

# SOP 1.02 – Patrol Captain Duties

Section 1 – Volunteer Patrol Operations

Version Number – 4

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## Purpose

To outline the duties required of those in charge of individual patrols.

## Scope

All operational areas of Life Saving Victoria.

## Procedures

Patrol Captains are responsible for the coordination of all Patrol Members whilst on patrol and in the event of an incident, therefore their instructions should be followed promptly. They provide an important role in being responsible for the health and safety of members conducting volunteer patrols; and ensuring that safety is front and centre of all patrol activities.

There must only be one Patrol Captain for the patrol at any one time. Should the Patrol Captain change during the patrol, a formal handover must take place.

## Duty Statement

- Prior to the commencement of duty, check all previous log entries and liaise with the previous Patrol Captain / Lifeguard to identify any issues or hazards present.
- Before patrol starts, ensure all Lifesaving equipment is checked with the assistance of others to make sure it is in good working condition.
- The Patrol Captain should allocate positions to the patrol members, to be adopted in the event of a rescue, including requirements for a Remote or Outpost patrol as appropriate. A roving patrol of at least 2 members with a tube, fins and a radio may be assigned to patrol a specific section of the beach. Patrol Captains should also consider the use of Mobile patrols utilising an ATV (All-terrain Vehicle) or 4WD vehicle.
- At the commencement of patrol, the Patrol Captain should ensure all logbooks are filled out and organise the patrol. Member's duties, which will be logged and recorded as per any additional club procedures.

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- The Patrol Captain should select (based on training/experience) the safest area of beach to erect the red and yellow flags and where equipment should be placed. The Patrol Captain, in consultation with other patrol members should watch the beach from an elevated position, to assist in determining the safest location. It is recommended that patrol members physically test the selected area's condition, if not recently already done, i.e. swim the selected area before the patrol flags are placed. Equipment should be placed on areas of the beach where it is most likely to be required, i.e. near rips, at popular swimming spots, etc. keeping in mind ease of access by patrollers during a rescue or on a crowded beach.
- The patrol captain dependant on conditions shall be the person responsible for the opening, closing and relocating of flagged areas and/or beaches.
- The Patrol Captain shall also coordinate any incident that may occur unless a more senior person arrives at the situation such as a Lifesaving Operations Officer, State Duty Officer or the Police or other emergency services who may take over control (refer SOP 1.7 - Beach Closures).
- Board riders are a part of the surfing environment and should receive consideration from the patrol; therefore suitable areas for surfboard riding may be identified and should not conflict with the designated safe patrol area. Ensure a proper buffer zone exists between the surf craft area and the swimming area (10 metres approximately – where conditions permit)
- The Patrol Captain is responsible for ensuring the required information is recorded in all Logs including the Patrol Log, Powercraft Log, First Aid Log and Incident Report Log when the patrol is operating including noting the oxygen resuscitator checks being completed.
- At the commencement of the patrol, they must organise for the Lifesaving Service Warning Sign to be displayed indicating all relevant information such as beach and weather conditions and warnings.
- The Patrol Captain must ensure that any equipment damage found or that occurs must be logged as soon as possible and reported to the appropriate club committee member e.g. power craft officer
- If an appropriately qualified member is not present for the specific equipment, then that equipment must not be "set up", used, or reported as on patrol e.g. no IRB driver, no IRB on patrol. LSVComms should be notified of any non- operational equipment that precludes the patrol from making a full patrol.
- The Patrol Captain should ensure that all Lifesaving Personnel take a proactive approach to preventative measures i.e. warning the public of dangers, maintaining swimmers between the flags, etc.

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- It is desirable that the Patrol Captain holds the SLSA Beach Management award and have access to a radio at all times on patrol. The patrol Captain should familiarise themselves with and be aware of relevant Local Government Acts and By-Laws.

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