



**SURF LIFE SAVING**<sup>®</sup>  
NEW ZEALAND

# Surf Lifeguard

**Award Workbook  
2019**





# 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 however all content from the Surf Lifeguard Training Manual could be in the examination. The SLACW 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
2. Describe the features of the surf environment
3. Identify and describe the roles and responsibilities of a Surf Lifeguard
4. Demonstrate knowledge of effective communication
5. Demonstrate knowledge of effective scanning techniques and patient identification
6. Perform retrieval of underwater objects
7. Perform releases and tows in an aquatic environment
8. Demonstrate signals used by Surf Life Saving members for communication
9. Communicate using a two-way radio
10. Perform a tube rescue
11. Provide resuscitation
12. Provide first aid
13. Manage first aid in emergency situations

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		
Roles and responsibilities		
Surf Environment		
Communication		
Two-way radio communication		
Graphic Communication		
Scanning and patient identification		
CPR		
First Aid		
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 complete the Surf Lifeguard Award examination to complete your award. Below are details regarding each of the four components that make up 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      |
| <b>Releases and Tows</b>  | Perform releases and tows in an aquatic environment |
| <b>Tube Rescue (Pool)</b> | Pre requisite for 'Perform a tube rescue' unit      |

### 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                                      |
| <b>Signals</b>       | Demonstrate signals used by Surf Life Saving members for communication |
| <b>Run-Swim-Run</b>  | Pre requisite for the tube rescue unit                                 |
| <b>Resuscitation</b> | Provide resuscitation  |
| <b>First Aid</b>     | Provide first aid  |
|                      | Manage first aid in emergency situations                               |
| <b>Tube Rescue</b>   | Perform a tube rescue  |

# Risk Management

## Questions

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

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

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2. What are the 7 steps in effective risk management that lifeguards carry out on every patrol?

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

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

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

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

V. \_\_\_\_\_

VII. \_\_\_\_\_

VIII. \_\_\_\_\_

3. Identify two ways SLSNZ protects its members.

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

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

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

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

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

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

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

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

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

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

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

# Roles and Responsibilities

## Questions

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

### 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) For public relations 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

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 four types of report forms and what information is gathered on them?

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

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

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

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

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

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

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

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

b) What is a preventative action?

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

### 4. Patrol and Membership Database

a) What is some of the data recorded on the Patrol and Membership Database (PAM)?

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

b) How do you log on to the member portal? Discuss with your instructor.

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

### 5. Using rescue vehicles

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

\_\_\_\_\_

b) What must you wear to operate an ATV?

\_\_\_\_\_

# Roles and Responsibilities

## Questions

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

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

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

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

### 6. Incident Management

a) For the three types of incident's 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 7. Missing persons

a) When approached by someone who notifies you they have a missing person, what are your first roles / 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**

### 1. Waves

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

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b) What factors can affect the size of waves?

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

### 2. Tides

a) What is the tide?

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# Surf Environment

## Questions

b) What is a flood tide?

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c) Explain how changes in the tide can affect the surf conditions?

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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) What is a rip current?

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---

b) Name four identifying features of a rip

- I. 

---
- II. 

---
- III. 

---
- IV. 

---

c) If you need to escape from a rip current, what are the 3Rs?

- I. 

---
- II. 

---
- III. 

---

# Surf Environment

## Questions

d) In the area below write a description of each rip to match  
Boundary Rip Current

---

---

Channel Rip Current

---

---

Flash Rip Current

---

---

4. a) How are holes formed?

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b) How can you be sure where holes are located?

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c) There are two main types of winds you may experience at the beach. What are they and how do they affect the surf conditions?

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# Communication

## Questions

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

### 1. Effective Communication

a) In effective communication, language changes depending on what?

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

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

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

b) What are the five skills that lifeguards need to understand and master to be an effective communicator?

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

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

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

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

V. \_\_\_\_\_

### 2. 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:

\_\_\_\_\_

Non Verbal communication examples:

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. 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)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) How can these communication barriers be overcome?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# 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**

### 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?

---

---

d) What should you say into the radio 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**

### 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

\_\_\_\_\_



# Scanning techniques and patient identification

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## Questions

**These questions will cover the following Unit:**  
**Demonstrate knowledge of effective scanning techniques and patient identification**

### 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 patient identification

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## Questions

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### 2. Patient Identification

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

Children:

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Elderly people:

---

Very thin people:

---

Migrants:

---

Flotation users:

---

Intoxicated people:

---

Improperly dressed people:

---

- b) Identify five signs of a swimmer in trouble

I. 

---

II. 

---

III. 

---

IV. 

---

V. 

---

---

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

1. Fill in the blanks below:

- D \_\_\_\_\_
- R \_\_\_\_\_
- S \_\_\_\_\_
- A \_\_\_\_\_
- B \_\_\_\_\_
- C \_\_\_\_\_
- D \_\_\_\_\_

2. If you are alone with an adult who is unresponsive and not breathing normally what should you do?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Complete the table below

	Adult	Child	Infant
Age range	Over 8		
Compress with		One / two hand	
Breath into	Mouth		
Compression rate per min			100-120 per min
Compression/ventilation ratio	30:2		
Compression depth			

4. A man develops chest pain while talking to friends, and a minute later collapses. He is unresponsive and not breathing normally. What are the TWO most important next steps you and your helper can take?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Drowning

a) How long does it usually take for a victim to lose consciousness if drowning occurs?

\_\_\_\_\_

\_\_\_\_\_

# First Aid

## Questions

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

### 1. Bleeding

- a) An older lady has suffered a deep laceration to her scalp. Bleeding stopped with pressure, and you placed a dressing and bandage. Blood has soaked through both. What is the correct treatment?

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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. Anaphylaxis

- a) What are at least four signs and symptoms of anaphylaxis?

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b) A few minutes ago, a 4-year-old child stepped on a bee and was stung. Their parent has brought them to you in the surf clubhouse. The child now has a rash over their entire body, and their lips and tongue are severely swollen. Their voice is raspy and they are panicked. What is the most important action you can take?

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### 4. 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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### 5. Injuries to the eyes

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

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

---

---

### 6. Exposure to Heat

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

---

---

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

---

---

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

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### 7. Exposure to cold

a) What is hypothermia?

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# First Aid

## Questions

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?

---

---

d) What can you do to prevent hypothermia?

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### 8. Stings

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

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### 9. Injuries to the head

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

---

---

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

- I. 

---
- II. 

---
- III. 

---



### 10. Spinal Injuries

a) What is the greatest risk when dealing with a spinal injury?

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b) A dirtbike rider crashes on the beach. He is alert, but his neck hurts badly. He should be allowed to maintain his own head and neck in a position of comfort. If he is unable to do this, you should perform \_\_\_\_\_ of his cervical spine?

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### 11. Heart Attack

a) What is a heart attack?

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

---

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

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

### 12. Asthma

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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### 13. Discuss with your Instructor

a) A 20-year-old woman is found unconscious in her campervan in the car park on a sunny summer day. She is unresponsive, and you notice she is wearing a medical bracelet. List some of the most likely causes for this patient's unconsciousness?

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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

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**SURF LIFEGUARD**

