(1)   Arrival

(1.1)   Patrol members should arrive for the morning patrol at 0845 at the latest

(1.2)   Patrol Captain and IRB personnel should arrive at 0830 to gain access to the IRB shed and begin setting up the IRB

(2)   IRB Set-Up

(2.1)   Setting up the IRB should be the first priority of the patrol, as the patrol cannot sign on with Surfcom until the IRB is operational

(2.2)   The IRB Driver should check the IRB log book

(2.3)   The IRB Driver and Crew should follow the standard set-up procedures for the IRB:

     (2.3.1) prepare an IRB fuel bladder

     (2.3.2) run the IRB motor for 3-5 minutes

     (2.3.3) check the IRB hull, bungs, and pontoons, and place IRB signs on the beach

     (2.3.4) check all seven (7) items of ancillary gear for the IRB

(2.4)   IRB personnel should undertake any other set-up procedures outlined by the IRB Captain

(3)   Roles of the Patrol Captain

(3.1)   The Patrol Captain should access the Captain's Office and get radios

     (3.1.1) Radios should be distributed to senior patrol members and to the IRB driver

(3.2)   Open the patrol room

(3.3)   Liaise with the Council Lifeguard about placement of the flags

(3.4)   Delegate other tasks to patrol members

     (3.4.1) Oxygen and AED Kits to be checked by ART members

     (3.4.2) First Aid Kits to be checked for contents according to the approved list

     (3.4.3) Rescue boards (4) from the IRB shed should be placed at rips and other dangerous locations

     (3.4.4) Rescue tubes (4) from the patrol room should be placed near the flags

     (3.4.5) Spinal gear, loudhailer, sunscreen, and swim fins should be placed in the patrol tent

     (3.4.6) Optional gear: patrol esky with ice, binoculars, patrol cooler with drinking water

(4)   Patrol Log

(4.1)   Every patrol member must be wearing full uniform to sign on to patrol

(4.2)   Every patrol member should fill in their details in the Patrol Log Book

(4.3)   Patrol members must fill out relevant qualifications (Bronze, IRBC, IRBD, SpM, ARTC, FA, SMAEC, BBM, Gold) in the first column

(4.4)   Members must tell the Patrol Captain before signing on, and receive the Patrol Captain's permission before signing-off

     (4.4.1) Members absent from the patrol area without the Patrol Captain's permission will be crossed out of the Log Book

(5)   Radio Sign-On

(5.1)   The Patrol Captain or a delegated Bronze member should use the radio to sign on to Surfcom on Surf Channel 2

(5.2)   The sign-on call should include the following information:

     (5.2.1) Beach status (open or closed)

     (5.2.2) IRB status

     (5.2.3) Number of Bronze members on patrol

(5.3)   If Surfcom does not respond to repeated radio calls, the Patrol Captain should use the phone in the patrol room to call Surfcom on 9982 5959

(5.4)   Sign-on must be completed by 0910 at the absolute latest, otherwise the patrol is in breach of Branch regulations. Patrols should aim to sign on by 0900 on all occasions.