



Skills Maintenance

Information Booklet 2026

July 2026



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Introduction

This support document contains information relevant to SLS skills maintenance. It should be read in conjunction with the annual SLS skills maintenance circular containing information relevant to annual updates that is available to download from the SLS Hub, search for *Skills Maintenance Circular*.

What is skills maintenance?

Surf Life Saving clubs are responsible for ensuring that their members maintain their skills to the minimum standard set by Surf Life Saving Australia. The guiding principle for skills maintenance is that Surf Life Saving clubs must be able to meet their service level agreements with confidence in the lifesaving skills and abilities of their active patrolling members.

Skills maintenance checks are necessary to:

- ensure ongoing competency of members in their area of training and activities
- maintain the standards of knowledge and expertise of surf lifesavers
- satisfy legal and statutory requirements
- reinforce and maintain our service commitment to the bathing and beach going community.

Changes to skills maintenance

Following a survey of Surf Life Saving members in 2024, a national Skills Maintenance Review Group was convened to review the feedback received. As a result, updated practical components were included from Season 2025/26 to align them more closely with operational requirements. In the 2026/27 season:

- To enhance efficiency and focus on essential competencies, the number of practical tasks has been reduced. This will ensure members concentrate on core skills and knowledge which is required for effective patrolling.
- The Run/swim/rescue task remains. This more closely reflects what patrolling members might need to perform. The task allows for the [use of fins during the tube rescue](#), as recommended in the [PSAR35](#) manual.

Components of skills maintenance

Theory component

Each season, members are required to complete a theory component that includes industry updates from the previous 12 months. As part of this process, all members must be notified of the national pre-season updates, delivered via an update video, and complete any necessary corresponding eLearning modules.

Members are required to complete the skills maintenance theory component online, as this means assessment marking and record keeping is automated and reduces the burden placed upon SLS trainers and assessors. If a member is unable to complete this component online, they should speak with their club training officer. This may include organising a time with a club TAF or endorsed delegate to assist the member complete these online components prior to the skills maintenance date.

Members will require a SLS Hub account to complete the necessary online theory component including:

Bronze Medallion, Surf Rescue Certificate, Resuscitation

- Watch a video update outlining changes to skills maintenance requirements, as well as any changes to SLS procedures or ANZCOR guidelines. (approx. 3 minutes)

Bronze medallion Only:

- In addition to the above, Bronze Medallion holders will watch First Aid instructional videos for Spinal Management, Orthopaedic Injuries and Cardiac Problems. (approx 3 minutes each)

Advance Resuscitation Techniques (ART):

- Watch a video on the key findings from the rollout of L-CPR and the essential principles of effective team leadership during CPR.

IRB Crew and Drivers:

- eLearning modules explaining the new patient pick up techniques. (Some States/Territories may have already commenced or completed this component, and where this is the case, this doesn't need to be completed again).

Patrol Captains (Silver Medallion Patrol Captain and Silver Medallion Beach Management):

- Online learning branching scenario.

Other awards

- There are no theory components for other awards.

What is a branching scenario? A branching scenario is a more interactive form of learning online. The member will be given a scenario which they must work through, where they will need to make decisions and then be presented with the consequences of that decision. They will be given choices at each step; with each response they give determining the next part of the scenario given. They are unpredictable and more engaging and can be completed many times with a different outcome. Best of all they put theory into perspective.

Practical component

The practical components related to the skills maintenance requirements for SLS awards are outlined in the annual SLSA skills maintenance circular. Practical components are completed at a Surf Life Saving club. Members will need to register to attend relevant skills maintenance sessions/events at their local surf lifesaving club or may register at another surf lifesaving club.

Aquatic Rescue Awards

Bronze Medallion (BM) and Surf Rescue Certificate (SRC) (skills can be conducted in any order)

1. Run-Swim-Rescue (timed)
100m Run – 100m Swim in 3:30 minutes or less
 - The run distance to be taken from waist deep water, e.g. the run is from a flag, around a marker and to waist deep water. The swim component is to a marker 100m from waist deep water.
 - The swim leg is conducted with a rescue tube attached to the rescuer. The use of fins is optional and permitted.
 - Patients will be waiting in the water in line with the 100m marker. Rescuer secures the conscious patient with the tube. The timed component of the Run-Swim-Rescue finishes at this point.
 - Rescuer swims 100m to return to the beach with the patient.
 - Rescuer assists the patient to the water's edge.

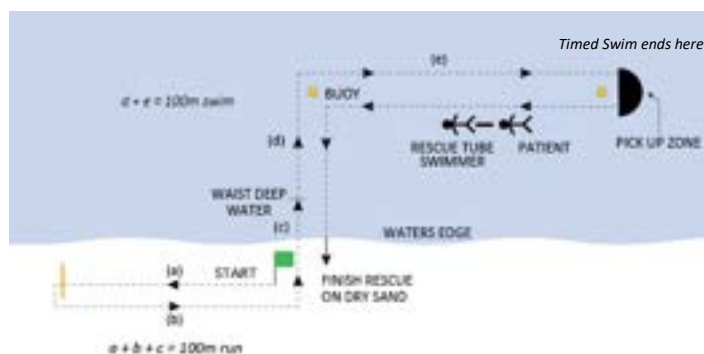
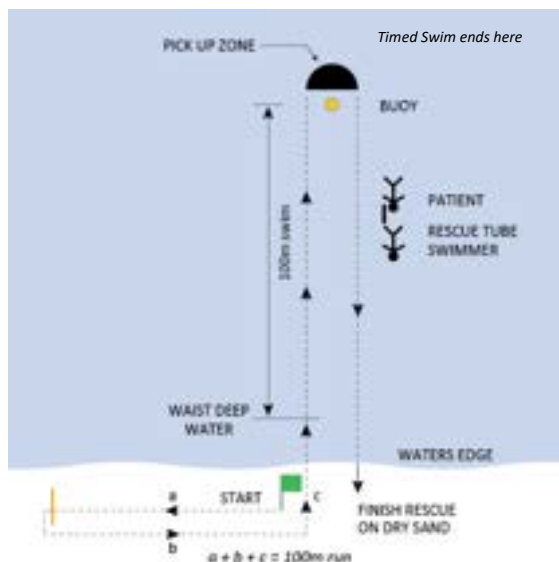
The Run Swim Rescue combines elements that more closely match the practical requirements of a patrolling member. It includes a timed component:

- 100m run to waist deep water
- 100m swim with a rescue tube to a patient (fins are optional)

and an untimed component

- Perform a tube rescue and successfully return the patient to the beach, finishing the rescue on dry sand.

A sample course layout diagram is provided.



Variations on the course can include a straight 100m run leg at the start, or an L-shaped swim leg can be used if required for safety reasons or other surf conditions to reduce the distance that patients and members need to swim offshore.

2. [Board Rescue](#)

[Board Rescue Video](#)

Demonstrate a minimum of one board rescue of a patient (conscious) in accordance with SLISA operating procedures in the current SLISA Public Safety and Aquatic Rescue training manual. The rescue must include the following:

- Negotiating the surf zone, paddle to pick up person be behind the break or at a distance of at least 70m
- Securing the patient
- Returning to shore with the patient
- Calling for assistance

3. [Signals](#)

Demonstrate knowledge of signals. The demonstration must include the following:

- [Beach to water signals](#)
- [Water to beach signals](#)

Signals



Beach to water signals



Water to beach signals



To view more SLSS training resources, refer to the SLSS Hub Document Library August 2025.

4. Resuscitation (L-CPR)

Demonstrate the following incorporating Lifesaving CPR techniques:

- [A primary assessment](#) (DRSAB--) on a live patient including the demonstration of the lateral position
- [Primary assessment](#) (DRSABCD), 1 and 2 person CPR (adult or child AND infant) on an approved manikin – to include resuscitation methods using a resuscitation mask and AED (if using masks special cleaning procedures need to be followed)
- [Team CPR scenario](#) (4 people) including primary assessment (DRSABCD) - to include resuscitation methods using a resuscitation mask, AED and BVM.
- [Hand over to emergency services](#) (simulated in groups) using IMIST AMBO

The mnemonic IMIST AMBO is used by Paramedics in all States and can assist lifesavers in the delivery of a clear, concise and structured handover

I	Identification	Identify the patient by their name, age and gender
M	Mechanism of Injury/ Medical complaint	What happened, how and when?
I	Illness and Injury	Information obtained during a primary and/ or secondary patient assessment (signs and symptoms)
S	Signs	Vital signs (pulse, breathing rate, skin colour, temperature) and conscious state
T	Treatment and Trends	First aid treatments provided and responses to treatment
A	Allergies	Any known allergies?
M	Medications	Any medications recently or regularly taken (prescribed or illicit)?
B	Background History	What is the victim's medical background history? Do they have a MedicAlert® bracelet or necklace?
O	Other Information	Other information about the patient: - Any belongings to go with the patient to hospital - Any communication barriers? - Any cultural or religious considerations? - Names of first responders/ lifesavers on the scene? - What is the patient's social situation? - What is the scene? E.g. surf conditions

5. First Aid Skills (Bronze Medallion only)

Participation in First Aid Scenarios typically encountered on patrol. For Season 2026/27, the topics will be:

- [Spinal Management \(walk up\)](#)
- [Orthopaedic Injuries \(soft tissue](#) and fractures)
- [Cardiac conditions](#)

First Aid Practical Scenario Options

Each candidate only needs to satisfactorily undertake **one** scenario:

Spinal Management	
Scenario 1:	A patient walks out of the water towards your patrol tent. They report that they were dumped by a wave and struck their head on a sandbank. They are alert but complaining of neck pain and tingling in their legs. Describe and demonstrate how you would manage this patient, including rolling them on and off a spinal board
Orthopaedic Injuries	
Scenario 1:	A beachgoer playing touch football falls heavily onto the sand, landing on their left arm. They cry out in pain, and you observe an obvious deformity in the forearm. Describe and demonstrate how you would manage this patient
Scenario 2:	A beachgoer slips on rocks near your patrol area and lands heavily on their right leg. They report severe pain and are unable to bear weight. Describe and demonstrate how you would manage this patient

Cardiac Conditions	
Scenario 1:	A swimmer collapses at the water's edge clutching their chest. They appear pale, sweaty and short of breath. Describe and demonstrate how you would manage this patient
Scenario 2:	A beachgoer sitting with friends suddenly becomes quiet and reports a heavy pressure in their chest. They appear anxious, pale and are breathing rapidly. Describe and demonstrate how you would manage this patient,

Silver Medallion Aquatic Rescue (SMAR)

Proficiency is required in the prerequisites for this award to remain current. The prerequisites are:

- Complete a 400m swim in 8 minutes or less in a swimming pool of no less than 25m length
- Hold and be proficient in the SLSA Bronze Medallion [and hold the Certificate II in Public Safety (Aquatic Rescue)].

Gold Medallion (GM)

1. A member must be proficient in each of the following awards:
 - Bronze Medallion
 - Advanced Resuscitation Techniques
 - First Aid
 - Silver Medallion Patrol Captain or Silver Medallion Beach Management
2. Pool Swim
 - The member must complete an 800m swim in under 14 minutes in a swimming pool of no less than 25m.
 - The pool swim must be completed before any other component of a Gold Medallion skills maintenance.
3. Mission Test (timed)
 - The distance will be 400m swim, 800m run, 400m board paddle, and 800m run.
 - The time will be less than 25 minutes
 - The run distance to be taken from waist-deep water, e.g., the run is from a flag, around a marker and to waist-deep water. The aquatic components are from waist-deep water around two swimming buoys and back to waist-deep water
 - Aquatic course must be around two swimming buoys.
4. Rescue
 - Demonstrate a board rescue according to SLSA operating procedures in the current SLSA Public Safety and Aquatic Rescue training manual. The patient should be 200m out to sea.
 - Demonstrate a tube rescue according to SLSA operating procedures in the current SLSA Public Safety and Aquatic Rescue training manual. The patient should be 100m out to sea and the member should use swim fins during this rescue.
5. Complex Rescue Scenario (may include one of the rescues above)
 - Demonstrate a complex rescue scenario as set by the delegated assessor according to the SLSA operating procedures in the current SLSA Public Safety and Aquatic Rescue training manual.
 - The rescue must assess the following events:
 - Negotiating the surf zone
 - Securing the patient/s
 - Returning to shore without losing the patient/s
 - Calling for assistance
 - Performing emergency care as required by the patient/s.

Emergency Care Awards

Resuscitation

Demonstrate the following incorporating Lifesaving CPR techniques:

- A primary assessment (DRSAB--) on a live patient including the demonstration of the lateral position
- Primary assessment (DRSABCD), 1 and 2 person CPR (adult or child **AND** infant) on an approved manikin – to include resuscitation methods using a resuscitation mask and AED (if using masks special cleaning procedures need to be followed)
- Team CPR scenario including primary assessment (DRSABCD) - to include resuscitation methods using a resuscitation mask, AED and BVM

Advanced Resuscitation Techniques

The requirements below apply to the Advanced Resuscitation Techniques award:

1. Resuscitation (CPR)
See Resuscitation components above for requirements. A member is proficient in this component of the ART Skills Maintenance if they have completed the relevant BM, SRC or Resuscitation Skills Maintenance.
2. [Advanced Resuscitation](#)
Team CPR scenario including primary assessment (DRSABCD) – to include resuscitation methods using a resuscitation mask, AED, oropharyngeal airways and oxygen supplement (oxygen cylinder connected to bag-valve-mask resuscitator on an unconscious patient).
3. [Oropharyngeal Airways](#)
 - Correct measurement and insertion of an oropharyngeal (OP) airway
 - Demonstrate an understanding of when and why an OP airway is introduced into resuscitation.
4. Bag-valve-mask resuscitator
Correct setup, check and use of bag valve mask resuscitator

The deadline for the completion of the upgrade from Advanced Resuscitation Techniques (ART [AID]) - HLTAID007 to Advanced Resuscitation Techniques (ART) – HLTAID015 is July 2026. As such the Advanced Resuscitation Techniques (ART [AID]) - HLTAID007 can no longer be made proficient. Members wishing to remain current in ART will need to complete a new ART course.

Beach Management/ Award Member Awards

Radio Operations (RO)

While there is NO assessable practical radio component this season, clubs are encouraged to have member practice using radio equipment in an operational patrol environment including:

- Pre-operation checks
- Knowledge of local operating channels and uses
- Inter-patrol communications
- Rescue procedures, requests for assistance which include the [four P's](#).

For those who use this award as part of their operation within a SLS communications centre, additional skills maintenance requirements may be included at a local level.

Silver Medallion Patrol Captain

This award will be updated once the online learning component is completed. There is no practical Skills Maintenance requirement for Season 26/27.

Silver Medallion Beach Management

This award will be updated to include an annual skills maintenance component likely to commence Season 27/28. There is no practical Skills Maintenance requirement for Season 26/27.

Powercraft Awards

All members must demonstrate proficiency in the associated pre-requisite awards as follows:

- IRB Crew

- Proficient Bronze Medallion
- Silver Medallion IRB Driver
 - Proficient Bronze Medallion
 - Proficient IRB Crew
 - Hold a current state/territory boat license (where applicable)
- RWC Operator
 - Proficient Bronze Medallion
 - Hold a current state/territory boat/PWC license (where applicable)
 - Additional state/territory pre-requisites as required.

IRB Crew (IRBC)

Demonstrate effective and safe crewing practice and ability including:

- Pickups
 - [Conscious/ Assisted patient pick-up \(crew perspective\)](#)
 - [Bounce method patient pick-up](#)
 - Patient prioritising in a [mass](#) / [multi](#) rescue situation

Silver Medallion IRB Driver (SMIRBD)

Demonstrate the ability to apply safe driving practice including but not limited to:

- [Conscious/ Assisted patient pick-up \(driver perspective\)](#)
- [Bounce method patient pick-up](#)
- Patient prioritising in a [mass](#) / [multi](#) rescue situation
- 2 o'clock approach angle for patient pick-ups

Rescue Watercraft Operator (RWCO)

Skills maintenance for the Rescue Watercraft Operator certificate must be completed as per SLS state/territory centre requirements and may be assessed during normal operational activities.

Specialist powercraft awards (JRB/ORB/RIB Crew, Driver, Skipper)

Skills maintenance for specialist groups shall be determined by the individual group and as approved by your relevant SLS state/territory centre. Skills maintenance may be assessed during normal operational activities.

Side-by-Side Vehicle (SSV)

It is not a national requirement to undertake an annual SSV (ATV) proficiency. Instead, a member's driving license must be checked each year for currency. Each SLS state/territory centre can manage this process, and this information can be recorded in SurfGuard.

A member who loses their driver's license (whether through cancellation or suspension) must not be driving the SSV. Provisional drivers are to display plates as required by their state legislative body.

Members must participate in an SSV Operator Induction for each new SSV make and model that they have not driven before. The *SLSA SSV Operator Induction Guide* is available in the SLS Members Area Document Library

Age Managers and Age Manager Assistants

A member is proficient:

- If they hold a current Age Managers course (completed online)
- If they hold the current working with children check or equivalent requirement for their state/territory (where applicable dependent on age)
- If they have watched the video released this season by the National Development Chair relating to the changes which have occurred within their area. If a member is unable to complete this component online, they should speak with their Junior Activities Coordinator.

Nipper Safety Assistants Award (NSA)

An annual skills maintenance is required to maintain proficiency in the NSA award incorporating the following:

- a) 50m swim using a continuous stroke from waist deep water,
- b) Demonstrate treading water for 2 minutes,
- c) Demonstrate an Aquatic Rescue with Rescue Tube (Conscious tube rescue only),
- d) Demonstrate knowledge of Signals (Beach to Water Signals & Water to Beach Signals).

The NSA award proficiency/assessment should be completed in conditions similar to what the member could be expected to perform duties as part of their club's activities.

Frequency of skills demonstration

Each component of skills maintenance only needs be demonstrated once in any one (12 month) season even if it appears in multiple SLS awards.

This also applies to swim and rescue tasks; For example, completing the skills maintenance requirements for the Gold Medallion will be evidence that a member has passed the Run/Swim/Rescue component of the Bronze Medallion or Surf Rescue Certificate skills maintenance. It is expected that all patrolling members maintain their minimum fitness levels for the awards in which they are proficient, and a member may be asked at any time during the season to complete a skills maintenance check by the club, or authorised SLS official.

A member who is deemed not-yet-competent (NYC) during a skills maintenance check at any time during the season will be deemed to be non-proficient until such time as another skills maintenance check is completed successfully. Further, this member cannot participate in patrol activities unless they hold another proficient patrolling awards as per their state requirements. To be eligible to compete at carnivals they must have successfully completed the skills maintenance for the required awards as outlined in the Surf Sports Manual until the skills maintenance check has been completed successfully.

Proficiency

A member's proficiency is valid until 31 December each year (31 July in Northern Australia approved surf lifesaving clubs) unless stated otherwise in Surfguard or in the Circular e.g., First Aid has a three-year proficiency requirement.

Any member who is not proficient by 31 December, or has not completed appropriate awards shall not be allowed to:

- perform patrols
- operate rescue craft or
- compete in surf lifesaving competitions;

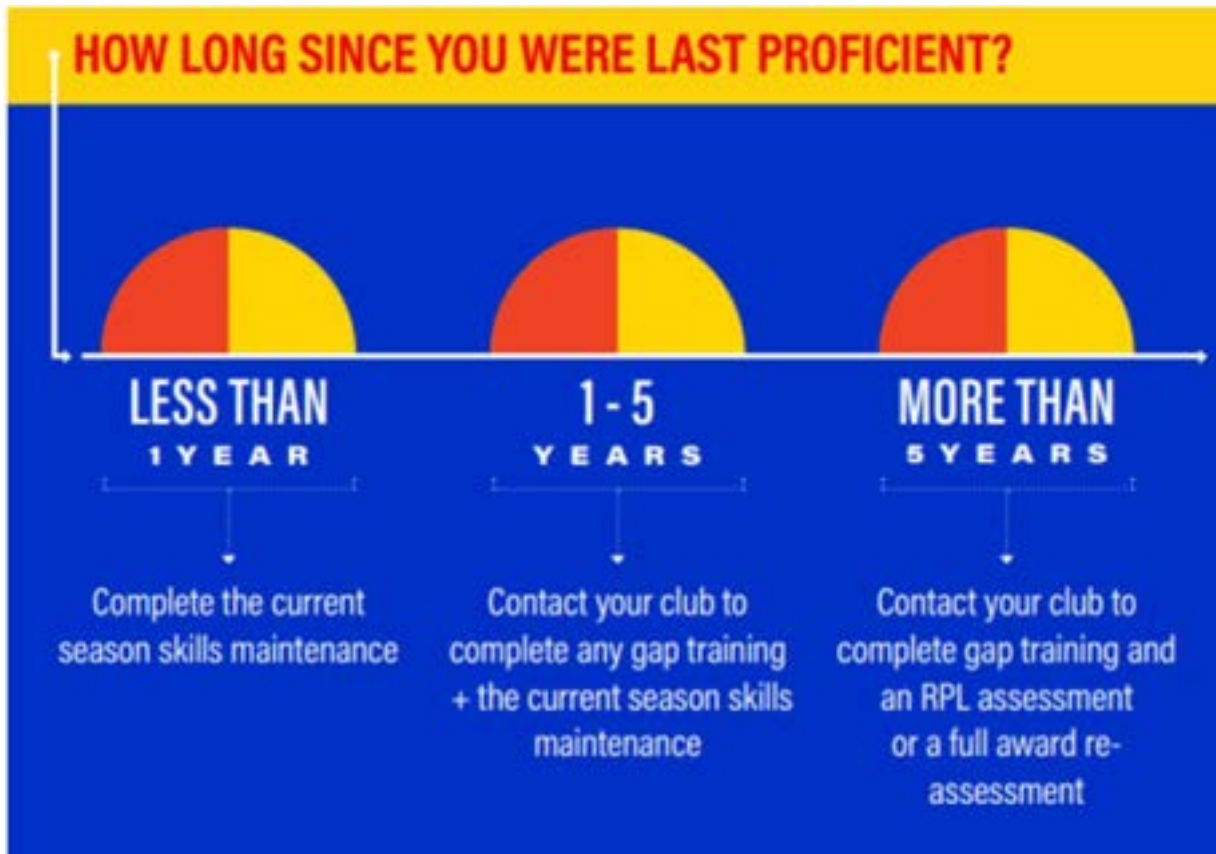
until such time as they have met the proficiency requirements for that season.

Skills maintenance sessions may be conducted after 31 December as determined by the requirements/approval of the local State/Branch.

If a skills maintenance session is successfully completed (or a member gains a relevant award after 30 June in a particular year) the proficiency or qualification is current until 31 December in the following season. E.g., If a member completes their BM award on August 1st, 2025, the award will be proficient until December 2026.

In-depth proficiencies

If a member is non-proficient in any award for a period of time (more than one season), then they are required to complete skills maintenance requirements as identified through a training gap analysis to determine what changes have occurred in the award since the member was last proficient. If the gap analysis determines there is a gap in skill and/or knowledge the participant will be required to undertake training and assessment in the gap(s) identified. For example, a member may have obtained their Bronze Medallion when use of tourniquets or adrenaline auto-injectors was not taught in the Bronze Medallion, therefore, the member would have to be trained and assessed in this. Refer to Appendix 1 for an overview of changes to awards.



Support resources

There are a number of SLS resources available in the SLS Hub Document Library for members to view and refresh their knowledge at any time. This includes:

Online courses

There are many SLS online courses available for members wishing to refresh their lifesaving knowledge prior to attending their practical skills maintenance session. This is not a requirement of skills maintenance, and the completion of any online training will not result in the member obtaining the full SLSA award. Members accessing these online training resources will require a [SLS Hub](#) account and will still need to complete all skills maintenance requirements outlined in the annual SLSA skills maintenance circular.

Refer to the [SLSA eLearning User Guide](#) available on the [SLSA IT Helpdesk](#) website for more information about the online SLSA courses available, as well as the [frequently asked questions](#) by both members and trainers/assessors/facilitators.

Training Videos

There are a number of SLS training videos that are available for members to view in preparation for their skills maintenance and for general refresher training.

Aquatic rescue related:

- [Board Rescue - Conscious Victim](#)
- [Board Rescue - Unconscious Victim](#)
- [Board Rescue - In the Break](#)
- [Tube Rescue - Conscious Victim](#)
- [Tube Rescue - Unconscious Victim](#)
- [Tube Rescue - Double Tube Tow](#)
- [How to put on swim fins](#)

Lifesaving CPR videos

- [1 Person DRSABC](#)
- [1-person Primary Assessment](#)
- [1 Person CPR](#)
- [2 Person CPR](#)
- [3 Person CPR with AED](#)
- [4 Person CPR](#)
- [Variation on Hand Positions for CPR](#)
- [Cutting Clothes](#)
- [Squeezing BVM](#)
- [Unconscious, breathing patient roll](#)
- [OP airway Insertion](#)

Emergency care related:

- [Stingers \(chapter twelve in SLSQ, SLSNT and SLSWA document libraries\)](#)
- [Pain Management \(Methoxyflurane\)](#)
- [SLS Tourniquet training video](#)
- [Donning and Doffing of PPE](#)

Lifts and Carries

- [Two-person Carry \(trunk and legs\)](#)
- [Two-handed Seat Carry](#)
- [Lift from IRB \(with assistance\)](#)
- [Lift from IRB \(without assistance\)](#)

Spinal care related:

- [Spinal walk up – lowers themselves](#)
- [Spinal walk up – assisted to ground](#)

IRB related:

- [Seated Crewing Position](#)
- [Rise Crewing Position](#)
- [Locked-in Crewing Position](#)
- [Emergency Punch Position](#)
- [Standing Crewing Position](#)

- [Re-boarding the IRB](#)
- [Negotiating Waves](#)
- [Conscious/ Assisted patient pick-up \(crew perspective\)](#)
- [Conscious/ Assisted patient pick-up \(driver perspective\)](#)
- [Bounce method patient pick-up](#)
- [Mass Rescue](#)
- [Multiple Patient Rescue](#)

RWC related:

- [Solo Operator Conscious - Unaided](#)
- [Solo Operator Conscious – Aided](#)
- [Solo Operator Unconscious](#)
- [Rescue with Crewperson – Tube Rescue](#)
- [Mass Rescue](#)

Suggested scenarios for use on patrol

SLSA have developed work cards and suggested scenarios that assessors and endorsed delegates may use to process skills maintenance checks during quieter times on routine patrol activities. The work cards are accessible in the [SLS Hub](#) Document Library, to find these use the search term; *skills maintenance work card*. This learning technique is a valuable, pro-active way to revise and further develop skills throughout scheduled patrols.

SLSA Assessing App

The SLSA Assessing App is available to support SLS members to reduce the burden of paperwork associated with assessing skills maintenance.

SLS assessors and endorsed delegates can download the app from the Apple App Store or Google Play Store and access it using their SLS Hub login details.

Key features:

- Participants can register for skills maintenance events and sessions prior to attending a practical session.
- You can record participant completion status during or after a practical session.
- Results can be recorded using a 'tick all' option.
- Multiple assessors and endorsed delegates can be at different locations assessing different components for the same group at the same time.
- Skills maintenance theory component is automatically marked if completed online and results sent to the SLSA assessing app.

Refer to the [SLSA Assessing App User Guide](#) for instructions on how to use the app. These are available on the [SLSA IT Helpdesk](#) website.

Endorsed delegates

For some awards, the Club Executive may nominate suitably qualified members to act as their delegate for the purpose of assessing skills maintenance activities. The exception to this is that all Powercraft award holders (except IRB Crew in some states) must be observed by qualified Assessors.

An endorsed delegate must:

- Be at least 18 years of age
- Be proficient in the award that they are assessing skills maintenance in
- Be familiar with the process of reasonable adjustment
- Adhere to the program of skills maintenance requested by the SLS club
- Complete required paperwork accurately and return in a timely manner.

Endorsed delegates should be selected on the basis of expertise in the awards being assessed. For example: patrol captains may assess skills in rescue techniques, radio use and signals; IRB Drivers may assess IRB Crew skills; and, first aid or ARTC trainers may assess resuscitation skills. Where club members are qualified emergency medical or ambulance officers, they may also assess resuscitation and advanced resuscitation skills.

Endorsed delegate's full names should be minuted at a Club Executive Meeting annually. Check your state for any other requirements. They will need to be briefed prior to conducting any assessment on:

- what skills maintenance activities are to be run
- the skills they are required to assess
- the key competencies they should be looking for in assessing skills (e.g., depth and rate of compressions in CPR, personal safety and victim care in a tube rescue, safely navigating conditions on a board, operational knowledge of radio use)
- the process of reasonable adjustment including when and how it might be applied
- how to use the assessing app to record assessment results (Refer to the *SLSA Assessing App User Guide* and the *Assessor App user videos* for instructions on how to use the app. These are available on the [SLSA IT Helpdesk](#) website)
- what paperwork needs to be completed, if assessment is not completed online, and who paperwork should be returned to, by when.

NOTE: There is no requirement for the delegate to enter any information into Surfguard. This will need to be done by club officials authorised to enter data into Surfguard.

Once an endorsed delegate is selected ensure that a club official raises the appropriate award in Surfguard so that they will be able to access the assessing app.

Refer to the table below for some key questions for chief training officers and club captains to consider when selecting endorsed delegates.

Questions to consider	Points to remember
What skills do you want to delegate to someone other than an assessor in your SLS club?	This does not have to be the whole award – it can be skills within an award (i.e., run-swim-rescue, radio operations).

Who has the required skills and knowledge to be a delegate for these skills?	Delegates must be proficient in the award they are delegated to conduct skills maintenance for. Skills maintenance for all Powercraft awards (except IRB Crew) need to be conducted by an endorsed assessor. This does not have to be groups of people (i.e., patrol captains) – it can be individuals (i.e., specific patrol captains).
Do these members wish to be delegates?	The chief training officer or club captain may feel that someone is perfect but remember that they may not want this responsibility. Ask them and explain what it entails (i.e., taking part in a briefing, paperwork required).
When is your next Club Executive meeting?	Delegates will need to be recorded as delegates in the meeting notes, so the above needs to take place before your next meeting.
How will you brief your delegates?	A briefing will need to take place for delegates on what skills need to be run and the key competencies they are looking for, as well as the process of reasonable adjustment and the paperwork process (what needs to be completed and by when). This could be a formal briefing which takes place for all delegates before conducting any skills maintenance or could take place on the proficiency day with assessors/training officers supporting delegates through the process this season.

Skills maintenance reporting

Surf lifesaving clubs, branches and state centres have several reporting options to monitor the proficiency status of their members.

Steps to get report.csv from Surfguard & input into Skills Maintenance Tracker

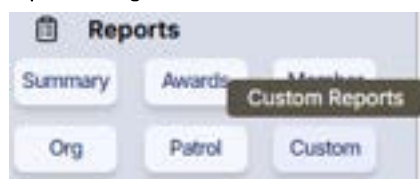
Note: Please do not use versions of the .xml custom report file that you have saved to your desktop or local drive as they may get updated with new information. When conducting this report to maintain currency always download the latest version from the SLSA Hub Document Library. Save the SM Tracker as a Master copy and turn auto save off when you open it for the first time. Use 'Save As' when saving e.g SM Tracker Aug26. It should open clean each time it is opened.

Step 1:

Download [Custom Report Main Awards SM.xml 26-27](#) (search Custom) and the [Skills Maintenance Tracker Excel SM 26-27](#) (search Tracker) from the [SLSA Document Library](#).

Step 2:

Open Surfguard and on Quick Access bar find Custom Reports



Step 3:

Select Choose File and find [Custom Report Main Awards SM 26-27.xml](#) in your Downloads folder and select go. The report will open and already be populated with the required fields. (you can add other awards here as you require)



Step 4:

Scroll to the bottom of the page and select Downloadable CSV (Excel Format) and select display report

Step 5:

Accept *SLSA Privacy Policy and Terms of Use*: **OK**

Step 6:

Select [Please click here to download result file](#), file downloads into your Downloads folder (report.csv)

Step 7:

Open the report.csv you just downloaded and the Skills Maintenance Tracker Excel SM 26-27 (click Enable Editing)

Step 8:

Select report.csv and delete Rows 1-4, click on Member ID then click Ctrl + A and then click Ctrl + C.

Step 9:

NOTE: This will not work in the Online Excel. Please use Excel on your desktop or device version.

Find the Skills Maintenance Tracker SM 26-27 and select it.

Right Click into the heading Column 1 (should be A3 position), then select Paste Options:

It will throw you to the bottom, click Ctrl + up arrow. This should return you to the top of the table.

The tracker will have populated if working correctly and colours appear for the Award Expiry Date (Column L)

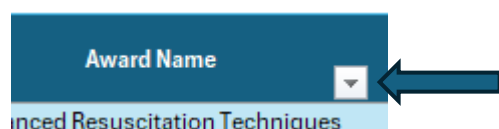
Green Completed SM for 26/27.

Orange not yet completed SM for 26/27.

Red overdue or expired.

Note: If it does not work try again from Step 7.

Due to it being a table you can now select individual awards using the drop-down arrow and see how things are tracking for each award.



eLearning reports on theory component completed online

Club chief training officers with SLSA eLearning admin access can run training status reports in the SLSA eLearning platform to identify members with SLS Hub Accounts who have completed online theory. Clubs are advised to refer to their Surfguard club officer settings to note who their current chief training officer is.

Surf lifesaving clubs using the SLSA Assessing App may also see at any time the online course completion status of members with SLS Hub accounts who are registered in the app for a specific skills maintenance event.

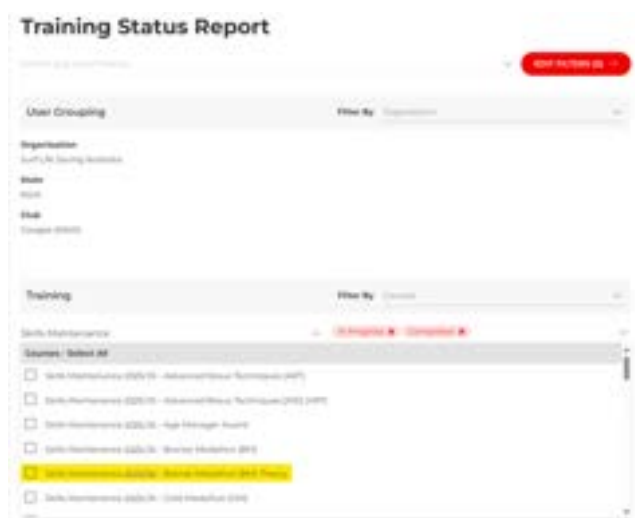
Step 1:

Go to the training status report within the SLSA eLearning platform's Reports menu (admin access required to view)



Step 2:

Enter your preferred Course and date range for the report. The Skills Maintenance Theory Courses E.g. *Skills Maintenance 2026/27 Bronze Medallion (BM) Theory* will show the progress of members in the eLearning System. Choosing *Skills Maintenance 2026/27 Bronze Medallion (BM)* will show members who have completed components (including the theory elements) via an Assessing App event.



Step 3:

Generate the report by pressing the red Submit button in the right-hand panel.

Report configurations can be saved for re-use by selecting the "Save report on Submit" checkbox and can be loaded later using the drop-down box at the top.



Once generated, the report can be exported in summary or detailed form for further analysis using the dropdown control at the bottom of the page.

Report Results



Reasonable adjustment for skills maintenance assessments

As an inclusive organisation, SLS offers members reasonable adjustment for skills maintenance assessment where appropriate.

The principle of reasonable adjustment means 'to alter or change the conditions under which someone performs a task to enable them to demonstrate a similar level of competence as any other person performing the same task'. Basically, the assessment process and conditions may be altered so long as the requirements remain the same so as not to disadvantage an individual.

If you are unsure about whether a reasonable adjustment can be made, you should seek a second opinion from another assessor or facilitator and be sure to make a note of any reasonable adjustments you have made within the SLSA Assessment App or on your final paperwork.

Surf lifesaving activities require a reasonable level of fitness and physical ability. While SLSA encourages participation from all members of the community, we expect that active patrolling lifesavers are physically capable of performing lifesaving and rescue functions. If a member is unable to perform lifesaving and rescue functions, they should report their injury and follow the return to surf duties process before completing skills maintenance at a later date to maintain their award proficiency.

To make a reasonable adjustment, read the assessment carefully and consider the following:

- The requirements of the task, What is this particular task actually assessing?
- The assessment conditions under which the task is to be performed, If the conditions at the time are different, will this make the task harder?
- The ability to replicate the skill being demonstrated, Would the member be able to do the assessment again at another time without the adjustment?
- How you will record what reasonable adjustment was made along with the outcome, e.g. recording individual participant responses to theory questions if the questions were asked and answered verbally

NOTE: Reasonable adjustment cannot be made if a member is not able to perform resuscitation of an adult on the floor or has an injury that prevents them from performing lifesaving and rescue functions.

Examples of reasonable adjustment

Example 1

The requirements of the run-swim-rescue are to demonstrate an individual's ability to:

- Run a medium distance on the sand
- Swim a medium distance in the surf
- Perform both of these at a reasonable pace

If the surf conditions are moderate-to-rough on the day you are conducting the activity, you may make a reasonable adjustment along the following lines:

- Adjustment Option 1: allow extra time for your members to complete the activity. How much time you allow is up to your discretion and judgement, you must feel confident that the members are able to demonstrate the skills in the time you allow. Too much time will not meet the criteria of 'reasonable pace'.
- Adjustment Option 2: reduce the distance members are required to swim. Again, you will need to use your discretion and judgement, is the distance you have determined sufficient to demonstrate competence in surf swimming?

Example 2

The requirements of the theory component are to read and answer written questions in English. A learner with issues relating to language, literacy or numeracy may be asked to demonstrate a process rather than explain it in writing.

Skills maintenance during deployment

Interstate deployment

SLSA set the minimum standard required for skills maintenance. Members who are visiting another club and wish to patrol, or who are transferring to a new club and have already conducted their skills maintenance, are only required to bring proof of membership and proof of completion of their skills maintenance. All clubs are required to accept this evidence as having demonstrated an acceptable level of skill for active lifesaving. Clubs must give visitors and transferring members a short induction before commencing patrolling duties in a new location. The [SLS Club Induction](#) template is available in the [SLS Hub](#) Document Library (WHS Category).

Overseas deployment

Where SLS members are offered an opportunity to travel overseas on behalf of SLS, and as a consequence miss scheduled skills maintenance sessions or return outside of the set date for renewal of awards for the season, they can apply to their SLS state/territory centre to have their skills maintenance completed.

These members will still be delivering SLSA awards while on assignment and therefore maintaining the currency of their skills in these awards. SLS needs to be flexible and accommodate these members who can't fulfil the requirements of the annual skills maintenance by virtue of them undertaking international development work, while not compromising SLS standards.

Suggested Procedure:

- The responsibility still lies with the individual member to maintain financial status and maintain their proficiency
- Members must be financial at time of application for proficiency
- Member deployed overseas applies to their State Education Manager to have their awards made proficient. The process from here is the decision of the state and can be managed individually. Evidence must be provided that they have maintained currency in the skills for the awards in which they are seeking proficiency. This evidence may take the form of letters from the host, video, documents used for training, etc.
- Where evidence cannot be provided due to the skills not being utilized while offshore (e.g. Powercraft), extension of time should be given to allow the member the opportunity to complete the said skills maintenance next time they return to their club
- A maximum extension of time for any award proficiency is three years.

Providing feedback

The theory and practical components of SLS skills maintenance is reviewed each year by the national lifesaving and education committees.

Feedback on any component of SLS Skills Maintenance can be supplied to your state/territory representative on these committees, via the online feedback form of the online skills maintenance course or directly to SLSA by email at education@slsa.asn.au

Appendix 1 –Award change summary

Award	Season	Change
All Resuscitation (including SRC, BM, First Aid, ART)	2009/10	- Ratio of compressions to breaths in CPR changed to 30:2 - Defibrillation awareness added 'D' added to DRABCD, defibrillation
	2011/12	'S' added to DRSABCD, send for help
	2012/13	Treatment of anaphylaxis, using an autoinjector
	2013/14	Infant resuscitation on a manikin to be assessed in all CPR training
	2014/15	Victim's airway and breathing is routinely assessed on their back – they are only rolled if necessary to clear foreign matter
	2015/16	Specified number of scenarios and 2 minutes of uninterrupted CPR on: a) an adult manikin on the floor; and b) an infant manikin on a stable surface to be assessed in all CPR training
	2016/17	Rate of CPR compressions changed to 100-120 compressions per minute
	2025/26	Lifesaving CPR introduced
Advanced Resuscitation Techniques only	2010/11	- Suction introduced - SLSA awards Advanced Resuscitation Certificate and Defibrillation Certificate replaced with Advanced Resuscitation Techniques Certificate
	2014/15	Assessment of vital signs Respirations, Pulse and Temperature, completion of incident report, and 3x scenario to be assessed
	2017/18	- ARC guideline changes: - Checking resuscitation equipment (notably oxygen pipe connection, assembly, or resuscitation bag valve devices).
	2018/19	Training and assessment of dealing with life threatening bleeds
	2021/22	- ARC Guideline changes: (9.2.10) - Recommend against the routine administration of oxygen in persons with suspected heart attack and stroke who do not have signs of shock - Oxygen should be administered to persons with an oxygen saturation of less than 92% (where a pulse oximeter is available). - Oxygen should be given to persons with signs of blue colouration of skin, shock, decompression illness or a situation suggestion carbon monoxide poisoning (irrespective of oxygen saturation level)
Bronze Medallion	2011/12	IRB awareness added
	2012/13	2 new signals added - submerged victim missing (Code X); and - all clear
	2013/14	34th edition training manual released - Theory paper added to skills maintenance assessment Revision of: safety while working in a beach environment; surf awareness and rip current survival principles; how oxygen is used in team resuscitation; use of whistles as communication; identifying distressed and drowning victims; surveillance methods and beach management Addition of: use of swim fins as a basic survival technique; information on the lymphatic system; stroke; anaphylaxis; the phonetic alphabet; 3 person walk up spinal Removal of: in-water rescue breathing; 5 person spinal carry
	2016/17	34th edition (revised July 2016) training manual released - ARC guideline changes: * - Compression rate (100 – 120 compressions per minute) - Heart attack first aid treatment (give aspirin unless anaphylaxis is a contraindication) - Shock first aid treatment (no longer raise legs) - Heat exhaustion first aid treatment (give electrolyte sports drink)

		- External bleeding first aid treatment (no longer raise bleeding limb) - Spinal management (removal of standing spinal and application of a cervical collar)
	2017/18	- October 2017 reprint of SLISA 34th edition Public Safety and Aquatic Rescue (revised July 2016) - EpiPen administration (now 3 seconds and no massaging injection site) (9.2.7)
	2018/19	- ARC guideline changes: * - Severe Bleeding (prioritise management of severe bleeding over airways) - Tourniquets (use of two) - Haemostatic dressing (to manage severe bleeding) - New guideline for first aid management of a diabetic emergency (9.2.9)
	2019/20	- PSAR 35th edition released May 2020 - Removal of oxygen therapy and oxygen aided resuscitation to the resuscitation component of the SRC / Bronze - Spinal Management content added to Bronze - Tourniquet training added to Bronze - Mental health awareness training for SRC and Bronze - ARC guideline updates: * - Shock (control bleeding, send for help, reassure) (9.2.3) - Snake bites (send for help, immobilise and apply pressure) (9.4.1) - Hyperthermia (send for help and cool person by any means available) (9.3.4)
	2020/21	- ARC guideline changes: * - Treatment for hyperthermia includes ice on the soles, palms, and cheeks in addition to groin and armpits. No longer on the back of the neck. (9.3.4) - Removal of blind finger sweeps for airway management. Now reach in to seize and remove visible items directly. (4)
	2022/23	- Industry Changes - A new brand of adrenaline autoinjectors are available with Anapen being reintroduced. Members should be familiar with and practice the administration of both an EpiPen and an Anapen training device
	2025/26	Run-Swim-Rescue introduced to replace the Run-Swim-Run for Skills Maintenance only
	2026/27	- First Aid Skills Introduced: - Spinal Management (wet & dry) - Orthopaedic Injuries (soft tissue and fractures) - Cardiac conditions - Board Rescue
IRB Crew & Driver	2007/08	Powercraft Code of Conduct introduced
	2011/12	Extra safety protocols for IRB introduced, including safe lifting of IRB, removal of right crew foot strap and addition of 'locked in' position for crew
	2015/16	Introduction of lifejackets, personal flotation devices and surf helmets in IRB training
	2024/25	Powercraft Code of Conduct updated
	2026/27	- New Pickups Introduced - Conscious/ Assisted patient pick-up - Bounce method patient pick-up - Patient prioritising in a mass/ multi rescue situation (minimum 2 patients)
IRB Crew	2015/16	Knots and lashings to be assessed
	2025/26	- Crewing positions - Rise Crewing Position - Standing Crewing Position - Lock-in Position - Emergency Punch Position - Re-boarding the IRB
IRB Driver	2025/26	Wave negotiation at a 1 o'clock angle

	2026/27	• 2 o'clock approach angle for patient pick-ups introduced
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*Refer to the Australian Resuscitation Council website for current information