ROOKIE BOOKLET

2023-2024

YOUR NAME _____

YOUR CLUB _____

Introduction

Congratulations on becoming a Rookie Lifeguard!
Over the season, you will learn & experience many new skills to help in preparing you to sit your Surf Lifeguard Award. With the help of your Rookie Coordinator, mentors, and patrol captains at your club complete the sections and tasks in the following pages of this Rookie Booklet. If you are unsure what to do on patrol, choose a section and ask a lifeguard to help you answer some of the questions, or ask them to help you complete some of the tasks. The more you do, more confident you will become!

Section	Rookie Coordinator to sign on completion
Risk Management	
Roles & Responsibilities	
Surf Environment	
Role of a Lifeguard	
Lifeguard Communications	
Scanning & Patient Identification	
First Aid & CPR	
Rescue & Release	

Risk Management

Risk management in practice

The following eight steps outline the risk assessment process to be applied to surf lifesaving activities.

Step 1
Identify the activity

Surf lifeguards plan to set up and operate a patrolled flag area for the public.

Step 2
Identify the people

Surf lifeguards identify the people likely to use the flagged area and the surrounding beach, which includes the surf lifeguards themselves. This may include competent swimmers, boogie boarders, surfers, poor swimmers, children, families, and first time beach users.

Step 3
Identify the hazards

Surf lifeguards identify hazards which may include:

- Environmental hazards – rips, currents, and wave height/type.
- Potential human hazards – surfers near the proposed flag area, or first time beach users.
- Potential 'man made' hazards – jet skis on the water, vehicles on the beach, or the remains of an old disused wharf or jetty.

Step 4
Assess the risks

Surf lifeguards then identify and assess the risks to the people using the flagged area which may include; potential injury to swimmers due to location of surfers, potential drowning of swimmers entering the water fully clothed, or the location and strength of rips. Surf lifeguards then identify and assess the risks before considering what actions to apply to manage the risks.

Step 5
Apply preventative actions

Having assessed the risks, surf lifeguards make informed decisions about where to locate the flags, e.g. away from surfers and rips. They may also place signs to warn beach users of dangerous currents, and may talk to first time beach users about the safety of swimming between the flags.

These are all preventative actions or controls which help prevent harm to those using the beach.

Step 6
Monitor

Surf lifeguards monitor and review steps 1-5 and amend as necessary to prevent harm to people.

Step 7
Maintain

Surf lifeguards may record this information via the operational risk assessment app.

Step 8
Implement emergency response

Surf lifeguards implement emergency responses when preventative actions have failed, or where hazards have suddenly appeared. e.g. surf lifeguards rescue swimmers from a flash rip that suddenly appears

When effective risk management procedures are practiced the health, safety and wellbeing needs of surf lifeguards and others that use the beaches are normally well attended to.

Risk Management

What are the eight steps in effective risk management that lifeguards carry out every patrol?

1. Identify the _____
2. Identify the _____
3. Identify the _____
4. Assess the _____
5. Apply _____
6. _____
7. _____
8. Implement _____

Name three ways a lifeguard can protect themselves on the beach?

1.
2.
3.

Name two ways you can help to reduce injuries to members or visitors of the surf club?

1.
2.

Roles & Responsibilities

Give three examples of when you should not be wearing your patrol uniform

1.
2.
3.

What is a preventative action?

Why is a good public perception of Surf Lifeguards import for Surf Life Saving?

What does NSOP stand for and represent?

Why are the NSOPs important?

What does CSOP stand for and represent?

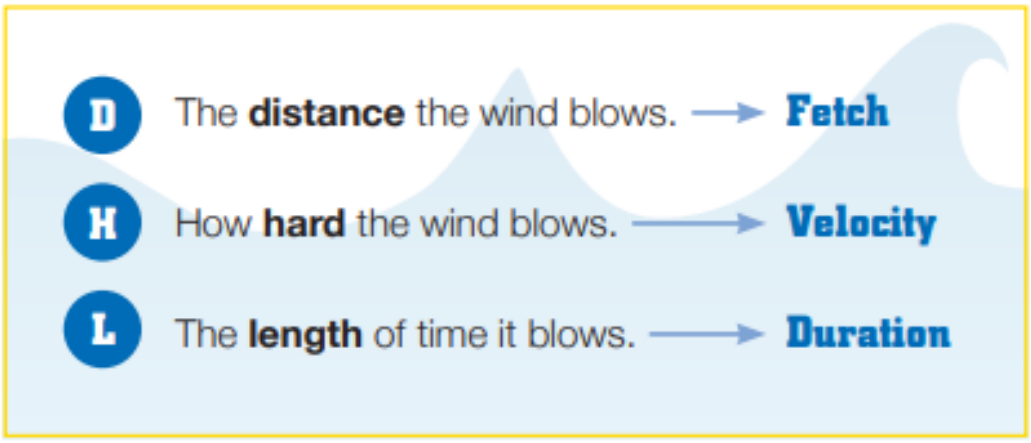
Why are the CSOPs important?

Who is responsible for updating the CSOPs at your own club?

Surf environment

What is a wave and how is it formed?

The three factors that can affect the size of waves are:



What is a tide?

Things to watch out for with the changing tides:

Hazard	Rising to high tide	Falling to low tide
Rip currents	Generally slower flow speeds.	Faster flowing water and greater definition of rip current channels.
Rocks	Waves breaking higher up the rocks, more dangerous for rock fishing.	Greater exposure to slippery moss and algae.
Sandbars	More water over the sandbar, generally better for swimmers.	Less water over the sandbar, higher danger of spinal injuries.
Waves	Spilling waves, good for learning to surf and bodysurf.	Dumper or plunging waves, dangerous for beginner surfers and swimmers.

Waves

Waves type:

Characteristics:

Waves type:

Characteristics:

Waves type:

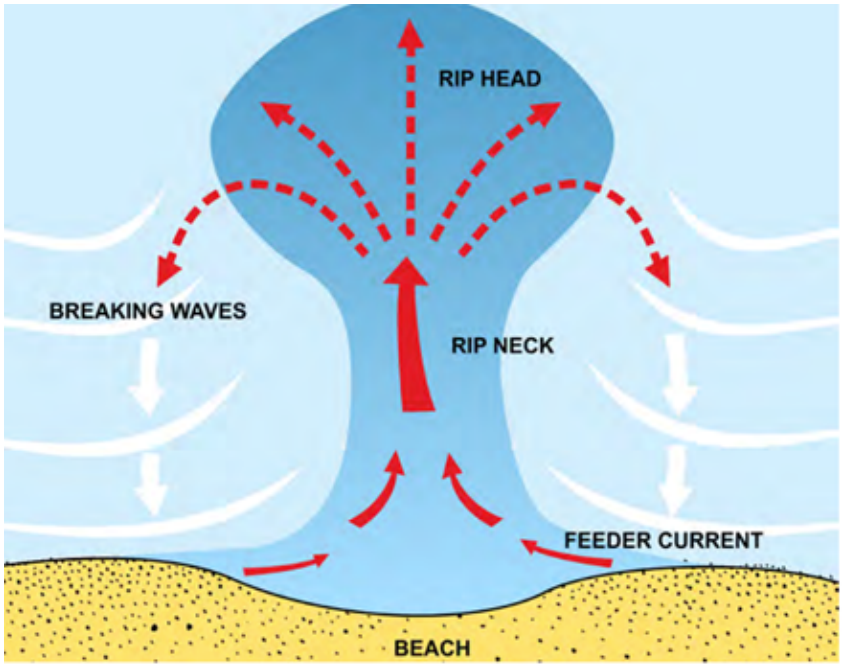
Characteristics:

Waves type:

Characteristics:

Rips

What is a rip current?



Name four ways of identifying a rip

1.

2.

3.

4.

Name three types of rips

1.

2.

3

If you need to escape the rip current what are the 3 R'S

R_____

R_____

R _____

Your turn!

Action	Signed & Date	Signed & Date	Signed & Date
Identify a rip			
Identify a sandbar			
Identify a hole			
Identify different wave types			
Test flagged area at beginning of the day			
Fill out a Patrol Captains form			
Fill out a risk assessment form on SiteDocs			

Role of a lifeguard

Discuss the duties of each patrol member and allotted tasks while on duty. e.g. Patrol Captain, IRB Driver, Radio Operator etc.

Patrol captain:

IRB driver:

RWC operator:

Radio operator:

First aider:

Patrol Support:

Lifeguard:

Flag duty:

Tower duty:

Roaming patrol:

Sunsmart

Us as lifeguards spend long durations in the sun, how do we keep ourselves safe?

S_____

S_____

S_____

W_____

S_____

Verbal & non-verbal communications

Have a chat to your Patrol Captain, mentor, or a lifeguard about:

- Why we use radios on patrol.
- The types of radio used (base set, hand-held, digital)
- The radio network system used in your area.
- The use of correct language on the radio i.e. over, out and call signs.
- The role the radio network operator plays in your area.
- The radio channels specific to your club's area and region
- The maintenance and care of radios, including immersion of a radio in water.
- The use of a radio in an emergency and the 4 P's. Position, Problem, People, Progress

Lifeguard communications

What are the five skills that lifeguards need to understand to be an effective communicator?

1.
2.
3.
4.
5.

Describe why we use radios on patrol?

What are the steps to set up a radio for patrol?

What are the steps to pack down a radio after patrol?

What is the process if a radio is submerged in water?

Verbal & non-verbal communications

Verbal communication examples	Non-verbal communication examples

What communication barriers exist in the Surf Life Saving environment?

If a boat is in trouble offshore, what channel would you communicate with them on?

What should you say into the radio in an emergency?

What does "out" mean?

Your turn!

Action	Signed & Date	Signed & Date	Signed & Date
Set up radios for patrol			
Identify different parts on a radio			
Perform a normal conversation using a radio			
Perform a daily beach report to SurfCom			
Practice an emergency radio report using the 4 P's			

4 Ps for incident procedures

P	Meaning	Answers the question(s)	Examples
1	**Position**	What is the specific position of the person that is as close and accurate as possible?	• About 50 m north of the patrol tower … • At the fixed rip about 5 m south of the flags, and 20 m offshore... • Approximately 100 m south of the New Brighton pier… • Northern end of the beach on the rocks...
2	**Problem**	What is the patient's problem? What do you require?	• Problem is minor cuts to the patient's arms. We require a first aid kit… • Swimmers are caught in the rip and fatigued. We require the IRB to assist… • Problem is a dislocated shoulder. We require the methoxy and an ambulance... • Problem is a major fin chop to the left leg. We require an ambulance and a first aid kit…
3	**People**	How many people? How to identify them—age, gender, clothing?	• Patients include a teenage female and a teenage male both wearing gym clothes… • Patients are two female children wearing pink rash shirts… • Patient is a female in her late 70s wearing a red hat... • Patient is a male surfer in his late 20s with a beard and many tattoos…
4	**Progress**	What is happening now to progress the scene?	• The female is now unconscious and not breathing. We are commencing CPR and require a defibrillator… • The IRB is on the way to rescue the children and we will assess their condition once they have been returned to shore… • The ambulance has arrived on the scene... • The bandages are not controlling the severe bleeding and they are losing consciousness. We require a trauma kit and a defibrillator…

CLUB RADIO PROCEDURES

NORTHERN REGION

The Surf Life Saving Northern Region radio network utilises Digital Mobile Radio technology and allows patrolled beaches to communicate with SurfCom and one another. The Northern Region network consists of four micro-networks: Northland, East Auckland, West Auckland and Waikato.

SLSNZ RADIO CHANNELS

Channel 1 – SLSNZ Operations

This is the default channel that all radios should be set to while on patrol. SurfCom monitors this channel. When set to this channel all radios are GPS tracked and any transmissions are voice recorded.

Channel 2 – SLSNZ Simplex 1

General communications channel for internal patrol comms. It is line of sight only and should NOT be used for running incidents.

Channel 3 – SLSNZ Simplex 2

This is a second general communications channel. In areas like Piha, United would use Simplex 1 and Piha would use Simplex 2 to prevent over- lapping comms.

Channel 4 – Portable Repeater

This is a channel used by Search and Rescue squads who respond to areas not covered by the fixed SLSNZ radio network. It is not for general patrolling use.

Channel 5 – Emergency Liaison

The ES Liaison SX channel is a nationally consistent one-stop-shop for communicating with other emergency services for training and incident operations.

VHF MARINE RADIO CHANNELS

These channels are not to be used for general patrolling. They are for contacting other vessels, Coastguard, or Maritime NZ for Search and Rescue Operations.

Channel 6 – VHF 2 (Raglan)

Channel 7 – VHF 4 (Bay of Islands)

Channel 8 – VHF 5 (Whangārei)

Channel 9 – VHF 6 (Ship to Ship)

Channel 10 – VHF 7 (Kaipara)

Channel 11 – VHF 16 (Emergency Distress, monitored by Maritime NZ)

Channel 12 – VHF 18 (Manukau)

Channel 13 – VHF 60 (Hauraki – Outer)

Channel 14 – VHF 64 (Hauraki – Inner)

Channel 15 – VHF 65 (Hokianga)

Channel 16 – VHF 66 (North Kaipara)

CLUB RADIO PROCEDURES

NORTHERN REGION

Micro-Network Zones

Northland Zone

Repeaters:

- Ahipara Repeater
- Baylys Repeater
- Whangārei Heads Repeater
- Cape Rodney Repeater (Master)

Patrol Locations:

- Far North
- Baylys
- Whangārei Heads
- Ruakākā
- Waipū Cove
- Mangawhai Heads
- Pākiri
- Ōmāha

East Auckland Zone

Repeaters:

- Whangaparāoa Repeater
- Torbay Repeater (Master)

Patrol Locations:

- Wenderholm
- Ōrewa
- Red Beach
- Long Bay
- Mairangi Bay
- Takapuna

West Auckland Zone

Repeaters:

- Muriwai Repeater
- Bethells Repeater
- Te Ahua Repeater
- Karekare Repeater
- Quinn's Road Repeater (Master)

Patrol Locations:

- Muriwai
- Bethells
- United
- Piha
- Karekare

Waikato Zone

Repeaters:

- Kariaotahi Repeater
- Sunset Repeater
- Raglan Repeater (Master)

Patrol Locations:

- Kariaotahi
- Sunset
- Raglan

Hand signals

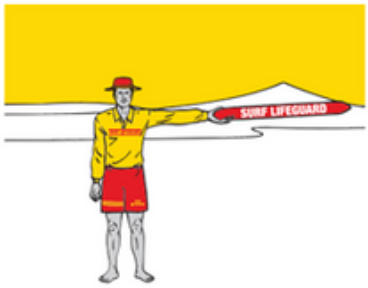
Signalling From Land to Sea

To Attract Attention between Boat and Shore
Two rescue tubes waved to and fro, crossing above the head.

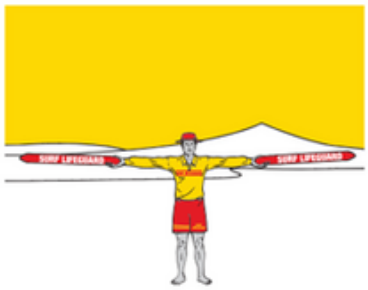
Return to Shore
One rescue tube held above the head.

Proceed Further out to Sea
Two rescue tubes held above the head.

Message Understood-Clear.
One rescue tube held stationary above the head and cut away quickly.



Proceed in the direction indicated
One rescue tube held at arm's length parallel to the ground and pointed in the required direction.



Remain stationary
Two rescue tubes held at arms length parallel to the ground.

Pick up Swimmers.
One rescue tube waved in a circular manner around and above the head and a second held parallel to the water's edge and horizontal to the ground. After signal is acknowledged by craft, direct to swimmers as required.

Signalling From Sea to Land

Ok Signal
Internationally recognised diver's signal. One arm is curled round the top of the head to form an "O".

Shore Signal Received and Understood
One arm held vertically, then cut away sharply.

All Clear
Both arms held in the horizontal position.

Assistance Required
One arm waved to and fro above the head.

Scanning & patient ID

Name three things that may affect scanning requirements and techniques

1.
2.
3.

Identify the five key points that important when learning how to scan and describe what each entail

1.
2.
3.
4.
5.

What is the five-minute scanning approach?

Identify five signs of a swimmer in trouble?

1.
2.
3.
4.
5.

Name five types of scanning patterns

1.
2.
3.
4.
5.

Scanning & patient ID

List 5 types of people that could be potential victims

1.
2.
3.
4.
5.

Explain why these people could be potential victims

1.
2.
3.
4.
5.

What are some ways/techniques to approach these people to do a preventative action?

Your turn!

Action	Signed & Date	Signed & Date	Signed & Date
Identify the different flags used by Surf Life Saving and their purpose			
Assist placing patrol flags on the beach			
Hoist and lower the clubhouse and BP flag			
Be able to recognise the signals			
Assist placing safety signs in the appropriate locations on the beach.			
Assist a lifeguard with a flag shift			
Assist a lifeguard identify some potential victims			
Talk with a lifeguard about scanning patterns & have a go			
With a lifeguard, conduct a preventative action			
Go on a mobile patrol (roam)			

First Aid & CPR

Have a chat to your Patrol Captain, mentor, or a lifeguard about:

- The first aid incidents that are likely to occur at the beach and how to treat them.
- The importance of self-safety first; i.e. site survey and wearing gloves etc.

The basic signs, symptoms and management of the following:

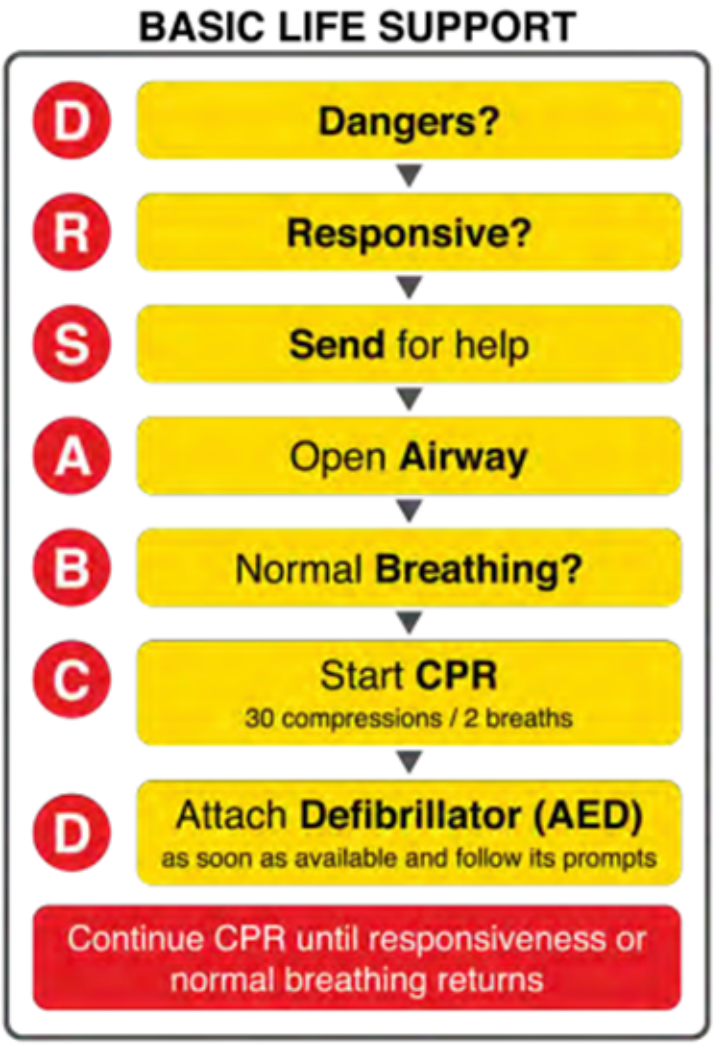
- Elements of the RICED principle of treatment
- Bleeding
- Asthma
- Hypothermia
- Heat exhaustion
- Shock
- Stings
- Sprains
- The effects and prevention of hypothermia and hyperthermia.
- The importance of wearing gloves and using face masks to help protect against infectious diseases.

CPR

If you were alone with an adult who is unresponsive and not breathing what should you do?

What is the compression rate for CPR?

When should we stop CPR?



First Aid

Name three ways burns can be caused?

1.
2.
3.

What is the difference between heat exhaustion and heat stroke?

What is hypothermia?

Signs and symptoms of hypothermia?

How should you treat a jellyfish sting?

What are symptoms of a major head injury?

Name three things you should do to manage a head injury?

1.
2.
3.

First Aid

What are signs and symptoms of internal bleeding?

What is shock?

What are the signs and symptoms of shock?

How should you treat shock?

How do you treat choking?

Your turn!

Action	Signed & Date	Signed & Date	Signed & Date	Signed & Date
Perform the four elements of RICED				
Practice placing the patient in the recovery position				
Practice putting a sling on and bandages on a patient				
Practice managing external bleeding				
Demonstrate knowledge of the first aid room and its contents				
Check first aid kits				
Perform basic patient assessment i.e. DRSABCD				
Demonstrate basic CPR techniques				
Be able to locate oxygen equipment and AED in the club house.				

Rescues & releases

Have a chat to your Patrol Captain, mentor, or a lifeguard about:

- Discuss the importance of self-preservation and risk vs. gain in a rescue situation.
- Discuss the methods and equipment used for performing rescues.
- Discuss the tube rescue in detail, including putting on the tube and fins, entering the water, approaching the victim and returning to shore.
- Discuss the purpose and techniques used for the blocking and escaping from victims.
- Discuss the Board Rescue in detail, including negotiating surf, approaching patient, retrieving patient and returning to shore
- Discuss what to do during a mass rescue.
- Discuss how to support a patient when being hit by a wave.
- Discuss the single person drag.

Your turn!

Action	Signed & Date	Signed & Date	Signed & Date	Signed & Date
Display wading ability				
Display duck diving ability				
Display ability to hold onto the seabed under larger waves				
Display body surfing skills i.e. catching a wave				
Display the ability to swim with fins				
Go for a rip swim with a lifeguard				
Perform a tube rescue with fins (scenario)				
Perform a board rescue pick up with a conscious patient				
Demonstrate the blocking techniques from a patient				
Demonstrate a single person drag				
Swim 400m in a pool - aim for under 9 minutes				

Meet your clubbies

INSTRUCTIONS: This is meet your clubbies bingo. Once you have met this person, get them to sign off, get them to sign off your box. Once completed all boxes you have finished the bingo.
Best of luck!

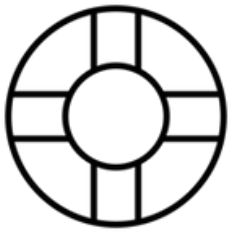
Club Captain	**SAR Member**	**Patrol Captain**
First Aid Officer	**IRB Racer**	**Junior Surf Coordinator**
Powercraft Officer	**RWC Operator**	**Club President**
Surf Boat Rower	**Life Member**	**Chief Instructor**

Scavenger Hunt

With your fellow rookies, go on a hunt to find the following items. First one to find all the items wins!

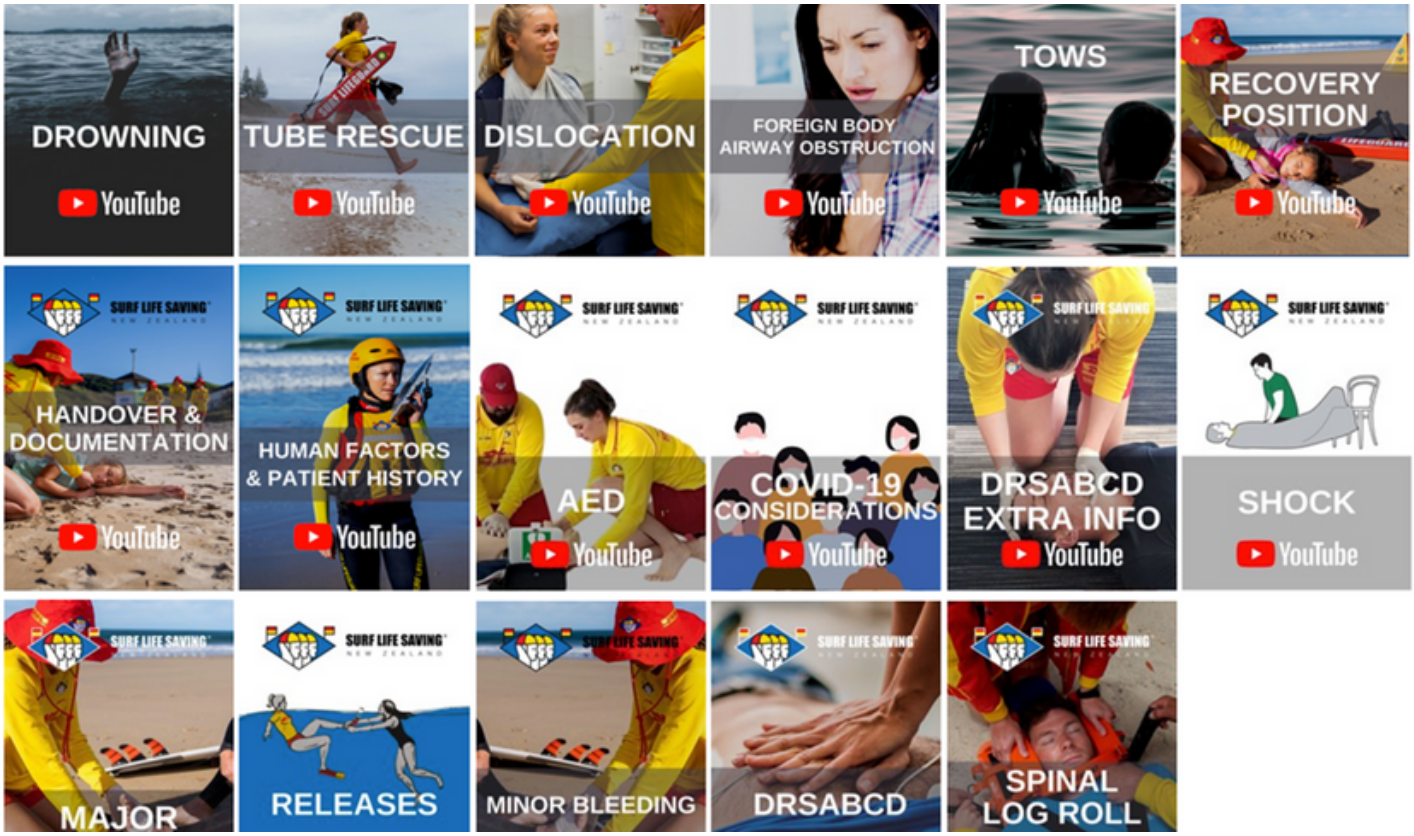
Patrol Flags & Stands	**Lifejackets**	**Danger Signs**
Radios	**Tubes**	**Rescue Board**
NSOP/CSOP folder	**Aqua Packs**	**Defib**
Binoculars	**Spinal Board**	**IRB Fuel**
IRB	**ATV**	**Helmets**
Fins	**Oxygen Kit**	

My goals this season



Training videos

Surf Life Saving New Zealand Lifesaving Resources



Extra note space for extra hard workers!