



# CIRCULAR



<b>Title:</b>	SLSQ Patrol Gap Calculator
<b>Document ID:</b>	131.08.2022
<b>Department:</b>	Membership Services
<b>Audience:</b>	All Clubs, All Branches, SLSQ Regional Managers
<b>Summary:</b>	Information about the use of the SLSQ Patrol Gap Calculator
<b>Date:</b>	25 August 2022

The Patrol Gap Calculator (PGC) is a club-specific membership and training needs analysis.

This tool was developed to assist clubs in assessing their human resources. This is a useful tool for Club Captains and Chief Training Officers, in determining any gaps in awards based on their current patrol roster.

As per the Patrol Service Contract – as a minimum standard, patrols must have the following awards covered:

- Three (3) Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue) holders;
  - One (1) Silver Medallion Beach Management holder;
  - One (1) Silver Medallion IRB Driver holder;
  - One (1) IRB Crew Certificate holder;
  - One (1) Advanced Resuscitation Techniques [AID] holder; and
  - One (1) First Aid [AID] Certificate holder.
- All Bronze Holders from Clubs North of Agnes Water must have a Marine Stinger Award  
Reference : [SLSQ Marine Stinger Guidelines](#)

### **In summary the PGC:**

- Allows Club Captains to accurately set up patrol groups based on state and club requirements;
- Identifies gaps in current patrol roster;
- Club Captains and Patrol Captains alike will also be able to identify patrol team gaps easily and target members within these groups to upskill;
- Allows training to the gap/needs-based training – more efficient training planning can be undertaken with clubs only having to run courses based on the needs identified. Reduces waste in terms of human resources;
- Allows for future planning in terms of patrol team expansion.

### **Documents for the SLSQ Patrol Gap Calculator:**

1. PGC Procedure (Instructions)
2. PGC Patrol Gap Calculator (Excel Workbook)
3. PGC Custom Report (Surfguard Template)

### **To use the PGC:**

- Ensure that the patrol groups are up to date in Surfguard
- Ensure all members details are up to date including:
  - Membership/Registration



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- Membership Category
- Working with Children requirements: Blue Cards, CYRM, CSA
- Awards/Proficiency
- Drivers Licence and Marine Licence Expiry Dates

## Due Dates

**Clubs** are to send these to the Branches by the listed due dates (if there is an issue with this please contact your Branch)

**Branches** – once you have all of them please upload into the links below

Point Danger Branch	02 September 2022
South Coast Branch	12 September 2022
Sunshine Coast Branch	Please contact the Branch Office
Wide Bay Capricorn Branch	09 September 2022
North Barrier Branch	02 October 2022
	16 January 2023
North QLD Branch	17 April 2023
	02 August 2023

SLSQ All PGC are to be uploaded to SLSQ by Friday 07<sup>th</sup> October 2022 @ COB  
NQB, NBB, WBC and SCB – please load to this [link](#)  
SSCB & PDB – please load to this [link](#)

## FREQUENTLY ASKED QUESTIONS

### **Why can't I select cells, alter information or filtered the spreadsheet?**

The worksheet is protected as it contains a number of formulas and macros to ensure data integrity. This locks the worksheet and limits the manipulation of the worksheets.

### **Can I print each patrol team?**

No. You cannot print the patrol teams in the current format.  
This is because the spreadsheet is locked to protect the formulas.  
The workbook is designed to be used as an online tool.

### **Why won't the Data Refresh button work?**

The excel workbook contains Macros, some browsers and programs will block Macros for security.  
In most cases you can unblock macros by modifying the properties of the file as follows:

1. Open Windows File Explorer and go to the folder where you saved the file.
2. Right-click the file and choose Properties from the context menu.
3. At the bottom of the General tab, select the Unblock checkbox and select OK.

If this does not work further information can be found [here](#).



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## Why is the information incorrect and the dates in the wrong columns?

Refer to the procedure and ensure you have completed the below requirements:

### IMPORTANT INFORMATION:

1. SLSQ have created a profile Sir PGC Test Member and a Patrol Team Z.SLSQ PGC – DO NOT REMOVE and added the member and the patrol team to each SLSQ Club – This is to be included in all reports for the PGC to work.
2. DO NOT Archive or Transfer or Alter this member
3. Please make this member Active for the current season eg 2022/23

## What is the importance of having Sir PGC Test Member?

For the PGC to work, the report must contain ALL awards. Not all clubs have members that hold all awards. Eg. Southern clubs may not have members that hold the Marine Stinger Award. Sir PGC Test Member has been created to cover any gaps clubs may have.

## Where can I find out further information regarding the PGC?

- [Training Operations manual \(TOM\)](#)
- Contact your Branch and/or Regional Education Membership Coordinator (EMDC/EDC)
- Email : [membership@lifesaving.com.au](mailto:membership@lifesaving.com.au)