for members of the public
- Competition activities for Surf Life Saving members

Branches will regulate the use of the form to ensure that all clubs are complying with SLSA requirements and to guarantee that all members of the association are operating within a safe environment.

The SLSA Aquatic Activity Risk Check and Management Form can be found in the SLSA Policy 1.01 – Water Safety on

the SLSA Members Portal.

The form is also available as a mobile app through SLSA. For access to the app, download and complete F049 – IT Systems Access Form, by visiting visit the SLSA Members Portal: **Library> Governance> Policies, Forms, SOPs and more > Forms > SLSA.**

Branches may have additional requirements in regards to the use of the form. Please make sure you check with your relevant branch for further details.

## **WATER SAFETY PERSONNEL**

Every surf lifesaving water event requires a dedicated and well-trained team of water safety officials working behind the scenes. As part of the water safety team at an event/activity, you will work closely with officials, water safety supervisors, Junior Activities Coordinators and/or first aid officers to ensure the safety of all members and participants when entering the water.

### **WATER SAFETY REQUIREMENTS**

The MINIMUM water safety ratio for Junior Activities is 1 water safety to 5 participants; however your club or branches may have additional requirements on top of this policy.

To be considered as water safety, you must hold either a Surf Rescue Certificate or Bronze Medallion.

### **SURF RESCUE CERTIFICATE**

The Surf Rescue Certificate is usually a stepping-stone towards the Bronze Medallion.

The requirements to complete a Surf Rescue Certificate are:

- Minimum age of 13 years
- Ability to complete a 200m pool swim in under 5 minutes
- Attend a 35 hour (approx.) course (spread over a number of days/weeks as determined by your club)

### **BRONZE MEDALLION**

The Bronze Medallion (Certificate II in Public Safety) is the primary award that most patrolling members hold. After obtaining a Bronze Medallion, members can go on to obtain further awards such as the IRB Crew and IRB Drivers.

The requirements to complete a Bronze Medallion are:

- Minimum age of 15 years
- Ability to complete a 400m pool swim in under 9 minutes
- Attend a 40 hour (approx.) course (spread over a number of days/weeks as determined by your club)

Once you have successfully completed the Surf Rescue Certificate or Bronze Medallion, you will not only be qualified to provide water safety for Junior Activities but will also be eligible to patrol.

To find out further information about gaining a Surf Rescue Certificate or Bronze Medallion, please contact your club's Chief Training Officer or Club Administrator.

## **U7 WATER SAFETY GUIDELINES**

**MANDATORY**

The Under 7 Activities guidelines have been created to outline the rules and regulations for Clubs to comply with in respect to the safe participation and administration of Under 7's programs.

Individual Clubs may apply additional criteria for the inclusion of Under 7's in Club activities in terms of parental involvement and duty of care. Consideration should also be given to a shorter time on the beach for Under 7's given their attention span and concentration levels.

The following guidelines must be observed:

- All participants in the Under 6 and Under 7 age group must wear a different coloured lifesaving cap during all junior activities sessions. i.e. Fluorescent green or coloured caps that vary from all other age groups for safety reasons.
- The absolute minimum age for such children is 5 years. Age is determined as at midnight on 30 September at the commencement of that season.
- Children involved in Under 7 Activities can participate in shallow water activities up to knee depth of the participant
- Children can utilise Club foam boogie boards (no hard plastic, rails or fins) in shallow water (broken waves only).
- Under no circumstances are these children to participate in structured competition activities and should only partake in fun social activities.

## **JUNIOR ACTIVITIES ACCREDITATION OFFICER (JAAO)**

The role of Junior Activities Accreditation Officer has been introduced to allow another level of volunteers who can sign off on the Junior Proficiencies and Age Awards, in order to assist in easing the load on existing Assessors, as well as providing a pathway to the role of Assessor. Please note that clubs can still utilise Bronze/SRC Assessors to assess junior preliminary skills evaluations and awards if there are enough within the club to do so.

The JAAO will be able to sign off on the following junior proficiencies and awards:

- Age level pool evaluation (pool swim)
- Age level beach evaluation (run-swim-run)
- Competition evaluation
- Age award as per the SLSA Junior Development Age Guides (only up to U13)

For members interested in obtaining this award and assisting with Junior Activities, the following pre-requisites must be in place:

- Hold as a minimum an Age Managers Accreditation (at least two seasons in this role) and hold a Bronze or SRC or Observers Certificate
- Be a minimum of 18 years of age
- Be proposed by the club JAC and Chief Training Officer (CTO) for endorsement & recorded at the Club Management Committee (or equivalent) each year
- Be entered onto Surfguard.
- Sign and Submit F14 from Surfguard along with signed JAAO Code of Conduct to the Branch for processing.

*Note: for continuing members in this role, clubs will be required to raise a proficiency annually following re-endorsement by the management committee as per above guidelines. For these members only a F14 is required for processing by the Branch.*

We would like to take this opportunity to remind you of the importance of the JAAO role relating in particular to the assessing of awards and/or skills and the "signing-off" of junior members. Whether you are assessing a pool swim or beach evaluation (R-S-R) for a junior member, , it is important that all forms of assessment are conducted in the same way across the entire state.

In keeping with this, below are some of the responsibilities associated with the assessment of our members in any form:

- Any personal or interpersonal factors that are irrelevant to the assessment of competence must not influence the assessment outcomes
- Any assessment decisions made are based on available evidence that can be produced and verified by another assessor
- Assessments are conducted within the boundaries of the assessment system policies and procedures
- Any activity which is not in conformance with procedures, work instructions and/or specifications or which

may result in the health and safety of any person at the workplace being at risk are ceased immediately

For the safety and protection of all members, including yourself in the position that you hold, it is important that a high standard of assessments is retained and members, whether junior or senior, are not merely just “signed-off” because they were a member last season/you know they can swim/you don’t want to raise extra paperwork just for them.

For further information on becoming a Junior Activities Accreditation Officer, please contact your club’s Junior Activities Chairperson or Administrator.

## Beach Operations

### Approval for Mid-Week and Pre-Season Training

**MANDATORY**

Some clubs may wish to conduct additional training, pre-season or mid-week, outside of the normal Nipper program day/s. For each training session, clubs are required to nominate a primary and a secondary venue along with a Water Safety Supervisor. This must then be submitted to the club for approval and recorded in the club minutes.

*Note:* As per the SLSA Policy 1.01 – Water Safety, adequate water safety procedures must be place prior to any water-based junior activities are conducted.

### On the Beach Ratio

SLSA provides the following guidelines for on the beach activities, recommending the supervision ratio of two (2) leaders to 20 participants. If two leaders are available, preference is for one male and one female.

It is a requirement that one leader must be a qualified age manager.

**MANDATORY**

### High-Visibility Clothing

For the rules that apply in QLD for the use of High-Vis Clothing, please refer to MS13 - SLSQ High Visibility Clothing Policy.

High visibility rash shirt or vest and club or high visibility cap must be worn in all Junior Activities Programs and Junior Sport Training (Nippers). High visibility garments must also be worn in all open water events conducted or endorsed by SLSQ.

For club training activities members are permitted to wear any one (1) of the five (5) approved colours as per SLSA Water Safety Procedure 1.1 (section 2.3) May 2014.

### Breaka Junior Activities Feathers

Breaka Flavoured Milk is a proud and valued community partner of Surf Life Saving Queensland, and generously supports our organisation across a range of junior surf lifesaving initiatives. These high quality beach feathers are a useful identification tool (particularly for age and activity group locations) to assist in the operation of club nipper programs.

Each club has a set of nipper feathers (age groups, Sprints, Swim, Board, Wade, Sign On, First Aid) and two (2) Breaka corporate feathers.

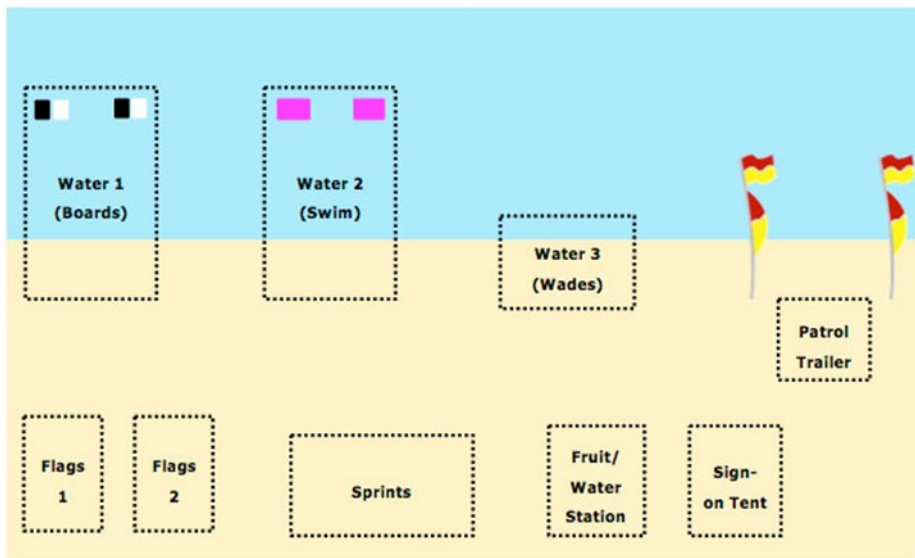




To ensure maximum exposure of our valued partner, it is suggested that the feathers are used each time the nipper program is conducted, where safe to do so.

## EXAMPLE BEACH LAYOUT

The following beach layout is a possible way to set up beach operations during a normal nipper day.



## JUNIOR SPORT

### JUNIOR PRELIMINARY EVALUATIONS, AGE AWARDS AND COMPETITION

**MANDATORY**

From the age of 7 (U8), juniors can begin to compete in inter-club competition. Before a child is eligible to partake in any events, they must have completed their Junior Activities age award and competition evaluation prior to their Branch and/or State Championship. The competition evaluation is based on the swim distances as per the current Australian Surf Sports Manual and is a minimum standard in the form of an open water swim.

Juniors may compete in club carnivals whilst progressing through their junior age awards up until the close of entries for their Branch and/or State Championships. After this time all competitors must have gained their age awards before competing.

#### NOTE:

- The U15 age group contests at youth carnivals/championships, instead of senior carnivals
- Junior Activities members in the U14 age group contesting U15 events must have successfully gained the Surf Rescue Certificate prior to competing in these events and must have met the required patrol hour obligations (for further information please refer to the SLSA Patrol Hour Policy 5.4 or your club by-laws)
- Junior Activities members in the U15 age group are not eligible to contest in an older age group, with the only exception being allowance to compete in the U17 March Past Team
- Junior Activities members are not permitted to compete in individual events outside his/her age group, with the exception of 13 year olds.. For team events and additional information please refer to the current SLSA Surf Sports Manual section 2.3.4.
- Junior Activities members who have not completed the competition evaluation are prohibited from competing at an inter-club AND/OR intra-club carnival. Only those juniors with the competition evaluation, and entered on SurfGuard, are eligible to compete.
- Refer to the Junior Preliminary Skills Evaluation section of this manual for further information regarding the competition evaluation and 2.3.5 of the SLSA Surf Sports manual.

## INTRA-CLUB TRAINING

For junior members who don't want to participate in inter-club and/or intra-club competition activities, clubs are encouraged to conduct intra-club swimming and board training in a progressively challenging but safe environment regarding distances, water safety personnel and in relation to the abilities of their junior members.

This intra-club environment is where clubs should really encourage their juniors to challenge their personal skills and abilities and progressively work towards reaching competency to compete if they wish to pursue inter-club and/or intra-club competition.

The intra-club environment is where age managers and water safety personnel can more closely assess and manage their own members' swimming or board paddling skill level.

## SUPPORT ROLES

There are a number of roles key to ensuring the competition component of Junior Activities runs smoothly, both pre and during Junior Activities Carnivals.

### TEAM MANAGER

As a Team Manager you have a number of key ethical and legal responsibilities which will assist you in managing teams. The SLSA Team Managers Guide (available for download from the SLSA Members Portal) will assist you with taking on this role and all that it entails including:

- Member safety and well-being
- Working with people under 18 years of age
- Code of Fair Play
- Alcohol and Anti-Doping
- Visits and tours policy.

You also are required to have a detailed knowledge of the rules and relevant policies of surf lifesaving and facilitate the process for:

- Protests and appeals
- Disciplinary hearings
- Substitutions and changes to entries.

### FOUNDATION COACH (LEVEL 0)

The Foundation Coach Course has been developed to provide an introduction for people who wish to become involved in Junior Surf Sports activities and may not have background or experience to deliver the programs.

Course Duration	Online + 1 day workshop
Pre-requisites	Age 16 or older, Blue Card, and a financial member of SLSA
Sports Specific	Board Beach Swim
Presenters and Assessors	Online – Marked by Coaching Assessor Workshop – Conducted by coaching workshop facilitator
Post Course	Coaching Skills assessed by coach assessor
Award Expiry	This award is proficient for 4 years, expiring 31 December of the 4th year. To remain proficient, Foundation Coaches must either re-sit the Foundation Coaching course or progress to the Development Coaching course.

*Where can I find a course?*

Contact your Club for further information and course details.

*Who should attend?*

Any financial member of SLSA aged 16 or older with an interest in coaching

*What does the course involve?*

## **MODULE 1**

Australian Sports Commission's Community Coaching General Principles course – Online

- Snapshot of a good coach
- Preparing to coach
- Working with others
- The coach in action

## **MODULE 2**

Introduction to Surf Sports Coaching – Online

- Introduction to the SLSAA participant development pathway
- Introduction to surf sports
- The role of the foundation coach
- Surf Sports Officials
- Age Managers
- Fair play
- Member safety and wellbeing
- Risk management
- Surf safety and injury prevention
- Resumption of activities following injury or illness
- Fluid replacement & sun protection
- Foundation Surf Sports Skills: Board / Beach / Swim
- Basic surf sports event rules

## **MODULE 3**

- Time to Coach – 1 day practical workshop and competency-based assessment
- Coaching foundation surf sports skills through games and fun activities
- Participant-centred coaching
- Tips for coaching junior surf sports participants
- Planning your surf

## **JUNIOR SURF SPORTS OFFICIAL (LEVEL 0)**

The SLSA Junior Surf Sports official is essentially an introduction to Officiating. Members who participate in the Junior Officiating Course and complete the on beach practical assessment are then awarded their Junior Officiating award and allow them to participate in limited roles at junior carnivals and also a senior carnival under the supervision of a mentor. A Junior Official is not able to officiate at The Australian National Titles and also the Inter-State Carnival.

Course Duration	4 ½ - 5 hours + breaks
Pre-requisites	Age 15 or older, Blue Card, and a financial member of SLSA
Sports Specific	Introduction and Resources Surf Sports Risk Management and OHS The role of the Surf Sports official Rules of Surf Sports Competition

	Preparing to officiate On Beach Practical – Third Party Assessment
Presenters and Assessors/Mentors	Level 1 (minimum) Surf Sports Official with 12 months' experience (endorsed by Branch office as course presenters)
Award Expiry	This award is proficient for 6 years, expiring 31 December of the 6th year. To remain proficient, Junior Officials must either re-attend the course or progress to the Level 1 Surf Sports Official..

This course may not be offered in all Branches. Please contact your club or Branch to confirm if this course is available to you.

If you would like to become an SLSA Accredited Official, allowing you to officiate surf sports specifically, please contact your club or branch administrator for further information and details of upcoming courses.

## FAMILY PARTICIPATION PROGRAM

The Family Participation Program is an information package designed to be rolled out by experienced leaders within clubs. It will be designed to increase the participation rate of junior activities family members by educating them about the movement highlighting:

- The benefits for their children in being involved in junior activities
- The opportunities and benefits to them as family members to become involved in the movement
- The benefit to their family unit as a whole of being involved in the movement
- The benefit to their club from being involved in the movement
- The benefits to their local community from being involved

There are a number of resources available for clubs to utilise which have been developed as part of the Family Participation Program including:

- How to Guide
- PowerPoint Presentation
- Expression of Interest form
- Sign in Sheet Template

In order for Junior Activities to exist, the support of volunteers in various roles throughout the season is crucial. Regardless of weather you are a strong swimmer or not, there will always be somewhere you can lend a helping hand. Below you can find a list of some of the more common roles that are available within Surf Life Saving specific to Junior Activities. If any parents or siblings of your Junior Activities members are interested in any of these, pass on this information so they know how to get involved.

Roles that do not require an award:

- Beach set up/pack down
- Fundraising
- Canteen/BBQ
- Gear and equipment maintenance
- Photographer\*
- Uniform
- Assistant Age Manager/ Parent Rep. Coordinator
- Member of Junior Activities Committee

*\*Club Photographer requires an SLSQ Photographer Pass. See your club's Administrator for further details.*

Roles that require an award:

- Age Manager

- Water Safety
- Coach
- Official
- Education/Training of Members
- First Aid
- 4WD/ATV/Tractor Driver

For further information about how you can get involved in supporting Junior Activities at your club, and upcoming courses, please see your club's Junior Activities Chairperson or Club Administrator.

## **PATHWAYS**

The Pathways Project is all about showcasing the opportunities that lifesaving opens up to all, regardless of age, gender, ability or size. The sheer size and variety of roles across the organisation can be very difficult to articulate and understand. Therefore, an interactive website has been created to allow people to search through a variety of roles, career progressions, hear from ambassadors about their stories, search for clubs, and ultimately find their pathway – [www.lifesavingpathways.com.au](http://www.lifesavingpathways.com.au)

There have been a number of supporting resources developed to assist clubs to both engage with current members about future opportunities and showcase to new members the numerous roles available with Surf Life Saving. For a full list of the resources available from your regional office and the members portal, please refer to the Resource section of this manual.

## **MEMBER DEVELOPMENT**

SLSQ has a variety of development programs that are available to all members from the age of 15 to 30. Although not specific to the Junior Activities area, these programs provide the opportunity for young members to be exposed to the many elements of Surf Life Saving. Additionally, the programs encompass team building, personal development and leadership based elements, which also aim to retain Junior Activities members and assist in their transition to the senior club.

SLSQ currently conducts the following programs annually:

- Youth Engagement Program (YEP) (13 to 18 years)
- Regional (Branch) Youth Development Program (13 years+)
- Breaka Youth Excellence Program (15 to 17 years) (BYEP)
- University of Queensland Surf Life Saving Queensland Leadership Excellence Program (18 to 30 years) (UQ SLSQ LEP)

The programs are a process to facilitate this development and ensure the future of Surf Life Saving is guaranteed, by providing participants with the opportunity and tools to become more involved and effective within the environment within which, as leaders, they will have to work. The programs provide the opportunity for participants to learn something about each other and themselves.

SLSA also conducts a variety of leadership development programs, which provide members with experiences, knowledge, skills and understanding that challenge the individual to understand themselves (strengths and limitations) within a wider context that is impacted on by the uncontrollable elements of weather and water. Participants are trained to use discipline and established practices (management), initiative and flexibility (leadership). They train in skills that are used in both expected, known circumstances, as well as in contexts that are characterised by the unknown.

SLSA currently conducts the following programs annually:

- National Leadership College (20 to 30 years)
- National Leaders Masterclass (30 years +)

Information for these programs can be found on the SLSQ website ([www.lifesaving.com.au](http://www.lifesaving.com.au)) or the SLSA website ([www.slsa.com.au](http://www.slsa.com.au)). Information including application forms will be forwarded to all clubs/branches closer to the programs and be available online. Clubs and branches may also conduct development programs throughout the year for active cadets and/or Junior Activities members; so contact your relevant branch/club for further information.

## MEMBER RECOGNITION

The facilitation of recognition and reward of our members is a high priority for SLSQ. Members of Surf Life Saving can be awarded for their wonderful efforts at club, branch, state, national and international level.

For further information on member recognition, please refer to the SLSQ Recognition Awards Manual.

State awards for the Junior Activities area include:

- Breaka U14 Junior Surf Lifesaver of the Year
- Youth Development Club of the Year
- Andy Frizzell OAM, OBE Award

Nationally the following awards are available as well:

- National Service Awards: Age Managers/ Officials/ Coaches – 5, 10, 15, 20, 25 years etc.

### Andy Frizzell OAM OBE

Andy Frizzell OAM OBE from Palm Beach SLSC is one of the founders of the Nipper movement in Queensland and the namesake for the Andy Frizzell OAM OBE Award for Service to Junior Activities, which is awarded annually by SLSQ. Due to Andy's passion and drive for the Nipper program, we can now proudly say that all 58 surf life saving clubs in Queensland conduct a junior activities program.

Andy was the President of Palm Beach SLSC Nippers for 22 years and also founded the Point Danger Branch Nipper Association. He was the Deputy President of the QLD Nipper Association for 4 years (1968-1972) and the President of the Queensland Nippers Association for 12 years (1972 -1984).

The contributions Andy made to Nippers were integral in the formation of the National Junior Activities scene and created the solid foundation on which Nippers is built today.

Andy has been awarded Life Membership of Palm Beach SLSC, Point Danger Branch, Surf Life Saving Queensland, Surf Life Saving Australia, Palm Beach Nipper Club, Point Danger Branch Surf Nipper Association, and the Queensland Surf Nipper Association for his tireless efforts in all avenues of Surf Life Saving.

*Photo – Andy and the park at Palm Beach named in his honour.*



## RESOURCES

Forms	
SLSA Application for Membership	Available from surf club
SLSA Registration Renewal	Available from surf club
Blue Card Application Forms	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Member Protection > QLD
Junior Activities Record Sheets	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Nippers > QLD



Junior Activities Preliminary Pool Evaluation Endorsement Form	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Nippers > QLD
<b>Junior Activities</b>	
Junior Development Resource Kit	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Nippers > QLD > JDR Kit
Age Managers Course	Contact your branch for details of the next available course OR through your personal login for Lifesaving Online
Age Managers Guide	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Nippers > QLD
Age Managers Online Guide	
Junior Preliminary Skills Evaluation	
Family Participation Program Induction Presentation	Available from your Regional Office
<b>Manuals</b>	
SLSA Surf Sports Manual 34 <sup>th</sup> Edition	<a href="http://www.sls.com.au/store">www.sls.com.au/store</a>
SLSA Training Manual 34 <sup>th</sup> Edition with SLSA insert	<a href="http://www.sls.com.au/store">www.sls.com.au/store</a>
SLSQ Junior Activities Manual	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Nippers > QLD
SLSQ Recognition Awards Manual (Version 2)	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Recognition > QLD
SLSQ Games Manual	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Nippers > QLD
SLSQ Youth & Membership Development Guide	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Youth > QLD
SLSQ Recruitment & Retention Guide	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Member & Club Development > Clubs > QLD > Recruitment Resources
SLSQ Patrol Operations Manual	Members Portal ( <a href="https://portal.sls.com.au">https://portal.sls.com.au</a> ) Library > Lifesaving > Lifesavers > Qld
<b>SLSQ Policies</b>	<b>SLSA Policies</b>
Child and Youth Risk Management Strategy	6.15 Youth Policy
MS02 - Chaperoning and Supervision of Minors Policy	2.01 Sun Safety Policy
MS03 - SLSQ Dealing with Police Investigations Criminal Charges Guilty Pleas and or Convictions Policy	6.05 Member Protection Policy
MS04 - Receiving and Reporting Disclosure or Suspicions of Harm Policy	1.01 Water Safety Policy
MS06 - Blue Card Screening Policy	1.01a Water Safety Procedures
MS13 –SLSQ High Visibility Clothing Policy	6.21 SLSA Photography Policy
MS7-MS10 – SLSQ Codes of Conducts	
ADM01 - Risk Management Policy	
ADM17 - Heat Management Policy	
SLSQ MPA1 - Member Social Media and Online Communications Policy	
MC01 - Photography Policy	
<b>Pathways</b>	
<b>Resource</b>	<b>Explanation</b>

Website – lifesavingpathways.com.au	<ul style="list-style-type: none"> <li>• Role page created for each role within surf lifesaving</li> <li>• Links to pathways for future development and positions</li> <li>• Videos of ambassadors embedded into site</li> <li>• Capability to share and print</li> <li>• Forms to collect interested member details</li> <li>• Forms to collect existing member questions</li> <li>• Links to find a club info</li> </ul>
Photo Library	<ul style="list-style-type: none"> <li>• Image bank of Ambassadors and generic surf lifesaving photos</li> </ul>
Email Banner	<ul style="list-style-type: none"> <li>• Standard pathways banner</li> </ul>
Teaser Video	<ul style="list-style-type: none"> <li>• 1min 30sec generic promo video of lifesaving pathways – incorporating various ambassadors</li> </ul>
Ambassador videos	<ul style="list-style-type: none"> <li>• Interview with each</li> </ul>
CSA	<ul style="list-style-type: none"> <li>• 30sec shortened version of the teaser video</li> </ul>
Recruitment video	<ul style="list-style-type: none"> <li>• 1min 40sec video promoting the benefits of lifesaving pulling together all ambassadors</li> </ul>
Posters	<ul style="list-style-type: none"> <li>• One poster per ambassador using hero shots</li> </ul>
3 fold brochures	<ul style="list-style-type: none"> <li>• Generic recruitment brochure with overview of the opportunities in surf life saving</li> </ul>
DL Flyers (with club contacts)	<ul style="list-style-type: none"> <li>• Region specific with a map of clubs on each</li> </ul>
Booklet	<ul style="list-style-type: none"> <li>• SLSQ booklet promoting pathways and all operational areas</li> </ul>

All SLSQ policies are available on the Members Portal (<https://portal.sls.com.au>)

*Library > Governance, Policies, Forms, SOP's and more > Policies > QLD*

All SLQA policies are available on the Members Portal (<https://portal.sls.com.au>)

*Library > Governance, Policies, Forms, SOP's and more > Policies > SLQA*

## FREQUENTLY ASKED QUESTIONS

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### **My child is 12 today (born 5 October), what age group will he be in?**

*The age group that your child is calculated to be in is the age they are as at 30 September – your child was 11 on 30 September (turned 12 on 5 October) and therefore is classed as being in the U12 age group (even though they are 12). A child who has their twelfth birthday on 30 July would be placed in the U13 age group.*

### **Does my child change age groups if their birthday is during a season?**

*No. The age group for children is determined by their age as at midnight 30 September i.e. if a child turns 8 on 30 September, they would be in U9s for that season. If a child turns 8 on 1 October, they would be in U8s for that season.*

### **My child's friend's birthday puts him in different age group and they want to be together.**

*Sorry, the rules are that children are placed in the age groups where their birthday falls – it may be good for them to be in different age groups; they can make new friends and still socialise before and after the training sessions.*

### **How often do I bring my child to the beach?**

*Each club has designated sessions each week, most are once per week on Sunday mornings (check with your club). Some clubs offer specialised training, i.e. swimming, boards, march past, on other days throughout the week.*

### **What does my child need?**

*Bathers/togs, a club cap, water bottle, long sleeved t-shirt or long sleeved rash top, sun hat, a towel and sunscreen. If your child is competing there is also a requirement to have a high visibility rash vest. Most clubs have stocks of club-branded apparel – speak to the relevant person for prices etc.*

### **What do children in Surf Life Saving do?**

*Depending on their age group, children will cover beach sprints and flags, swimming, board paddling, wading, basic CPR/ first aid skills, junior development and lots of fun activities. They will also learn surf lifesaving skills, surf awareness, and intrinsically develop personal and emotional skills.*

### **Junior Awards – what are these for my child?**

*Each age group award has sessions they participate in to acquire relevant skills and knowledge. They will need to attend and participate in all of the compulsory sessions to attain the award. They must also complete the pool and beach evaluation to obtain the award.*

### **Does my child have to be able to swim?**

*Yes, each age group has specific requirements for swimming ability. All children will complete a pool evaluation including a swim and a float, which clubs conduct. This is carried out before participating in any Junior Activities session to assess their swimming and self-survival ability in the water. This will determine whether they can progress to Junior Activities. They will then be required to complete a beach evaluation (run-swim-run). The next step is for them to train to complete the competition evaluation consisting of an ocean water swim. This allows them to compete at inter-club carnivals. Only those who wish to compete are required to complete the competition evaluation.*

### **Is this a “learn to swim” program?**

*NO. Although your child will benefit enormously and increase their confidence from exposure to open water-based activities, including swimming and board paddling, we do not provide specific learn-to-swim training or stroke correction. This is strongly encouraged to be taken up externally or through recommendations from your club.*

### **What can I do to help?**

*Parents can become involved in many areas of club activity. Areas can include helping with training, coaching, being a team manager, officiating, fundraising, providing water safety (if you gain your Surf Rescue Certificate or Bronze Medallion), cooking the club BBQ etc., but most of all supporting your child in their Junior Activities journey.*

### What happens when my child finishes all the various Junior Activities age groups and awards?

The Junior Development Program is designed to gradually introduce your child into the role of a qualified surf lifesaver and assist in patrolling the beaches. They can continue to be involved in a variety of competition events if desired. They will undertake various other awards and learn many facets of community service involvement. They can be taught specialist areas of competition and compete both at a state and national level. Clubs are also encouraged to conduct bridging programs such as the Youth Engagement Program (YEP) to assist transitioning to the senior club. Contact your club's Youth Development Officer for more information.

### What equipment can my child use?

Members under the age of 16 are not permitted in surf boats; in addition, members under the age of 15 are not permitted to use surf skis. All members operating crafts must be qualified to operate the particular craft (e.g. IRB—must hold a current Bronze Medallion, as well as IRB Driver's certification). Refer to Policy 1.02 Use of SLSA Equipment and Bulletin 8/06-07: Use of Association Equipment Clarifications Surfboard.

#### Surf Board Usage

The following details SLSA Surf Board usage in relation to age groups, the following shall apply:

Age Groups	Description	Maximum Length	Minimum Weight
U/9–U/10	Soft "Nipper" Boards	2.0m	Not specified
U/11–U/13	Composite or Soft "Nipper" Boards	2.0m	4.5kg
U/14	Full Length Composite Boards	3.2m	7.6kg
Masters	Full Length Composite Boards	3.2m	7.6kg

**Note 1:** For full details of SLSA Surf Board Specifications refer to SLSA Policy 5.6.

**Note 2:** All designated U/14 age category board events are to be conducted on 3.2m boards.

**Note 3:** Proficient U/13 competitors with their relevant age award may compete in U/14 age category **team events**, but will be required to use the equipment designated for the U/14 age category.

**Note 4:** Proficient U/13 SLSA Surf Rescue Certificate holders who compete in U/14 and U/15 age category events will be required to use the equipment designated for the U/14 age category.

**Note 5:** Proficient U/10 competitors with their relevant age award may compete in U/11 age category **team events**, but will be required to use foam or fibreglass boards with the minimum weight of 4.5kg designated for the U/11–U/13 board.

### Must I join a club as a parent?

It is to the club's discretion whether a parent of a junior member must also join. It is recommended by SLSQ that as a minimum, parent's join as an Associate Member of the club.

# CONTACTS

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## GLOSSARY

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**SLSQ** – Surf Life Saving Queensland

**SLSA** – Surf Life Saving Australia

**Junior Activities Member** – A member of the organisation between the ages of 5 – 13 enrolled in the SLSQ Junior Activities Program.

**Senior Member** – A member of the organisation over the age of 14.

**Inter-Club Competition** – Inter-club competition is defined as sanctioned competition between registered Surf Life Saving Queensland Surf Clubs with members representing their own clubs and in their relative age groups.

**Intra-Club Competition** – Intra-club competition is defined as sanctioned competition and/or training conducted only between members of an individual Surf Life Saving Club with members competing in their relative age groups.

**Open Water** - is defined as ‘a large body of water such as the sea or large lake, occurring naturally or purpose built’.

**Pool Evaluation** – The pool swim component of the pool evaluation must be completed in an enclosed pool no less than 25m and be completed by using a continuous over arm stroke (i.e. Freestyle). The survival float component of the pool evaluation must be completed in an enclosed pool at a depth where if the Junior Activities member were to stand on the bottom of the pool, their mouth and nose would not protrude out of the water.

**Run-Swim-Run** – A run-swim-run is defined as a continuous beach run, open water swim (completed by using a continuous over arm stroke, i.e. Freestyle) and another continuous beach run, measured to the specified distance relevant to each junior activities age group.

**Shall, must, should, may** – the words “shall” and “must” imply a mandatory statement, the word “should” implies an advisory statement, and the word “may” implies a right to use discretion.

**Shallow water** - For the purpose of Junior Activities, the term shallow water is defined as water at a depth no higher than the knee of the participants.

**Members Portal (<https://portal.sls.com.au>)** - The SLSA Members Portal is a secure online resource containing all SLSA and SLSQ guides, manuals, forms, policies and procedures. You may create an account to use the Members Portal if you are a currently active member of an SLSA Organisation such as a surf club or have been an active member within the last two years. In order to create an account on the Portal, the system will verify your details against those stored in SurfGuard (the national membership database) by your club. If your email address or mobile phone number have changed recently then these may not be accurately recorded in SurfGuard. If this is the case, please contact your club’s administrator and check your membership details with them.





**QUEENSLAND**

***[lifesavingpathways.com.au](https://lifesavingpathways.com.au)***