



**SURF LIFE SAVING®**  
NEW ZEALAND



## **Rescue Water Craft (RWC) Operators Award**

# **Instructor Resource**

Updated: July 2023

*In it for life*



# Contents

Introduction.....	4
RWC Operators Award Requirements.....	5
Pre-requisites.....	5
Application process: .....	5
Training Process and requirements.....	5
Candidate Training Process (RWC) .....	7
Instructor Training Process (RWC).....	8
Assessment Components .....	9
Training setup, access and information .....	9
Regional Pre-planning to be completed .....	9
E-learning pre module completion.....	10
Two-day training overview .....	14
Exam details.....	15
Instructor Responsibilities .....	16
Before the 2-day workshop .....	16
Instructor checklist .....	17
During the course .....	17
Once the course is completed .....	18
Lesson Plans.....	19
Using lesson plans .....	19
Lesson Plan Overview .....	20
Lesson Plan 1: Introduction and H&S .....	22
Lesson Plan 2: RWC Set Up.....	23
E-learning Review activity.....	26
Lesson Plan 3: Launch, Board & Operation .....	27
Lesson Plan 4: Rescues .....	31
Lesson Plan 5: RWC Close down.....	35
Lesson Plan 6: Day 2 - Introduction and H&S .....	38
Lesson Plan 7: Day 2 - RWC Set Up.....	39
Lesson Plan 8: Day 2 – Launch, Board & Operate .....	40
Lesson Plan 9: Day 2 - Rescues .....	42
Lesson Plan 10: Day 2 - RWC Close down.....	44



Appendices .....	46
Appendix 1: Endorsement Forms & Records.....	46
Appendix 2: RWC Exam Task Details .....	52
Appendix 3: Exam Registration Form .....	60
Appendix 4: Risk and Incident Management.....	61
Appendix 5: LMS Admin steps to check e-learning progress .....	62
Appendix 7: RWC Operator, Instructor and Examiner competencies & process.....	67
Appendix 8: RWC icebreaker activity .....	69



## Introduction

These resources have been designed to inform instructors of their responsibilities when taking candidates through the Rescue Water Craft (RWC) Operator Award. If you are a trainee instructor wishing to gain your instructors award please contact your Regional Lifesaving Manager.

The following resources have been created for the RWC instructor use:

- Exam task details
- Lesson plans

The RWC Operator Award involves competency based training and assessment. Basically this means that each candidate needs to be deemed competent in the Units for the qualification to be able to complete them. To be able to show competency, evidence must be gathered by the instructor, during instruction and the examiner, at the exam. The way in which evidence is gathered is through completion of the workbook, tasks during instruction and tasks during the exam.

All Surf Lifeguards who wish to operate an RWC must undertake the required training set down by the Surf Lifeguard Training Pathways and meet all pre-requisites prior to presenting themselves for assessment to operate or crew the craft specified.

RWC operators must refresh their qualifications annually, failure to do so will see their relevant qualification status change to 'expired'. Part of the material refreshed will be the Operator's understanding of the RWC's Safety Case for the craft and areas of operation for the particular patrol. Only refreshed qualified crew can operate the craft during patrolling or search and rescue operations.

This award is only delivered regionally (not by club). For a list of approved instructors, contact people and more information, please contact your SLSNZ Regional Lifesaving Manager.

## The RWC manual

The manual has been created to cover the content of the RWC Award. Each manual can be kept as a reference for club members for further education. The manual and workbook can be found here: <https://www.surflifesaving.org.nz/lifesaving/powercraft-education/rescue-water-craft>

## How to use this guide

- Use the **Course Administration Checklist** on pages 13-15 as a guide for organising the course
- This course is delivered using a range of learning styles.
- Read through the guide and lesson plans prior to commencing training, the course covers all the knowledge and skills required to complete this course.
- Work through the topics, the lesson plans are a guide for you to follow where needed. Group discussions held during the course of the day may see you deviate in some places from the plan. It is up to you to decide on areas candidates may need more/less time on.
- It is essential to deliver the course with a balance of theory and practical tasks

## Development

All resources have been written by Surf Life Saving New Zealand and will be reviewed and updated when required. Feedback can be supplied via email to:

[member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz)



# RWC Operators Award Requirements

## Pre-requisites

All Surf Lifeguards who wish to operate an RWC must meet the following requirements

<b>Minimum Age:</b>	20 years of age minimum on the first day of the introductory course
<b>Pre-Requisite Awards:</b>	Surf Lifeguard Award (refreshed) Current and active member of a SLS club Senior Lifeguard Award – IRB Driver (refreshed)* Marine VHF Radio operators certificate Surf First Aid (current)** 400m pool swim under 7.30 minutes

\*A minimum of 24 months from operator award including 2 seasons of operating as an IRB Driver (at a minimum one IRB driver refresher must have been completed in the last year) is required.

\*\*An RWC Operator must have a Surf First Aid prior to their training and probationary period.

<b>Highly Recommended:</b>	Advanced Surf First Aid Advanced Lifeguard Award
----------------------------	---

## Application process:

If a candidate meets the above pre-requisites, they can:

1. Register interest with Club and Regional Lifesaving Manager and then;
2. Club and Regional endorsement is sought (see Appendix 1)

## Training Process and requirements

Experienced Lifeguards who hold all the required pre-requisites, are accepted onto a RWC programme and wish to develop their skills and knowledge in RWC need to:

1. Complete the online pre-learning module
2. Attend a SLSNZ Regionally instructed RWC Introduction Course (two days)
  - a. Training blocks must be approved by the National RWC Chief Examiner and Regional Lifesaving Managers.
  - b. This training block may be completed in two separate days, but the candidate must not complete any probationary hours on the RWC until the full 2 days has been completed



3. Log a minimum of 10 probationary operator hours on an RWC (that meets the spec as per SLSNZ specifications document) **within 12 months of attending the RWC Introductory course.**

**Note** – if you are outside 12 months and you wish to attend an exam, you must demonstrate and show evidence of RWC operator hours to the National Education Manager prior to the exam.



# Candidate Training Process (RWC)

## Registration

- Candidate meets all RWC award pre-requisites.
- Candidate applies and is accepted onto Regional RWC programme.

## Instruction

- Candidate completes pre-learning online via the SLSNZ online learning portal.
- Candidate attends 2 day block training weekend with qualified RWC instructors before any training is to commence on RWC. Training blocks must be approved by the National Chief Examiner and Regional Lifesaving Managers. Note: This training block may be completed in two separate days, but the candidate must not complete any training on the RWC until the full 2 days has been completed.
- Complete RWC workbook.
- Candidate must then complete a minimum of 10 logged operator hours.
- Regional Lifesaving Manager approval given to candidate before attending RWC exam.

## Examination

- Complete all elements of the RWC exam, conducted by a qualified refreshed RWC examiner.
- Upon successful completion, candidate is awarded the Rescue Water Craft Operators Award.

## Refresher

- Complete an RWC refresher to be a current operator each season.
- Refreshers can only be assessed by qualified and refreshed RWC Instructors and Examiners.



# Instructor Training Process (RWC)

## Application

- RWC Instructor candidate registers interest and apply to Regional Lifesaving Manager & RWC Chief Examiner.
- Pre-requisites checked
- Club and Regional endorsement sought
- Area and regional instructor needs analysis completed by RWC Chief Examiner and Regional Lifesaving Manager.
- If approved, entered in to PAM as 'Probationary Instructor' before being eligible to attend first introductory course as a probationary instructor.

## Training

- RWC Instructor candidate attends a minimum of three (3) Introductory Courses as a "Probationary RWC Instructor".
- *Course 1 (observer/mentor), Course 2 (assist & mentor), Course 3 (instruct)*

## Sign-off

- RWC Instructor Sign-off and Approval by Lead instructor (a qualified RWC examiner) for each of the 3 courses.
- Final sign-off that the candidate has met all the requirements to become an RWC Instructor by Lead Instructor/Examiner in charge.

## Refresher

- Complete an RWC refresher to be a current operator each season.
- Refreshers can only be assessed by qualified and refreshed RWC Instructors and Examiners.





## Assessment Components

Once the above training and elements has been completed, the candidate will need to:

4. Complete all components of the RWC examination, including:
  - Workbook completion
  - Theory Test
  - Practical examination

Upon successful completion, candidate is awarded Rescue Water Craft Operators Award. The RWC Instructor Record (See Appendix 1) must be completed and emailed to: [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz).

## Training setup, access and information

### Regional Pre-planning to be completed

Once an RWC training session has been approved to run, the regional office will need to:

1. The Regional Lifesaving Manager will work with the approved RWC Instructor and/or Examiner to
  - a. Identify:
    - i. The location for the theory aspects
    - ii. The location for the flatwater aspects
    - iii. The location for the surf aspects(Note: If various locations require travel, this takes time away from training and practice)
    - iv. Which RWCs are available to learners for training and logged hours
  - b. Source for the 2-day training workshop:
    - i. Enough RWCs so there are 1 RWC for every 3 candidates (the vessels need to meet the SLSNZ requirements as per the Policy and specifications doc)
    - ii. Equipment and gear as required
    - iii. Adequate instructors as reflected in the minimum course ratios:

Number of operators	Minimum number of instructors (Min 1 examiner)	Number of probationary instructors	Number of RWC's being used by candidate's	Additional fully Crewed safety IRB or RWC
6-9	2	1	2-3	1
10-12	2	1	4	1
<b>Minimum number to run a course is 6 candidates, maximum number is 12</b>				

- c. Organise:
    - i. For RWCs to be used to be transported to the training locations and returned after
    - ii. An examiner to be present for the course as the lead instructor. This is to ensure the teaching and instruction is maintained to a high consistent standard and new instructors are supported in their development.
2. Regional Lifesaving Manager is to complete and document a safety plan. This needs to be provided to the local Harbour Master and instructor in charge, so they are informed of the training activity.



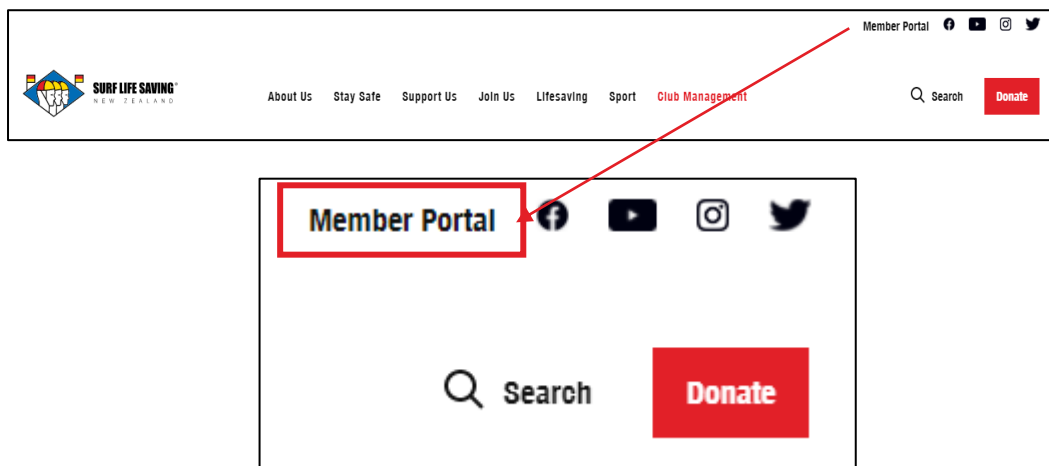
## E-learning pre module completion

The e-learning module is **COMPULSORY** and must be completed prior to the 2 day training workshop.

If you have any questions, problems or feedback please contact your club administrator or [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz).

### How to login

1. Go to the SLSNZ website: <https://www.surflifesaving.org.nz/>
2. Click on the **Member Portal** button (top right hand corner of the screen)



**OR** you can click directly on this link: <https://webportal.surflifesaving.org.nz/>

3. Click on the **"Sign In"** button

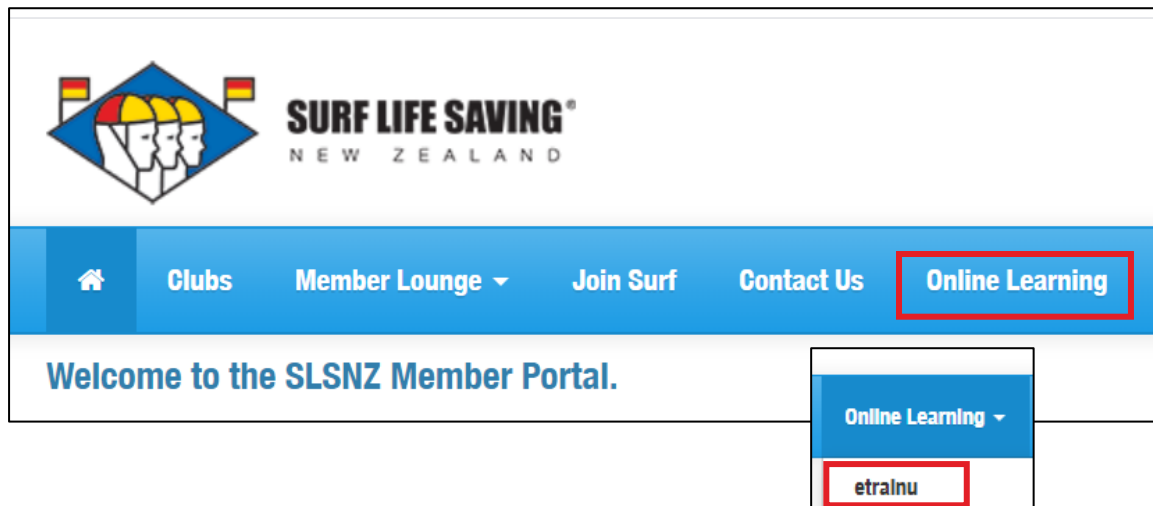


4. Type in your **Username** (The username format is the letters 'SLS' and your 'SLSNZ membership number', separated by an underscore, i.e. SLS\_69233 - DO NOT add your email here)
5. Type in your Password (If you do not know your password, watch this video <https://www.youtube.com/watch?v=MQaAVQNvjdk> to see how to reset it.
6. Click on the **"Sign In"** button



**Terms of Use:** By logging in, you are attesting that you are logging in with **YOUR** password and login and no one else's.

7. Once logged in,
  - a. click on the **Online Learning** button
  - b. click on the **etrainu** dropdown  
... to **access the online learning**



**NOTE:** If you are logging in for the first time, you will also need to tick the appropriate box and 'Submit' button to accept the etrainu Terms and Conditions and Privacy Policy. This will allow you to proceed to the online learning which is hosted by the etrainu provider:

### Terms & Conditions

+ Acceptable Usage Policy

+ Privacy Policy

☐ I accept the above *Acceptable Usage Policy* and *Privacy Policy* and would like to proceed to the etrainu LMS.

SUBMIT




For some courses, you will automatically be enrolled. You can find courses your club or SLSNZ have enrolled you into under **"My Training"**.

You will also have access to a range of other training courses and resources. You can enrol yourself in these through the **"Training Library"** (if you meet all the pre-requisite requirements).

### To enrol into a course


1. Click on the **"Training Library"** menu bar option available on the left-hand side of the screen.
2. You will then be directed to the **'Course Categories'** page, where you can select the course category where the desired training course is available. Click **"View Courses"** to view the suite of courses within that specific category.

**SURF LIFE SAVING®**  
NEW ZEALAND

**Anina Upton**


LMS LEVEL


Participant


 [Switch](#)


USERNAME


Anina.Upton@surflifesaving.org.nz


 [Log out](#)



 [Home](#)

 [Document Library](#)


 [Training Library](#)


 [Training Event](#)

 [My Training](#)


 [Help](#) 


**Course Categories**




Refreshers 


[VIEW COURSES](#)




Lifesaving - Surf Lifeguard 


[VIEW COURSES](#)




Lifesaving - Powercraft 


[VIEW COURSES](#)




Lifesaving - Instructor/Facilitator/Examiner/Assessor 


[VIEW COURSES](#)




Search and Rescue (SAR) 


[VIEW COURSES](#)




Health, Safety and Wellbeing 


[VIEW COURSES](#)




Sport - Coaching 

[VIEW COURSES](#)



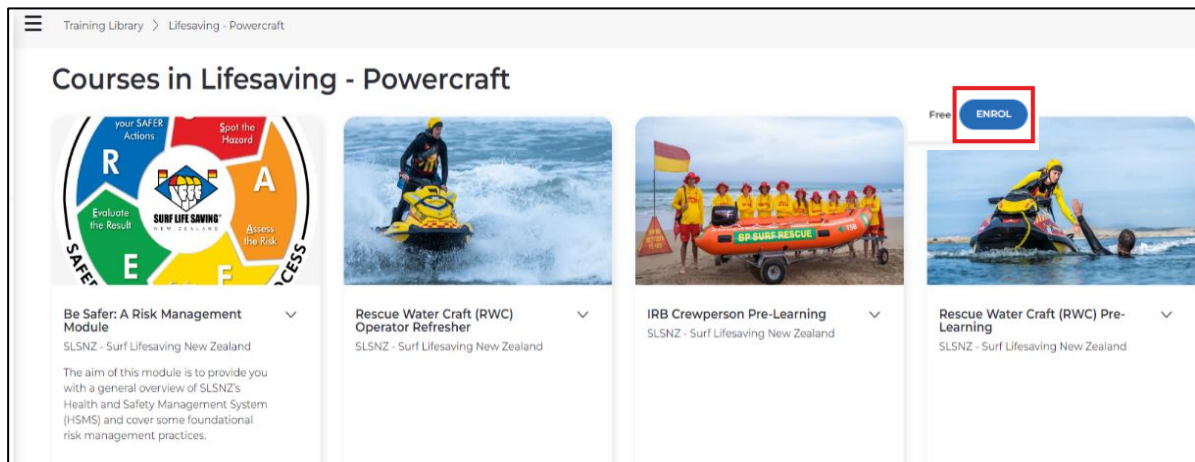
Sport - Officials 

[VIEW COURSES](#)

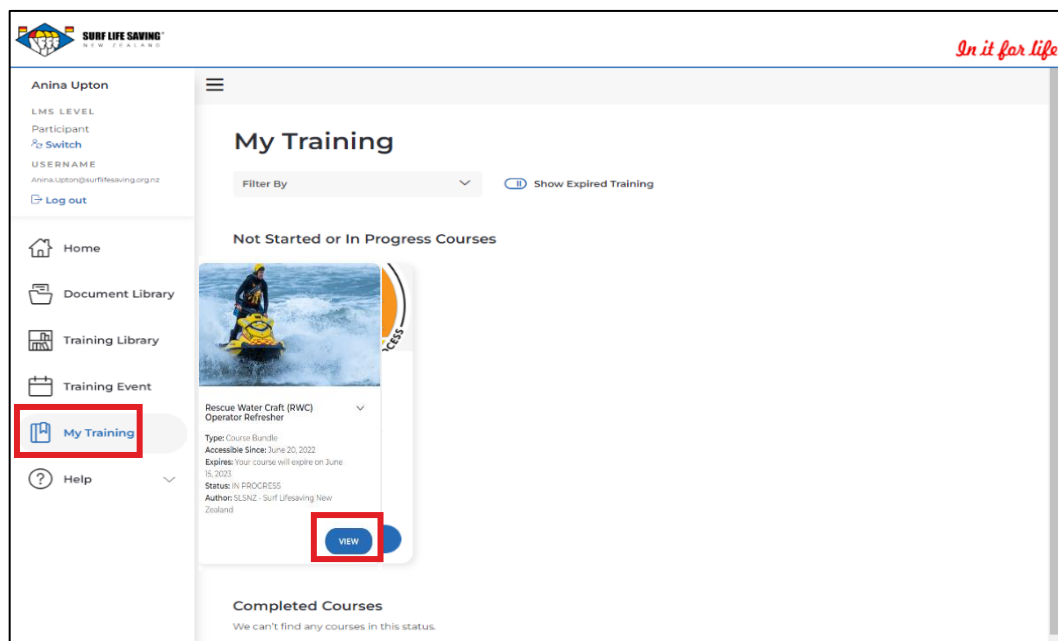




3. Click the "Enrol" button

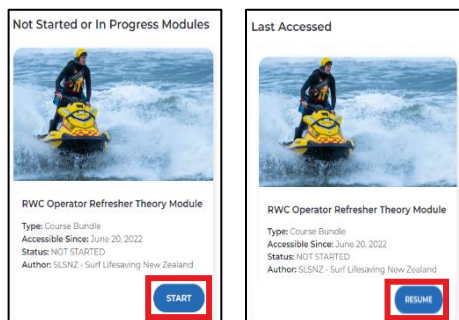


4. Once processed, the course will be allocated to your account. The course can be accessed any time by clicking on **"My Training"**



When you enter the course (by clicking **"View"**) you will then be taken to the modules included within the course

Click **"Start"** to begin your training, or **"Resume"** if you have already started.





## Two-day training overview

The learning objectives of the Rescue Water Craft Operation 2-day workshop are for all RWC Operators will be able to:

- Prepare an RWC for use
- Crew an RWC in and out through the surf
- Operate an RWC in and out through the surf
- Perform single rescue solo for a conscious patient (patients of reasonable size) within the surf zone
- As an operator, perform rescue with crew for a conscious and unconscious patient (patients of reasonable size) within the surf zone
- As an operator, perform tube rescue (patients of reasonable size) within the surf zone
- Perform an emergency punching manoeuvre within the surf zone
- Patient transferred (lift and carry) from the RWC/Rescue Sled to clear of high water mark applying the correct patient care required
- Perform a solo RWC capsize recovery
- Apply the correct RWC Closedown procedure in groups
- Explain key points related to the effective and safe use of an RWC including:
  - RWC use and considerations
  - Launching and retrieving the RWC
  - Design features, equipment and PPE
  - Fuelling procedure
  - Communication
  - Maritime regulations
  - Patient with Equipment rescue
  - Towing an RWC
  - RWC operations
  - RWC Health and Safety considerations

An estimated timetable for the practical training consists of:

### DAY ONE: Flat water

Time	Session
8:00 - 8:15am	Introduction and health & Safety
8:15 - 9:30am	RWC Set Up
9:45 - 11:30am	Launch and Board
12:00 - 2:45pm	Rescues
3:00 - 4:15pm	RWC close down

### DAY TWO: Surf

Time	Session
8:00-8:15am	Introduction and health & Safety
8:15-8:45am	RWC Set Up
8:45-11:45am	Launch and Board
12:15-2:45pm	Rescues
3:15-4:00pm	RWC close down

The above (and provided lesson plans) has been based on 12 candidates (maximum number) in attendance and the assumption that the following resources/ratios are available:

- 1 RWC : 3 learners

This course is run REGIONALLY only. It is up to the region to run the above content (over more days or for a longer periods) in any way that ensures key learning objectives have been met.



The first day is to be completed on “flat water” and the second day in “surf”.

These have been defined as follows:

Flat water criteria and conditions:

- No waves in the area in excess of 30cm face high
- Sea chop should not exceed **sea state 2** from the table below. However, consideration to current, breaking waves & general area need to be considered (ask yourself: Are the conditions appropriate for beginners?):

WMO Sea State Code	Wave height	Characteristics
0	0 metres (0 ft)	Calm (glassy)
1	0 to 0.1 metres (0.00 to 0.33 ft)	Calm (rippled)
2	0.1 to 0.5 metres (3.9 in to 1 ft 7.7 in)	Smooth (wavelets)
3	0.5 to 1.25 metres (1 ft 8 in to 4 ft 1 in)	Slight
4	1.25 to 2.5 metres (4 ft 1 in to 8 ft 2 in)	Moderate
5	2.5 to 4 metres (8 ft 2 in to 13 ft 1 in)	Rough
6	4 to 6 metres (13 to 20 ft)	Very rough
7	6 to 9 metres (20 to 30 ft)	High
8	9 to 14 metres (30 to 46 ft)	Very high
9	Over 14 metres (46 ft)	Phenomenal

Surf criteria and conditions:

- The practical components of the training shall be performed in a minimum of 1 metre of challenging surf. The surf size must be measured from the front of the wave, from the trough of the wave to the top.
- The surf size measurement must apply in the areas in which the RWC is being operated/crewed.
- Conditions in the training area need to remain consistently challenging and consistently at 1m of surf throughout the duration of the training session.

**An RWC examiner must be present as the lead instructor on each course – see Appendix 8 for RWC instructor and examiner requirements.**

## Exam details

This explains in detail how each exam task will be assessed. Each task within the exam will be marked in a way set out by SLSNZ. It is essential to teach all candidates:

- The components of each assessment task
- The criteria that they will be marked against

It is essential that when you take your candidates through the tasks that it is done so in the same way as it will during the exam.

Please see Appendix 2 for exam assessment criteria.





## Instructor Responsibilities

All Instructors are responsible for educating new RWC Candidates to a level that not only prepares them for the examination but also for the role of an RWC Operator. To enable instructors to have the tools necessary to accomplish this SLSNZ **has created guidance and lesson plans** that cover all knowledge and skills needed to be an RWC Operator.

It is **not mandatory** to use the lesson plans, however, you must assist the candidate to complete all of the tasks that are conducted during the examination.

### Before the 2-day workshop

Review the Teaching Toolbox in Appendix 4. Audiences range from 20+ years of age. Think about what their learning needs will be and ensure you provide support as required.

Below is a detailed list for your consideration. Ensure that you liaise with your SLSNZ regional staff member well in advance of the course.

#### Resources to gather:

- ☐ RWCs and logbooks
- ☐ Rescue Sleds (approved SLSNA sleds only)
- ☐ Helmets & Lifejackets - All operators and crewpersons must each wear a helmet and approved SLSNZ lifejacket when operating an RWC at all times
- ☐ Other PPE and gear (i.e. PLB's, lanyards etc.)
- ☐ A pair of fins on a fin-belt
- ☐ Manuals – one for each participant (Note: These must be ordered directly from SLSNZ not your club)
- ☐ Candidate workbooks – one for each participant

**Ensure you use the latest versions of forms:** <https://www.surflifesaving.org.nz/club-management/health-safety/emergencyincident-management>

#### Key tasks before the lesson:

- Set up venue appropriately
- Ensure all resources are set out and available to each participant
- Ensure a Safe Learning environment
  - Ensure all Risk and Incident Management content, processes and forms required are implemented appropriately (see Appendix 5 for full details).
- Review surf conditions

#### Instructions to be sent to candidates about the course:

The following information needs to be sent out to candidates attending the course:

- Venue
- Date of the course & start and finish times
- Dress requirements
- Your instructor will be...
- Candidates will need to bring:
  - Food, for morning and afternoon tea and lunch
  - A pen & paper for notes
  - Swimming gear (togs, wetsuit)
  - Comfortable clothing and or PPE required to do practical tasks
- Bring your own lunch and snacks
- Workbook attached (with instructions on when it needs to be completed by)
- Information for online learning enrolment & completion (see page 7-10) and **a date by when their e-learning modules MUST BE completed by (prior to the introductory course dates)**





## Instructor checklist

Steps	Day to be completed	Tick when completed
<b>Four – six weeks before course.</b>		
Confirm primary course locations (flat and surf)		
Tentatively book a secondary location if deemed necessary (e.g. to ensure surf)		
Confirm course dates with SLSNZ staff member		
Read course material to see what is required of you.		
Book training equipment if needed with SLSNZ staff member.		
<b>Two weeks before course</b>		
Ensure you check with SLSNZ staff member that all attendees meet minimum pre-requisite requirements		
Confirm participant numbers and ensure SLSNZ staff member send out: <ul style="list-style-type: none"> <li>• Instructions for eLearning to be completed prior – see page 7-10</li> <li>• Instructions and information for face to face training – see page 11-13</li> </ul>		
Get the correct number of resources for candidates coming and plan the activities.		
Organise copying of additional resources if needed.		
<b>One week before course</b>		
Complete your own preparation for the course.		
Consider the swell and weather reports and confirm course locations if possible		
<b>The day before the course</b>		
Set up venue if possible, positioning resources and equipment. Make sure you have internet access (if required) Check online learning completion (see Appendix 6) Check conditions and ensure course location is confirmed (if not already)		
<b>The day of the course</b>		
Ensure candidates sign attendance sheet and send this through with post paperwork		
Demonstrate good risk management and H&S practices by ensuring that candidates are aware of the exits, hazards, and emergency response procedures and equipment e.g. fire extinguisher location/s. (See Appendix 5)		
Ensure candidates complete a risk assessment prior to the RWC activity and scenarios, and that implement their risk management strategies/plan throughout. (See Appendix 5)		

## During the course

The instructor must ensure that all content is covered during the course. Instructors may make changes to the Lesson Plan activities and scenarios to suit candidates' knowledge, skills and experience.

Ensure candidates complete all the questions/sections in their workbooks and the Course Feedback Form (Appendix 7), before leaving the course.



Notes for practical in water:

- Demos are to be completed both on land and in the water by instructors
- Practical aspects must be completed in a pre-defined area which meets all maritime legislative requirements (e.g. 200m from shore when exceeding 5 knots).
- People rotation is important to ensure everyone gets the amount of practical time required for them to meet the learning outcomes.
- Each candidate should be given the opportunity to spend at least 2-3 hours in the water practicing during the 2-day training
- Answer learners questions as they come up (to ensure the informal, co-learning, adult principled learning environment)
- Instructors are to demo the following lesson plan activities and work alongside the learners **IN THE WATER**, for best learning support:
  - All aspects of Lesson plans "Launch, Board and Operate" and "Rescue" in both flat water and in surf

## Once the course is completed

Upon the completion of the course:

- Submit the SLSNZ Course Registration form (Appendix 3) along with the attendance sheet to Regional office. They will then send to [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz)

**Any incidents report through normal SLSNZ pathways and to the RWC Chief Examiner – Who will work with H&S officer to investigate and communicate learnings to sector.**



# Lesson Plans

## Using lesson plans

Below are details of the lesson plan sheets, the first shows the beginning of a main lesson, the second the start of a reinforcement activity.



Surf Lifeguard Award Lesson 3

Lesson plan number

Lesson Plan	Cardio Pulmonary Resuscitation (CPR) Version 1 PowerPoint	
Manual Sections	Emergency Care, Cardio Pulmonary Resuscitation (CPR), First Aid	
At the conclusion of this module candidates will be able to: 1. Provide Resuscitation (includes CPR and choking)		
Key Resources: <ul style="list-style-type: none"><li>◦ Well lit, clean and well ventilated working environment</li><li>◦ Table and chairs – enough for each participant</li><li>◦ CPR Manikins – ensure they are clean and properly maintained</li><li>◦ Manikin Face Shields/ Masks (alcohol swabs can be used in masks unavailable)</li><li>◦ Whiteboard and pens</li><li>◦ Paper and pens/pencils</li><li>◦ SLSNZ Surf Lifeguard Manuals – one for each participant</li><li>◦ Laptop and Projector + Power point presentations</li><li>◦ Access to local beach (additional skills)</li><li>◦ A positive attitude!</li><li>◦ Candidate workbooks</li></ul>		
Key tasks before each module: <ul style="list-style-type: none"><li>◦ Set up room or other venue appropriately</li><li>◦ Ensure all resources are set out and available to each participant</li><li>◦ Introductions (if required)</li><li>◦ Discuss plan and aims/objectives for the session</li><li>◦ Work through reinforcement activities from previous session</li><li>◦ Conduct session – include skills/tasks</li><li>◦ Discuss plans for next session</li></ul>		
Duration	Activity	Additional Resources
1 min	Slide #1: Title page – resuscitation	
1 min	Slide #2: By the end of this module candidates will be able to: <ul style="list-style-type: none"><li>• Provide resuscitation</li></ul>	

Lesson plan title and version.  
Relevant manual sections

Key resources to acquire prior  
to the lesson

These should be completed  
before beginning the lesson

This line includes the estimated  
duration of each activity, details  
about the activity and has any  
specific resources needed to  
complete the activity

Reinforcement Activities – Physical Environment		
<ul style="list-style-type: none"> <li>Ensure all correct equipment and resources (if necessary) are available to each participant</li> <li>Discuss plan and aims/objectives for the session</li> <li>Conduct session – Can be done before or after main lesson</li> <li>Discuss future sessions/set goals</li> </ul>		
Duration	Activity	Additional Resources
10 min	<b>10 question quiz</b> <ul style="list-style-type: none"> <li>Candidates work in groups or as individuals <ol style="list-style-type: none"> <li>How are waves formed? <ul style="list-style-type: none"> <li>Storms and windy conditions</li> </ul> </li> <li>What causes tide changes? <ul style="list-style-type: none"> <li>Moon and sun tidal force (associated with gravitational pull)</li> </ul> </li> <li>Why do rips occur? <ul style="list-style-type: none"> <li>Wave interaction with the environment</li> </ul> </li> </ol> </li> </ul>	

Some lessons contain  
reinforcement activities that  
link to the previous lesson.



## **Lesson Plan Overview**

The following lesson plans are a guide for training Lifeguards up to complete the RWC Award. **From time to time you may need to shorten lesson plans or change the structure to accommodate surf conditions. It is essential that the checklists are used to ensure candidates are learning each task as they would need to complete it at the examination.**

Candidates may need more time for practice than is accounted for in the lesson plans. Include extra training sessions when necessary to increase their hours to a level you are comfortable with.

Lesson	Lesson topics/Learning Objectives
PRE-LEARNING ONLINE MODULE	<ul style="list-style-type: none"><li>• RWCs brands</li><li>• RWC uses</li><li>• Equipment. Design and features</li><li>• Fuel</li><li>• Communication</li><li>• Marine regulations</li><li>• RWC set up</li><li>• Basic skills and techniques theory</li><li>• Rescue theory</li><li>• RWC closedown</li><li>• Operations</li></ul>
1. Instruction and Health & Safety	<ul style="list-style-type: none"><li>• Explain how they are expected to behave to ensure RWCs are used safely</li></ul>
2. RWC Set Up	<ul style="list-style-type: none"><li>• RWC orientation</li><li>• Prepare an RWC for use</li><li>• Explain key points related to the effective and safe use of an RWC in regards to design features; equipment; use; fuel and PPE</li></ul>
3. Launch, Board & Operate	<ul style="list-style-type: none"><li>• Explain key points related to the effective and safe use of an RWC in regards to: Launching and Retrieving the RWC; Communication &amp; Maritime Regulations</li><li>• Launching procedure – Launch the RWC safely</li><li>• Starting procedure – Starting depth and pre-start requirements.</li><li>• RWC operating principles; power to turn, lean into turns, stopping etc. (all aspects of operating an RWC)</li><li>• Turning practice; wide turns to start, getting tighter followed by figure 8's.</li><li>• Crew an RWC in and out through the surf</li><li>• Complete all aspects of this section with a crewperson on the rescue sled.</li></ul>
4. Rescue	<ul style="list-style-type: none"><li>• Perform single rescue solo for a conscious patient (patients of reasonable size) within the surf zone</li><li>• As an operator, perform rescues with crew for a conscious and unconscious patient (patients of reasonable size) within the surf zone</li><li>• As an operator, perform TUBE rescue (patients of reasonable size) within the surf zone</li><li>• Patient transferred (lift and carry) from the RWC/Rescue Sled to clear of high water mark applying the correct patient care required</li><li>• Perform a solo RWC capsize recovery</li></ul>
5. RWC Close down	<ul style="list-style-type: none"><li>• Apply the correct RWC Closedown procedure in groups</li></ul>



Lesson	Lesson topics/Learning Objectives
	<ul style="list-style-type: none"> <li>Explain key points related to the effective and safe use of an RWC in regards to: Fueling procedure and Patients/Rescues with Equipment; Towing and RWC</li> </ul>
6. Day 2 - Instruction and Health & Safety	<ul style="list-style-type: none"> <li>Explain how they are expected to behave to ensure RWCs are used safely</li> </ul>
7. Day 2 - RWC Set Up	<ul style="list-style-type: none"> <li>Prepare an RWC for use</li> <li>Explain key points related to the effective and safe use of an RWC in regards to design features; equipment; fuel and PPE</li> </ul>
8. Day 2 – Launch, Board and Operate	<ul style="list-style-type: none"> <li>Launch the RWC safely and appropriately (depth considering conditions)</li> <li>Appropriate Starting procedure</li> <li>Crew an RWC in and out through the surf</li> <li>Operate an RWC in and out through the surf</li> <li>Explain key points related to the effective and safe use of an RWC in regards to: Launching and Retrieving the RWC; Communication &amp; Maritime Regulations</li> <li>Perform turns within the surf zone</li> <li>Perform parallel runs within the surf zone.</li> <li>Perform an emergency punching maneuvers within the surf zone (solo and with crew)</li> </ul>
9. Day 2 - Rescue	<ul style="list-style-type: none"> <li>Perform single rescue solo for a conscious patient (patients of reasonable size) within the surf zone</li> <li>As an operator, perform rescue with crew for a conscious and unconscious patient (patients of reasonable size) within the surf zone</li> <li>As an operator, perform TUBE rescue (patients of reasonable size) within the surf zone</li> <li>Patient transferred (lift and carry) from the RWC/Rescue Sled to clear of high water mark applying the correct patient care required</li> <li>Perform a solo RWC capsize recovery</li> </ul>
10. Day 2 - RWC Close down	<ul style="list-style-type: none"> <li>Apply the correct RWC Closedown procedure in groups</li> <li>Explain key points related to the effective and safe use of an RWC in regards to: Fueling procedure and Patients/Rescues with Equipment</li> </ul>

Notes:

- For experienced RWC Instructors, the **beach card (in the workbook)** and this **lesson plan overview** is a summary of what needs to be covered and can be used as guidance.
- RWC training can only be facilitated by approved RWC instructors.** Please see Appendix 8 for the RWC operator, instructor and examiner competencies.

## Lesson Plan 1: Introduction and H&S

Introduction and Health & Safety		
<p><b>At the conclusion of this Topic candidates will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Explain how they are expected to behave to ensure RWCs are used safely</li> </ol>		
<p><b>Key Resources:</b></p> <p>As per list on page 13 +</p> <ul style="list-style-type: none"> <li>▪ 1 Attendance sheet</li> <li>▪ Manuals and Workbooks</li> <li>▪ Beach cards and hours log in the workbook</li> </ul>		
<p><b>Key tasks before the lesson:</b></p> <ul style="list-style-type: none"> <li>□ Place RWCs (in a non-rescue ready state on the trailers), ready for training use (in a space where training is not in the way of anyone and training will not be interrupted)</li> <li>□ Greet everyone as they arrive and have them sign the attendance sheet. Direct candidates to where they can store their belongings (for now) and where to wait (Suggestion: Have them create a circle around the RWCs)</li> </ul>		
Section/ Duration	Activity	Additional Resources
<p>Briefing and Intros</p> <p>8:00 am start</p> <p>(10 min)</p>	<ul style="list-style-type: none"> <li>▪ <b>Welcome</b> all learners</li> <li>▪ <b>Introduce</b> instructors, examiners, first aid officer</li> <li>▪ <b>Round robin</b> to do attendee intros (or optional icebreaker activity available). Ask them to share:               <ul style="list-style-type: none"> <li>- Their name?</li> <li>- Their club?</li> <li>- Why they are here and what they want to get out of the next 2 days?</li> </ul> </li> <li>▪ <b>Explain</b> today's plan and timings</li> <li>▪ <b>Cover</b> housekeeping:               <ul style="list-style-type: none"> <li>- Toilets</li> <li>- Club usage etc.</li> </ul> </li> <li>▪ <b>Handout</b> workbooks and manuals (as required)</li> <li>▪ <b>Explain</b> beach cards, hours log and when everything needs to be completed by (collect in <b>workbooks</b>, so instructors can write notes on beach cards on pages 4-6)</li> <li>▪ <b>Explain</b> the objective of the weekend (in essence you are aiming to get your learners license, then after you practice, you get your "full" when assessed)</li> </ul>	<p>Optional icebreaker activity in Appendix 9</p> <p>Workbooks; Manuals</p>
<p>Health and Safety</p> <p>(5 min)</p>	<ul style="list-style-type: none"> <li>▪ <b>Coffee talk:</b> Discuss Safety Plan, and location specific maritime regulation/risk key points               <ul style="list-style-type: none"> <li>- Highlight key safety concerns for the planned activity, and safety measures to be taken. Any variations to documented plan should be discussed and evidence of variations captured</li> <li>- Also a focus on practical points; Power to turn, no power, no turn!</li> <li>- Using the breaking systems (stopping distances etc.).</li> <li>- Keep a good situational awareness</li> <li>- Never stand or dismount on the shore side of an RWC!</li> </ul> </li> <li>▪ <b>Discuss</b> behavioural expectations, such as:               <ul style="list-style-type: none"> <li>- No goofing around on skis – skis are visible and we get complaints about RWC all the time – be aware you are in a public environment – bear in mind –the</li> </ul> </li> </ul>	



	<p>way we teach you and what we ask you to do ensures this, but we do not want to see: Jumping waves, Silliness etc.</p> <ul style="list-style-type: none"> <li>▪ <b>Ask</b> "What is the purpose of using RWCs"? <ul style="list-style-type: none"> <li>- Expected answers as per e-learning and workbook</li> <li>- Summarise and explain even though "training" today, we still use the RWCs as per expected best practice.</li> </ul> </li> </ul>	
<b>Nominal duration: 0h 15min</b>		

## Lesson Plan 2: RWC Set Up

<b>RWC Set Up</b>		
<p><b>At the conclusion of this Topic candidates will be able to:</b></p> <ol style="list-style-type: none"> <li>1. RWC Orientation</li> <li>2. Prepare an RWC for use</li> <li>3. Explain key points related to the effective and safe use of an RWC in regards to design features; use; equipment; fuel and PPE</li> </ol>		
<p><b>Key Resources:</b> As per list on page 13 +</p> <ul style="list-style-type: none"> <li>▪ Logbooks</li> <li>▪ Fuel cans and equipment</li> </ul>		
<p><b>Key tasks before the lesson:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place RWCs (in a non-rescue ready state on the trailers), ready for training use (in a space where training is not in the way of anyone and training will not be interrupted)</li> <li><input type="checkbox"/> Ask all learners to stand in a circle around 1 RWC</li> </ul>		
<b>Section/ Duration</b>	<b>Activity</b>	<b>Additional Resources</b>
Intro, type and equipment  (5 min)	<ul style="list-style-type: none"> <li>▪ <b>Explain</b> we will be setting up the RWC and completing all preoperational checks</li> <li>▪ <b>Ask:</b> Why is the RWC found in this state (not rescue ready)?</li> <li>▪ <b>Explain</b> that we will be putting it together in a second, but first and <b>pop quiz</b>: <ul style="list-style-type: none"> <li>- What type of ski is this? What others do we use?</li> <li>- What do you know about it? (<i>And explain key differences between skis including weight; jet pump; fuel tank size, cc's etc.</i>)</li> <li>- Point to various parts of the ski and rescue sled (and other equipment) and refer to e-learning and Ask: What is this called?</li> <li>- What is the minimum equipment required for operation?</li> <li>- Who completed the challenge in the e-learning and can tell me what is "not required" but "recommended" equipment?</li> </ul> </li> </ul>	
Pre-operational checks – demo  (45 min)	<ul style="list-style-type: none"> <li>▪ <b>Demonstrate</b> all of the following, explaining key points from manual and any listed here <ul style="list-style-type: none"> <li>- Ask: When completing pre-operational checks, where do we start? (<i>log book</i>) Why? (<i>see what has happened to the ski before, indication of usability/ status &amp; complete for pre-operational checks</i>)</li> <li>- Ask: What are the steps for radio pre-operation checks?</li> <li>- Checking hull, surface structure and fittings</li> </ul> </li> </ul>	





	<ul style="list-style-type: none"> <li>- Engine Bay (and flush down attachment, point out sharp edge)</li> <li>- Where seats attach</li> <li>- Main engine bay in front (including grabbing and tugging on something solid - <i>This is to ensure the engine mounts are intact... These have broken a few times in our environment</i>)</li> <li>- Check around the oil filter for oil and rust on hand (indicating faulty filter) and water separator</li> <li>- Oil Dip stick             <ul style="list-style-type: none"> <li>• Ask: Do we check oil?</li> </ul> </li> <li>- All fittings, where rescue sled attached             <ul style="list-style-type: none"> <li>• Ask: If worn, what do we do?</li> <li>• Ask: Who maintains RWCs?</li> </ul> </li> <li>- Reverse bucket (grab jet nozzle and look at handle bars turning)</li> <li>- Put bungs in</li> <li>- Check no breakages; cracks with ride plate</li> <li>- Long hull side check (no holes, cracks; peeling)</li> <li>- Lunch box in</li> <li>- Put seats on and attach straps</li> <li>- Check glovebox             <ul style="list-style-type: none"> <li>• Ask: What needs to be in here?</li> <li>• Ask: What do we take out and where do we put it/ can attach it to?</li> </ul> </li> <li>- Put straps over glovebox if applicable</li> <li>- Front hatch (what is kept in it), check all content in good condition and strap up (explain not waterproof)</li> <li>- Check fuel             <ul style="list-style-type: none"> <li>• Ask: What fuel do we use?</li> <li>• Ask: What do we need to fill? (plus explain how and provide tips such as jiggle siphon hose + ensure all safety considerations are covered)</li> <li>• Ask: What do we NOT do when refueling?</li> <li>• Ask: If there is no trailer around, how do you refuel?</li> </ul> </li> <li>- Demo Rescue Tube (short tie) and attach (show all attachment places)</li> <li>- Attach rescue sled (center first; then lift up; then one side; then the other) plus explain rescue sled "materials" and key checks             <ul style="list-style-type: none"> <li>• Ask: What must be checked on the RWC rescue sled prior to use</li> <li>• Ask: Where should the rescue sled be resting once attached?</li> </ul> </li> <li>- Start-up checks with 2 people (1 check; 1 starts) Explain lag in starting/battery; bucket in back drops; start; run for 10 seconds; pull kill cord</li> <li>- Ensure tie downs are removed from around the bucket             <ul style="list-style-type: none"> <li>• Ask: What do we always do before we start?</li> <li>• Ask: If bucket down, what state is the RWC in?</li> <li>• Ask: What happens (to bucket) when you give it a little throttle/ reverse/ turn?</li> </ul> </li> <li>- Heads up display: Forward, Neutral, reverse; Speed; Fuel gauge; log hours; revs; cruise control (if applicable) &amp; Checking that all display functions work appropriately</li> <li>- Trim up and down (and what happens if you turn engine off)</li> </ul>	
--	---	--





	<ul style="list-style-type: none"> <li>- Ask: What do we do if an item in the pre-operational check is NOT working or is damaged?</li> <li>■ <b>Complete</b> logbook &amp;</li> <li>■ <b>Explain</b> the RWC is now ready to be taken down to the beach, a few checks done and then removed from the trailer and launched.</li> <li>■ <b>Explain</b> it is learners turn to practice first</li> </ul>	
Pre-operational checks – learner practice (15 min)	<ul style="list-style-type: none"> <li>■ <b>Group learners</b> to cover remaining RWCs not checked yet</li> <li>■ <b>Provide</b> them with the log book and ask them to complete all operational checks (instructors walks around, ensures done accurately, coaches and answers any questions)</li> <li>■ <b>Observe and summarise</b> by providing some key tips and tricks</li> </ul>	
PPE (2 min)	<ul style="list-style-type: none"> <li>■ <b>Ask:</b> What are the minimum gear/PPE we require all of you to wear today for safety purposes?</li> </ul>	
<b>Nominal duration: 1h 15min</b>		

Move to flatwater beach (timing here will differ depending on how far away this is from where the above was completed and what travel is required)

Notes:

- If you are reaching around 9:30/10:00 am at this stage, it might pay to have a quick break, so learners can have a snack before heading into the water.



## E-learning Review activity

Reviewing content from the e-learning		
<b>At the conclusion of this Topic candidates will be able to:</b>		
1. Show that they have grasped the key points from the e-learning modules		
<b>Key Resources:</b>		
■ As required		
<b>Key tasks before the lesson:</b>		
<input type="checkbox"/> Decide how you want to review		
<input type="checkbox"/> Create any required resources in advance		
Section/ Duration	Activity	Additional Resources
Instructor to decide how much time to allocate to this	<p><b>We recommend all instructors complete the e-learning themselves (if not done already) to have a full understanding of what content was covered.</b></p> <p><b>Review</b> E-learning content can be reviewed in many ways (Choose what suits your teaching preference). Some ideas:</p> <ul style="list-style-type: none"><li>• Pop Quiz</li><li>• Divide manual in sections and allocate to groups to review, summarise and share back to the room</li><li>• Pop Quiz prior to each practical session below (instead of all at the beginning)</li><li>• Walk through manual (in order), discuss key points, ask questions to check learning and share your experiences, tips and tricks</li></ul>	



## Lesson Plan 3: Launch, Board & Operation

<b>Launching, boarding and operating an RWC</b>		
<p><b>At the conclusion of this Topic candidates will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Explain key points related to the effective and safe use of an RWC in regards to: Launching and Retrieving the RWC; Communication &amp; Maritime Regulations</li> <li>2. Launching procedure – Launch the RWC safely</li> <li>3. Starting procedure – Starting depth and pre-start requirements</li> <li>4. Operate an RWC</li> <li>5. RWC operating principles; power to turn, lean into turns, stopping etc. (all aspects of operating an RWC)</li> <li>6. Turning practice; wide turns to start, getting tighter followed by figure 8's</li> <li>7. Crew an RWC in and out through the surf</li> <li>8. Complete all aspects of this section with a crewperson on the rescue sled</li> <li>9. Beach and Retrieve an RWC</li> </ol>		
<p><b>Key Resources:</b> As per list on page 13 +  <ul style="list-style-type: none"> <li>▪ An additional RWC will be required for the "Follow the leader activity"</li> </ul> </p>		
<p><b>Key tasks before the lesson:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have RWCs on trailers on beach</li> <li><input type="checkbox"/> The following can either be completed as a whole group around 1 RWC (which will take more time) or with each instructor, their RWC and their learners with the recommended 1RWC; 1 Instructor; 3 learners ratio</li> </ul>		
<b>Section/ Duration</b>	<b>Activity</b>	<b>Additional Resources</b>
Positions, turns  (5 min)	<ul style="list-style-type: none"> <li>▪ <b>Instruct</b> learners to go get changed and get ready to move to the flatwater beach</li> <li>▪ <b>Ask:</b> Before launching – what are some aspects we might want to check? (Check bungs in, anything else?)</li> <li>▪ <b>Explain</b> we will now cover some basics you need in order to launch the RWC and then have a go and get some time on the ski to get familiar</li> <li>▪ <b>Demo and explain:</b> <ul style="list-style-type: none"> <li>- Operator positioning (plus footing; tips for shorter taller people; knees to grip if needed; posture; weight where; crouch position; where hands are; loosen up as you become more comfortable; always be aware of surroundings) <ul style="list-style-type: none"> <li>• Ask: Why do we stand?</li> </ul> </li> <li>- How to turn (decide, lean and throttle)</li> <li>- Basic mechanics (throttle, steer) <ul style="list-style-type: none"> <li>• Ask: What does insufficient throttle result in?</li> <li>• What is the correct position for punching a wave?</li> </ul> </li> </ul> </li> </ul> <p><i>Explain – punching is ONLY for emergencies: consider crew</i></p> <ul style="list-style-type: none"> <li>- On/Off; Sport Mode; Tilt trim; triggers</li> <li>- Glide time – stopping an RWC with/without breaks</li> </ul>	
Comms and Maritime rules  (5 min)	<ul style="list-style-type: none"> <li>▪ <b>Explain</b> before you launch and get in the water, let's have another pop quiz to check your knowledge around communication signals and maritime rules</li> <li>▪ <b>Ask:</b> <ul style="list-style-type: none"> <li>- Instructor shows various signals and ask learner what they are?</li> </ul> </li> </ul>	



	<ul style="list-style-type: none"> <li>- As IRB drivers, you are aware of maritime rules – ask questions related to speed; overtaking; head on; crossing; collision avoidance + any related to beach you are on</li> <li>- If you see a boat displaying a diver's flag, what rule applies?</li> <li>- What radio channel are we operating on today?</li> <li>- How many people are required to move the RWC from its trailer?</li> <li>- What safety aspects do you need to consider when you move the RWC from the trailer?</li> </ul>	
<p>Launching (10 min)</p>	<ul style="list-style-type: none"> <li>■ <b>Explain</b> launching steps <ul style="list-style-type: none"> <li>- Get trailer to an appropriate depth</li> <li>- One person pushing, the other pulling</li> <li>- Pulling trailer</li> <li>- Depth and water level</li> <li>- Where you stand</li> <li>- Clearly communicating your plan</li> <li>- Proper lifting techniques</li> <li>- Sand effects</li> <li>- Removing from trailer is where damage can really be done – reiterate <ul style="list-style-type: none"> <li>• Have a plan</li> <li>• Communicate and tell others what to do</li> <li>• Wait for wave</li> <li>• There is no rush to detach – take your time!</li> </ul> </li> </ul> </li> <li>■ <b>Group</b> learners (with one instructor per group)</li> <li>■ <b>Explain</b> they will now launch the RWC into the water <ul style="list-style-type: none"> <li>- Discuss where we launch</li> <li>- Discuss who is in charge and remind to communicate their plan</li> </ul> </li> <li>■ <i>While learners implement steps just explained, instructor guides, coaches and provides feedback</i></li> </ul>	
<p>Boarding the RWC and operating practice (30-40 min)</p>	<ul style="list-style-type: none"> <li>■ <b>Explain and Demo</b> (Instructor in water) boarding steps <ul style="list-style-type: none"> <li>- Minimum depth of 60 cm</li> <li>- Board from side</li> <li>- Rock</li> <li>- <b>Ask:</b> <ul style="list-style-type: none"> <li>• Why do we give it a good rock/shake?</li> <li>• Do you do this every time you start it?</li> <li>• What do we check before we start?</li> <li>• Why do we never throttle with someone behind?</li> <li>• How do we start the engine?</li> <li>• What side are we going to have the kill switch on?</li> </ul> </li> <li>- <b>Provide</b> any tips and tricks</li> </ul> </li> <li>■ <b>Ask</b> checking questions for operator position</li> <li>■ <b>Discuss</b> stability and how hard it is to roll the RWC – we'll cover capsizing later <ul style="list-style-type: none"> <li>■ Parallel running – covered as per manual but an easier way to add: Adjust foot positioning (weight) for oncoming wave. Rock craft away from wave, rock it back as you pop over. Be wary of how this affects</li> </ul> </li> </ul>	



	<p>your crewperson and always check they are still on the rescue sled after every wave</p> <ul style="list-style-type: none"> <li>▪ Shouldn't parallel large waves</li> <li>▪ <b>Explain</b> ... After the RWC is started and the engine is turned on, you need to check that the water is flowing through the cooling system. The warning light only comes up accompanied by a loud alarm if the water is not flowing.</li> <li>▪ <b>Group</b> learners (with one instructor per group)</li> <li>▪ <b>Explain</b> they will now take turns to board the RWC, have a go at operating and what I'd like you to do is: <ul style="list-style-type: none"> <li>- Get comfortable, adjust and check your positioning</li> <li>- Practice turning, large O's, small O's, Large 8's and small 8's</li> </ul> </li> <li>▪ ... we'll practice this with one of the instructors as the leader</li> <li>▪ <b>Follow the leader explain</b>, moving from doing large turns in the same direction to smaller, tighter turns. Then everyone stop, change direction and repeat. Then in own space with 50m separation complete figure 8s starting with big wide turns progressing to smaller figure 8s, increasing and reducing speed, standing, sitting and changing feet position, so watch the leader and follow suit &amp; cover Reverse <ul style="list-style-type: none"> <li>- <b>Ask:</b> If people come into your area, what will you do?</li> <li>- <b>Ask:</b> What do I not want to see?</li> </ul> </li> <li>▪ <b>Explain</b> Beaching safely and appropriately for conditions and discuss <b>Returning to Shore protocol</b></li> </ul> <p><u>PRACTICE STRUCTURE:</u></p> <ul style="list-style-type: none"> <li>▪ 1 RWC for the instructor (leader)</li> <li>▪ 1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>- 1 learner is operating (as instructed above) (5-6 minutes)</li> <li>- 2 learners are watching operator</li> <li>- Instructors remaining to ask "checking questions" from e-learning and manual</li> </ul> </li> <li>▪ ROTATE and debrief as they swap around and answer any questions</li> </ul>	
<p>Crew position</p> <p>(during individual operating practice)</p>	<ul style="list-style-type: none"> <li>▪ <b>Explain</b> - Remember you might need to teach this to a LG plus you need to be able to (demo and explain crew position) <ul style="list-style-type: none"> <li>- Lie down on rescue sled with feet up</li> <li>- Hold on via 2 points of contact</li> <li>- Brace for forces all around you</li> <li>- One leg "up a bit on rescue sled" is fine</li> <li>- HEAD DOWN (Why? Not to hit massive handle on the back of the RWC seat (helmet!!))</li> </ul> </li> <li>▪ <b>Checking</b> learning questions: <ul style="list-style-type: none"> <li>- What is the operator position?</li> </ul> </li> </ul>	<p><b><i>You can also have the 1<sup>st</sup> learner to teach the second, the 2<sup>nd</sup> the 3<sup>rd</sup> and the 3<sup>rd</sup> the first 😊</i></b></p>



	<ul style="list-style-type: none"> <li>- What do you do with your feet?</li> <li>- How do we hold on to rescue sled?</li> <li>- What do we (as operators) have to say to the crew if you are going through a wave? (head down)</li> <li>■ <b>Provide</b> tips and answer any questions the individual may have: <ul style="list-style-type: none"> <li>- Crew, lean into turn to help RWC (its already sluggish with crew)</li> </ul> </li> <li>■ <b>Important to note and explain:</b> <ul style="list-style-type: none"> <li>- If you take a lifeguard with you as crew, they must be geared up in minimum PPE</li> <li>- If you pick up a lifeguard (already out in the ocean) and bring them back – you treat them as a patient</li> </ul> </li> </ul>	
Crew practice (20 min)	<p>Once all 3 learners have had some “individual time operating”</p> <ul style="list-style-type: none"> <li>■ <b>Discuss</b> what they next practice will entail</li> </ul> <p><u>PRACTICE STRUCTURE:</u></p> <ul style="list-style-type: none"> <li>■ 1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>- 1 learner is operating (5 min)</li> <li>- 1 learner is crew</li> <li>- 1 learner is watching with the instructor</li> <li>- ROTATE until all have had the chance to be the operator with crew and the crew person +</li> <li>- Debrief how it is different from driving IRB and answer and questions</li> </ul> </li> </ul>	
Moving RWC back onto beach (10 min)	<p>Once all have had a chance to practice, bring the RWC out of the water onto the trailer and back onto the beach</p> <ul style="list-style-type: none"> <li>■ <b>Instruct</b> learners to do while explaining: <ul style="list-style-type: none"> <li>- Reverse of launch steps</li> <li>- 2 people</li> <li>- Remember your comms plan</li> <li>- Make them aware of: <ul style="list-style-type: none"> <li>● <u>Tip:</u> Once the RWC is on the trailer, get a second person to push the winch end of trailer down. This will make it easier to winch the RWC onto the trailer</li> </ul> </li> <li>- One person to hold RWC straight and stabilise and assist</li> <li>- Get the RWC high and dry and be aware of upcoming waves</li> </ul> </li> </ul>	
<b>Nominal duration: 1h 30min</b>		

Notes:

- If you are reaching around 11:30-12:00 at this stage, it might pay to have:
  - Summary of all covered so far discuss:
    - What went well?
    - What they want to work on/practice?
  - A pop quiz to check learning (not required)
  - What will be covered after lunch
  - LUNCH BREAK (30 min)



## Lesson Plan 4: Rescues

Rescues		
<p><b>At the conclusion of this Topic candidates will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Perform single rescue solo for a conscious patient (patients of reasonable size)</li> <li>2. As an operator, perform rescue with crew for a conscious and unconscious patient (patients of reasonable size)</li> <li>3. As an operator, perform TUBE rescue (patients of reasonable size)</li> <li>4. Perform unconscious patient rescue with crewperson.</li> <li>5. Patient transferred (lift and carry) from the RWC/Rescue Sled to clear of high water mark applying the correct patient care required</li> <li>6. Perform a solo RWC capsize recovery</li> </ol>		
<p><b>Key Resources:</b> As per list on page 13</p>		
<p><b>Key tasks before the lesson:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have RWCs on trailers on beach</li> <li><input type="checkbox"/> The following can either be completed as a whole group around 1 RWC (which will take more time) or with each instructor, their RWC and their learners with the recommended 1RWC; 1 Instructor; 3 learners ratio</li> </ul>		
Section/ Duration	Activity	Additional Resources
Intro to Rescues  (5 min)	<ul style="list-style-type: none"> <li>■ <b>Ask</b> – now that you have had a chance to operate and crew the RWC ... <ul style="list-style-type: none"> <li>- What are the advantages of using an RWC?</li> <li>- What are the negatives?</li> <li>- Some key reminders: <ul style="list-style-type: none"> <li>• Purpose to use RWC for lifesaving, have full control &amp; you do not have to go full speed even if it can</li> </ul> </li> </ul> </li> <li>■ <b>Explain</b> for our region/club resources, i.e. we have xxx (number) RWC, of that x covers xxxxxxxx, x covers xxxxxxxx and x covers xxxxxxxx etc.</li> <li>■ <b>From the e-learning</b>, what can you remember as the key messages in terms of rescues ... Ask: <ul style="list-style-type: none"> <li>- From what angle do we approach the patient?</li> <li>- When do we approach the patient?</li> <li>- Where do we keep the RWC facing at the start of pick up/ during?</li> <li>- What do we ask if the patient is conscious?</li> <li>- How will we operate when we have a patient on the rescue sled?</li> <li>- What will we constantly be doing until the patient has reached the beach?</li> </ul> </li> </ul>	
Rescues  (30 min)	<ul style="list-style-type: none"> <li>■ <b>Explain</b> we'll now cover the following rescue techniques <ul style="list-style-type: none"> <li>- Single rescue (presenting the rescue sled) – conscious – telling someone to get on the rescue sled (this is our most common rescue and remember there is no rush!)</li> <li>- Single rescue – conscious – wrist to wrist</li> <li>- Single rescue – unconscious – pulling up onto RWC side (show but no practice required)</li> </ul> </li> <li>■ We'll also cover "with crew" rescues, including: <ul style="list-style-type: none"> <li>- With crew rescue – 2 techniques with rescue sled</li> <li>- With crew rescue with rescue tube</li> </ul> </li> </ul>	



	<ul style="list-style-type: none"> <li>■ <b>Explain and demo</b> all techniques, process and patient pickup details as per the manual. Add examples from your experience, discuss speed and add tips and tricks.</li> <li>■ <b>Welcome questions</b> at any time and questions you can <b>ask</b> can include: <ul style="list-style-type: none"> <li>- Telling someone to get on the rescue sled</li> <li>- Wrist to wrist <ul style="list-style-type: none"> <li>• Ask: Which hand for pick up and which for throttle?</li> </ul> </li> <li>- Unconscious &amp; pulling up onto RWC side (let go of everything; grab onto patient where you can; like IRB you can do the push and bounce back; get onto gunnel or up over the seat) <ul style="list-style-type: none"> <li>• Ask: If they are too heavy or you don't think you can, what do you do?</li> <li>• Note: explain we won't practice this one 😊</li> </ul> </li> <li>- Unconscious (get off and put on ski) <u>mention but not show</u></li> <li>- With crew rescue techniques 1 <ul style="list-style-type: none"> <li>• Ask: Where do you put your hands (and when) during this rescue?</li> </ul> </li> <li>- With crew rescue techniques 2 (Same initially as above; get to back; turn around; hook leg etc.) <ul style="list-style-type: none"> <li>• Ask: Which technique 1 and 2 might be useful when?</li> </ul> </li> <li>- With crew rescue with rescue tube <ul style="list-style-type: none"> <li>• Ask: What is the operator role?</li> <li>• Ask: What does the crewperson do and where do you hold and how do you use the tube?</li> </ul> </li> </ul> </li> <li>■ We're now going to practice each of them – <i>Note - Conditions need to be taken into consideration before deciding to exclude any of these techniques</i>, remember: <ul style="list-style-type: none"> <li>- Practice not only the technique but also communicating with the patient</li> </ul> </li> <li>■ In the same groups as before, learners launch and board RWC as practiced before and then practice as follows.</li> </ul>	
Rescues – practice – solo  (45 min)	<p><u>PRACTICE STRUCTURE</u> – “tell them to get on board” technique (15 min):</p> <ul style="list-style-type: none"> <li>■ 1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>- 1 learner is operating</li> <li>- 1 learner is extra (observing from beach and awaiting a turn)</li> <li>- 1 learner is patient (goes out on rescue sled and left in water for pick up)</li> <li>- ROTATE until all have had the chance to be the operator and practice the rescue technique</li> </ul> </li> </ul> <p><u>PRACTICE STRUCTURE</u> – “wrist to wrist” (30 min)</p> <ul style="list-style-type: none"> <li>■ 1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>- 1 learner is operating</li> <li>- 1 learner is extra (observing from beach and awaiting a turn)</li> </ul> </li> </ul>	





	<ul style="list-style-type: none"> <li>- 1 learner is patient (goes out on rescue sled and left in water for pick up)</li> <li>- ROTATE until all have had the chance to be the operator and practice the rescue technique</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Instructors observe and if errors noticed, signal for them to come back to shore, the instructor gets on the ski and demo in water and provide guidance.</li> </ul> <ul style="list-style-type: none"> <li>■ <b>Debrief</b> and take questions</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>- Recap crew rescue with questions here (if required)</li> </ul>	
<p>Rescues – practice – with crew</p> <p>(60 min)</p>	<p><u>PRACTICE STRUCTURE</u> – using either techniques with crew(20 min)</p> <ul style="list-style-type: none"> <li>■ 1 RWC: 1 Instructor: 3 learners</li> <li>- 1 learner is operating</li> <li>- 1 learner is crew</li> <li>- 1 learner is patient</li> <li>- ROTATE until all have had the chance to be the operator and practice the rescue technique</li> </ul> <p><u>PRACTICE STRUCTURE</u> – tube rescue (40 min)</p> <ul style="list-style-type: none"> <li>■ 1 RWC: 1 Instructor: 3 learners</li> <li>- 1 learner is operating</li> <li>- 1 learner is crew</li> <li>- 1 learner is patient</li> <li>- ROTATE until all have had the chance to be the operator and practice the rescue technique</li> </ul> <p><u>During TUBE RESCUE Practice – RWC capsize</u></p> <ul style="list-style-type: none"> <li>■ Instructor signals “group” to come back to beach</li> <li>■ Instructor joins them on the ski</li> <li>■ Go out past surf and instructor will demo and explain RWC capsize and righting. This can include: <ul style="list-style-type: none"> <li>- If committed to hold on and a wave hits you from the side &gt; hold on &gt; and wave hit &gt; usually you fall off and ski stays up. If the ski rolls, re-righting by rotating the RWC the correct direction; If with crew, find them 1st before flipping</li> </ul> </li> <li>■ They return instructor to beach and continue to practice tube rescue and now ADDING at least 1 capsize practice</li> <li>■ Instructor repeats until all groups done</li> <li>■ Debrief and ask for questions</li> </ul>	
<p>Patient lift and carry</p> <p>(15 min)</p>	<ul style="list-style-type: none"> <li>■ <b>Signal</b> for all groups to return to shore</li> <li>■ When they arrive, <b>ask</b> their “patient to stay on the rescue sled”</li> <li>■ <b>Ask:</b> What signal must be used when returning to shore with an unconscious patient?</li> <li>■ <b>Demo and explain</b> how to Patient lift and Carry a patient to the beach</li> <li>■ <u>Practice:</u> Groups move their “patients to the beach</li> <li>■ Once all have had a chance to practice, learners bring the RWC out of the water onto the trailer and back onto the beach (as shown before)</li> </ul>	
<b>Nominal duration: 2h 45min</b>		



Notes:

- Now should be around 2:45 and a good time for a break and snack
- All in water practice for the day is now complete
- Can return to club (or where you started the day) for the final lesson plans – note this will take time away from training depending on where it is



## Lesson Plan 5: RWC Close down

<b>RWC Closedown</b>		
<p><b>At the conclusion of this Topic candidates will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Apply the correct RWC Closedown procedure in groups</li> <li>2. Explain key points related to the effective and safe use of an RWC in regards to: Fuelling procedure, Towing and RWC and Patients/Rescues with Equipment</li> </ol>		
<p><b>Key Resources:</b> As per list on page 13</p>		
<p><b>Key tasks before the lesson:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place RWCs (in a non-rescue ready state on the trailers), ready for training use (in a space where training is not in the way of anyone and training will not be interrupted)</li> <li><input type="checkbox"/> Ask all learners to stand in a circle around 1 RWC</li> </ul>		
<b>Section/ Duration</b>	<b>Activity</b>	<b>Additional Resources</b>
Manoeuvres  (15 min)	<ul style="list-style-type: none"> <li>▪ <b>Debrief</b> their time on the water</li> <li>▪ <b>Informally discuss</b> (while having a break and snack and everyone gets to rest sitting) <ul style="list-style-type: none"> <li>- <b>Explain</b> sometimes things don't go to plan – give a personal example</li> <li>- <b>Ask and then discuss</b> + gap fill learners knowledge: <ul style="list-style-type: none"> <li>• When is it OK to beach an RWC at speed? (never)</li> <li>• What do you do if something (like seaweed or a rope) get stuck in the jet intake?</li> <li>• What do you do when your RWC capsizes?</li> <li>• What do you do if your patient has gear such as a kite; surfboard etc.?</li> <li>• What are the steps you take to upright an RWC after it has capsized?</li> </ul> </li> <li>- <b>Explain</b> what happens when an RWC is towed including: <ul style="list-style-type: none"> <li>• 10m tow rope minimum</li> <li>• Attach to bow</li> <li>• Water intake (tow tap) is closed – mindful of sharp edges on inside</li> <li>• Provide tips and "be aware of"</li> </ul> </li> <li>- RWC servicing requirements</li> </ul> </li> <li>▪ <b>Explain</b> the last part of today is closing down the RWC</li> <li>▪ But before we do: <ul style="list-style-type: none"> <li>- Take photo (in gear by RWC)</li> <li>- Get changed out of all PPE gear</li> </ul> </li> </ul>	
Closedown and post operational checks  (30 min)	<ul style="list-style-type: none"> <li>▪ Ask: When completing post-operational checks, where do we start? (log book) Why?</li> <li>▪ Ask one learner to grab the log book and read post operational list, while instructor ...</li> <li>▪ <b>Demonstrate</b> all of the following, explaining key points from manual and any listed here <ul style="list-style-type: none"> <li>- Radio storage – have you removed radio from PFD</li> <li>- Inspect and remove bungs (check working order, undo and all water in ski will start draining out)</li> <li>- Wash down (take rescue sled of, wash down and put against wall + jet pump collects sand, so feed lots of water in there and around + seats off and wash, engine bay wipe; wash whole engine bay out – get in with hose and water</li> </ul> </li> </ul>	



	<p>will come back out the bungs) plus hull, top and bottom of ski</p> <ul style="list-style-type: none"> <li>- Check engine bay – oil, floaties and check condition</li> <li>- Unwrap and wash down tube</li> <li>- Wash wheels and blast trailer as well</li> <li>- RWCs should be run out at a level position</li> <li>- We recommend a salt removal solution and to follow their instructions.</li> <li>- Run down ski</li> <li>- Turn on RWC</li> <li>- Turn hose on</li> <li>- Run for 3-5 minutes (depending on skis) until all bubbles are gone &gt; when water runs clear and all bubbles gone &gt; water clear &gt; turn water off, rev a little to expel any additional water from the pump –rev in short burst = engine, water on, water off, engine off – always! Water is bad if on alone</li> <li>- Finishing flush, put cap back on (Yamaha only)</li> <li>- Inspect the hull (of you put a hole in it, but let us know) &gt; make sure you do a full check, get fully underneath and check all – same as when started</li> <li>- Fuel – fill RWC up for the next operator</li> <li>- Get all water out (i.e. in gunnels) by placing the RWC in the draining position</li> <li>- Spray CRC on anything metal (including in engine bay – i.e. metal connections; circulation hose clips, back engine bay + everything metal and that moves on outside (don't be afraid to move nozzle and CRC heaps), to winch on trailer</li> <li>- Leave seats off to air out after</li> </ul>	
<p>Closedown - practice</p> <p>(20 min)</p>	<ul style="list-style-type: none"> <li>■ <b>Group</b> learners to cover remaining RWCs not checked yet</li> <li>■ <b>Provide</b> them with the log book and ask them to complete all post - operational checks</li> <li>■ <b><i>Instructors take turns observing closedown and coaching learners, while the other has their beach card discussions (as below).</i></b></li> </ul>	
<p>Beach card discussions</p> <p>(during closedown practice)</p>	<ul style="list-style-type: none"> <li>■ While learners are completing the closedown practice – <b>the instructors will grab each learner one by one and talk to them in private.</b> During this chat: <ul style="list-style-type: none"> <li>- Ask them what they think they did well today?</li> <li>- What they want to work on?</li> <li>- Go through beach card and provide feedback to work on in next day's session</li> <li>- Ask checking learning questions that can include: <ul style="list-style-type: none"> <li>• RWC advantages?</li> <li>• What PPE and why?</li> <li>• During RWC set up, what are key to do and check?</li> <li>• Log book?</li> <li>• Maritime rules?</li> <li>• Operator launching role?</li> <li>• Operator and crew positions?</li> <li>• Turning considerations?</li> <li>• Capsize process?</li> <li>• How to do wrist to wrist?</li> <li>• What would you do for unconscious rescue with self, crew and tube?</li> </ul> </li> </ul> </li> </ul>	



	<ul style="list-style-type: none"><li>• Tell me 5 things to check during closedown?</li><li>▪ <b>Complete form</b>, give it to them (but they must bring it with the next day)</li></ul>	
Finish off the day (10 min)	<ul style="list-style-type: none"><li>▪ <b>Ask</b> if there are any questions</li><li>▪ <b>Summarise</b> the day</li><li>▪ <b>Explain</b> what we will be doing in the "surf day" session</li><li>▪ <b>Cover</b> time expected the next day and what to bring</li><li>▪ <b>Homework</b> (<i>Note: At the instructors discretion - This might be for the whole group or, after reviewing the beach cards for each person, and individual case by case thing</i>)</li><li>▪ <b>Thank</b> them</li></ul>	
<b>Nominal duration: 1h 15min</b>		

Notes:

- Finish around 4pm
- Start next day at 8:00am (depending on travel "to location" requirements)



## Lesson Plan 6: Day 2 - Introduction and H&S

Introduction and Health & Safety		
<b>At the conclusion of this Topic candidates will be able to:</b> <b>1.</b> Explain how they are expected to behave to ensure RWCs are used safely		
<b>Key Resources:</b> As per list on page 13 + <ul style="list-style-type: none"> <li>▪ Manuals</li> <li>▪ Workbooks</li> </ul>		
<b>Key tasks before the lesson:</b> <ul style="list-style-type: none"> <li>❑ Place RWCs (in a non-rescue ready state on the trailers), ready for training use (in a space where training is not in the way of anyone and training will not be interrupted)</li> <li>❑ Greet everyone as they arrive. Ask them to leave their stuff in a safe place (for now) and direct them where to wait (Suggestion: Have them create a circle around the RWCs)</li> </ul>		
Section/ Duration	Activity	Additional Resources
Briefing and Review  8:00 am start  (10 min)	<ul style="list-style-type: none"> <li>▪ <b>Welcome</b> all learners</li> <li>▪ <b>Explain</b> today's plan and timings</li> <li>▪ <b>Cover</b> housekeeping:               <ul style="list-style-type: none"> <li>- Toilets</li> <li>- Club usage etc.</li> </ul> </li> <li>▪ <b>Handout</b> and remind them of beach cards (then collect them back in for instructors to make notes on)</li> <li>▪ <b>Ask review questions</b> from yesterday while they are holding the beach cards – rephrase the following points into suitable questions               <ul style="list-style-type: none"> <li>- Power to turn</li> <li>- How to brake</li> <li>- Situational awareness</li> <li>- Speed</li> </ul> </li> </ul>	
Health and Safety  (3 min)	<ul style="list-style-type: none"> <li>▪ <b>Coffee talk:</b> Discuss Safety Plan, and location specific maritime regulation/risk key points               <ul style="list-style-type: none"> <li>- <i>There may be daily variations to safety plan, and that conditions may dictate variations much more frequently than this</i></li> </ul> </li> <li>▪ <b>Discuss</b> behavioural expectations for surf environment (think better; operate slower etc.)</li> </ul>	
<b>Nominal duration: 0h 15min</b>		



## Lesson Plan 7: Day 2 - RWC Set Up

RWC Set Up		
<b>At the conclusion of this Topic candidates will be able to:</b> <ol style="list-style-type: none"><li>1. Prepare an RWC for use</li><li>2. Explain key points related to the effective and safe use of an RWC in regards to design features; equipment; fuel and PPE</li></ol>		
<b>Key Resources:</b> As per list on page 13 + <ul style="list-style-type: none"><li>▪ Logbooks</li><li>▪ Fuel cans and equipment</li></ul>		
<b>Key tasks before the lesson:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Place RWCs (in a non-rescue ready state on the trailers), ready for training use (in a space where training is not in the way of anyone and training will not be interrupted)</li><li><input type="checkbox"/> Ask all learners to stand in a circle around 1 RWC</li><li><input type="checkbox"/> Remove or undo certain things on each RWC, to test that they are captured during learner set up activity, this can include:<ul style="list-style-type: none"><li>- Bungs out</li><li>- Remove cap from run out fitting</li><li>- Etc.</li></ul></li></ul>		
Section/ Duration	Activity	Additional Resources
Pre- operational checks – learner practice  (20 min)	<ul style="list-style-type: none"><li>▪ <b>Explain</b> LEARNERS will be setting up the RWCs and completing all preoperational checks</li><li>▪ <b>Group</b> learners to cover the RWCs</li><li>▪ <b>Provide</b> them with the log book and ask them to complete all operational checks (instructors walks around, ensures done accurately, coaches and answers any questions)</li><li>▪ <b>Observe</b> and ask checking learning questions from yesterday's session</li></ul>	
PPE  (10 min)	<ul style="list-style-type: none"><li>▪ <b>Ask:</b> What are the minimum gear/PPE we require all of you to wear today for safety purposes?</li><li>▪ <b>Instruct</b> learners to go get changed and get ready to move to the flatwater beach</li></ul>	
<b>Nominal duration: 0h 30min</b>		

Move to surf beach (timing here will differ depending on how far away this is from where the above was completed and what travel is required)

Notes:

- If there are additional fitness requirements (such as a 3km run, this can be completed here prior to learners getting changed.



## Lesson Plan 8: Day 2 – Launch, Board & Operate

Launching and boarding an RWC		
<p><b>At the conclusion of this Topic candidates will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Launch the RWC safely and appropriately (depth considering conditions)</li> <li>2. Appropriate Starting procedure</li> <li>3. Crew an RWC in and out through the surf</li> <li>4. Operate an RWC in and out through the surf</li> <li>5. Explain key points related to the effective and safe use of an RWC in regards to: Launching and Retrieving the RWC; Communication &amp; Maritime Regulations</li> <li>6. Perform turns within the surf zone</li> <li>7. Perform parallel runs (climbing waves) within the surf zone.</li> <li>8. Perform an emergency punching manoeuvres within the surf zone (solo and with crew)</li> </ol>		
<p><b>Key Resources:</b> As per list on page 13</p>		
<p><b>Key tasks before the lesson:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have RWCs on trailers on beach</li> <li><input type="checkbox"/> The following can either be completed as a whole group around 1 RWC (which will take more time) or with each instructor, their RWC and their learners with the recommended 1RWC; 1 Instructor; 3 learners ratio</li> <li><input type="checkbox"/> <b>Day two is about applying the skills learned the previous day into the surf context. This includes completing turns within the surf zone. Negotiating the surf to make it out the back and come back to shore, then once comfortable with turns and climbing a few waves, moving on to a new skill – parallel running. This needs to be demonstrated on shore and in water by instructors.</b></li> </ul>		
Section/ Duration	Activity	Additional Resources
Recap and reminders  (5 min)	<ul style="list-style-type: none"> <li>■ <b>Recap:</b> <ul style="list-style-type: none"> <li>- Before launching – what are some aspects we might want to check?</li> <li>- Body positions</li> <li>- Wave considerations (water on chest), broken waves, getting bow up or punching through, body position changes for wave (bum back , back and head down) come through (weight on foot and help push lower in water)</li> <li>- Crew considerations – keep head down; every move check on crew; communicate with crew when wave coming</li> <li>- Explain how to Perform an emergency punching manoeuvre within the surf zone (solo and with crew)</li> <li>- What are the “key points” for launching?</li> <li>- Discuss where we launch</li> <li>- Discuss who is in charge of the launch and remind to communicate their plan</li> <li>- When boarding what must we remember?</li> <li>- Recap returning to shore &amp; beaching safely and appropriately for conditions?</li> </ul> </li> <li>■ <b>Reminders:</b> <ul style="list-style-type: none"> <li>- Ins and outs at a suitable speed</li> <li>- Punch and climb wave and utilising break</li> </ul> </li> </ul>	





	<ul style="list-style-type: none"> <li>- Hold positions in surf' Turns within the surf line &amp; Parallel running</li> </ul>	
Boarding the RWC and operating practice (70 min)	<ul style="list-style-type: none"> <li>■ <b>Group</b> learners (with one instructor per group)</li> <li>■ <b>Explain</b> they will now take turns to board the RWC, have a go at operating</li> <li>■ Different from yesterday, for today we'll practice turns; negotiating the surf; operating in and out, returning and parallel running by yourselves (no leader)</li> </ul> <p><u>PRACTICE STRUCTURE:</u></p> <ul style="list-style-type: none"> <li>■ 1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>- 1 learner is operator (as instructed above) (5-6 minutes)</li> <li>- 2 learners are watching operator</li> <li>- Instructors remaining to ask "checking questions" from yesterday while waiting and watching</li> <li>- ROTATE and debrief as they swap around and answer any questions</li> </ul> </li> </ul>	
Crew practice (40 min)	<p>Once all 3 learners have had some "individual time operating" and following the leader</p> <ul style="list-style-type: none"> <li>■ <b>Discuss</b> what they next practice will entail</li> </ul> <p><u>PRACTICE STRUCTURE:</u></p> <ul style="list-style-type: none"> <li>■ 1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>- 1 learner is operating (5 min)</li> <li>- 1 learner is crew</li> <li>- 1 learner is watching with the instructor</li> <li>- ROTATE until all have had the chance to be the operator with crew and the crew person +</li> </ul> </li> </ul>	
Moving RWC back onto beach (15 min)	<p>Once all have had a chance to practice, bring the RWC out of the water onto the trailer and back onto the beach</p> <ul style="list-style-type: none"> <li>■ <b>Coach</b> learners while THEY: <ul style="list-style-type: none"> <li>- Reverse of launch steps</li> <li>- Get the RWC high and dry and be aware of upcoming waves – Look at the waves coming in, follow a set wave all the way to the beach to ensure you are not beached in-front of a set wave.</li> <li>- Use appropriate speed. Sit and brace before reaching the beach (tell crewperson to brace)</li> <li>- Shut off engine before hull comes near the sea floor (within 60cm)</li> <li>- Never stand or dismount on the shore side of an RWC</li> <li>- One person to hold RWC straight and stabilise and Assist, etc.</li> </ul> </li> </ul>	
<b>Nominal duration: 2h 00min</b>		

**Notes:**

- If you are reaching around 11:30-11:45 am at this stage, it might pay to have:
  - Summary of all covered so far discuss:
    - What went well?
    - What they want to work on/practice?
  - Lunch time



## Lesson Plan 9: Day 2 - Rescues

Rescues		
<p><b>At the conclusion of this Topic candidates will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Perform single rescue solo for a conscious patient (patients of reasonable size) within the surf zone</li> <li>2. As an operator, perform rescue with crew for a conscious and unconscious patient (patients of reasonable size) within the surf zone</li> <li>3. As an operator, perform TUBE rescue (patients of reasonable size) within the surf zone</li> <li>4. Patient transferred (lift and carry) from the RWC/Recue Sled to clear of high water mark applying the correct patient care required</li> <li>5. Perform a solo RWC capsize recovery</li> </ol>		
<p><b>Key Resources:</b> As per list on page 13</p>		
<p><b>Key tasks before the lesson:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Have RWCs on trailers on beach</li> <li><input type="checkbox"/> The following can either be completed as a whole group around 1 RWC (which will take more time) or with each instructor, their RWC and their learners with the recommended 1RWC; 1 Instructor; 3 learners ratio</li> <li><input type="checkbox"/> <b>Day two is about applying the skills learned the previous day into the surf context. This includes completing all rescues. This needs to be demonstrated on shore and in water by instructors.</b></li> </ul>		
Section/ Duration	Activity	Additional Resources
Recap and reminders  (10 min)	<p>■ <b>Ask:</b></p> <ul style="list-style-type: none"> <li>- From what angle do we approach the patient?</li> <li>- When do we approach the patient?</li> <li>- Where do we keep the RWC facing at the start of pick up/ during?</li> <li>- What do we ask if the patient is conscious?</li> <li>- How will we operate when we have a patient on board?</li> <li>- What will we constantly be doing until the patient has reached the beach?</li> <li>- Process for Single rescue (presenting the rescue sled) – conscious – telling someone to get on the rescue sled (this is our most common rescue and remember there is no rush!)?</li> <li>- Process for Single rescue – conscious – wrist to wrist?</li> <li>- Process for Single rescue – unconscious – pulling up onto RWC side (we won't practice today)?</li> <li>- Process for with crew rescue – 2 techniques with rescue sled?</li> <li>- Process for with crew rescue with rescue tube?</li> </ul>	
Rescues – practice – solo  (60-90 min)	<p><u>PRACTICE STRUCTURE</u> – “tell them to get on board” (15 min):</p> <ul style="list-style-type: none"> <li>■ 1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>- 1 learner is operating</li> <li>- 1 learner is observing</li> <li>- 1 learner is patient (goes out on rescue sled and left in water for pick up)</li> </ul> </li> <li>- ROTATE until all have had the chance to be the operator and practice the rescue technique</li> </ul>	



	<p><u>PRACTICE STRUCTURE</u> – “wrist to wrist” (30 min)</p> <ul style="list-style-type: none"> <li>1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>1 learner is operating</li> <li>1 learner is observing</li> <li>1 learner is patient (goes out on rescue sled and left in water for pick up)</li> <li>ROTATE until all have had the chance to be the operator and practice the rescue technique</li> </ul> </li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Instructors observe and if errors noticed, signal for them to come back to shore, the instructor gets on the ski and demo in water and provide guidance.</li> </ul> <p>■ <b>Debrief</b> and take questions</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Recap crew rescue with questions here (if required)</li> </ul>	
<p>Rescues – practice – with crew</p> <p>(60-90 min)</p>	<p><u>PRACTICE STRUCTURE</u> – using either/both techniques (20 min)</p> <ul style="list-style-type: none"> <li>1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>1 learner is operating</li> <li>1 learner is crew</li> <li>1 learner is patient</li> <li>ROTATE until all have had the chance to be the operator and practice the rescue technique</li> </ul> </li> </ul> <p><u>PRACTICE STRUCTURE</u> – tube rescue (40 min)</p> <ul style="list-style-type: none"> <li>1 RWC: 1 Instructor: 3 learners <ul style="list-style-type: none"> <li>1 learner is operating</li> <li>1 learner is crew</li> <li>1 learner is patient</li> <li>ROTATE until all have had the chance to be the operator and practice the rescue technique</li> </ul> </li> </ul> <p><u>During TUBE RESCUE Practice</u></p> <ul style="list-style-type: none"> <li>Instructor signals “group” to come back to beach</li> <li>Instructor joins them on the ski</li> <li>Go out past surf and instructor will observe the practicing the RWC capsize and righting</li> <li>Instructor repeats until all groups done</li> </ul>	
<p>Patient lift and carry</p> <p>(15 min)</p>	<ul style="list-style-type: none"> <li><b>Signal</b> for all groups to return to shore</li> <li>When they arrive, ask their “patient to stay on the rescue sled”</li> <li><b>Practice:</b> Groups move their “patients to the beach</li> </ul> <p>Once all have had a chance to practice, learners bring the RWC out of the water onto the trailer and back onto the beach (as shown before)</p>	
<b>Nominal duration: 3h 00min</b>		



## Lesson Plan 10: Day 2 - RWC Close down

<b>RWC Closedown</b>		
<p><b>At the conclusion of this Topic candidates will be able to:</b></p> <ol style="list-style-type: none"> <li>1. Apply the correct RWC Closedown procedure in groups</li> <li>2. Explain key points related to the effective and safe use of an RWC in regards to: Fuelling procedure and Patients/Rescues with Equipment</li> </ol>		
<p><b>Key Resources:</b> As per list on page 13</p>		
<p><b>Key tasks before the lesson:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Place RWCs (in a non-rescue ready state on the trailers), ready for training use (in a space where training is not in the way of anyone and training will not be interrupted)</li> <li><input type="checkbox"/> Ask all learners to stand in a circle around 1 RWC</li> </ul>		
<b>Section/ Duration</b>	<b>Activity</b>	<b>Additional Resources</b>
Debrief  (5 min)	<ul style="list-style-type: none"> <li>▪ <b>Debrief</b> their time on the water</li> <li>▪ <b>Informally discuss</b> (while having a break and snack and everyone gets to rest sitting): <ul style="list-style-type: none"> <li>- Key operational principles – speed, positioning etc.</li> <li>- Key points on negotiating surf</li> <li>- Other key points needing revisiting as instructors see fit.</li> </ul> </li> <li>▪ <b>Explain</b> the last part of today is closing down the RWC</li> <li>▪ But before we do: <ul style="list-style-type: none"> <li>- Take photo (in gear by RWC)</li> </ul> </li> </ul>	
Closedown - practice  (25 min)	<ul style="list-style-type: none"> <li>▪ <b>Group</b> learners to cover RWCs</li> <li>▪ <b>Provide</b> them with the log book and ask them to complete all post - operational checks</li> <li>▪ Instructors take turns observing closedown and coaching learners, while the other has their beach card discussions (as below).</li> <li>▪ Get changed out of all PPE gear</li> </ul>	
Beach card discussions  (during closedown practice)	<ul style="list-style-type: none"> <li>▪ While learners are completing the closedown practice – the <b>instructors will grab each learner one by one and talk to them in private.</b> During this chat: <ul style="list-style-type: none"> <li>- Ask them what they think they did well today?</li> <li>- What they want to work on?</li> <li>- Go through beach card and provide feedback to work on in next day's session</li> <li>- Ask checking learning questions that can include: <ul style="list-style-type: none"> <li>• RWC advantages?</li> <li>• What PPE and why?</li> <li>• During RWC set up, what are key to do and check?</li> <li>• Log book?</li> <li>• Maritime rules?</li> <li>• Operator launching role?</li> <li>• Operator and crew positions?</li> <li>• Turning considerations?</li> <li>• Capsize process?</li> <li>• How to do wrist to wrist?</li> <li>• What would you do for unconscious rescue with self, crew and tube?</li> <li>• Tell me 5 things to check during closedown?</li> </ul> </li> </ul> </li> </ul>	



	<ul style="list-style-type: none"><li>▪ Complete form, give it to them</li><li>▪ <b>This needs to be signed off by the examiner in the workbook</b></li></ul>	
Finish off the day (10 min)	<ul style="list-style-type: none"><li>▪ <b>Ask</b> if there are any questions</li><li>▪ <b>Summarise</b> the day</li><li>▪ <b>Explain</b> next steps, logged probationary hours, examination requirements, workbook completions</li><li>▪ Complete feedback forms (Appendix 7)</li><li>▪ Thank them</li></ul>	
<b>Nominal duration: 0h 40min</b>		

Notes:

- Finish around 4pm



## Appendices

### **Appendix 1: Endorsement Forms & Records**

#### **RWC Operators Application & Endorsement**

Name:	SLSNZ Membership #:
Club:	Age:
Surf Lifeguard Award (refreshed date):	
Senior Lifeguard Award – IRB Driver (refreshed date):	
Marine VHF Radio Operators Certificate (insert date):	
Full Motor Vehicle License (Class 1) Number:	
Surf First Aid (insert date):	
400m Pool swim time*:	

\* must be signed off by any approved refresher assessor.

#### **Endorsement**

Club committee position:	
Name:	Signature:
Regional Staff position:	
Name:	Signature:

Once endorsement has been received, the candidate will be evaluated against the club/region RWC needs and if accepted onto the course, be provided access to the RWC online learning and invited to the next RWC training block.



## RWC: Probationary Instructors Record

You must attend a minimum of 3 induction courses to cover all award components and be signed off by the Lead Instructor/Examiner.

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

**SLSNZ Membership No:** \_\_\_\_\_ **Region:** \_\_\_\_\_

**RWC Operators Award:** \_\_\_\_\_

### Induction Course Checklist:

Course Details	Date	Venue	Instructor/Examiner in Charge Name
<b>Course #1</b> Observer & Mentor			
<b>Course #2</b> Assist & Mentor			
<b>Course #3</b> Instruct			

*Please TICK the box next to the section(s) that the probationary instructor has effectively taught at each induction course:*

Induction Course Section	Course 1 Observer & Mentor	Course 2 Assist & Mentor	Course 3 Instruct
<b>Date</b>			
Understanding Maritime Regulations			
Setting up RWC			
Launching an RWC			
Basic driving skills without crewperson			
Basic driving skills with crewperson			
Appropriate management of craft speed			
Single person rescue (wrist to wrist)			
Single person rescue (present the sled)			
Single person rescue (with crewperson)			
RWC Closedown			





## Induction Course Checklist:

### Course 1: Observer & Mentor

**Lead Instructor/Examiner in Charge's Name:** \_\_\_\_\_

**Probationary Instructor's Name:** \_\_\_\_\_

**Induction Course Venue:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Tick or Cross
Did the instructor introduce themselves to their candidates?	
Did the instructor effectively explain each part of the module?	
Could the instructor effectively explain to the Examiner in Charge what each candidate was doing right/wrong with quantifiable feedback?	
Was appropriate and actionable feedback given to each of the candidates at the conclusion of each module?	
Which modules did this instructor perform well in and why?	
Which modules did this instructor not perform well in and what do they need to do better next time to improve?	
Please provide general feedback as to the instructors performance:	



## Course 2: Assist & Mentor

**Lead Instructor/Examiner in Charge's Name:** \_\_\_\_\_

**Probationary Instructor's Name:** \_\_\_\_\_

**Induction Course Venue:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Tick or Cross
Did the instructor introduce themselves to their candidates?	
Did the instructor effectively explain each part of the module?	
Could the instructor effectively explain to the Examiner in Charge what each candidate was doing right/wrong with quantifiable feedback?	
Was appropriate and actionable feedback given to each of the candidates at the conclusion of each module?	
Which modules did this instructor perform well in and why?	
Which modules did this instructor not perform well in and what do they need to do better next time to improve?	
Please provide general feedback as to the instructors performance:	



## Course 3: Instruct

**Lead Instructor/Examiner in Charge's Name:** \_\_\_\_\_

**Probationary Instructor's Name:** \_\_\_\_\_

**Induction Course Venue:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	Tick or Cross
Did the instructor introduce themselves to their candidates?	
Did the instructor effectively explain each part of the module?	
Could the instructor effectively explain to the Examiner in Charge what each candidate was doing right/wrong with quantifiable feedback?	
Was appropriate and actionable feedback given to each of the candidates at the conclusion of each module?	
Which modules did this instructor perform well in and why?	
Which modules did this instructor not perform well in and what do they need to do better next time to improve?	
Please provide general feedback as to the instructors performance:	



## Final Sign Off

This is to certify that the above named has met the requirements to become a SLSNZ Rescue Water Craft Instructor.

**Lead Instructor/Examiner in Charge:** \_\_\_\_\_

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

Once the candidate has passed, the Instructors details are transferred to the SLSNZ Examination Registration Form. This instructor's record form must be sent to SLSNZ along with the examination registration form via email.

[member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz)



## **Appendix 2: RWC Exam Task Details**

### **RWC Setup**

#### **General**

Candidates will prepare their RWC ready for use. This can be completed in a group situation. During the course of the RWC setup examiners must use the checklist to ensure nothing has been missed.

#### **Check List**

	Log Book and Radio checked prior to set up
	External RWC components checked (Hull, engine bay, ride plate, water inlet grate, bungs, straps)
	Internal RWC components checked
	All operational equipment is checked (Rescue tube, helmets, goggles, flares, PFD, rescue sled)
	Fuel levels checked and re-filled if necessary
	Correct use of PPE and lanyard checked for operation
	Engine start/stop check completed

#### **Optional Questions**

How long should you start/stop the engine for?

#### **Pass / Re-Test**

- Candidates shall be informed of their section Pass/Re-test with their Club representative present.
- Record Pass / Re-test on the candidate's RWC Award Examination Beach Card/assessment sheet.



## Crewing Skills

### General

Candidates will be asked to crew an RWC in and out through the surf at least two times. Each 'in and out' should be started with the crewperson ready for launch. Operators should be instructed to take the crewperson out through the surf beyond the break, back to the beach and to conduct some parallel running. The task covers the following components:

- Launching the RWC
- General crewing ability
- Returning to shore

Each of the components is broken down in the checklist below.

### Check List

Launching	
	Correct removal of RWC from trailer. Emphasis on this being demonstrated in a safe manner to reduce risk to crewperson and craft.
	Crewperson holds the RWC secure facing the oncoming waves
	The crewperson uses correct boarding technique onto the rescue sled
	Crewperson demonstrates the correct crew position on the rescue sled (Prone/face down & facing forward, on centre of rescue sled, arms forward of shoulder level holding hand grips)
General crewing ability	
	Crewperson braces for impact from waves
	Crewperson keeps head down when going over large waves
	Crewperson balances and adjusts hand grips to counter different turns
	Crewperson is able to re-board the RWC from the water unassisted.

**Note:** Any candidate that misses more than 3 steps must re-test this from the beginning.

### Pass / Re-Test

- Candidates shall be informed of their section Pass/Re-test. Record Pass / Re-test on the candidate's RWC Award Examination Beach Card/assessment sheet.

## Operating Skills

### General

Candidates will be asked to operate an RWC in and out through the surf. The Examiner should ask the candidate to perform a pre-determined course covering the following:

- Correct starting depth
- Proceeding through surf
- Return to shore
- Parallel runs
- Large and tight left and right turns
- Figure 0's and 8's



This exam task will focus on the following three areas:

- Launching the RWC
- General operating ability
- Returning to shore

Each of the components is broken down in the checklist below.

Check List

<b>Launching</b>	
	Check RWC & equipment prior to launch
	Operator rocks RWC from side to side in a bid to remove any sand that has settled in the jet unit.
	Operator checks adequate depth of water (min 60cm), confirms all equipment is present prior to starting
	Ensure clearance behind the RWC prior to starting
<b>General operating ability</b>	
	Operator has correct positioning
	Operator moves quickly from one line of broken surf to be in the best position to take on the next line of broken surf
	Operator uses appropriate speed when going over waves – minimizing air time
	Parallel running is conducted in a safe manner with care for operator and crew
	Operator has total control of the RWC at all times
	Picks a good course and line through the surf
	Large broken waves are taken head on
	Operator demonstrates correct 'punching' technique
<b>Returning to shore</b>	
	Operator scans the sea to avoid swimmers, surfers and/or seaweed
	Operator stays within the lull between the waves, remaining in the ½ to ¾ section behind the peak of the front wave and the face of the wave behind
	Operator does not allow a following wave to catch up to the RWC
	Operator presses the STOP button and beaches RWC in an appropriate time, depth and speed
	Operator steps off the RWC on the seaward side

**Note:** Any candidate that misses more than 3 steps must re-test this from the beginning.

**Pass / Re-Test**

- Candidates shall be informed of their section Pass/Re-test with their Club representative present.
- Record Pass / Re-test on the candidate's RWC Award Examination Beach Card.





## Single Person Rescues

The candidates will demonstrate their ability to perform single rescues (patients of reasonable size) **within** the surf zone.

- The operator will drop the patient off at a predetermined location within the surf zone.
- The operator will then return 'almost' to the shore before heading back out to sea to make the pick-up.

This section covers the following components:

- Patient pickup – operator technique, presenting the rescue sled
- Patient pick up – assisted rescue (wrist grab)
- Single conscious patient pick up
- Single conscious patient rescue with crewperson
- Unconscious patient rescue with crewperson or Tube rescue with crewperson

Each of the components is broken down in the checklist below.

### Check List

<b>Single conscious patient (wrist to wrist) pickup with <u>and</u> without crewperson</b>	
	Good speed (in line with MNZ legislation) and course to area of patient(s)
	Operator slows RWC to assess patient and the surf conditions, checks for hazards
	Operator approaches the patient from a 7 o'clock angle
	On approaching the patient, the operator gives the instructions 'Left arm up! Left arm up!'
	Operator positions the RWC so the rescue sled is presented to the patient and assists the patient onto the rescue sled.
	Good timing during pickup (picked up after the wave hits the patient)
	Good teamwork shown with crewperson
	Operator asks patient if they are alone or not
<b>Single conscious patient (presenting the rescue sled) pickup without crewperson</b>	
	Operator steers the safest course through the surf in order to minimize the risk to themselves and the RWC
	Come alongside the patient just after a wave has passed
	Within 3 metres of the patient, the operator, assesses the situation, communicates with the patient, and provides instructions for boarding the rescue sled
	Turn the RWC to make the rescue sled available to the patient
	Once the patient has grabbed the rescue sled, the operator will steer the RWC in order to keep the bow facing into oncoming surf or swell
	Operators asks the patient if they were alone or not
<b>Care for the patient</b>	
	Operator ensures safe return to the beach for the patient, no unnecessary risks taken and observing all legislative requirements



The candidates can select **one** of the two rescues below to be examined on.

- Unconscious patient rescue with crewperson
- Tube Rescue with crewperson

<b>Unconscious patient rescue with crewperson</b>	
	Operator drops crewperson as close to the patient as safely possible immediately after a wave has passed
	Operator immediately moves the RWC to a safe stand-by position while maintaining visual contact with the crewperson at all times.
<b>Technique 1 – patient pick up</b>	
	Once the crewperson has signalled for a pick up, operator acknowledges the signal then moves into position for a pick up after a wave has passed.
	Crewperson lifts patient's left arm in preparation for pick up
	Operator grasps the patient's raised wrist while guiding the patient onto the rescue sled. Operator positions the rescue sled in easy reach of the crewperson
	Operator continues to hold patient's wrist while crewperson rolls patient onto the rescue sled
	Crewperson secures patient onto rescue sled with one knee between patient's legs, and hands either side of patient's body
	Operator ensures safe return to the beach for the patient, no unnecessary risks taken or attempts to operate down the face of waves
	Assistance required signal given by the operator on return to shore if safe to do
<b>Technique 2 - Tube Rescue with crewperson</b>	
	Operator drops crewperson as close to the patient immediately after a wave has passed
	Operator immediately moves the RWC to a safe stand-by position while maintaining visual contact with the crewperson at all times.
	Crewperson leaves the RWC wearing fins and secures the patient in the rescue tube
	Crewperson signals operator for a pick up
	Operator approaches at idle speed, maintaining a straight line
	While maintaining contact with the patient, the crewperson mounts the rescue sled in preparation to pull the patient on board
	Crewperson pulls the patient onto the rescue sled
	Assistance Required signal given by the operator on return to shore if safe to do so
<b>Patient Transfer</b>	
	The operator will safely beach the RWC in accordance with the beaching procedure
	Once beached, the operator and crew will dismount from the RWC
	The patient transfer lead will move towards the head of the patient and the support will move to the legs/feet. Lifeguards take their positions
	The lead lifeguard will move to the most appropriate side of the rescue sled and straighten the patient's nearest arm
	The lead lifeguard will support the patient and assist the support lifeguard in rolling the patient onto their back. The support lifeguard will place their hands on the patients shoulder and knee
	The support lifeguard will pull the patient up by both arms until in a seated position
	The lead lifeguard moves into a position where they can lift the patient (one hand supporting the airway and the other under their armpit) and the supporting lifeguard grabs the patient under the knee.



	The lead lifeguard will give the command: 'READY, BRACE, LIFT'
	Before proceeding away from the water, the lead lifeguard will instruct the Support lifeguard to inform them of any obstacles or hazards
	The crewperson and operator will carry the patient to a safe position
	On reaching a safe position, the lead lifeguard will instruct the support lifeguard to turn the patient so that their pistol grip is pointing towards the sea with the command: 'READY, BRACE, TURN'
	The lead lifeguard will then give the instruction: 'READY, BRACE, LOWER'
	Once the patient is seated, the support lifeguard will take hold of the patient's wrists and support them in a sitting position so that the lead lifeguard can reposition before laying the patient on the ground for further assessment

**Note:** Any candidate that misses more than 3 steps in each section, must be re-tested from the beginning.

#### Pass / Re-Test

- Candidates shall be informed of their section Pass/Re-test with their Club representative present.
- Record Pass / Re-test on the candidate's RWC Award Examination Beach Card/assessment sheet

## RWC Emergency Manoeuvres

### General

The candidates will demonstrate their ability to perform an emergency punching manoeuvre within the surf zone. The candidate will perform this manoeuvre solo as the operator (**never with crewperson on board**).

The task covers the following component:

- RWC emergency punching manoeuvre

The component is broken down in the checklist below.

### Check List

Emergency Punching manoeuvre solo	
	Operator plants feet firmly onto the RWC deck
	Operator adopts the crouch position, holding the handle bars with body weight forward.
	Operator demonstrates a throttle off and accelerate at the last moment into the wave with sufficient speed to push through the wave but not become airborne.
	Operator ducks head down as the wave passes over
	Operator demonstrates the correct body position to absorb shock upon landing
	Operator ensures the crewperson is on the rescue sled before proceeding further.

#### Pass / Re-Test

- Candidates shall be informed of their section Pass/Re-test with their Club representative present.
- Record Pass / Re-test on the candidate's RWC Award Examination Beach Card/assessment sheet



## RWC Capsize

### General

The candidate will demonstrate their ability to perform a solo RWC capsize recovery. This can be performed on flat water or within the surf zone.

The task covers the following components:

- RWC capsize recovery

The component is broken down in the checklist below.

### Check List

RWC Capsize	
	Operator shuts off engine by pulling the engine shut off cord
	Operator removes the clip from the engine shut off switch
	Operator swims to the rear of the RWC and pulls the RWC over according to the manufacturer's indicated direction.
	The operator safely boards the RWC, starts the engine and operates the RWC to discharge any water remaining in the engine compartment.
	RWC is run for approximately 5 minutes with engine speed <b>less than</b> 5000 RPM

### Optional Questions

- Why should you not start the RWC if it has been capsized for more than 5 minutes?

### Pass / Re-Test

- Candidates shall be informed of their section Pass/Re-test with their Club representative present.
- Record Pass / Re-test on the candidate's RWC Award Examination Beach Card/assessment sheet.

## RWC Closedown

### General

Candidates, as a small group (i.e. 3–4 candidates), shall demonstrate the correct RWC Closedown procedure.

### Check List

	Inspect and remove bungs
	Wash down – Spray RWC, rescue sled and trailer down with fresh water, lightly spray engine bay
	Hose out intake and jet nozzle
	Flush engine with fresh water. Candidate must demonstrate correct sequence of engine on, water on, water off, engine off.
	Inspect condition of hull, ride plate and water inlet grate for damages
	Check fuel and refill if necessary
	Store RWC, equipment and fill out RWC log book

**Note:** Any group of candidates that misses more than 2 steps must be re-tested from the beginning.



**Optional Questions**

- Why should you be sure to follow the correct close down sequence?

**Pass / Re-Test**

- Candidates shall be informed of their section Pass/Re-test with their club representative present.
- Record Pass / Re-test on the candidate's RWC Award Examination Beach Card/assessment sheet.



## **Appendix 3: Exam Registration Form**

Name of Club:

Exam Date:

Complete before Examination						Complete after Examination
Name	SLSNZ #	Email Address	Award Type	Reader / Writer Required	Workbook Submitted	Pass / Retest

Examiner in Charge:

*printed name*

*signature*

Chief Examiner:

*printed name*

*signature*

**Award Type Codes:**

**SLA** Surf Lifeguard Award  
**PS** Patrol Support  
**IRB C** IRB Crewperson Module  
**IRB D** IRB Driver  
**BRM** Board Rescue Module

**PC** Patrol Captain  
**RWC** Rescue Water Craft  
**RTM** Rock Training Module

## **Appendix 4: Risk and Incident Management**

Use these two links to access the Risk and Incident Management resources relevant to this manual and level 3.

<https://www.surflifesaving.org.nz/club-management/health-safety/our-approach>

<https://www.surflifesaving.org.nz/club-management/health-safety/emergencyincident-management>

**Ensure you read all relevant information on these website links.**

### **The SAFER Model**

At the heart of our Health and Safety Management System is our SAFER approach to risk management. SAFER helps guide and reinforce the fundamental concept of risk management, which even our youngest lifeguards should be familiar with and be able to implement for regular lifeguard tasks and duties.

SAFER is an easy to remember approach to identifying hazards and risks and encourages users to consider control measures to fix the problem in order to prevent harm to people. Risk management and assessment, are essential components of what we do as lifeguards. Understanding, remembering and utilising a SAFER approach to risk management is an important first step to providing for your safety as well as the safety of others.



### **Operational Risk Assessment (ORA)**

Operational Risk Assessment must be completed for all RWC courses.

Refer to the Operational Risk Assessment NSOP for more information.

[https://www.surflifesaving.org.nz/media/993734/operational-risk-assessment-nsop\\_final-1.pdf](https://www.surflifesaving.org.nz/media/993734/operational-risk-assessment-nsop_final-1.pdf)



## **Appendix 5: LMS Admin steps to check e-learning progress**

Any questions, problems or feedback please contact your club administrator or [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz).

### **These steps will show you how to see learner progress:**

1. How to login – See steps here:  
[https://www.surflifesaving.org.nz/media/996289/user-guide\\_how-to-login.pdf](https://www.surflifesaving.org.nz/media/996289/user-guide_how-to-login.pdf)
2. How to switch between your accounts – See steps here:  
[https://www.surflifesaving.org.nz/media/996332/admin\\_assessor-user-guide\\_switching-between-your-accounts.pdf](https://www.surflifesaving.org.nz/media/996332/admin_assessor-user-guide_switching-between-your-accounts.pdf)

**Terms of Use:** By logging in, you are attesting that you are logging in with YOUR password and login and no one else's.

### **STATUS REPORT**

1. Click **"Reports"** from the menu bar on the top of the screen, followed by **"Status Report"**.



The **Training Status Report** outlines the training status for your Learners and can be filtered to suit your needs.

### **To build your report, consider the following filters:**

1. Leave the "Organisation" as Surf Lifesaving NZ
2. Select YOUR REGION under "Department"
3. Select YOUR CLUB under "Sub organisation"

**Or** if you'd like to run a report for your "Learner Group" created before, you can select that group under "Learner Group".

ORGANISATION	Surf LifeSaving NZ
DEPARTMENT	Select department ▼
SUB-ORGANISATION	Select sub-organisation ▼
	OR
LEARNER GROUP	Select learner group ▼





4. Select the Course you'd like to report on under "Course" i.e. Rescue Water Craft (RWC) Pre-Learning
5. If you'd like to report on parts of a course, you can select these under "Module," i.e. if you only wanted to see who has completed their "CPR" practical assessment.

COURSE	SLSNZ - Be Safer: A Risk Management Online Module	x v
MODULE	Select training	v
TRAINING GROUP	Select training	v

6. Select the "Training Status" you'd like to include in the report: In Progress; Completed etc.
7. Select the report date range in: "Date Training was assigned", and/or "Date user was created" and/or "Date Course was Completed"

TRAINING STATUS	In Progress x Completed x	v
DATE TRAINING WAS ASSIGNED	This calendar year	x v
	FROM: 01/01/2022	TO: 31/12/2022
DATE USER WAS CREATED	Select a date range	v
DATE COURSE WAS COMPLETED	Select a date range	v

8. Choose what additional information you would like to see for each learner by ticking them under "Extra Display Fields" (such as region, date of birth, email, club etc.)
9. Tick the "Include Archived Users" if you'd like to see the records of those who NO LONGER have access to the Online Learning Portal.

EXTRA DISPLAY FIELDS	Select extra fields to include in report results	v
ADDITIONAL OPTIONS	<input type="checkbox"/> INCLUDE ARCHIVED USERS	



10. Click "**Submit**" to create your report.



### **To read your report:**

11. Scroll to the bottom of the page under the "Report Results" heading  
First you will see a summary table:

- Total Results = Total number of assigned courses for your report selections (and includes all course statuses)
- Totals in the rows below the top row = Totals for each "status" (i.e. number of learners who are in progress, completed)

Property	Value	Percentage	Detail
Total Results	3	100%	Total number of assigned Courses found in the report.
Total Status: "IN PROGRESS"	3	100.0%	Total number of assigned Courses with the status "IN PROGRESS".

Underneath the summary table is your "on screen" report. You can:

- Click on the "**header**" of each column to sort by that column
- For each learner it will show you their status, when they were provided with access, the completion date (if completed); the course expiry date and progress; plus any additional fields you selected to see.

Click on the header to sort by that column.

Firstname	Surname	Username	Course	Status	Access Allowed Date	Completion Date	Course Expiry Date ⓘ	Accreditation Expiry Date ⓘ	Progress
Demo	Etrainu	demo.slsnz	SLSNZ - Be Safer: A Risk Management Online Module	IN PROGRESS	16/03/2022		16/03/2023		0% (0 / 1)
Brad	O'Leary	Brad.O'Leary@surflifesaving.org.nz	SLSNZ - Be Safer: A Risk Management Online Module	IN PROGRESS	04/04/2022		04/04/2023		0% (0 / 1)
Test	Scorm	test.scorm.slsnz	SLSNZ - Be Safer: A Risk Management Online Module	IN PROGRESS	26/05/2022		26/05/2023		0% (0 / 1)
Anina	Upton	Anina.Upton@surflifesaving.org.nz	SLSNZ - Be Safer: A Risk Management Online Module	IN PROGRESS	10/05/2022		10/05/2023		0% (0 / 1)
Anina	Upton	Anina.Upton@surflifesaving.org.nz	SLSNZ - Be Safer: A Risk Management Online Module	COMPLETE	04/04/2022	08/04/2022 11:57:33	04/04/2023		100% (1 / 1)

12. Click on the "**Export to Excel**", "**Export to CSV**" or "**Export to PDF**" to export the report for other purposes

Export To Excel	Export To CSV	Export To PDF
-----------------	---------------	---------------



## Appendix 6: Feedback Form

**Instructions:** Please answer the following questions relating to the training which you undertook. The information you supply will assist the Instructor/Facilitator and SLSNZ in the continuous improvement process and to ensure the training meets SLSNZ standards. For each question below tick one of the numbered boxes.

1 = All of the time  
2 = Most of the time  
3 = Occasionally  
4 = Never

Scaled questions	1	2	3	4	Comments
During the training did the instructor demonstrate their sensitivity towards your individual needs?					
During the training did the instructor provide: <ul style="list-style-type: none"> <li>○ Clear and precise instructions</li> <li>○ ask effective questions</li> <li>○ provide any clarification if sought</li> <li>○ gave appropriate feedback to you</li> <li>○ used language relevant to the work and assessment environment</li> <li>○ Allowed plenty of practical time so you could gain the skills required?</li> </ul>					
Were the training tasks relevant to your role as an RWC Operator?					
Did the training flow well?					
Yes/no questions	Yes	No	Comments		
Was the training well organized?					
Were all physical resources available?					
Did you have a good understanding of what you were required to do in relation to the training program? E.g. When, where and what to bring?					
Did this training meet your expectations?					
Comment questions					
What aspects of this training did you enjoy the most?					
Are there any aspects of this training that could be improved?					
OPTIONAL: Candidate's Name: _____ Date: _____  Would you like to be contacted to make further comment about this training? _____					



**Instructions:** Please answer the following questions relating to the training which you undertook. The information you supply will assist the Instructor/Facilitator and SLSNZ in the continuous improvement process and to ensure the training meets SLSNZ standards. For each question below tick one of the numbered boxes.

- 1 = All of the time  
2 = Most of the time  
3 = Occasionally  
4 = Never

Scaled questions	1	2	3	4	Comments
During the training did the instructor demonstrate their sensitivity towards your individual needs?					
During the training did the instructor provide: <ul style="list-style-type: none"> <li>○ Clear and precise instructions</li> <li>○ ask effective questions</li> <li>○ provide any clarification if sought</li> <li>○ gave appropriate feedback to you</li> <li>○ used language relevant to the work and assessment environment</li> <li>○ Allowed plenty of practical time so you could gain the skills required?</li> </ul>					
Were the training tasks relevant to your role as an RWC Operator?					
Did the training flow well?					
Yes/no questions	Yes	No	Comments		
Was the training well organized?					
Were all physical resources available?					
Did you have a good understanding of what you were required to do in relation to the training program? E.g. When, where and what to bring?					
Did this training meet your expectations?					
Comment questions					
What aspects of this training did you enjoy the most?					
Are there any aspects of this training that could be improved?					
<p>OPTIONAL:</p> <p>Candidate's Name:: _____ Date: _____</p> <p>Would you like to be contacted to make further comment about this training? _____</p>					



## Appendix 7: RWC Operator, Instructor and Examiner competencies & process

<b>PATHWAYS</b>	<b>RWC Operator</b>	<b>RWC Instructor</b>	<b>RWC Examiner</b>
<b>Application Process</b>	<ul style="list-style-type: none"> <li>RWC Operator candidate registers interest with Club and Regional Lifesaving Manager</li> <li>Club and Regional endorsement is sought and endorsement form filled out.</li> </ul>	<ol style="list-style-type: none"> <li>RWC Instructor candidate registers interest and apply to Regional Lifesaving Manager &amp; RWC Chief Examiner.</li> <li>Pre-requisites checked</li> <li>Club and Regional endorsement sought</li> <li>Area and regional instructor needs analysis completed by RWC Chief Examiner and Regional Lifesaving Manager.</li> <li>If approved, entered in to PAM as 'Probationary Instructor' before being eligible to attend first introductory course as a probationary instructor.</li> </ol>	<ol style="list-style-type: none"> <li>RWC Instructor completes Probationary Examiner Application form and sends to SLSNZ Member Education team</li> <li>Pre-requisites checked</li> <li>Club and Regional endorsement is sought</li> <li>Area, regional and national examiner needs analysis completed by RWC Chief Examiner and Regional Lifesaving Manager and National Education Manager.</li> <li>If approved, entered in to PAM as 'Probationary Examiner' before being eligible to attend first exam as a probationary examiner.</li> </ol>
<b>Pre-requisites</b>	<ul style="list-style-type: none"> <li>Current &amp; active member of a SLS club.</li> <li>Surf Lifeguard Award (refreshed)</li> <li>20 years of age minimum on the first day of the introductory course</li> <li>Marine VHF Radio Operators Certificate.</li> <li>Senior Lifeguard Award - IRB Driver (refreshed)*</li> <li>Full Motor Vehicle Licence (Class 1).</li> <li>Surf First Aid (current) **</li> <li>400m Pool swim under 7.30 minutes***</li> </ul> <p><i>*A minimum of 24 months from operator award including 2 seasons of operating as an IRB Driver (at a minimum one IRB driver refresher must have been completed in the last year) is required.</i></p> <p><i>**An RWC Operator must have Surf First Aid prior to their training and probationary period.</i></p> <p><i>***The fitness pre-requisites for this role are minimums</i></p>	<ul style="list-style-type: none"> <li>All pre-requisites as per RWC Operator Award current and refreshed</li> <li>RWC Operator Award*</li> <li>Refreshed IRB or SLA Instructor award*</li> </ul> <p><i>*Qualification (RWC Operator) must be held for 12 months minimum prior applying to be a Probationary Instructor.</i></p> <p><i>**Case by case exceptions to pre-requisites are considered for relevant previous experience and qualifications by the National Education Manager.</i></p>	<ul style="list-style-type: none"> <li>All pre-requisites as per RWC Operator Award, current and refreshed</li> <li>RWC Operator Award, current and refreshed</li> <li>Refreshed RWC Instructor Award*</li> <li>Instruct a minimum of two induction courses as a qualified RWC instructor prior to application.</li> </ul> <p><i>*RWC Instructor qualification must be held for 12 months prior to applying to be a probationary examiner. Case by case exceptions to pre-requisites are considered for relevant previous experience and qualifications by the National Education Manager.</i></p>
<b>Training Required</b>	<p>Experienced Lifeguards who hold all the required pre-requisites and wish to develop their skills and knowledge in RWC need to:</p> <ol style="list-style-type: none"> <li>Complete the online pre-learning module</li> <li>Attend a SLSNZ Regionally facilitated RWC Introduction Course (two days)</li> <li>Log a minimum of 10 probationary operator hours</li> <li>Complete all components of the RWC examination <ul style="list-style-type: none"> <li>Workbook completion</li> <li>Theory Test</li> <li>Practical examination</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>RWC Instructor candidate attends a minimum of <b>three (3)</b> Introductory Courses as a "Probationary RWC Instructor". <ul style="list-style-type: none"> <li>Attendance at first course as a mentor (mentor includes participating in the course with candidates and support them on a 1:1 basis, coaching and mentoring in a hands-on manner)</li> <li>Attendance at second and third courses, Probationary RWC Instructors are expected to facilitate sections of the Introductory Course.</li> </ul> </li> <li>RWC Instructor Sign-off and Approval; <ul style="list-style-type: none"> <li>Probationary RWC Instructors are assessed by the lead Instructor (a qualified RWC Examiner)</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>RWC Probationary Examiner Candidates attend a minimum of <b>two (2)</b> RWC examinations as a "Probationary RWC Examiner".</li> <li>Probationary Examiners must facilitate all aspects of the RWC examination prior to gaining the RWC Examiner Award.</li> <li>RWC Lead Examiner Sign off and Approval</li> <li>Probationary RWC Examiners are assessed by the lead Examiner at each examination attended in consultation with other attending RWC Examiners against the following demonstrated competencies.</li> </ol>



PATHWAYS	RWC Operator	RWC Instructor	RWC Examiner
		<p>of the RWC Introductory Course, and the other attending Instructors (Qualified RWC Instructors or Examiners) against the following demonstrated competencies</p> <p>3. Final sign-off and recommendation of the RWC Instructors Award is carried out by the Lead Instructor of the Introductory Course (must be a qualified RWC Examiner).</p>	<p>5. Final signoff and the Recommendation of the RWC Examiner Award is carried out by the Chief RWC Examiner.</p>
<b>Refresher required</b>	Yearly	Yearly	Yearly

**Notes:**

All Instructors, Examiners of all awards are required to attend an annual briefing (currently run by a Chief Examiner) to be entered on PAM as 'current.' National Education Manager runs the national briefing to all regional CE's at start of August each year. RWC Instructor and examiners need to fall in to this same cycle.

COMPETENCIES	RWC Operator	RWC Instructor	RWC Examiner
Learning outcomes/ Competencies	<p>RWC Operators will be able to:</p> <ul style="list-style-type: none"> <li>• Prepare an RWC for use</li> <li>• Crew an RWC in and out through the surf</li> <li>• Operate an RWC in and out through the surf</li> <li>• Perform single rescue solo for a conscious patient (patients of reasonable size) within the surf zone</li> <li>• As an operator, perform rescue with crew for a conscious and unconscious patient (patients of reasonable size) within the surf zone</li> <li>• As an operator, perform TUBE rescue (patients of reasonable size) within the surf zone</li> <li>• Perform an emergency punching manoeuvre within the surf zone (solo and with crew)</li> <li>• Patient transferred (lift and carry) from the RWC/Rescue Sled to clear of high water mark applying the correct patient care required</li> <li>• Perform a solo RWC capsize recovery</li> <li>• Apply the correct RWC Closedown procedure in groups</li> <li>• Explain key points related to the effective and safe use of an RWC including: <ul style="list-style-type: none"> <li>- RWC use and considerations</li> <li>- Launching and retrieving the RWC</li> <li>- Design features, equipment and PPE</li> <li>- Fuelling procedure</li> <li>- Communication &amp; Maritime regulations</li> <li>- Patient with Equipment rescue</li> <li>- Towing an RWC</li> <li>- RWC operations</li> <li>- RWC Health and Safety considerations</li> </ul> </li> </ul>	<p>As a pre-requisite is being an existing IRB or SLA Instructor, the following competencies are assumed:</p> <ul style="list-style-type: none"> <li>• The application of the teaching toolbox principles, including: <ul style="list-style-type: none"> <li>- Delivering a skill or knowledge</li> <li>- Communication with candidates</li> <li>- Learning principles and styles</li> <li>- Effective questioning and feedback</li> <li>- Training planning, preparation and risk management</li> </ul> </li> </ul> <p>On top of these, the instructor is required to:</p> <ul style="list-style-type: none"> <li>• Consistently demonstrate SLSNZ and RWC best practice, including but not limited to: <ul style="list-style-type: none"> <li>- Compliance with marine and local by-laws legislation,</li> <li>- The appropriate and reasonable use of speed</li> <li>- All Operator Learning Outcomes</li> <li>- Adherence to the 'Code of Conduct'</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Examiner consistently demonstrates and advocates for 'RWC best practice'</li> <li>• Compliance with marine legislation (Marine Transport Act &amp; local by-laws)</li> <li>• Examiner consistently demonstrates compliance with SLSNZ regulations, including and not limited to the SLSNZ Examiner and assessor code of conduct.</li> </ul>



## **Appendix 8: RWC icebreaker activity**

### **Find someone who ...**

Walk around the room and:

1. Introduce yourself to the others
2. Ask questions to find someone to match to each of the boxes below

**Challenge note:** You cannot have the same person's name in more than 1 box (and you cannot provide the same answer to two different questioners).

<b>...can list all 2 different kinds of RWCs and share one interesting facts about that RWC brand</b>	<b>.... can explain the attachments from the rescue sled that attaches to which parts of the RWC</b>	<b>... can in 5 seconds list the minimum PPE required to be worn by an operator</b>
<b>... can tell you the minimum people required to fuel up and RWC</b>	<b>... can pretend they are sitting on an RWC and show you the signal to be used for: (1)Assistance required and (2) All clear</b>	<b>... show you using one hand representing an RWC and the other hand representing another vessel, the correct way to overtake</b>
<b>... tell you the maximum speed allowed within 200m of shore</b>	<b>... can list the 9 checks required to be completed PRE-operation for an RWC</b>	<b>... explain how to launch an RWC into the water from a trailer</b>
<b>... can list at least 3 things to remember when boarding and starting an RWC</b>	<b>... can show you the operator position</b>	<b>... can show you the basic crewing position</b>
<b>... explain what is involved in a large radius turn</b>	<b>... can list the 9 checks required to be completed POST-operation for an RWC</b>	<b>... can tell you their own personal objectives for this training?</b>