

## Powercraft Circular

<b>Title:</b> Australian Surf Life Saving Championships 2018 Powercraft Circular
<b>Document ID:</b> Circular 31/17-18
<b>Department:</b> Sport
<b>Audience:</b> State/Territory Surf Sport Managers, Directors, Club Secretaries, Branches, Officials, Managers, Coaches, Competitors
<b>Summary:</b> This circular details the requirements of powercraft drivers and crew for the Australian Surf Life Saving Championships 2018.

The following circular outlines all details regarding the IRB allocation, water safety roster and new rostering system for the 2018 Australian Surf Life Saving Championships.

### KEY INFORMATION

- New rostering system
- IRB allocations
- Roster and shifts
- Transport of IRB and related materials

### FURTHER INFORMATION

Should further information be required please contact the events team at:

[events@slsa.asn.au](mailto:events@slsa.asn.au)

Surf Life Saving Australia

PO Box 7773

Bondi Beach NSW 2026

Phone: (02) 9215 8000

Fax: (02) 9215 8180

## POWERCRAFT AND POWERCRAFT OPERATOR REQUIREMENTS

The 2018 Australian Surf Life Saving Championships require a large number of Powercraft to ensure the event runs safely and efficiently.

Strict requirements will be enforced to the provision of competency levels of powercraft operators.

### POWERCRAFT OPERATORS

Clubs entering the Championships must supply experienced powercraft operators on a 'pro-rata' scale. This is the average number of competitors from the 2014 (the last time The Australian Championships were held in Perth), 2016 & 2017 for Youth, Masters and Open Championships (including early, normal and late entries).

Powercraft operators must fulfil the following requirements:

- **IRB:** Be a financial SLS member and proficient IRB Driver and or crewperson listed in Surfguard or Surfmate
- **RWC:** Be a financial SLS member and proficient RWC operator listed in Surfguard or Surfmate
- **Both IRB and RWC:** Be experienced in ALL levels of surf conditions and certified as competent in all surf conditions by club or branch assessor. All operators must complete a competency test at the Championships (test details listed below) and will continue to be assessed throughout. Crew deemed not competent may be removed and the club required to find a replacement crew.
- **IRB only:** The IRB crewman must be accredited Level 1 Official so that all personnel can fill the role of judge in boat if required. Accreditation must be provided
- **Lifejackets:** Powercraft personnel and crews are to provide their own lifejackets. Lifejackets are to conform with SLSA specification as outlined in SLSA Bulletin 06/14-15
- **Helmets:** RWC personnel are to supply their own helmets. Helmets are to conform with SLSA specification as outlined in Powercraft Training Manual, 8th Edition.

Complete the online [Powercraft Operator Details](#) survey by Friday 23 March 2018 (Friday after close of normal entries). Preferred competency test times will also be requested on this survey.

### A NEW ROSTERING SYSTEM

This year to help clubs access their rosters, input their availability, and have the ability to communicate the need to swap shifts, we will be implementing a smart phone application and website called 'Deputy'.

Setting up your account is easy, just email [events@slsa.asn.au](mailto:events@slsa.asn.au) and a log in/account will be created for you. You will then be able to access your profile, view your roster and submit your availability.

Deputy is an online rostering system that helps clubs enter their availability, receive immediate text updates when they are allocated or change shifts, and most importantly, it gives all clubs access to an up to date roster via their smart phones. The system is user friendly however, you need to set up an account and read the instructions and watch the 'how to' guides below to ensure you get the most from the application.



In order to understand Deputy, please use the link below to watch a series of how to guides to walk you through the Deputy system. Otherwise please continue to read below for a step by step how to guide.

Click Here: [YouTube How To Guide](#)

## DEPUTY – HOW TO USE THE APPLICATION

### HANDY HINTS:

Employee – Refers to your Club

Employer – Refers to SLSA

### Before You Start

Before you get started, you'll need to make sure that you have signed up to Deputy and that you are logged in as an employee (Club). You will need to accept the invite sent to your designated email address and follow the prompts. This initially must be done by the email owner; however once active the username and pin can be shared with any club members needing access.

**Subject:** Setup your Deputy account for SLSA Powercraft Rostering

Dear MANLY,

Surf Life Saving of SLSA Powercraft Rostering is using Deputy to simplify scheduling and improve your workplace communication.

You have been invited to Deputy, which allows you to view your shifts and timesheets on both smartphone and computer. To log in, you'll need to accept your invitation and create a password. To get started, click the link below NOW to activate your account:

<https://once.deputy.com/my/accept-invite?key=1656ad42f5761a201000296402be39518c27bb36>

If your workplace uses the Deputy Kiosk for iPad, you can login using this PIN: **9157**

Always keep your PIN private. You can change it on Deputy at any time.

Kind Regards,

Deputy

## Navigating Deputy

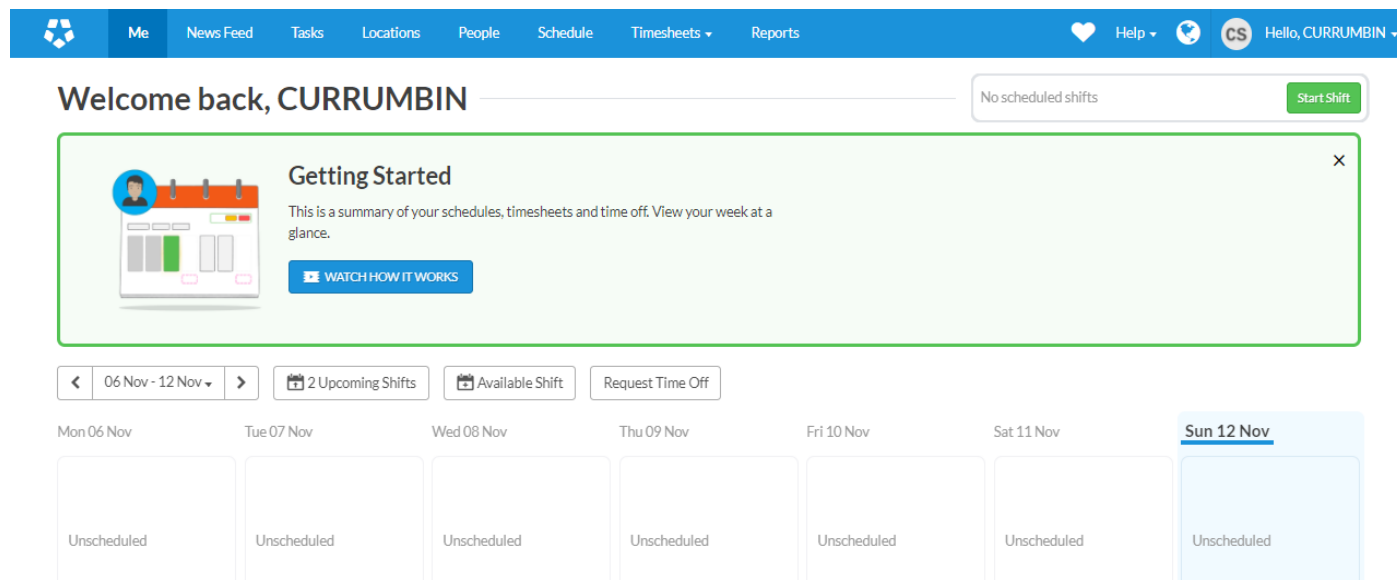
When you first log in as an employee (Club), you will land on the Me tab. At the top of your screen, you will be able to see the Navigation Bar, which looks like this.

## Me



In the Me tab, you will find a general overview of your weekly shifts and previous timesheets. From this page, you can also view future shifts or previous timesheets via the date range selector. If you have a shift for the day, you can Start and End your shift in the top right-hand corner.

From here, you can also Request Time Off, which is accessible by clicking the 'Request Time Off' button. This will be a great tool for clubs to use, by going online and manually entering the times you prefer, thereby giving SLSA an understanding of how to work the roster around competitor schedules to the best of our ability.



**Note:** While SLSA will endeavor to allocated rostered shifts according to club's availability. It is no guarantee that all "Request for Time Off" will be accepted. Clubs must be mindful that they still may be allocated a shift for this time and are expected to fulfill it.

## News Feed

The News Feed is the main communications hub between the employers and employees. You can post messages to locations, or even specific people. e.g. 'Currumbin are looking for a shift cover on Saturday 14<sup>th</sup> 7.00-10.00am'.

News Feed posts can have files attached to them (image and document files) if you would like to add clarification to the post. You can also attach 'Confirmation' notices to posts. These posts have a button that employees can click so that you can see who has read the post.



## Tasks

The Deputy tasks page allows you to assign tasks to other employees and team members. To assign tasks, navigate to the Tasks page and click 'Add Task' in the top right-hand corner. e.g. Kurrawa are available to cover shifts throughout the Youth Championships'.

In the pop-up box, you can enter in the details of the task, including the name, who to assign it to, a due date, and any notes that are relevant to the task.

## Locations

## Profile

Your Profile can be accessed by clicking "Profile" at the top right corner of your screen. To update personal; information such as email etc. you can click 'Edit my Global profile'.

The Profile screen displays a number of important details. At the top, you can see your access level and contact details (which only you may edit). Beneath, you can see your next three upcoming shifts and your last three timesheets. To view a list of your timesheets in chronological order, please click


“View All”, just above your most recent timesheet. Once the list appears, please scroll down to see more.

Below your timesheets, you can see your unavailability and leave. Unavailability is an informal request for time off, for example ‘All clubs and crews competing – no available club members and limited resources to fill shifts’. You may add new unavailability and leave from just above their respective fields.

At the very top of your profile, you will see a button that reads “Edit My Global Profile”. Clicking this will take you to your Global Profile, which contains settings for your Deputy account.

From the Global Profile, you can edit your personal details, Kiosk PIN (click “Show Me”), login password and profile photo. You may also connect to Google and Facebook, which will allow you to sign in with the same email that you used to register with them.

< Back
Edit My Global Profile >



**Surf Life Saving Australia**  
System Administrator

[Set your date of birth](#)

+61421900449

ktheodor-gallagher@slsa...

[Add your Shifts to your personal calendar app.](#)

**UNAVAILABILITY** Add New


You are available to work

**LEAVE** Add New

No leave requests to display

**RECENT TIME SHEETS** Add New

No time sheets to display



< Back to My Deputy

**Edit Profile**

---

Profile

---

Profile Photo

---

Address

---

Emergency Contact

---

Security

---

Social

Address

Level 1, 1 Notts Avenue, Bondi Beach NSW

City

Sydney

Country

Australia ▼

State

Select State ▼

Postcode

2026

## SCHEDUELING SHIFTS:

Please take the time to review the below link for a basic overview of allocating shifts. Below is also an attached example of what a roster will look like:  
<https://www.deputy.com/online-employee-shift-scheduling-software>

The screenshot displays a Deputy shift scheduling interface. At the top, there is a navigation bar with tabs for 'Me', 'News Feed', 'Tasks', 'Locations', 'People', 'Schedule', 'Timesheets', and 'Reports'. A user profile 'SA Hello, Surf Life Saving' is visible in the top right. Below the navigation bar, there are filters for location ('SLSA Powercra...'), date range ('21 Aug - 27 Aug'), and view options ('Day', 'Week', 'Month'). A toolbar includes 'Refresh', 'Copy Shifts', 'Stats', 'Export', 'Options', and a notification for '8 Unpublished Shifts'. The main area shows a calendar view for 'Water 1' and 'Water 2' from Monday to Sunday. A left sidebar lists employees with their initials and shift counts. The 'Water 1' section shows shifts for 'Red Area RSR' on Wednesday and Thursday. The 'Water 2' section shows shifts for 'Blue/White Area - U17/Male 1' on Thursday. A status bar at the bottom indicates: 0 Unallocated, 52 Published, 8 Unpublished, 0 Open Shifts, and 0 Warnings. A chat icon with a '3' notification is in the bottom right corner.

## SHIFTS

In 2018, the quota is based on the number of shifts required to be covered by different clubs. The below table outlines the number of shifts each club must fill.

All States/Territories					
Average number of competitors entered For Aussies 2014, 2016 and 2017 <i>(combined Youth, Masters &amp; Opens competitors including late entries)</i>	20 - 39	40 - 59	60-79	80-99	100+
Minimum number of powercraft shifts	4*	6*	8*	10*	12*

1 shift = 1 IRB driver and 1 crew provided by the rostered club  
 OR  
 1 shift = 2x RWC drivers provided by the rostered club

**Note 1:** Club entries will not be accepted unless these requirements are met.

**Note 2:** If an IRB driver does not attend as required, the Club risks being ineligible to participate in competition until the matter is resolved.

**Note 3:** Conditions may dictate an increase in the number of shifts and crews must remain available and contactable.

**Note 4:** Please note: Iron person handlers are the only exception and are not included in competitor numbers for the above calculations.

## CLUBS

The Aussies 2018 Powercraft requirements are as follows:

- 30 fully equipped IRB's
- 8 spare fuel cells & 5 spare IRB motors
- All IRB's provided are not to be Gemini's – due to length of use at Aussies and duty of care to the operators
- All IRB's (including all components) are in good working condition. Every IRB will be checked thoroughly by a marine mechanic, any component that does not meet minimum operating standards will not be accepted and that Club will be responsible to find alternative solutions. If the marine mechanic can fix the fault the club can opt to have it fixed by the mechanic at their cost.
- RWC's are not required as they are provided by BRP
- If any IRB's are damaged during the championships, SLSA will, if possible have the marine mechanic fix the IRB, otherwise SLSA will pay for any damage repairs.
- If any clubs required assistance with transporting their IRB's and or motors, please contact [events@slsa.asn.au](mailto:events@slsa.asn.au)



Based on Club location to the host venue and entry numbers the following clubs will need to provide IRB's for the 2018 Surf Life Saving Australian Championships:

No.	CLUB	Number of IRB's
1	City of Perth SLSC	1
2	Fremantle SLSC	2
3	Scarboro SLSC	2
4	Trigg Island SLSC	3
5	Secret Harbour	2
6	North Cottesloe	1
7	Sorrento (WA)	1
8	Mullaloo	1
9	Cottesloe	1
10	City of Bunbury	1
11	Alex Headland	1
12	Burleigh	1
13	Collaroy	1
14	Currumbin	1
15	Kurrawa	1
16	Manly	1
17	Maroochydore	1
18	Mooloolaba	1
19	Newport	1
20	Noosa Heads	1
21	North Bondi	1
22	North Cronulla	1
23	Northcliffe	1
24	Queenscliff	1
25	Wanda	1

## POWERCRAFT INSPECTIONS

All powercraft provided for the Championships will be thoroughly inspected by a marine mechanic to certify that all components are in good working order. Components deemed not suitable may be removed and the Club required to source replacements.

All craft and components are to be presented to the IRB Compound at Scarborough Beach from 11am Thursday 12<sup>th</sup> April until the conclusion of the championship or when deemed not required by the Powercraft Coordinator.

Insurance coverage will be provided for powercraft equipment supplied by Clubs while in use for the duration of the Championships.

Please note, any existing damage will be logged and photographed by the onsite marine mechanic and will not be covered by insurance or by repair from SLSA.

## **DELIVERING / PICKING UP POWERCRAFT**

Upon arrival at the IRB Compound you will be required to sign your powercraft/components in, detailing your Club name and contact details while onsite at The Aussies. These must match those that you have supplied in the Deputy rostering application.

All craft and components of craft will be appropriately labelled with Club details.

Please do not leave your powercraft/components with any additional accessories (e.g. tow ropes, paddles, rescue tubes, storage bags). If you do so, SLSA cannot accept responsibility for these items.

Following the Championships, powercraft/components will be made available for collection from 7am – 3pm, Monday 23<sup>rd</sup> April 2018. You will be required to sign your powercraft/components out, again detailing your Club name and contact details.

Any powercraft/components not collected by 3pm will be left in the IRB Compound for collection, and will become the sole responsibility of the owner Club. Any damage or lost property incurred from this time will not be covered by SLSA.

## **ROSTER**

The draft powercraft roster will be available shortly on your Deputy application.

The roster is based on a 3 shift per day system:

- Shift 1: 7.00am – 11.00am
- Shift 2: 10.30am – 2.30pm
- Shift 3: 2.00pm – 5.00pm

We are aware that some clubs have enlisted the assistance of specific drivers and crews to meet their powercraft requirements for the Championships and that these drivers will be providing services for multiple clubs. Please be aware that our powercraft coordinators have a duty to ensure that drivers and crews are not attempting to perform multiple running shifts, therefore becoming fatigued. Any crews providing such services are specifically requested to work with the coordinators to ensure proper rest periods are taken and that the overall system is maintained for the Championships. Failure to do so may result in crews being stood down (at the coordinators discretion) and the club required to find a replacement crew.

## **POWERCRAFT COMPETENCY TESTS**

All powercraft operators (both IRB and RWC) will be required to undertake a basic competency test to certify they are competent in all surf conditions and will continue to be assessed throughout the Carnival. Crew deemed not competent may be removed and the club required to find a replacement crew.

This competency test (approx. 30mins) will take place at Scarborough Beach on:

Friday 13 April: 8:00am - 11:00am

Saturday 14 April: 7:00am – 10:00am

Sunday 15 April: 8:00am - 11:00am



To indicate your preferred competency test time, the online [Powercraft Operator Details](#) survey includes this request.

IRB and RWC operators will be required to demonstrate launching, beaching, negotiating the break, rescues in and out of the break, turns and general handling in surf conditions. Powercraft operators may be required to complete further competency testing during the Championships if necessary.

## **POWERCRAFT BRIEFING**

A powercraft briefing will take place at Scarborough at 2:00pm on Friday 13 April 2018. Attendance is compulsory. Venue to be confirmed closer to the event date.