



**SURF LIFE SAVING**

# Surf Lifeguard

**Award Workbook**



**2017**

# Candidate Details:

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## Surf Lifeguard Workbook

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Club: \_\_\_\_\_

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# Intro

**The Surf Lifeguard Award Candidate Workbook (SLACW) is designed to help you prepare for your Surf Lifeguard Award (SLA) examination. It is also used to gather information about what you have learnt during the instruction phase of the SLA.**

## Award Requirements

<b>Minimum Age</b>	14 years
<b>Pre-Requisite Awards</b>	None

### The SLA is made up of 13 Units

1. Demonstrate knowledge of health and safety issues relevant to Surf Life Saving members (RMG01)
2. Describe the features of the surf environment (PEG01)
3. Identify and describe the roles and responsibilities of a Surf Lifeguard (RRLB01)
4. Demonstrate knowledge of effective communication (CG02)
5. Demonstrate knowledge of effective scanning techniques and victim identification (TSLB02)
6. Perform retrieval of underwater objects (TSLB04)
7. Perform releases and tows in an aquatic environment (TSLB03)
8. Demonstrate signals used by Surf Life Saving members for communication (CG01)
9. Communicate using a two-way radio (CG03)
10. Perform a tube rescue (TSLB01)
11. Provide resuscitation (EMCG01)
12. Provide first aid (EMCG02)
13. Manage first aid in emergency situations (EMCG03)

All parts of this workbook must be completed by you and the second to last page (Workbook Completion Tables) must be signed by your instructor prior to attending your exam. This may be done after each lesson or at the end of the instruction phase. The workbook must be handed over to the examiner before you sit the exam.

# Workbook Completion Tables

Table one below identifies the workbook sections and tasks that must be completed prior to attending the examination. The tasks in bold are those that will also be conducted during the examination. Table two is a breakdown of the final three tasks.

**Table 1: Workbook and task completion table**

Workbook Section	Date when completed	Sign off
Risk management		
Surf environment		
CPR		
First Aid		
Roles and responsibilities		
Scanning techniques and victim identification		
Communication		
Two way radio		
Graphic communication		
Task to complete prior to exam	Date when completed	Sign off
<b>400m swim in under 9 min</b>		
<b>Run-Swim-Run</b>		
<b>Perform a tube rescue in a pool</b>		
Perform retrieval of underwater objects		
<b>Perform releases and tows in an aquatic environment</b>		
<b>Demonstrate Surf Life Saving signal communication</b>		
<b>Communicate using a two-way radio – Practical demonstration</b>		
<b>Perform a tube rescue</b>		
Provide resuscitation (see table 2 for more details)		
Provide first aid (see table 2 for more details)		
Manage first aid in emergency situations (see table 2 for more details)		

**Table 2: CPR and first aid completion table**

Provide Resuscitation	Date when completed	Sign Off
<b>Adult CPR</b>		
Child CPR		
Infant CPR		
Adult choking		
Infant choking		
Provide First Aid	Date when completed	Sign Off
<b>Shock and bleeding scenario</b>		
Burns scenario		
<b>Fractures and soft tissue injuries scenario</b>		
Heart attack, asthma, stroke or seizure scenario		
Manage First Aid	Date when completed	Sign Off
One scenario containing an injury from each of the following (ask your instructor for more details), internal bleeding, head injury, severe allergic reaction, hypothermia or hyperthermia		

I confirm that this workbook has been completed and the candidate is ready to be assessed at a Surf Lifeguard Award Exam.

**Instructor** \_\_\_\_\_

**Signed** \_\_\_\_\_

# Exam

Once you have completed the questions and tasks contained in this workbook you will need to attend a Surf Lifeguard Award examination. Below are details regarding each of the four components that makeup the examination.

## Exam Components

### Candidate Workbook Check

The candidate workbook checked **MUST** be completed satisfactorily, if not, the candidate must not complete the exam and all other candidate workbooks from the club must also be checked

- |                             |   |
|-----------------------------|---|
| <b>1 Candidate Workbook</b> | One randomly picked candidate workbook must be checked from each attending club |
|-----------------------------|---|

### Pool Test

Candidates **must pass** all three skills to progress to the 3rd component

- |                           |  |
|---------------------------|--|
| <b>2 400 Metre Swim</b>   | Pre requisite for 'Perform a tube rescue' unit (TSLB01)      |
| <b>Releases and Tows</b>  | Perform releases and tows in an aquatic environment (TSLB03) |
| <b>Tube Rescue (Pool)</b> | Pre requisite for 'Perform a tube rescue' unit (TSBL01)      |

### Theory Test

Candidates **MUST PASS** before progressing to 4th component

- |                       |
|-----------------------|
| <b>3 Theory Paper</b> |
|-----------------------|

### Practical Test

Candidates failing any two skills from the 4th component **may not** progress in the exam, other than to participate as a patient for another candidate

- |                      |   |
|----------------------|---|
| <b>4 Radio</b>       | Communicate using a two-way radio (CG03)                                      |
| <b>Signals</b>       | Demonstrate signals used by Surf Life Saving members for communication (CG01) |
| <b>Run-Swim-Run</b>  | Pre requisite for the tube rescue unit (TSLB01)                               |
| <b>Resuscitation</b> | Provide resuscitation (EMCG01)  |
| <b>First Aid</b>     | Provide first aid (EMCG02)  |
|                      | Manage first aid in emergency situations (EMCG03)                             |
| <b>Tube Rescue</b>   | Perform a tube rescue (TSLB01)  |

# Risk Management

## Questions

**These questions will cover the following Unit:**  
**Demonstrate knowledge of health and safety issues relevant to Surf Life Saving members (RMG01)**

1. What are some of the hazards to SLS members in the surf environment?

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2. Identify two ways SLSNZ protects its members.

I. 

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II. 

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3. What has been put in place to protect SLS members taking part in sport?

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4. What are the health and safety responsibilities of your Club?

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5. Name two ways you can help to reduce injuries to members (including yourself) or visitors to your Surf Club

I. 

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II. 

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6. Name three ways a lifeguard can protect themselves on the beach

I. 

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II. 

---

III. 

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# Roles and Responsibilities

## Questions

**These questions will cover the following Unit:  
Identify and describe the roles and responsibilities of a Surf Lifeguard (RRLB01)**

### 1. The Patrol Operations Manual (POM)



a) What does the POM describe?

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b) Why is the POM an important document for your Club?

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c) Who in your Club is responsible for updating the POM?

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d) Give an example of some information in the POM that directly affects patrolling of your beach

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### 2. Uniform, public relations and crowd control

a) Why is it important to wear your uniform when on patrol?

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b) Why is a good public perception of Surf Lifeguards important for Surf life Saving?

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# Roles and Responsibilities

## Questions

9

c) Give three examples of when you should not be wearing your patrol uniform

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_

### 3. Reports, preventative actions and safety interventions

a) What are the three types of report forms and what information is gathered on them?

- I. \_\_\_\_\_

Info Gathered \_\_\_\_\_

- II. \_\_\_\_\_

Info Gathered \_\_\_\_\_

- III. \_\_\_\_\_

Info Gathered \_\_\_\_\_

b) What is a preventative action?

\_\_\_\_\_  
\_\_\_\_\_

c) Why is it important that this information is gathered?

\_\_\_\_\_  
\_\_\_\_\_

### 4. Using rescue vehicles

a) If your Club has an All Terrain Vehicle (ATV) what must you have to be able to operate it?

\_\_\_\_\_

b) What must you wear to operate an ATV?

\_\_\_\_\_

c) Name three items that an ATV must carry at all times?

- I. \_\_\_\_\_

- II. \_\_\_\_\_

- III. \_\_\_\_\_

# Roles and Responsibilities

## Questions

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### 5. Incident Management

- a) For the four types of incident below identify what you would do if you were the first to see it and also who are the other emergency services that may be contacted

Water based incident \_\_\_\_\_

Land based incident \_\_\_\_\_

Cliff incident/fall \_\_\_\_\_

### 6. Missing persons

- a) When approached by someone who notifies you they have a missing person, what are your three key responsibilities?

I. \_\_\_\_\_

II. \_\_\_\_\_

III. \_\_\_\_\_

- b) What questions should you ask them?

I. \_\_\_\_\_

II. \_\_\_\_\_

III. \_\_\_\_\_

- c) If the person(s) can not be located, what should you do?

\_\_\_\_\_  
\_\_\_\_\_

# Surf Environment

## Questions

**These questions will cover the following Unit:  
Describe the features of the surf environment (PEG01)**

### 1. Waves

a) What is a wave and how is it formed?

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b) What factors can affect the size of swells?

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c) Identify the following wave types and explain the characteristics of each



Wave Type \_\_\_\_\_  
Characteristic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Wave Type \_\_\_\_\_  
Characteristic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Wave Type \_\_\_\_\_  
Characteristic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Wave Type \_\_\_\_\_  
Characteristic \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Surf Environment

## Questions

d) Who can be in danger of being injured by the following types of waves?

Dumper \_\_\_\_\_

Surging wave \_\_\_\_\_

## 2. Tides

a) What is the tide?

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b) What is a rip tide?

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c) In what way can tidal effects on beaches be hazardous?

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d) Does the tide affect waves on your beach, if so how?

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## 3. Rips and holes

a) Name four identifying features of a rip

I. \_\_\_\_\_

II. \_\_\_\_\_

III. \_\_\_\_\_

IV. \_\_\_\_\_

b) In the area below write a description of each rip to match

Permanent rip

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# Surf Environment

## Questions

**Fixed Rip**

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**Travelling Rip**

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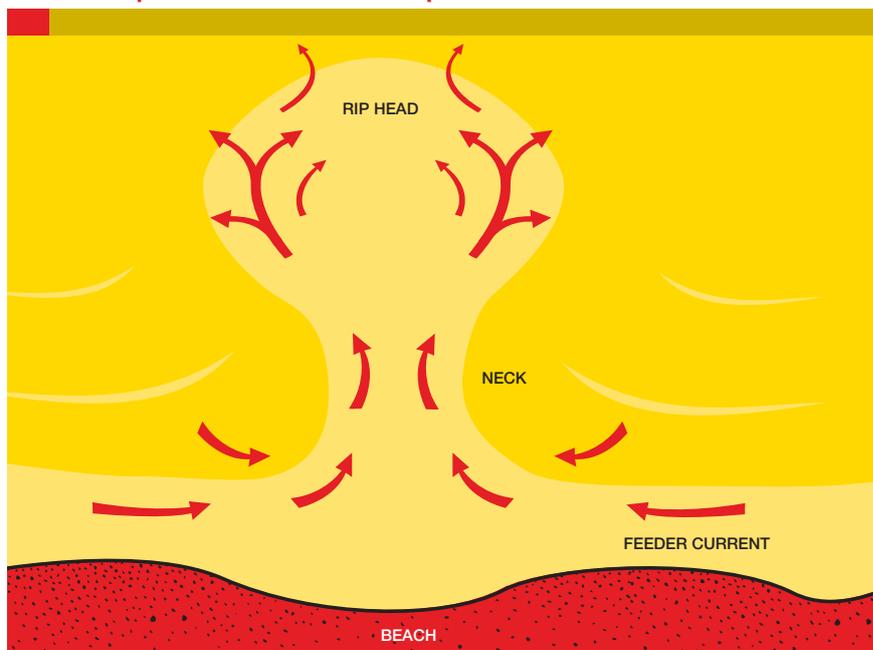
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**Flash Rip**

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- c) In the diagram below draw arrows showing how a tired/poor swimmer and a strong swimmer would escape from the neck of the rip



- e) How can you use a rip to your advantage?

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- f) How are holes formed?

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- g) How can you be sure where holes are located?

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# Communication

## Questions

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**These questions will cover the following Unit:  
Demonstrate knowledge of effective communication (CG02)**

**1. Verbal and Non Verbal Communication**

- a) Write down examples of verbal and non verbal communication and relate them to Surf Life

Saving situations:

Verbal communication examples:

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Non Verbal communication examples:

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- b) In what way are non verbal cues or body language important in communication?

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**2. Communication barriers**

- a) What communication barriers exist in the surf life saving environment?

(Could be when talking to the public and/or other members on patrol)

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- b) How can these communication barriers be overcome?

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# Two-way Radio

## Questions

**These questions will focus on some of the knowledge needed to be able to complete the following Unit: Communicate using a two-way radio (CG03)**

### 1. Radio

a) If there was a boat in trouble near your patrol what channel might they be using to contact you for help?

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b) What are the procedures for turning on and setting up a two way radio (including frequency selection)?

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c) What are your clubs procedures for maintenance and recharging radios after use?

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d) What should you say into the radio when in an emergency? And why should it be said?

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e) What does 'out' mean?

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# Graphic Communication

## Questions

**These questions will focus on some of the knowledge needed to be able to complete the following Unit: Demonstrate Surf Life Saving signal communication and demonstrate knowledge of graphic communication (CG01)**

### 1. Signs and flags

For each of the signs or flags below add in the following:

- The sign or flag name
- The description of when each would be used



name

---

use

---



name

---

use

---



name

---

use

---



name

---

use

---



name

---

use

---



name

---

use

---



name

---

use

---



name

---

use

---



name

---

use

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# Scanning techniques and victim identification

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## Questions

**These questions will cover the following Unit:**  
**Demonstrate knowledge of effective scanning techniques and victim identification (TSLB02)**

### 1. Scanning

a) Name three things that may affect scanning requirements and techniques

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_

b) Identify the five key points that are important to remember when learning **how to scan** and describe what each entails

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_

c) What are the principles of the five minute scanning approach?

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_

d) Name five types of scanning patterns

- I. \_\_\_\_\_
- II. \_\_\_\_\_
- III. \_\_\_\_\_
- IV. \_\_\_\_\_
- V. \_\_\_\_\_

e) Why is it important to change your scanning strategy every five minutes?

\_\_\_\_\_  
\_\_\_\_\_

# Scanning techniques and victim identification

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## Questions

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### 2. Victim Identification

- a) Next to each of the following potential victims list why they are more likely to be in danger at the beach

Children:

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Elderly people:

---

Very thin people:

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Migrants:

---

Flotation users:

---

Intoxicated people:

---

Improperly dressed people:

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- b) Identify five signs of a swimmer in trouble

I. 

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II. 

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III. 

---

IV. 

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V. 

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**These questions will focus on some of the knowledge needed to be able to complete the following Unit:  
Provide resuscitation (EMCG01)**

1. When a patient has been put in the recovery position what needs to be monitored?

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2. Fill in the blanks below:

D \_\_\_\_\_

R \_\_\_\_\_

S \_\_\_\_\_

A \_\_\_\_\_

B \_\_\_\_\_

C \_\_\_\_\_

D \_\_\_\_\_

3. If you are alone with an unresponsive adult patient what should you do?

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4. Complete the table below

	Adult	Child	Infant
Age range	Over 8		
Compress with		One / two hand	
Breath into	Mouth		
Compression rate per min			100 per min
Compression/ventilation ratio	30:2		
Compression depth			

5. You are standing on the beach patrolling when a middle aged man approaches you, he is complaining of a tight chest and looks pale, what should you do?

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# First Aid

## Questions

**These questions will focus on some of the knowledge needed to be able to complete the following Unit: Provide first aid (EMCG02)**

### 1. Bleeding

- a) What should you do to stop a patient bleeding externally?



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- b) What are the signs and symptoms of internal bleeding?

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- c) If you believe a patient to be bleeding internally what should you do?

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### 2. Shock

- a) What is shock?

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- b) What are the signs and symptoms of shock?

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- c) In what situations could a person develop shock?

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- d) How should you treat shock?

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### 3. Burns

- a) Name three ways burns can be caused

- I. 

---
- II. 

---
- III. 

---



b) What steps should you take to manage burns?

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#### 4. Exposure to Heat

a) What is the difference between heat exhaustion and heat stroke?

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b) How would you care for a patient if they had heat stroke?

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c) What are two ways you can prevent heat related problems?

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#### 5. Exposure to cold

a) What is hypothermia?

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b) List the signs and symptoms of hypothermia

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c) How would you treat a person who has hypothermia and is still conscious?

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d) What can you do to prevent hypothermia?

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#### 6. Stings

a) How should you treat a sting from a jellyfish?

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# First Aid

## Questions

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### 7. Injuries to the head

a) What are some of the symptoms of a serious head injury?

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b) Name three things you should do to manage a head injury

I. 

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II. 

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III. 

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### 8. Injuries to the eyes

a) Why is it important to cover both eyes if only one is injured?

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b) What is the correct way to flush an eye?

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c) Why should you not apply pressure to an injured eye?

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### 9. Heart Attack

a) What is a Heart Attack?

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b) What are the signs and symptoms of a heart attack?

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c) How should you care for a patient with heart problems?

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- ---
- ---
- ---

### 10. Asthma

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# First Aid

## Questions

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a) What are some signs and symptoms of asthma?

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b) In regards to asthma attacks, when should you call for an ambulance?

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# Surf Lifeguard Award examination beach card

**Candidate Name:** \_\_\_\_\_

**Club:** \_\_\_\_\_

**Membership Number:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Test	Pass	Re-test	Examiners signature
Candidate Workbook Submitted			
400m Pool Swim			
Releases and Tows			
Tube Rescue (Pool)			
Theory Paper			
Radio			
Signals			
Run-Swim-Run			
Tube Rescue & Recovery Position			
Single Person CPR (Adult)			
First Aid			
Examiners name:			
Examiners signature:			Pass / Re-Test

Surf Life Saving New Zealand  
PO Box 39129  
Wellington Mail Centre  
[www.surflifesaving.org.nz](http://www.surflifesaving.org.nz)  
[communications@surflifesaving.org.nz](mailto:communications@surflifesaving.org.nz)

