

24 August 2018

Dear Parents

**Re: 2018 U14/15 Surf Rescue /Bronze Development Camp 17 – 18 November 2018**

This year Secret Harbour Surf Lifesaving Club will be holding a SRC (Surf Rescue Certificate) camp at the Secret Harbour SLSC for U/14's and under 15 cadets. This camp will be held on Saturday 17<sup>th</sup> to Sunday 18<sup>th</sup> November 2018.

The SRC is the first of many surf lifesaving awards our young members can achieve and on completion enables juniors to patrol and also compete at state carnivals. The course generally extends over a 3-week period, with water and land based activities covering surf awareness, in-water rescue techniques using a board and tube, basic first-aid and CPR, radios and signals.

The camp allows us to consolidate the learning into around 4 or so Sunday Mornings and a weekend so our new SRCs don't need attend sessions outside of our normal Sunday activities with the Team completing the SRC in early Dec (a weekend or 2 after the camp). The learning will be consolidated with an exercise with Rockingham Volunteer Marine Rescue.

This year our U15s that do not turn 15 before 31 Mar 19 are invited to attend – so those not on the Oct/Nov BNZ course. The plan for our returning SRCs (aspiring bronzies) is to assist them with progressing their BNZ skills in preparation for gaining their BNZ early next season (Season 19/20).

Successful completion of the SRC course includes a practical assessment as well as the completion of an on line learning component.

This letter serves as your Information Booklet and the following items have been included:

- Permission slip
- Dietary requirements information
- Medical conditions notice
- Timetable
- List of requirements for the camp
- Emergency procedures & risk assessment

Parents are requested to drop off their children at Secret Harbour SLSC at 7.30 am on Saturday and pick them up at 3 pm on Sunday. If parents wish to pick-up or drop-off their child outside of these times you must inform the club beforehand by email [members@secretharbourslsc.com](mailto:members@secretharbourslsc.com).

All meals are provided. Any special dietary requirements are to be specified on the attached permission/attendance slip.

The club subsidises most of the camp costs but there will still be a small cost of \$60 for course materials to be paid by each Crusader (Cadet) attending. It will be a requirement that any Crusader attending the camp must have successfully completed their pool proficiency as follows:

- 200 metre swim (freestyle) in less than 5 minutes; and
- 3 minute survival float.

If the pool proficiency has not as yet been completed, it will need to be completed prior to conducting any water based activities.

**If you have not completed your pool proficiency, please discuss this requirement with Garry as soon as possible.**

Since the completion of the SRC course can take up to 3 weeks the camp provides an opportunity to cover a significant part of the course in a shorter timeframe, as well as provide a fun place for the group to get to know each other.

### **Camp Coordinators / Trainers / Mentors**

The following club members will be the age managers/trainers in charge and staying overnight with the juniors. All have their working with children requirements. **Other** club trainers may be in attendance during the day to assist with the SRC/BNZ training schedule.

- **Senior trainer & Camp Coordinator:**
  - Megan Williams/Garry Williams
- **Other Camp trainers**
  - Matt Tonkin
  - Rhanía Gorman (Trainee Trainer)
  - Louis Taylor (Trainee Trainer)
  - Izac Geddes (Trainee Trainer)
  - Montana Hicks (Trainee Trainer)
  - Jess Williams
  - Jo Theodis/Carolyn Wilson TBC

- **Mentors**  
**TBC**

### **Surf Rescue Certificate Course Topics to be covered over the weekend**

#### **Course Topics**

1. Water safety and surf awareness
2. Signals
3. Radios
4. CPR (1- and 2- person and Team)
5. First aid
6. Rescues (in-water) – board and tube
7. Patrol (Patrol logbook and Incident Report)
8. Run-swim-run

**Location Camp -** Secret Harbour Surf Life Saving Club  
11 Palermo Cove  
Secret Harbour WA 6173  
Phone: 9524 7092

### **General Information**

While at the camp the Crusaders will be camping out in the club. The girls and boys will sleep in separate areas. The Cadets will be required to bring a sleeping bag and camp mattress to sleep on.

Change rooms, toilets and showers are located on the ground floor of the club

The camp will be fully catered and supervised.

If your child has any dietary requirements, allergies (to nuts, bees, thistles etc), wears a medic alert bracelet, carries an anaphylactic pen etc, we need to know about this. Please make sure you complete the appropriate sections of the attached permission form.

Whilst this camp is designed to be educational, fun and rewarding, there will be behavioural expectations placed on each person. We have an obligation to respect the culture of the club, and to behave in an appropriate manner towards each other and the environment we are in. Everyone is expected to follow the instructions of the Camp Leaders. Although we do not expect this to happen, any person who cannot honour this requirement will be sent home immediately. This will require you to collect your child.

**IMPORTANTLY, electronic devices such as mobile phones, ipods, game boys, etc. tend to be a distraction for teenagers and it is encouraged that the cadets leave them at home. No responsibility will be taken for such devices by the club. Cadets will need to make sure that if they do bring them that they are turned to silent and secured with their personal gear.**

### **Permission Forms**

Confirmation of your child's attendance is required by ***Monday 13 November 2018***.  
Permission forms with payment are to be returned to the club office by the above date.

### ***Confirmation of attendance will be based on:***

- Return of permission slip and associated paperwork (attached).
- Payment of the \$60 camp fee. See payment options on page 10 of this document.
- If you are unable to achieve this, please contact the club office directly so that other arrangements can be made.

**We hope to take a team/group photo, so please bring your Club Shirt if you have one.**

If you have any additional questions, please do not hesitate to contact the club office, your age group manager or the camp coordinator.

Yours Sincerely

***Garry Williams***  
***SRC Coordinator***  
***Cadet Coordinator***

### **Insurance/Indemnity**

The SHSLSC's members' registrations through Surf Life Saving Western Australia (SLSWA) will cover all members' for insurance purposes. All participants (Under 14's, U15's Cadets and Supervising Staff) are to be registered members of SHSLSC.

### **Accommodation & Logistics**

Accommodation will be Dormitory.

Specific control measures associated to individual male and female accommodation, change room & ablutions access are in place and the SHSLSC Code of Conduct and SLSWA & SLSA policies will be applied for the duration of the camp.

### **Risk Analysis and Management Work sheet**

Safety and welfare is the responsibility of the Camp Coordinator.

The camp is to be conducted in accordance to the Surf Lifesaving Policies, and the Risk Analysis and Management work sheet. All activities are to be preceded by a specific activity Risk Analysis. An overall safety brief is to be conducted by the Camp Coordinator prior to any activity commencing.

Coaches are to provide detailed safety briefs to all participants, prior to conducting individual activities.

The safety, welfare and wellbeing of participants is supported by SLSWA's requirement to ensure Club's identify Welfare Officers to all participants in advance of activities of the camp. Megan Williams is the identified Welfare Officer who will be on site for the duration of the camp.

### **Risk Analysis and Emergency Procedures**

#### **Context for risk assessment**

The ratios of leaders to juniors will not exceed 1:6, and in most cases will be less.

Emergency actions are relatively simple, with the club 4WD utilised as the emergency vehicle to transfer the patient to the planned point of recovery or in urgent cases an ambulance will be called.

Weather, to include air temperature for the area will be researched one week prior to the commencement of the activity and in the immediate days leading to the activity.

<b>Risk</b>	<b>Control</b>	<b>Emergency Response</b>
<b>Environment</b>		
External activity area unsuitable Eg. Too wet   Winds too strong	Monitor forecast daily Review conditions at start of each session Continue to monitor as session continues. Shift to another location or training centre if necessary. Return to camp, and relocate activity to another alternative location	Return to club house, and relocate activity to another alternative location

Heat	Monitor forecast, sun protection, suitable clothing, hydration, monitor group.	Evacuate group if heat stress likely.
Cold	Monitor conditions and forecast, suitable clothing, carry hot drinks.	Returns to vehicle evacuate, warm drinks and re evaluate
<b>People</b>		
Minor injury, sudden minor illness	Limit exposure to hazards, ensure safe practices in all activities, appropriate protective clothing, check all equipment, health declaration	First aid or evacuate if necessary
Major injury, illness	Health, injury, medication check at each briefing session, monitor group throughout activity, ensure safe practices, protective clothing, avoid major hazards, take extra care in harder areas. .	Treat or reduce at scene if possible, return to vehicle if possible, call emergency services if unable to manage with own resources, transport injured or ill person to appropriate medical aid
Fatigue, muscle soreness	Limit total duration of activity sessions, include breaks, carry snacks & drinks, monitor group, modify activities if necessary	Rest; restrict activities necessary and return to club
<b>Equipment</b>		
Faulty, damaged items	Inspect all equipment at start of activity, repair or replace if necessary, inspect daily, carry repair kit and spares.	Evacuate group if major equipment damage and items unable to be temporarily repaired.

### Emergency Equipment Used or Carried by Coaches

- First aid kit
- Water bottles
- Mobile phone
- Emergency contact details
- Sun block, lip balm, Sunglasses
- Personal medications (as required)

### Key Phone Numbers

- External Emergency Number: 000
- Camp Coordinator: 0418 472 827
- Director of Education: 0407 499 775

### Weather

The Camp Coordinator is to monitor weather conditions 36 hours, 24 hours, and 6 hours prior to commencing the activity. The activity is not to commence or is to cease immediately if the

following occur:

- Windspeeds over 35 knots
- Lightning
- Severe thunderstorms or squalls
- Gales
- Tropical cyclones within 500 nautical miles of the activity area.

### **Medical General**

Camp Coordinator is to ensure suitably qualified medical personnel are on location for the duration of the event.

Coaches are to carry an appropriate stocked first aid kit whilst conducting away from base activities and a comprehensive first aid kit is to be maintained in the safety vehicle.

### **Communications**

The primary mean of communications will be through the Camp Coordinator via mobile phone.

### **What to bring**

The following is a list of equipment required by all persons attending:

- No responsibility can or will be taken for the loss of personal items (cash, iPods, cameras and phones included).
- A **No Hat No Play policy** will be enforced. Make sure a hat is packed.
- Club equipment will be made available, please bring personal boards if you own.
- Personal Medications (to advise)
- 1 x Pillow
- 1 x Sleeping Bag
- 1 x camp/foam mattress
- 1 x Sleeping Attire
- Toiletries (soap & toothbrush etc)
- 1 x Flashlight/Torch
- 1 x Casual Outfit (neat)
- Warm Jumper or Jacket
- Track Pants or Trousers either or both
- T-Shirts (short and long sleeve and include Club shirt if possible)
- Underwear and Socks
- Wet Weather (Spray) Jacket [check the forecast]
- Spare Dry Clothes (preferably warm items)
- Board Shorts / Swimmers / Bathers
- (High Visibility) Rash Vest
- Wetsuit if cold
- Runners / Athletic Shoes
- Sports Attire (shorts and top) [for daily activities]
- Beach Towel
- Sun Hat
- Sunscreen, Sunglasses, Thongs & Water bottle
- Insect Repellent
- Equipment (paddle/ski/Board if you own)



**Secret Harbour Surf Life Saving Club**  
**Parental Permission Slip SRC/BNZ Development Camp, Secret Harbour SLSC**  
**17 - 18 November 2018**

<b>Name of Child Attending:</b>			
<b>Child Date of Birth:</b>			
<b>Parent/Guardian Name:</b>			
<b>Contact Details:</b>			
	<i>Mobile Phone</i>	<i>Home Phone</i>	<i>Email</i>
<b>Alternative Family Contact:</b>			
	<i>Insert Name</i>		
<b>Relationship to child:</b>			
<b>Contact Details:</b>			
	<i>Mobile Phone</i>	<i>Home Phone</i>	<i>Email</i>

***Special Dietary Requirements:***

Please list any dietary requirements that your son/daughter may have e.g. vegetarian, gluten intolerant


**Medical Alert Notice:**

In the interest of your child's health and safety we would be grateful if you could acknowledge the following:

*“As a natural consequence of their involvement in this Club Camp, your child may at some time be injured or involved in an accident. The information provided will help us better care for your child.”*

Please list any medical conditions or alert requirements that your son/daughter may have eg. Asthma, allergic to bee stings, thistles, nuts, uses prescribed or self-administered medications, uses an anaphylactic pen, has diabetes, has a medic alert bracelet etc.


**Other Information:**

Please provide any other information about your child, which will enable the organisers to provide a more effective level of care i.e. existing injuries, previous operations, and other issues:

<b>When was your child’s last tetanus shot?</b>	
<i>Insert Date</i>	
<b>Medicare Number:</b>	
<b>Do you have Private Health Insurance?</b>	Yes / No
	<i>Please circle</i>
<b>Name of Company:</b>	
<b>Do you have Ambulance Cover?</b>	Yes / No
	<i>Please circle</i>
<b>Name of Family Doctor / medical Centre</b>	
<b>Contact details:</b>	
	<i>Phone Number</i>



**Please tick the following to confirm you have read:**

- I am aware that involvement in these activities may require my child travelling by private vehicle.
- Where it is not practical to communicate with me, I authorise the Camp Co-ordinator to consent to my child receiving medical treatment as may be considered necessary.
- We acknowledge that Camp Leaders and those others accompanying Club members on this Camp will take all reasonable care while the participants are in their charge to protect them from injury and to control and supervise their behaviour and activities. However, we acknowledge that each individual child has a duty to take responsibility for their own actions and behaviour during this camp.
- We are aware that Camp Leaders and other helpers are not responsible for injuries or damage to property which may occur where, in all circumstances, they have not been negligent.
- We accept that costs incurred as a result of accident or illness is the responsibility of the parent/guardian.
- The Club's insurance policy provides a general public and products liability of up to \$20,000,000 and covers:

*"Legal liability to third parties for Injury and/or Damage to Property caused by an occurrence in connection with the insured's business"*

- We accept the conditions outlined above and understand the behavioural expectations placed on each person.
- We also understand that any person who cannot honour this requirement will be sent home immediately. This has been emphasized with our son/daughter(s).
- Unless previously advised, we shall collect him/her/them from the Camp at 3pm Sunday 18th November 2018.
- I have read and understand the information provided above and give permission for my son/daughter(s) to be part of the Secret Harbour Club Camp from Saturday 17 November to Sunday 18th November 2018.
- He/she/they understand that he/she/they have an obligation to respect the requirements of SHSLSC, and to behave in an appropriate manner towards each other and the environment they are in and in accordance with the policies of Secret Harbour Surf Life Saving Club.
- He/she/they also understand that the instructions of the Camp Leaders are to be followed and that they will be sent home immediately if they misbehave.

**Parent/Guardian Name:**

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***Please print***

**Signed (Parent/Guardian):**

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***Signature***

***Date***

**Club accounts can be paid by:**

**Bank Transfer**

Westpac

Secret Harbour Surf Life Saving Club Inc

BSB: 036060

Account Number: 108739

Please Quote 'Camp' and 'Surname' when paying accounts and email payment receipt to  
admin@secretharbourslsc.com

**Credit Card**

Pay by credit card using the ticket portal

<https://www.trybooking.com/book/event?embed&eid=425944>

**OR**

Contact the club to pay by credit card over the phone during office hours.