

Circular 3476

Released October 2016



Safety and Emergency Management Coordinator Workshop

Attention: Branch Directors of Surf Sports, Club Presidents, Club Secretaries, Club Competition Officers, Team Managers, Coaches and Competitors

Actioned by: Branch Directors of Surf Sports, Members currently undertaking the role of SEMC at competitions

Date: 19 October 2016

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Summary	SLSNSW is calling for nominations from members to attend a Safety and Emergency Management Coordinator (SEMC) workshop to develop skills and knowledge to perform this role effectively.
Strategic Goals	<ul style="list-style-type: none">- To save lives by providing a safe beach and aquatic environment throughout NSW.- To encourage volunteerism and broaden the volunteer base across the state.- To increase grassroots participation in sport and recreational activities at all levels of the movement.
Key Strategies	<p>1.4 Educate and train great lifesavers by ensuring they are kept updated on the latest practices and procedures.</p> <p>8.2 Bolster developmental pathways and opportunities for our athletes, coaches, officials and administrators through the stages of their sporting life.</p> <p>8.3 Establish best practice event management for the delivery of Surf Sports events</p>
Action	Please complete the online nomination form by 11pm Sunday 13 November 2016 .

Program Information:

The Safety and Emergency Management Coordinator (SEMC) Workshop aims to provide members who are currently undertaking SEMC duties at Surf Sports competitions, with the opportunity to develop the skills and knowledge required to perform this role effectively.

The workshop is designed to run as a pilot and will draw upon the wealth of experience from members who currently undertake local, branch, state and national SEMC roles.

Content:

A key aspect will include; pre event planning, documentation and WHS. Additionally, a number of table top scenarios will be discussed. The content is will cover the all aspects of the role of SEMC including, but not limited to;

- A. How to work in conjunction with the Referee.
- B. How to formulate and implement a safety, search and rescue and contingency plan which will provide prompt and effective safety, rescue and recovery in an emergency situation.
- C. How to respond immediately to and record any reports of safety concerns directly received from competitors, power craft, water safety personnel, officials and lifesaving/lifeguard personnel and liaise as appropriate with the Referee and/or the Competition Committee.
- D. How to be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and non-competition support functions.
- E. How to initiate and coordinate (command and control) any search and rescue actions if necessary and notify the Referee and the Competition Committee.
- F. How to co-ordinate other services to provide essential communication, transport and trained personnel in an emergency.

- G. How to brief all associated services prior to the competition to ensure that all:
 - (i) Other involved services are aware of their responsibilities; and
 - (ii) Referees are aware of the safety and emergency plans.
- H. How to liaise and coordinate with SLSA Medical/First Aid/Emergency/Safety personnel including local emergency groups such as Police, Ambulance, Fire services and relevant government agencies.
- I. How to provide reports and recommendations to the Referee or the relevant SLSA authority on the conduct of the Safety and Emergency Management systems.
- J. How to complete an Event Safety Guide Sheet/Tool/Application.

Participants will be required to update a Safety Operations Manual in line with an upcoming Surf Sports event.

Participants should have access to a device (Android or IOS) capable of utilising the SLSA Event Risk App. SLSNSW will assist in ensuring that participants have this loaded onto their device.

Program Details:

When: Saturday 26 and Sunday 27 November 2016
Time: Arrive for a mid-morning start on Saturday and finish early afternoon on Sunday (to be confirmed)
Venue: SLSNSW Office, 3 Narabang Way, Belrose 2085

Costs:

Levy: There is no fee/levy to participate
Travel: Travel to/from Sydney is at the individuals own cost
Accommodation: SLSNSW will provide triple share accommodation nearby
Meals: **Saturday dinner is at your own cost.** Saturday lunch, morning/afternoon tea and breakfast (Sunday only) are provided.

As this is a pilot workshop, numbers will be limited to 1x person from each Branch in the first instance. Additional Branch representatives may be accepted by SLSNSW; however the cost will not be borne by SLSNSW (i.e. Additional accommodation must be arranged and paid for – however SLSNSW may be able to assist with bookings). SLSNSW intends to roll out regional SEMCs workshops in the future, once the pilot has been evaluated.

Participant Information:

The content in this course will assume that the participant has a good knowledge and experience in emergency management and possess an understanding of risk management. Therefore, this workshop is suited to those who are at (or have been) a senior experienced patrol captain or Branch Duty Officer.

However, the main requirement will be that participants are currently or will act as SEMC at their local/branch level this season.

Pre requisites:

- SLSA Silver Medallion Basic Beach Management Award or equivalent
- Financial member of SLSC
- Endorsed by Club and Branch
- Currently acting or identified as a future SEMC
- Willing and available to undertake SEMC duties at a local/branch level this summer.

Desirable:

- SLSA Silver Medallion Aquatic Rescue or equivalent

How to Nominate:

- 1) All nominees must be current financial members, proficient with their relevant awards, and be endorsed by both club and branch representatives prior to nomination.
- 2) Complete the [Online Nomination Form](#) by 11pm Sunday 13 November 2016.
- 3) Follow the close of nominations, nominees may need to be prioritised by Branch.
- 4) Branch prioritised lists (if required) will then be put forward to the SLSNSW for consideration. It is anticipated that successful nominees will be notified by Friday 18 November 2016.