



Cairns SLSC Service Hours Policy

This policy has been determined by the POM (POM 0006), the Service Hour Circular (125.08.20) and SLSA Policy 5.04 – Competition Eligibility.

This policy will recognise the hours that our members contribute to our Club. It also allows members to accrue hours towards their Competition Eligibility.

Aim: The aim of this policy is to provide clear guidelines for our members on which positions are able to accrue Service Hours, how hours are determined, the amount of hours that can be accrued towards their Competition Eligibility and who is responsible for entering the hours in SurfGuard. The Club is only responsible for entering activities done at the Club. Branch may delegate Cairns SLSC to enter Service Hours for their members who have accrued hours in Branch Activities.

Responsibility: Cairns SLSC Board

Positions Eligible for Service Hours: The following positions can have Service Hours allocated to them.

- Trainers
- Assessors
- Age Managers
- Volunteer Coaches
- Officials
- Committee Members

Determination of hours: Hours will be determined by Sign on Sheets, Training Sign on



Sheets, Sport Training Attendance Sheets and Committee Minutes. Sign on Sheets will need to include sign on time and sign off time. Without these times hours will not be allocated. The JAC, Water Safety Officer, CTO or Secretary must validate the hours.

Hours able to be accrued towards Competition eligibility: This is determined by the POM Section 0006 Personal Patrol Service Hours, Point 6 Patrol Hour Obligation.

Category	Active Members	Active Reserve
Option A Patrol Service Hours per annum	25hrs	12hrs
Option B Patrol Service Hours per annum and Other Service Hours	Minimum of 10 Patrol Hrs and 15 Other Service Hrs	Minimum of 5 Patrol Hrs and 7 Other Service Hrs

Responsibility for Entering the hours into Surfguard: The responsibility for entering the hours once they have been validated will be with the Club Administrator. All Sign on Sheets, Training Sign on Sheets, Attendance Sheets and Water Safety Hours will be scanned and saved for auditing purposes.

The following must be adhered to for the Eligible Positions:

1. **Trainers and Assessors:** Daily Training Sign on Sheet must include not only attendees of the course but the Trainer and Assessor and the time they commence and finalise their activities. The Club Administrator will notify other Clubs if outside Trainers or Assessors are used, including a copy of the documentation for their own auditing purposes.
2. **Age Managers:** Will sign onto the Water Safety Logbook with the acronym (AM) next to their name. Only Accredited Age Managers can be allocated hours.
3. **Volunteer Coaches:** Will sign onto the attendance Sheets. There must be a start and finish time on these sheets.
4. **Officials:** Officials can have hours allocated for Club Championships or Points Days. There must be a Sign on Sheet for those in attendance. Any Carnivals are the responsibility of Branch
5. **Committee Members:** Hours will be allocated for Committee Meetings. The Minutes will be considered the record of attendance. Start and Finish times must be recorded along with the time when a committee member is late.