

Pre Session

- Flags up**
- Patrol Captain Checklist underway**
 - All Instructors / Patrol present
Allocate someone to text or call if not!
 - 1st Aid
 - Water Rescue in place for Nippers
 - Equipment present & ok
 - Patrol Log present
- Buoys out**
- Equipment & Personnel Ready**

INFO / REGO TENT

- Assign 1 or 2 ADMIN people to do
 - Membership Enquiries
 - Money Receipting
 - ideally also First Aid
- Assign a BBQ person
- Hardcopy of Lesson Plans out & ready
- Sunscreen out & ready
- Sign in Sheets – out and ready to go
- First Aid Kit ready

INSTRUCTORS

- Instructors Present ? Ring if not.
- Sign in Tent/Tables up & ready
- Boards out and ready
- Ski's for older kids ready
- Nippers Equipment /Bins out
 - Noodles
 - Balls
 - Buckets
- Equipment at Stations

- Pre-Session Briefing**
 - Group Leaders / Instructors to take flags to each station.
 - Any news to pass onto kids at start of session?
 - Check for new Volunteers and Parent Helpers – see Manage new Volunteers below.
 - Assign any new Volunteers to a “buddy” who is ideally a regular Parent helper/Volunteer OR the Instructor
Ensure the “Buddy Mentor” knows to make them feel: **Welcome, informed and useful.**
- Manage new Volunteers**
 - Volunteers ensure the survival of our club. We can never have too many. Ensure you welcome them and assign them to (ideally) another Volunteer who will make them feel part of the club OR (failing that) the instructor who is instructing their kids.
 - If there are lots of new Volunteers, it will be too hard for the Junior Activities Coordinator to manage. Instead assign one capable, experienced & friendly member to welcome new volunteers as the **Volunteer Liaison Officer** for the day. It is essential to the welcoming, orientation and induction of new parent help to the club, ideally aimed at encouraging them to become ongoing active members of the club in some capacity. If people are made to feel welcome and valued, and are introduced to other members/instructors the club's capacity is more likely to grow and thrive. It is important you delegate this role if you can't do it well amongst your other jobs on the day. 😊
- See the “New Volunteer Info Sheet”**

This sheet can be handed to new volunteers to help them get their head around the jobs they may be asked to assist with.

Start of EVERY Session

- Call kids to the beach using Loudspeaker and ask them to go to their flag group
- **Break kids into groups as required** (eg age/gender/capacity etc) which will be allocated a flag colour. *They will go to the same flags each session this season. Ideally less than 20 per group with 2 Instructors and/or Assistants. Kids sit in their groups to await the Welcome to the Beach spiel...*
- **Standard Welcome & Intro**
 - **Hi & how's everyone feeling? Ready for some action?**
 - **Sun Safe**
 - Sunscreen on?
 - Hats for when we are sitting?
 - Drink anytime. We will also be breaking for drinks at each group rotation.
 - If you aren't feeling well let us know. You might be getting too much sun or not enough H2O.
- Everyone show me the **distress sign** – if you are in the water and you need help (hand up, no fist)
- Show me the sign that means (go over **one or two signals** each week) **Beach to Water**.
- **Parents** –this is not a “drop and go” club, so parents are required to stay on the beach to keep an eye on them during the session, help supervise them, and in case they need your assistance...and ideally they parents will also help out! We can only run these sessions if we get plenty of help, and everyone of the instructors and other helpers you see here today is a Volunteer!
- Ideally we would like you to come and help us on the beach or in another capacity. **Don't be scared! We will assign you a Buddy to show you the ropes and tell you everything you need to know about helping out today.**
- Any **news to deliver** should be delivered now. Flippers (5 to 7yo) finish early!
- **Instructors – any information today?**
- Parents – **don't forget to sign your kids out**, and return the cap if they borrowed one.
- **Ready to Go? Let's do it...**

End of Day/Session

- Rinse equipment with non-salt water if necessary
- Equipment away and secure
- Log any issues or incidents in the appropriate Log Book
- Patrol / Instructors to sign Patrol Book
- Log Books stored