



SIDMOUTH SURF LIFE SAVING CLUB

Sidmouth Surf Lifesaving Club – Normal Operating Procedures (NOP) - 2025 Season.

Location - SLSC Club House - The Arches, The Esplanade, Sidmouth.

Staffing and Roles and Responsibilities

Lines of Authority

The lead coach will be responsible for the organisation /overview of the allocated session. They will oversee the Group Leaders, Duty lifeguards and First Aid Lead.

The group leaders will oversee their allocation of water safety cover and volunteers along with their group members.

General requirements

- All those directly involved with group members to be DBS checked and to have had pre-season club orientation training (or similar within the season).
- All volunteers to be members of SLSGB.
- All volunteers to ensure they have the qualifications required for their role and that these are current.

Staff Responsibilities/NOPs

- **Lead Coach** (Minimum level 2 SLSGB coach allocated for the session).
 - Arrive 20mins before session.
 - Complete Dynamic Risk Assessment – make judgement on type of sessions to take place (in conjunction with group leads).
 - Lead coach will ultimately make the decision on whether an in-water session takes place (using any external information such as weather forecast or water quality data if required).
 - Ensure all groups have an allocated coach (minimum qualification Level 1 SLSGB coach) – coaches rota will be in place in club house/on slack.
 - Ensure adequate water safety cover for each group/overall session (in line with SLSGB's ratios and risk assessment for the day) - minimum 1:8 in surf conditions / 1:10 flat water conditions.
 - Confirm with Gear Steward all equipment to be used is in suitable condition / allocate rescue equipment.

- Check radios if being used (fully charged and on correct channel).
- **Group Leaders** (Min - level 1 SLSGB coach/Board and Tube Rescuer).
 - Arrive 15mins before session.
 - Prepare equipment and place on the beach (with help from general adult volunteers if required)
 - Ensure group members meet on the beach (not club house) to avoid risks of road and esplanade.
 - Complete lesson plan (adaptive to conditions)
 - If replacement from normal lead coach lesson plans will be available for various conditions within the lesson plan folder (each nipper level / youth coaching lesson plans within lesson plan group folder).
 - Complete register of group (group folder will contain participants of each group with any medical requirements - replacement group leaders need to make themselves aware of such requirements).
 - Undertake group introduction to the session – make sure any injuries are highlighted (group members or parents), participants are aware of risks/conditions of the day and what actions to take place if they get into difficulties and who are there water safety team for the day (will be wearing red rash vests).
 - Make sure each member has a club swim cap and is allocated with a coloured rash vest.
 - Check equipment to ensure in working order/not damaged - if damaged report to gear steward (make note in equipment folder) and take out of action.
 - Allocate suitable equipment for the age of participant.
 - Monitor group throughout session – assess for physical condition / esp in early season when water is cold.
 - If participant has to leave the group, return to shore and discharge to parent (all parents for U12yrs are required to be available on the beach) – continue with session.
 - End of session – ensure all members are signed out/hand back rash vests.
- **Duty First Aider** (minimum SLSGB Beach/Surf Lifeguard / Suitable First Aid Qualification - in line with SLSGB requirements)
 - Arrive 15mins before session.
 - Check first aid equipment (replenish from stock if required).
 - Check public defib outside the club house is in working order (access code is ??????) - if not report as per instructions on the yellow housing box (next nearest public defibs – market square/Sidmouth lifeboat/Sidmouth cricket club)
 - Carry mobile phone to enable calls to emergency services.
 - Wear First Aider high vis rash-vest
 - Ensure presence throughout the session allocated (either on beach or in the club house)
 - If first aid is administered fill in incident form and log in club file.
 - If major incident (patient sent to hospital) send incident form to SLSGB.
 - Do not leave session until all club members have left

- Restock any used items.
- **Duty Water Safety Cover**
 - To be ready to go 10mins before group session start.
 - Minimum requirements (with all groups running) – 2x beach/surf Lifeguards (general overview of all groups in water), every group to have at least 1x Board/Tube Rescuer qualifications for every 8 participants (e.g. group of 10 will require 2x water safety cover).
 - Water Safety to wear red water safety rash-vest - this should only be worn for the session.
- **Group Volunteers** (min requirement SLSGB board and tube club award / if supporting coaching Level 1 coaching award).
 - All group volunteers to be briefed by group lead prior to session
 - Volunteers to be introduced to the group.
- **General Volunteers** - need to be briefed by lead coach on requirements for the session, group volunteers do not have direct contact with group members so do not need to be DBS checked.
- **Gear Steward**
 - Check all equipment on at least a monthly basis
 - Check equipment file each week for any reported equipment damage
 - Report to club committee on any significant repair costs (over ~£50).

Club House/infrastructure and local environment.

- The Club house (the Arches) is to be used by volunteers only.
- All equipment is stored within the club house.
- All documentation is stored within the clubhouse large cupboard (risk assessment, group lesson plans, incident forms etc)
- Any kitchen use is by adult volunteers only.
- Beach area to be used assessed for risks (broken glass, dangerous obstacles etc) – refer to risk assessment.
- Club tent to be erected in suitable level location.

Club session set-up and take down

- Road safety signs to be set up before any kit is taken from the club house to the beach.
- All equipment (boards/tubes etc) - to be taken to the beach by volunteers - for use by club members in sessions.
- At least one club tent to be set up on the beach (weather conditions allowing) - the tent regardless of weather conditions on set up should be anchored down using the allocated buckets (filled with pebbles).

- Group areas to be allocated and marked with flags if required - discussion to be had with Lead Coach and Sidmouth Lifeboat lifeguards (if on duty) to avoid any infringement of public swimming area.
- As per set up the return of equipment to be completed by adult volunteers and returned to club house.

Interface with Public

- It is the responsibility of all volunteers (coaches, water safety, general volunteers and club members and their parents) to be polite and respectful of the general public using the beach, water and public areas around the club house.
- Code of conduct for parents, volunteers and members are detailed on club website (and highlighted at the season briefing)
- Should there be any complaint from the public on the club's activities or members this should be reported to and recorded by the lead coach, this should be filed in the club house.
- All effort should be made by coaches and club volunteers to avoid (as much as possible) club sessions interfering with public beach and water users.