



SUNSHINE COAST

**"BUHK WILKES TROPHY"
LIFESAVING CLUB OF THE
YEAR**

**GUIDELINES
&
JUDGING CRITERIA**

2023-2024

“BUHK WILKES TROPHY” - LIFESAVING CLUB OF THE YEAR AWARD

PREAMBLE

SLSQ Sunshine Coast Branch is continually endeavoring to enhance the prestige and the significance of the Buhk Wilkes Trophy by increasing exposure to full season inspections as opposed to limited inspections.

Both Bill Buhk and Fred Wilkes, in whose name the Trophy is dedicated, placed great emphasis on the standard of our grass roots responsibility in all aspects of surf lifesaving, not just for a few months of the season, but for the entire patrolling period. The Trophy is presented annually to the Club that meets the criteria and highest standard of proficiency both in the Club house and on the beach that these men greatly respected and firmly upheld during their time of service.

The Patrol Inspections and *Buhk Wilkes* Trophy report will give clear indications of the performance of surf rescue patrols over a longer period, as they always had been intended.

Patrol Inspections will be conducted during the 2023-2024 season; one each by the District Supervisors, and points will be allocated at each inspection which will contribute to an overall point score at the end of the season to ascertain a winner and runners up.

A copy of the Patrol Inspection Report together with points allocated to the various sections is attached so that Clubs are fully aware of what is expected of them.

BENEFITS

The benefits in conducting a SLSQ Sunshine Coast Lifesaving Club of the Year competition are many, with some of the main benefits having been identified as being:

- ▣ the advancement of lifesaving skills
- ▣ promoting patrolling efficiency
- ▣ using the competition as an identification tool that can detect areas of patrolling that may need improving and reviewing
- ▣ building morale and Club strength
- ▣ keeping patrols active
- ▣ improved lifesaving administration

This competition will form an important role in the patrolling system, with the end of season results a discussion point and a representation of how well the club is managing itself on the beach and also within the area of lifesaving 'Administration'.

JUDGING FORMAT/CRITERIA

- a) The winner of the Branch Lifesaving Club of the Year Award will be determined using a point score system, with the Club that attains the most number of points being announced as the winner.
- b) In the event of a tie, the winning Club will be determined on a count back in the following order:
 1. The first deciding factor will be if a Patrol Breach has been committed.
 2. Patrol Inspection Scores (the Club with the highest score on total for inspection component, then highest individual inspection).
- c) Points will be awarded for various tasks achieved throughout the season and will involve the following areas of lifesaving and patrols:

Section A - Patrol Inspections and Tasks

- Patrol inspections will be conducted by each of the District Supervisors at each Club during the season.
- These patrol inspections will be totally random and unannounced, with an Inspector able to arrive at a beach at any time while Patrols are occurring.
- Points will be awarded according to the scoring sheet attached which aligns with the Patrol Operations Manual.

The maximum points that a Club may attain in any one (1) Patrol Inspection is 460 points with the minimum being zero (0) points.

Section B – SLSQ and Branch Paperwork

- Patrol Service Contracts**
Patrol Agreements are to be **finalised** (this means ‘signed-off’ and agreed upon by the Branch Director of Lifesaving, Branch President and the respective Club) and due at the Branch Office **on Friday 18 August 2023**. ***Any club that fails to lodge their finalised Patrol Service Contract by this date will not be affiliated at the Branch AGM.***

There will be Fifty (50) points given to each Club that fulfills this requirement.

- Club Life Saving Development Plan or Club Strategic Plan**
Club Life Saving Development Plan or Club Strategic Plan are to be reviewed, updated* and copy submitted to the Branch Office via Club Captain’s Hub upload ***by Monday 23rd October 2023***.
. *Advise at what stage is your club on your Strategic Plan journey including accomplishments and goals

There will be Twenty (20) points given to each Club that fulfills this requirement.

- Patrol Gap Calculator**
Club Patrol Gap calculators are to be submitted or reviewed/updated and due to the Branch Office via Club Captain’s Hub upload ***by Monday 23rd October 2023 and Monday 29th January 2024***.

There will be ten (10) points given to each Club that fulfills this requirement.

Section C – Branch Board Meetings and Forums

- 📖 Points will be awarded to Clubs for attendance at the following Branch Board Meetings:
- **Club Captains Forum and Board of Lifesaving meetings**
(Club Captain or Vice-Captain or proxy)
 - **Member Education Forum and meetings**
(Chief Training Officers or proxy)

Ten (10) points will be awarded for every Branch Meeting/Forum that a Club has a representative attend – as specified above.

This representative must be the designated Club delegate (as indicated in brackets above). Non-attendance means zero (0) points. No excuses/apologies.
Proxies outside approved delegates must be advised in writing to the Branch prior to meeting/forum.

An existing Branch Director/Officer will not be accepted as a Club delegate unless that Director/Officer holds the equivalent Club position to be a delegate on that Board.

Section D – Club hosted Meetings

- 📖 **PC MEETINGS**
Points will be awarded to Clubs that host **Patrol Captain Meetings** during the 2023-2024 season.

There will be ten (10) points given to each Club that fulfills this requirement to a maximum of 30 points during the 2023-2024 season.

If Clubs hold joint meetings (Lifesaving and Education), provided the meetings are advised and reflected as a joint meeting, a maximum of 20 points per joint meeting is available.

Minutes of the meeting including all attendees is required to be submitted via Club Captain's Hub upload **within 7 business days of the meeting.**

- 📖 **MEMBER EDUCATION UPDATES**
Points will be awarded to Clubs that provide their TAF's with an update of Education information shared from Branch Member Education forums during the 2023-2024 season.

There will be ten (10) points given to each Club that fulfills this requirement to a maximum of 30 points during the 2023-2024 season.

If Clubs hold joint meetings (Lifesaving and Education), provided the meetings are advised and reflected as a joint meeting, a maximum of 20 points per joint meeting is available.

Minutes of the meeting including all attendees is required to be submitted via Club Captain's Hub upload **within 7 business days of the meeting.**

Section E

Patrol Breaches

Any Club that is found by the Branch DOLS to have breached their Patrol Service Contract, including the SLSQ Patrol Operations Manual procedures, as per the SLS Sunshine Coast Quality Assurance Policy, will result in the following:

1st occasion	250 points deleted from point score
2nd occasion	Disqualification from competition

GOVERNANCE

- a. The Sunshine Coast Branch “Buhk Wilkes Trophy” Lifesaving Club of the Year Award will be supervised and controlled by the Branch Director of Lifesaving, under the supervision of the Branch Executive.
- b. Any queries or questions regarding the competition or points awarded/deducted are to be directed to the Branch Director of Lifesaving and the Branch Executive. Queries or challenges on patrol inspection decisions must be lodged in writing to the Branch within 14 days of receiving paperwork for that inspection.

NOTES TO ‘LIFESAVING CLUB OF THE YEAR’ AWARD – BUHK WILKES PATROL INSPECTORS

1. Patrol inspectors are to be dressed in assigned Buhk Wilkes Assessor Uniform or blue Assessor shirt.
2. Inspectors should introduce themselves to the Club Captain/Patrol Captain before commencing the inspection. If these officers are not present, seek out a senior Club officer.
3. These patrol inspection reports/worksheets form part of the Branch Lifesaving Club of the Year Award, and as such, points are allocated as indicated on the worksheets. It is therefore **MANDATORY** that patrol inspections are carried out by each of the Patrol inspectors during the season and the corresponding reports/worksheets forwarded to the Branch upon completion on each occasion.
4. In the rescue scenario section, the patrol inspector may use any scenario that he/she chooses but will run the same scenario with each Club. (Marking sheet is attached to the Patrol Inspection Working Sheet). The inspector may adjust the inspection working sheet to suit the scenario set down. This will be stepped through with the Patrol Captain at the end of the scenario. For consistency each inspector will choose one individual scenario and conduct this with each patrol they inspect (this means a different scenario per inspector).
5. The inspection questions will come from the proficiency workbook, patrol operations manual or directly from the training manual where a definitive answer can be given. For consistency inspectors will devise their own questions and ask the same questions of each patrol they inspect during the season.
6. The resuscitation scenario will involve only a life like scenario. For the resuscitation scenario, whenever possible, three (3) patrol members should be used. Where numbers on patrol do not allow, the patrol inspector may make reasonable adjustments. Marking sheets are attached.
7. The inspection reports are to be received by the Branch Administrator **no later than seven (7) working days after the inspection has been conducted.**
8. A copy of the Patrol Inspection Report and Worksheet will be sent to the Club (by the Branch) for the attention of the Club Captain and Patrol Captain for feedback purposes, within five (5) working days.



SUNSHINE COAST

Bulk Wilkes Inspection Checklist

Club	Date	Time
Patrol Inspectors Name		
Club / Patrol Captains Name		

	POINTS AVAILABLE	INSPECTION POINTS and COMMENTS
SECTION 1: PATROL LOG AND PATROL STRENGTH		
1. Patrol attendance log correctly recorded BEFORE patrol begins (Filled out, signed, and start time) <ul style="list-style-type: none"> • PATROL CAPTAIN (to be clearly marked) - <i>deduct 3pts if not marked</i> • IRB DRIVER / RWC Operator (to be clearly marked) <i>deduct 2pts if not marked</i> • MEMBERS (IRBC, ART, OFA) marked in the patrol log <i>deduct 1pt for each award not marked</i> • ALL MEMBERS signed on in logbook - <i>deduct 2pts if logbook is not complete</i> 	10	
2. LIMSOC statistics completed and up to date	4	
3. SM Basic Beach Management award held by PC	2	
4. IRB Driver/RWC Operator on patrol	4	
5. IRB Crewperson on patrol (suitably qualified), separate to driver	4	
6. Operational First Aid and ART holder on patrol (2 points for each may be same person)	4	
7. Minimum number of members on Patrol according to SLSQ Guidelines and Club Patrol Service Agreement	4	
8. IRB/RWC logbook correctly recorded for current patrol	6	
	TOTAL = 38	

	POINTS AVAILABLE	INSPECTION POINTS and COMMENTS
SECTION 2: ON THE BEACH		
1. Patrol working to maintain bathers between the flags	4	
2. Patrol working to maintain ALL craft outside swimming area	4	
3. Patrol members with CORRECT ATTIRE as per Branch and State requirements <ul style="list-style-type: none"> • Patrol cap • Patrol shorts (unless patrolling water's edge as per patrol ops manual) • Patrol long sleeve shirt • Patrol Captain identified marked on cap and shirt with ID Badge or other i.e., screened Deduct four points per patrol member; deduct 2pts for PC cap and 2pts for PC shirt.	20	
4. Patrol member in tower OR elevated position	4	
5. Patrol member on the water's edge with rescue tube if people are in the water	4	
6. Patrol flags in correct positions (adjusted to suit tide)	4	
7. Beach Patrol Signage set-up correctly: all items 2 x bases and feathered flags; 2 x surf craft signs with flags (where applicable); 2 x board stands; 2 x daily report signs filled out. Deduct 4 points per missing or incorrect item	20	
8. IRB/RWC in correct position (tidal)	4	
	TOTAL = 64	

	POINTS AVAILABLE	INSPECTION POINTS and COMMENTS
SECTION 3: EQUIPMENT ON THE BEACH		
1. Shaded patrol enclosure	5	
2. Flags - 1 x Red, 1 x Yellow and 2 x Signal flags. <i>Deduct 2pts for each missing flag</i>	8	
3. Hazard signs (complete set as per SLSQ signage catalogue: strong current, stinger blue bottle, shark, high surf). <i>Deduct 1pt for each missing sign</i>	4	
4. Surf craft area signs with black and white flags positioned correctly	4	
5. Minimum 3 Rescue Tubes. <i>Deduct 2pts for each</i>	6	
6. Minimum 2 Rescue Board. <i>Deduct 2pts for each</i>	4	
7. Loudhailer <u>OR</u> PA System	2	
8. Blanket (can be space blanket)	2	
9. Spinal Board (SLSA Approved)	2	
10. Emergency Evacuation Alarm/Siren	3	
11. Portable First Aid Kit stocked with appropriate equipment (including 1 x tourniquet kit)	2	
12. Air Bag Oxygen Resuscitator <ul style="list-style-type: none"> Dated and signed Capacity oxygen 3 sets of disposable gloves 3 x OP airways BVM and mask in working order Suction device 2 x regurgitation filters <i>Deduct 1pt for if the unit was not date and signed. Deduct 7 points if any of the contents are missing.</i>	8	
13. Defibrillator with pads (not out of date), spare battery, shears, and razor (<i>may be kept in first aid room</i>). <i>Deduct 1pt for each</i>	4	
14. Binoculars (can be in tower)	2	
15. Lifesaving Launch Area Gear correctly set-up (6 x witches' hats and at least 1 x Power craft Launch Area/Training Area sign per area) <i>Deduct 2pts for witches' hats and 2pts for signage</i>	4	
16. Swim flippers (2 pairs, 1 pair located near <u>each</u> rescue tube or in patrol arena)	2	
17. Portable <u>OR</u> Permanent Patrol/Observation Tower	2	
18. 1 fully operational IRB or RWC as per attached list (may be on stand-by) *	22	
19. 1 fully operational IRB/RWC radio (radio check) in waterproof bag (if applicable)	2	
20. 2 fully operational Beach Patrol radio (radio check)	4	
21. 3 x Personal Patrol Packs (1 x pocket mask, 2 x gloves, 1 x pen/pencil, 1 x notepad and 1 x small sunscreen). <i>Sunscreen may be located in patrol arena if not in each pack. If packs not on person may be located in the patrol arena.</i> <i>Deduct 2 pts for each pack not complete, with a maximum of 2 packs to be checked</i>	4	
22. 1 fully operational SSV/4WD with the below: <ul style="list-style-type: none"> Fully registered Flashing amber light fitted and working Reverse beeper fitted and working 2 x required safety stickers on dash Cones either side of vehicle and in line to water's edge Bollard in front of vehicle (4 WD only) <i>Deduct 1 pt. per missing item.</i>	6	
	TOTAL = 102	

	AVAILABLE POINTS	AWARDED POINTS and COMMENTS
IRB POINTS FULLY OPERATIONAL (REFER Section 3 No 20) MAXIMUM POINTS = 22 POINTS		
1. Cracked/popped Transom = Non-operational IRB = 0 points (Do not continue further in this section)	0	
2. No operational motor on beach = Non-operational IRB = 0 points (Do not continue further in this section)	0	
3. Deflated/punctured pontoon = Non-operational IRB = 0 points (Do not continue further in this section)	0	
4. Knife stainless steel with blunt end, contained in sheath	2	
5. Paddles (1 x pair)	2	
6. Rescue tube in holder	2	
7. Tow Rope (12mm) with floats in holder	2	
8. Connected Fuel cell (all tie down points) min ½ full	2	
9. Reflective Tape	2	
10. Handles & Eyelets on side ropes in good condition	2	
11. Engine secured with safety cable	4	
12. Prop guard secure & no broken veins & no sharp protrusions	2	
13. PFD's operational and correctly sized, located on the beach	2	
Transfer to section 3: No 20	TOTAL = 22	

	AVAILABLE POINTS	AWARDED POINTS and COMMENTS
JET SKI POINTS FULLY OPERATIONAL (REFER Section 3 No 20) MAXIMUM POINTS = 22 POINTS		
1. Cracks or Damage to the Hull = 0 points (Do not continue further in this section)	0	
2. Tube and lanyard are secured with tube straps	4	
3. Check the Bungs are in	3	
4. Rescue tube in holder	3	
5. Check the Jet Intake and Jet Outlet Nozzle are not blocked	4	
6. Fuel is ½ full	4	
7. Reflective Tape	2	
8. PFD and helmet are operational and correctly sized, located on the beach	2	
Transfer to section 3: No 20	TOTAL = 22	

5.1 BUHK WILKES Rescue Scenario Marking Sheet

Assessors will choose any number of members to complete the Rescue Scenario in conjunction with the Patrol Captain and considering beach visitation, workload, and the number of members on patrol.

Assessors will utilise a member/s of the patrol as a patient/s and brief them on the nature of the scenario. All scenarios assessed by the BUHK WILKES Assessors have been submitted to the Patrol Inspection team prior to inspections and checked to ensure they are appropriate in relation to the marking criteria set below. The inspector will make the expectations of the scenario clear prior to commencement.

Where conditions do not allow a water rescue, the inspector may make reasonable adjustment to discuss or simulate the scenario.

Tasks	Satisfactory	Unsatisfactory	Deductions	Points
Recognition and Rescue				
Recognised patient/s in distress within reasonable time	2	0		
Reached patient/s in reasonable time	2	0		
Pause and Plan				
Utilised appropriate equipment for the scenario at hand	2	0		
Nil Equipment utilised			-1	
Communication and Teamwork				
Sent for help by communicating with patrol/SurfCom	2	0		
Provided updates to SurfCom on patient status changes, locations etc.	2	0		
Insufficient information or incorrect communication techniques, e.g., not communicating 4Ps, Not waiting for receipt of communication, Incorrect radio comms			-1	
Effective use of patrol team delegation of tasks	2	0		
Techniques				
Utilised correct techniques in line with current standards and SOPs and applicable to the scenario	4	0		
Some incorrect techniques			-1	
Entirely incorrect techniques			-2	
<i>Assessor to advise assessment complete</i>				
ASSESSORS MUST VISUALLY ASSESS ALL OF THE ABOVE CRITERIA AND COMPLETE BELOW				
SUB TOTAL	/16		/-5	
TOTAL		/16		
ASSESSOR NAME				
DATE				
PATROL MEMBER NAME				
DATE				
<i>Transfer to Section 5: No 1</i>				

5.2 BUHK WILKES Resuscitation Marking Sheet

Assessor to choose three patrol members to perform the resuscitation and someone to be the patient. At least one must be ART qualified. The roles should be allocated in the following way:

- BM holder as the primary responder who conducts primary survey and commences CPR
- BM holder who utilizes defibrillator
- ART holder who utilises oxygen, BVM, and suction.

Assessor to read the following to the patrol member performing the task:

The aim of this task is to assess basic life support. A member of the public has alerted the patrol a person dragged lifeless from the water next to the patrol area (from the previous scenario). You are to conduct a patient assessment and treatment if required, as you would on a real patient, during CPR breaths and compressions will be delivered on a manikin. **The expectation is the full realm of care is utilised including “ART” skills.** During the scenario task I will be unable to provide you with prompts or feedback apart from the patient’s response, airway and breathing status. You have access to all the normal resuscitation equipment carried including oxygen, suction, OPAs and a defibrillator

When the patrol member signifies understanding of the above and is ready, the assessor shall give the instruction to commence assessment. The assessor will advise the participants when the assessment has been completed.

Task	Satisfactory	Unsatisfactory	Deductions	Points
Assess Danger				
Checked for danger to self, bystanders, and patient	12	0		
Did not apply gloves			-3	
Assess Response				
Checked for response using correct technique	12	0		
Rough handling of patient			-3	
<i>Assessor to advise that patient is unresponsive</i>				
Send for Help				
Sent for help by communicating with SurfCom	12	0		
Insufficient information, e.g., not communicating 4Ps			-3	
<i>Assessor to advise airway appears soiled</i>				
Assess airway				
Rolled patient into lateral position	12	0		
Patients head not positioned correctly (mouth open angled downward toward the ground) to allow postural drainage			-3	
Cleared patient's airway using finger sweep technique	12	0		
Failure to confirm airway cleared, by looking into the airway			-3	
Rough handling of patient			-3	
Assess Breathing				

Task	Satisfactory	Unsatisfactory	Deductions	Points
Assessed Breathing	12	0		
Incorrect look, listen, feel			-6	
Rough handling of patient			-3	
Assessor to advise that patient is not breathing normally Insert manikin instead of live patient				
CPR				
Commenced CPR	12	0		
Conducted CPR at a ratio of 30:2	12	0		
Incorrect hand position for compressions			-6	
Incorrect speed			-3	
Insufficient head tilt			-3	
Incorrect pistol grip/jaw thrust			-3	
Assessor to advise the pt has large water soiling in their airway				
Advanced Skills				
BVM introduced in a timely manner with correct technique for ventilation	12	0		
Timely insertion of OPA with appropriate sizing	3	0		
Appropriate use of suction device to clear ongoing airway soiling	3	0		
Timely introduction of the defibrillator with correct procedure for use	12	0		
Assessor to advise that patient is making an effort to breath on their own and groans to chest compressions				
Rolled Patient into recovery position	12	0		
Incorrect recovery position			-6	
Rough handling of patient			-3	
Paperwork and Handover				
Completed Handover to further care (Assessor as Paramedic). Outlining all relevant information.	6	0		
Somewhat incomplete handover			-3	
Entirely incomplete handover			-6	
Completed Paperwork for scenario	6	0		
Somewhat incorrect paperwork completion			-3	
Entirely incorrect paperwork completion			-6	
Assessor to advise assessment complete				

Task	Satisfactory	Unsatisfactory	Deductions	Points
ASSESSORS MUST VISUALLY ASSESS ALL OF THE ABOVE CRITERIA AND COMPLETE BELOW				
SUB TOTAL	/150		/-69	
TOTAL	/150			
ASSESSOR NAME				
DATE				
PATROL MEMBER NAME				
DATE				
<i>Transfer to Section 5: No 2</i>				

	POINTS AVAILABLE	INSPECTION POINTS and COMMENTS
SECTION 6: SUPPORT GEAR (Available in the Clubhouse or accessible to the Patrol Captain)		
1. Air Bag Oxygen Resuscitation <ul style="list-style-type: none"> Dated and signed Capacity oxygen 3 sets of disposable gloves 3 x OP airways BVM and mask in working order Suction device 2 x regurgitation filters <i>Deduct 1pt for if the unit was not date and signed. Deduct 7 points if any of the contents are missing.</i>	8	
2. Spare operational IRB, motor, and fuel ** <ul style="list-style-type: none"> Fully inflated and all equip correct i.e., tow ropes with floats Motor attached with safety chain At least half full fuel bag in boat or stored easily accessible Paddles, knife, must be in boat Rescue tube must be in boat Boat in good condition i.e., foot straps <i>If spare IRB not ready to use (excluding fuel bag) zero (0) points.</i>	12	
3. Signs 1 x Lifesaving training area or Power craft launch area: 1 x Swimming prohibited. <i>Deduct 2pts for each missing item</i>	4	
4. First Aid Room open, clean and tidy, sufficiently stocked and also with ice in the freezer min 15 small packs or large ice bag/machine with sufficient plastic bags to make ice packs or ability to easily source ice (adjacent to First Aid Room). Second tourniquet kit located here or in beach first aid kits. <i>Deduct 3pts for cleanliness; 2pts for no ice; 2pts for insufficient stock and 2pts for second tourniquet.</i>	9	
5. Spare radio (operational)	3	
6. Red and Yellow Buoys and anchors	4	
7. 2 Rescue Tubes	2	
8. 2 Rescue Boards in good condition	2	
9. Spare Oxygen Cylinders ("C" or "CD size) minimum of 2. MUST BE FULL. <i>Deduct 2pts for each</i>	4	
10. Spare Flags: <ul style="list-style-type: none"> 2 x Red & Yellow 2 x Black & White 1 x Yellow 1 x Red 2 x Signal <i>Deduct 1pt for each flag missing</i>	8	
11. Spare logbooks Patrol attendance log sheet, patrol stats, IRB/RWC <i>Deduct 2pts for each missing logbook</i>	6	
	TOTAL = 62	
Club	Date	Time
Patrol Inspectors Name		
Club / Patrol Captains Name		

	POINTS AVAILABLE	SECTION INSPECTION POINTS
SECTION 1: PATROL LOG AND PATROL STRENGTH	38	
SECTION 2: ON THE BEACH	64	
SECTION 3: EQUIPMENT ON THE BEACH	102	
SECTION 4: QUESTIONS	28	
SECTION 5.1: LIFESAVING TASK Patrol Captain to appoint rescuer(s) and resuscitator(s). 1. Effectiveness of Rescue (refer to attached marking sheet)	16	
SECTION 5.2: RESUSCITATION TASK Patrol Captain to appoint rescuer(s) and resuscitator(s). 1. Resuscitation (refer to attached marking sheet)	150	
SECTION 6: SUPPORT GEAR (available in the Clubhouse)	62	
GRAND TOTAL	460	

Comments by PATROL CAPTAIN if he/she wishes: _____

1. *RWC's are considered an acceptable primary rescue watercraft where an appropriate MOU exists, and the patrol service contract supports its use. Inspectors should check the RWC is positioned appropriately and ready for use to gain full points in the power craft section.*
2. *An RWC is considered an appropriate spare rescue craft where applicable MOU and patrol service contracts support their use. If used as a spare craft, the RWC must still be checked and operational with an operator signed onto patrol. In this case the IRB would be used as the primary rescue craft on the beach.*
3. *Any dispute on pint allocation should be referred to the appropriate SOP's, the POM and training manual.*