Operations App User Guide

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Surf Life Saving Australia

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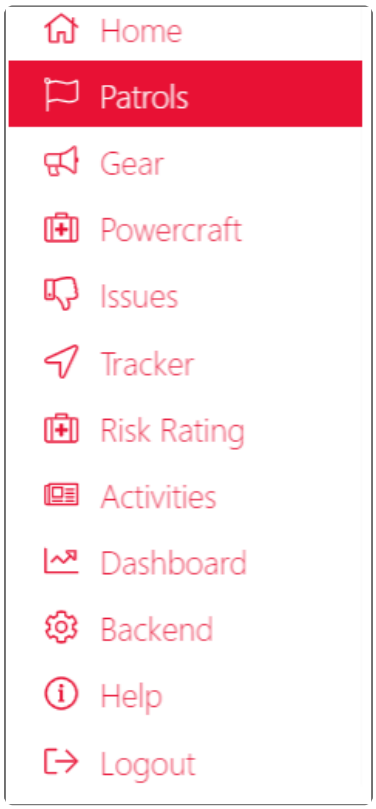
1. Introduction

The SLSA Operations app is a paperless patrol management suite produced by Surf Life Saving Australia for use by active surf lifesaving patrol members. The latest feature rich version is location based and uses your current location for weather details, rescue locations, tracking of roving patrols and assets and much more. Use the ‘Activity feed’ tab to see what is happening around your club/service for the current day. Push notifications will alert you when it’s time to sign off. Use the Gear and Issues modules to perform gear inspections, view your clubs equipment and report gear issues. Powercraft Logs can be filled out within the Operations App using the ‘Powercraft’ option in the main menu

Depending on your user access below is a list of possible Operation App menu items.



2. Preparation for Using the App

Clubs, Lifeguard Services and Support Services

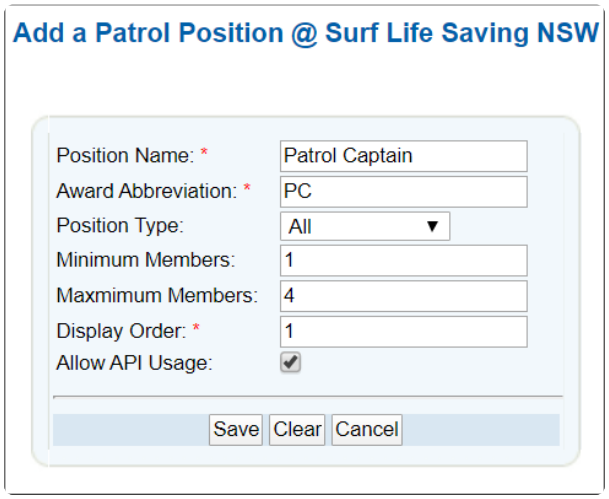
Clubs, Lifeguards and Support Services need to ensure the following is entered in Surfguard prior to using App

- Patrol Teams are created (Individual teams for some Support Services)
- Patrol Rosters are created

State Centre

Update Patrol Positions in Surfguard to enable members in specific patrol positions to access the Operations App. To update positions in Surfguard:-

- Click Patrols > Setup Patrol Positions > Setup Patrol Positions
- Select Edit for the Patrol Position you want to enable access
- Tick the box Allow API Usage



Members

Need to have a Members Area account https://members.sls.com.au

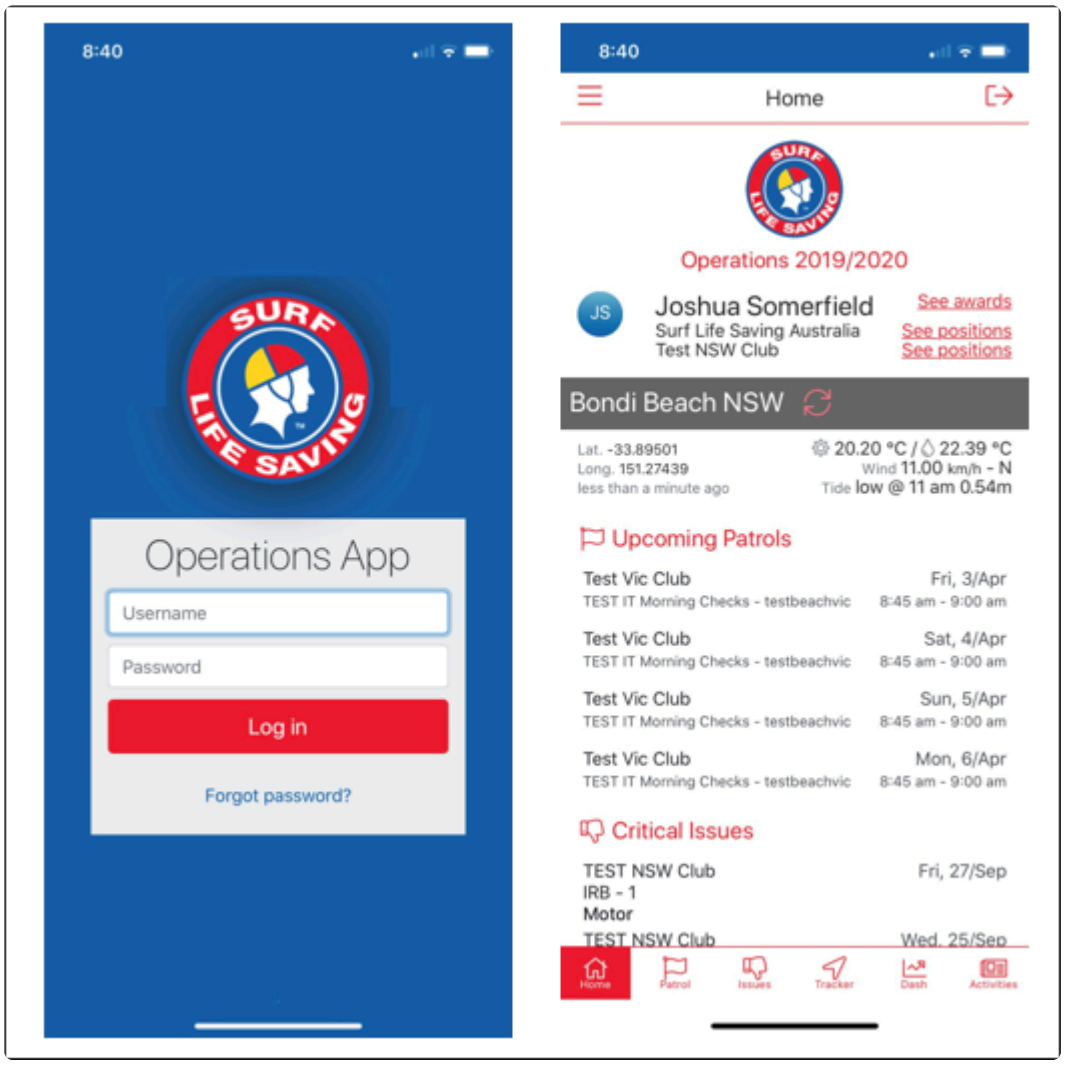
- Downloaded the SLSA Operations App from the Apple App Store or Google Play Store
- There are three ways members can access the SLSA Operations App
  1. iPhone/iPad
  2. Android phone/tablet
  3. SLSA Operations WebApp: https://operations.sls.com.au

2.1 Home Screen

Enter your Members Area account login details and click ‘Log in’. When using the app on your own phone, you will not need to logout, the app will remember your login details and simply refresh every time you open the app.

Once logged in

- The Home Page shows users their location, weather, awards and officer positions.
- Display 4 most recent upcoming patrols.
- Any critical Gear and Equipment issues will also be listed on the home page.



3. My Patrols

> Note: Clicking on the Flag Icon (Patrols) shows users the Patrols rostered on for Today, use the Upcoming and Archived options to view previous/upcoming rosters

The Patrol Functions allows authorised members to:

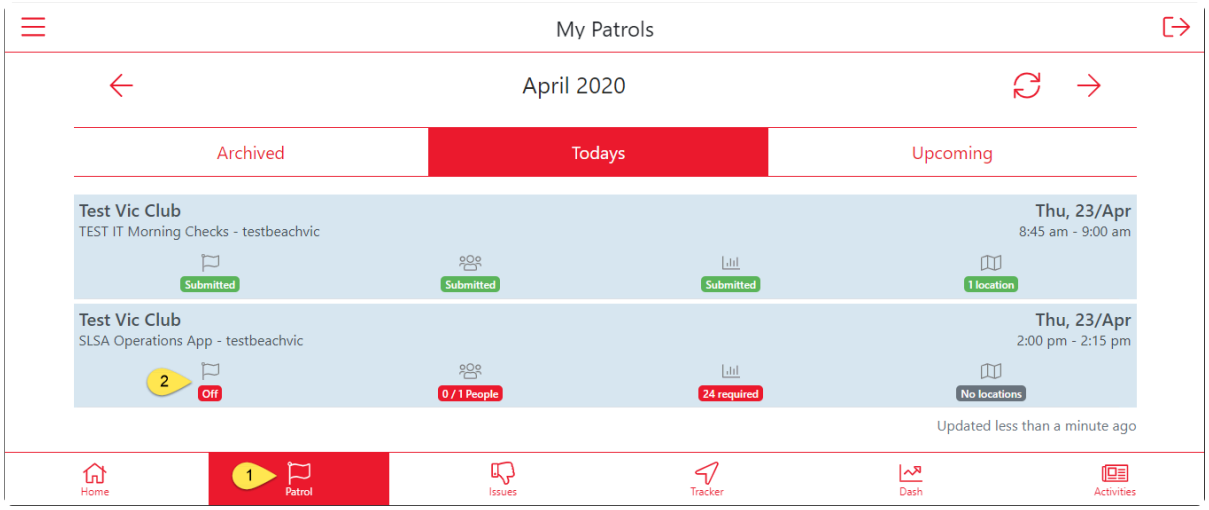
- Sign on, update status and sign off their patrol/lifeguard service/Support Service.
- Update patrol rosters/members
- Update Patrol Statistics
- Record patrol and location based information such as your patrols location, beach hazards and rescue locations

3.1 Signing On Patrol and Updating Status

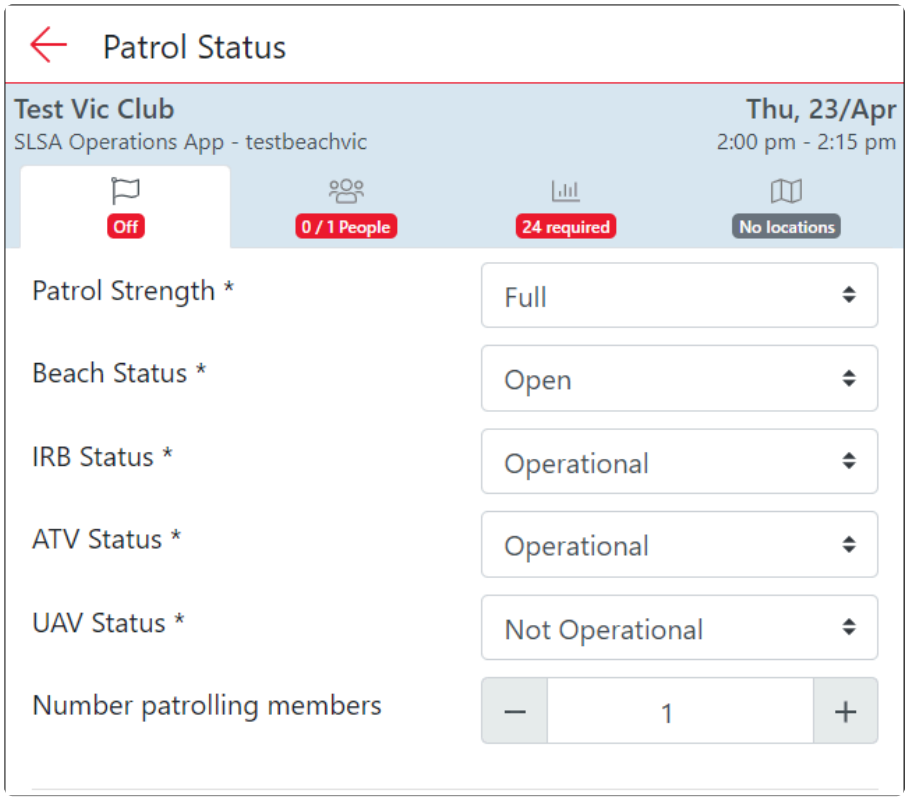
> To sign on a patrol see instructions below
> **Note:** Sign On becomes active 2 hours before a patrol is scheduled to start

1. Select the 'Patrols' icon and then select the flag icon which will display as 'Off' for the patrol that you wish to sign on.
2. Selecting the Patrol Flag will take you to Patrol Status screen.

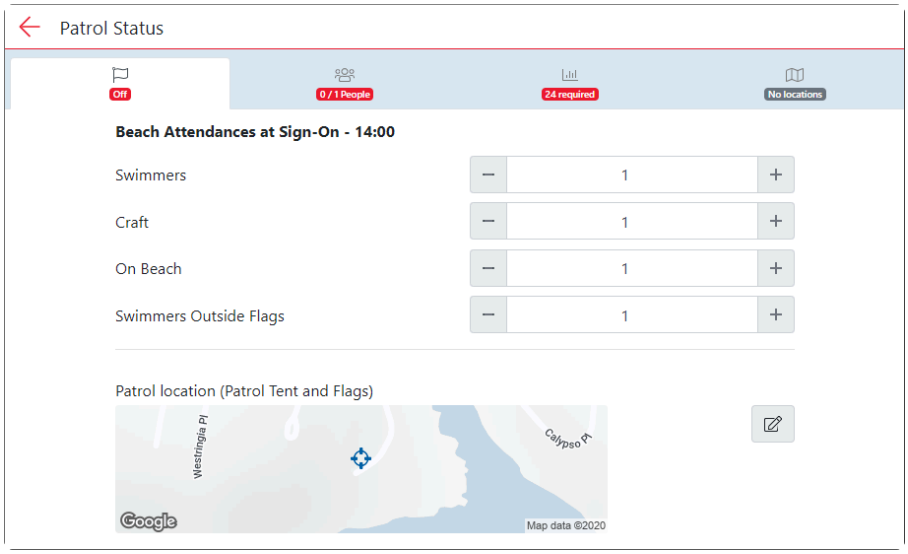
Use the arrow key at the top of the screen (next to Patrol Status) to return to the main menu.



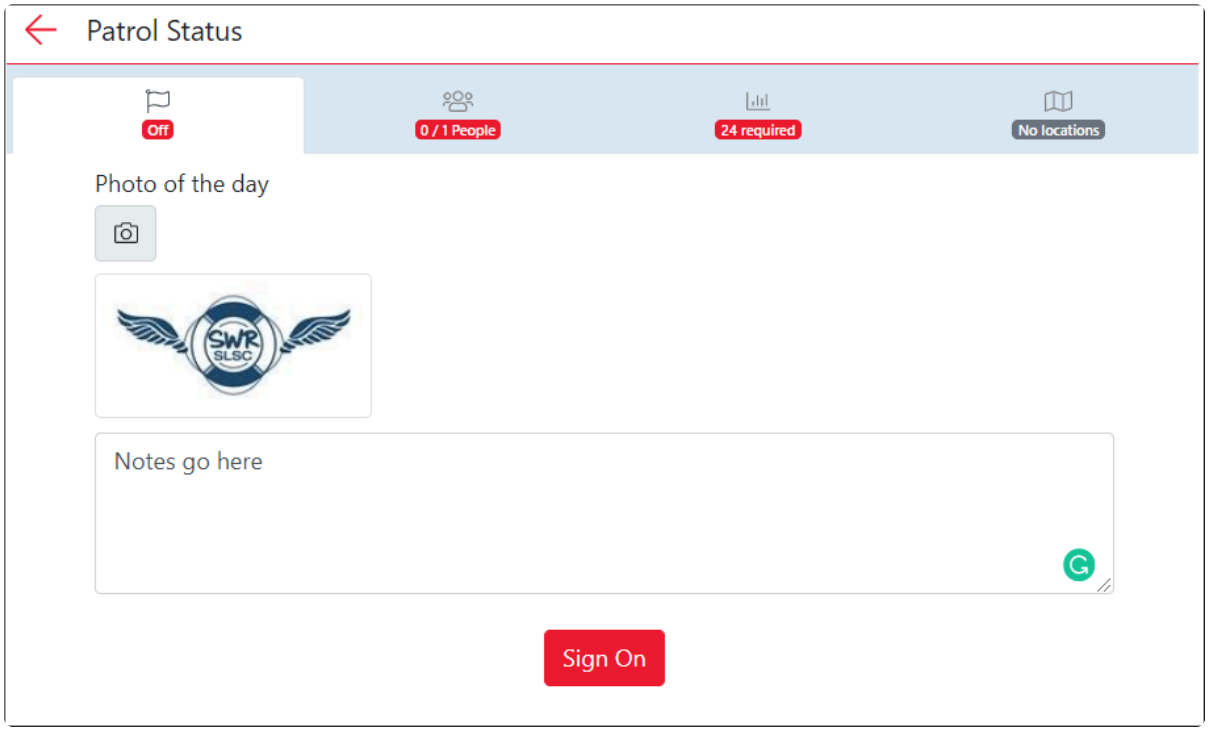
3. The Patrol Status screen displays and there are compulsory fields that must be completed.
Use the drop-downs to access a list of options for each strength/status.
The app will also display the number of patrolling members rostered to the patrol.
Users can adjust this number to reflect the number of patrolling members currently on patrol at sign on.



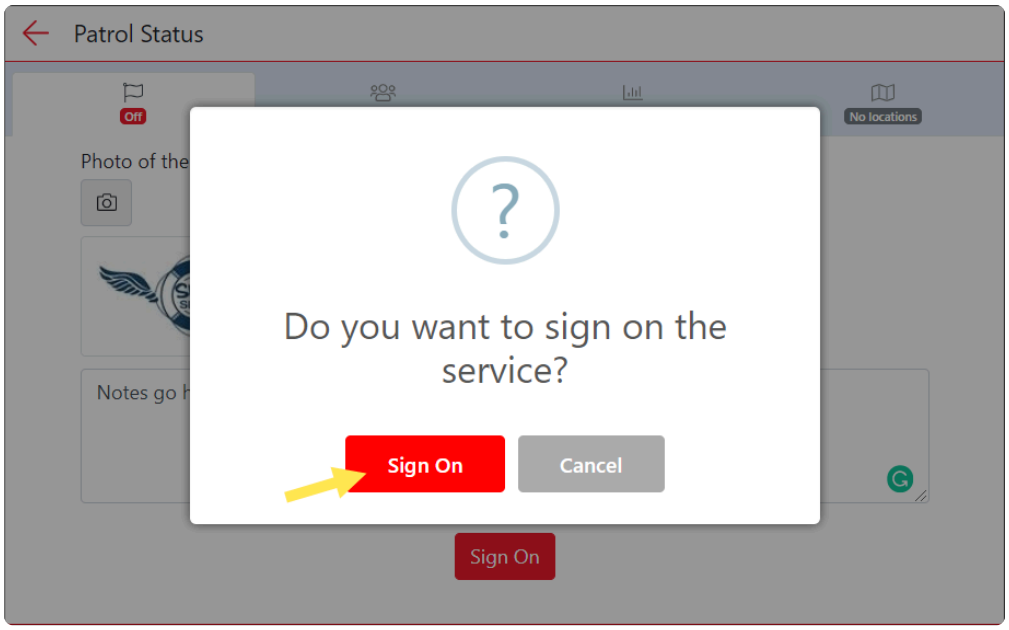
4. The app will ask you for the current beach attendance at sign-on and the patrol location. The patrol location can be added by clicking on the “Patrol Location – No location’ field box. A map of your current location will load and you can pin point your patrols current location. Click ‘Select’ once you have marked your location.



5. A photo of the beach can be uploaded by clicking on the camera icon, any additional notes can be added.

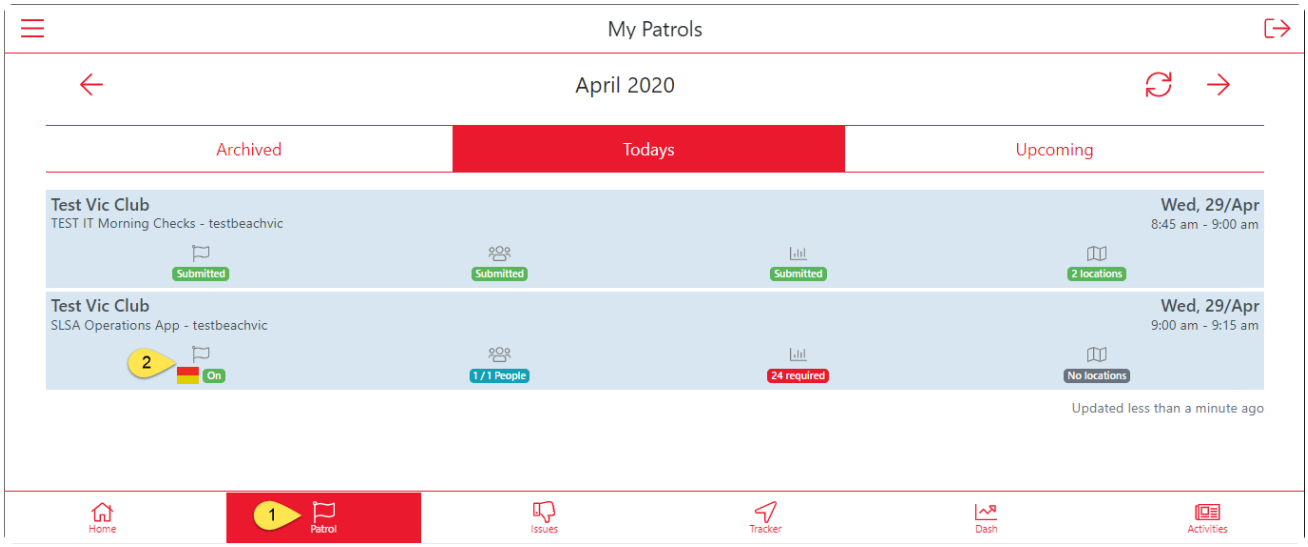


6 Once all compulsory fields have been completed select 'Sign On'
A pop-up will display asking you to confirm you want to sign the service on.
To return to the main menu – click on the arrow located at top of screen.

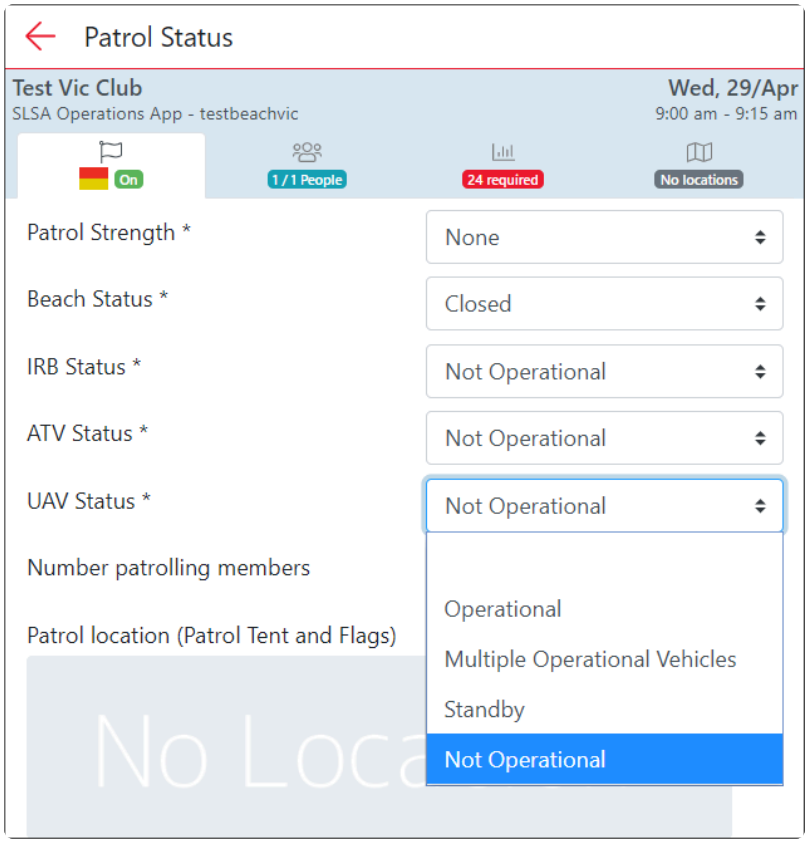


Updating Patrol Status During Patrol

1. Select the Patrol flag icon down the bottom of the page.
2. Select the Patrol flag which will be displayed as '**On**' (for the patrol that you wish to update) and you will be directed to the Patrol Status menu.



3. Amend the Patrol Status sections as required.



To view a quick instructional video outlining this process see below:

3.2 Patrol Statistics

Within the My Patrol Section users are requested to set a minimum subset of patrol statistics. These stats are compulsory when signing on/off a patrol such as Weather Conditions and these are indicated to the user in the statistic screen. Users can update a wide variety of patrol statistics as they occur during the patrol.
Weather Conditions stats are required to be completed at the ‘Start, Middle and Finish’ of each patrol.

Statistics include:

- Weather Conditions – data can be pre-filled in some fields using the feed from BOM for the given beach.
  NOTE: Clicking on the red ‘Auto’ button will prefill this information.
- Real-time Hazards
- Other – number of incidents
- Beach Closure Reason
- Beach Attendance
- Rescues
- First Aid Summary
- Preventative Actions
- Gear & Equipment

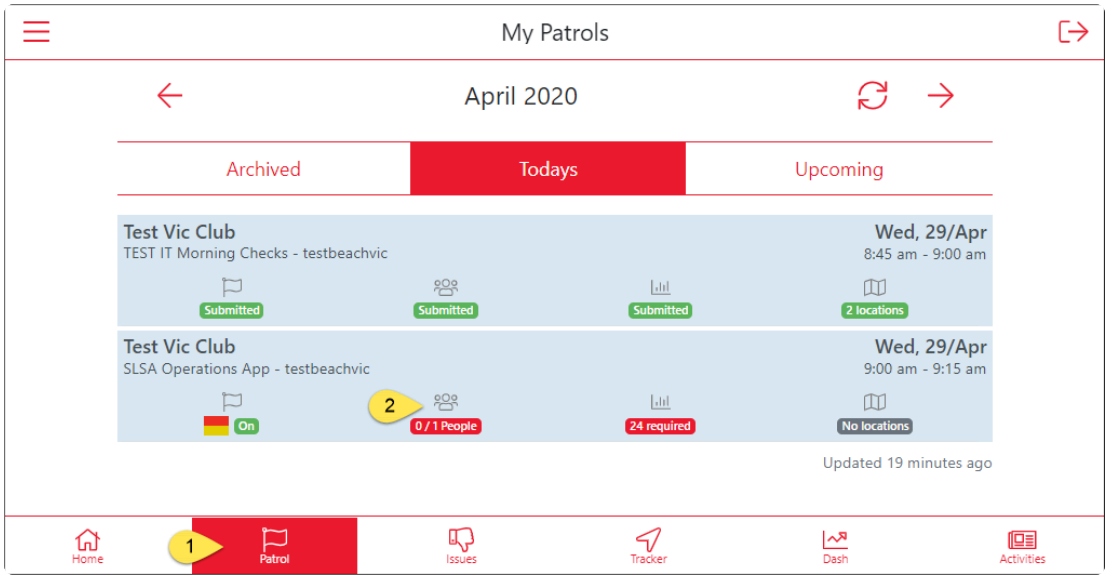
Once you have opened your patrol, click on the Stats icon (third on the patrol status menu tab) to access the Patrol Statistics.

To view a quick instructional video outlining this process see below:

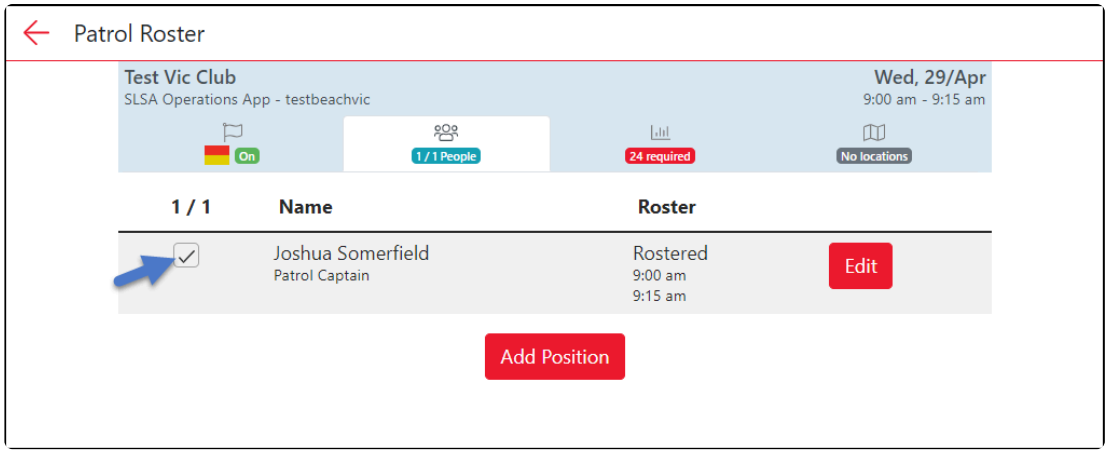
3.3 Patrol Rosters

Accessing the Patrol Roster and Marking Attendance

1. Select the ‘Patrol’ button located on the bottom of the page.
2. Select the Roster which will display the number of people rostered in the patrol.

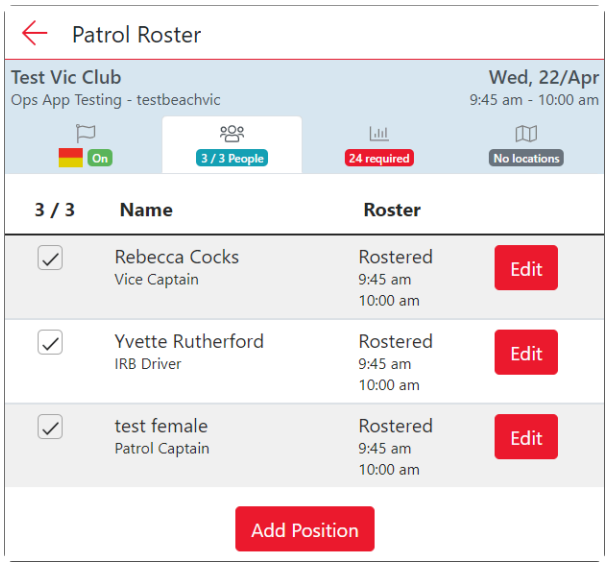


3. The roster has a checkbox next to each member who is rostered on the patrol.
4. Tick to indicate that a person is attending patrol as each member will be set as unchecked by default.



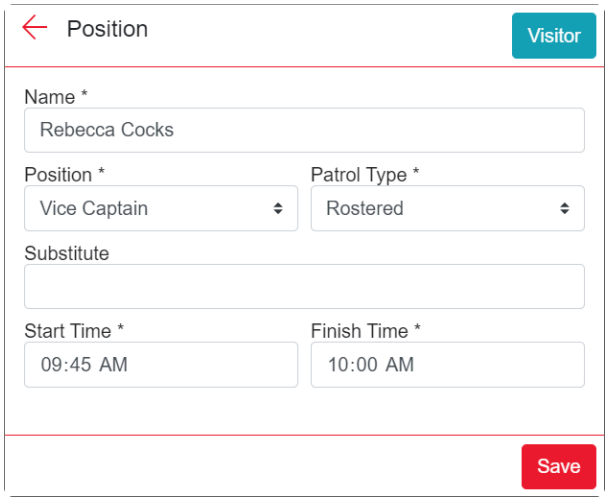
Adding Additional Members and Updating Information

Additional members can be added to the patrol by clicking on the red ‘Add Position’ button.
If a member is left as unchecked then they will display as a ‘no-show’ in the patrol log in SurfGuard.



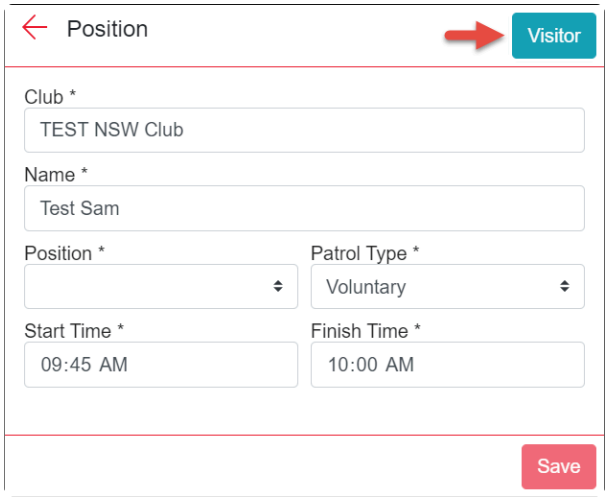
Members on patrol can be updated and have their information changed accordingly to account for Volunteer Patrols, Substitutions, Not Rostered/Excused, arriving late or leaving early this can be done by clicking on a patrol member's 'Edit' button.

Authorised users can update patrolling members starting and finishing times indicate substitution requirements.



Adding a Visitor to a Patrol

Visitors from other clubs/lifeguards can be added by using the 'Add Position' button.
Type in the Visitors name and select save once required fields have been filled in.



To view a quick instructional video outlining this process see below:

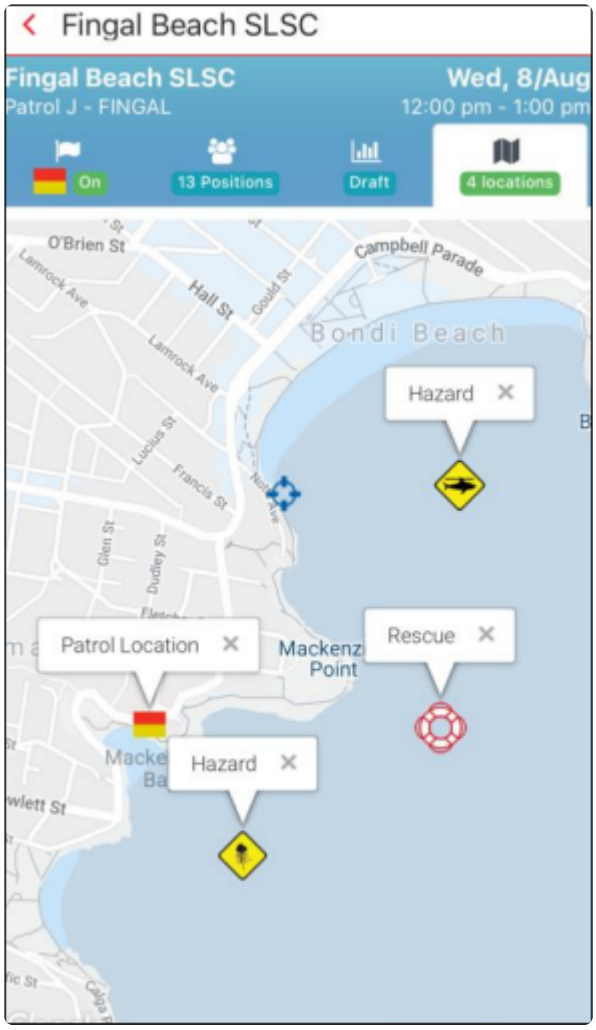
3.4 Patrol Locations

A new tab to view any location-based information on your patrol such as:

- Patrol locations
- Beach Photos
- Hazards
- Rescue

Location-based information will show in this tab as soon as they are added into the app. For example, when you add a new rescue and specify it's location, this will appear. All location-based data will be available in real-time for your Surfcom operations centre to see.

Public information such as patrol location, photos of the conditions and hazards (NOT Rescues) will be shown on the Beachsafe Website for your beach.

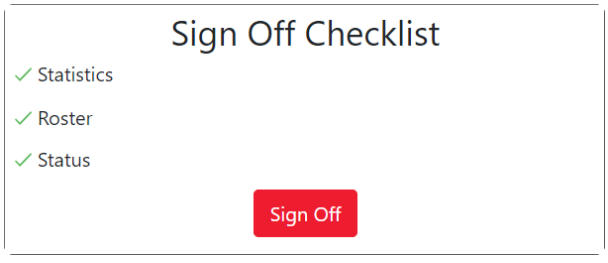


3.5 Signing Off – Patrol Status

> **Note:** Users will receive a Push Notification to remind them to sign off their patrol, via the Operations app, 30 minutes prior to the end of their rostered patrol. If you wish to keep your beach open and patrol for longer, simply continue to use the 'Update' button in the Status tab, then 'Sign Off' when ready.

1. Sign Off can only be done 1 hour prior to the end of the patrol. A reminder to sign off will pop-up 30 minutes prior to the end of patrol.

2. A 'sign off checklist' is provided to indicate to the user that they have updated the required roster and statistic data as required.

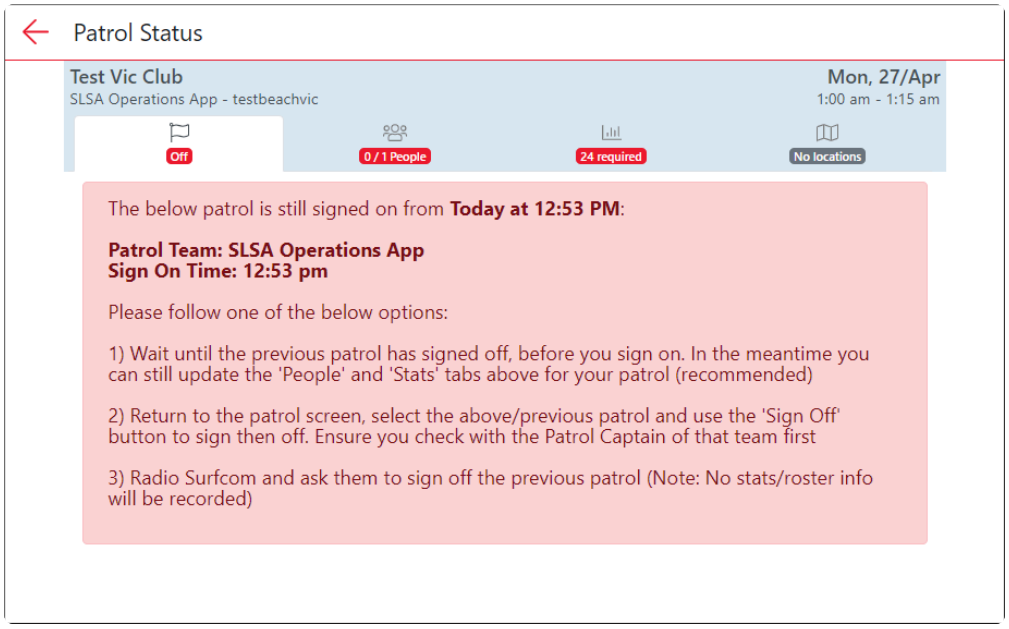


3. When a user selects the ‘Sign off’ button it asks, ‘are you sure you want to sign off?’ if they select yes then this is updated in Surfcom and the application displays a confirmation page and the sign off time. All data is marked as ‘submitted’ and can be viewed but no longer edited.

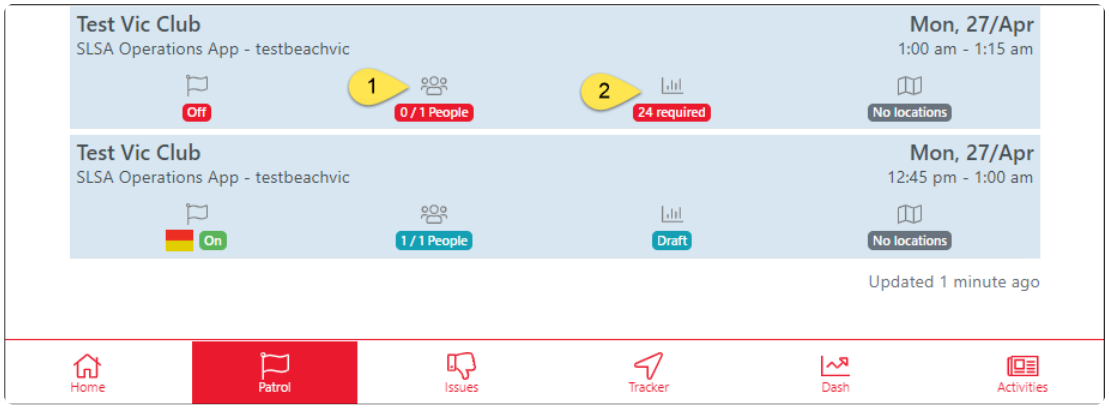
4. The Patrol Log is created in Surfguard containing the member’s roster information and statistics. At this time an email confirmation is sent to the Patrol Captain/Vice Captain (or other positions as designated by each state centre) containing a link to the PDF version of the Patrol log, this enables the Patrol Captain/Vice Captain to check that all the data entered into the log is correct. If the data is not correct the Patrol Captain will be required to contact the Club Administrator.

To view a quick instructional video outlining this process see below:

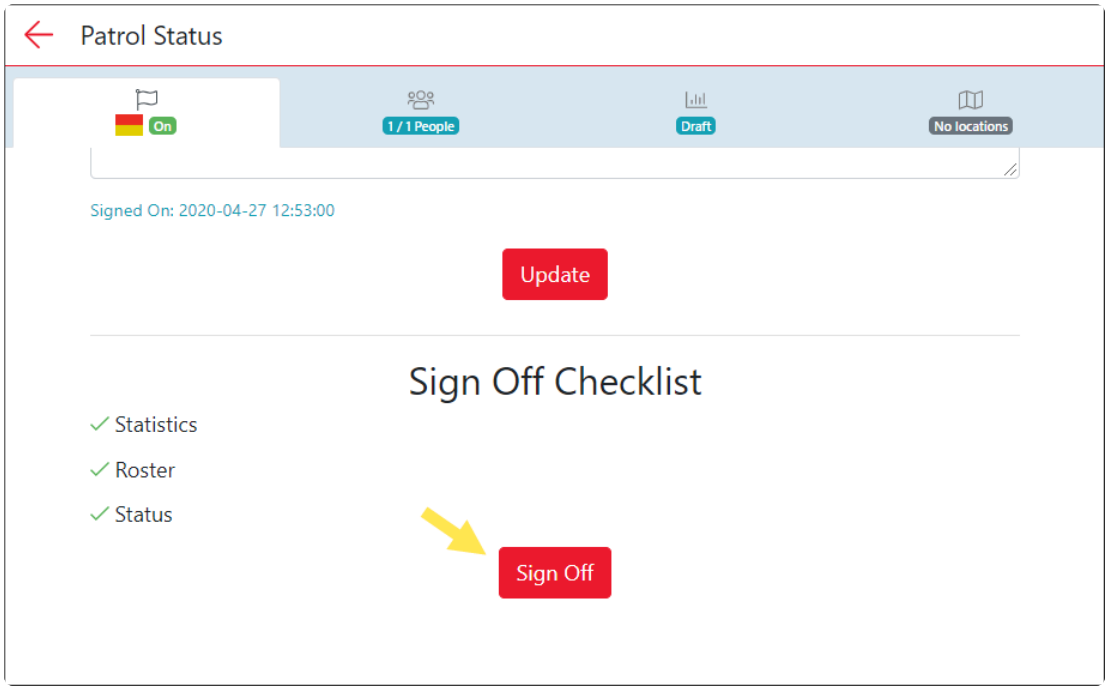
3.6 Shift Change / Patrol Handover



1. Wait until the previous patrol has been signed off, before you sign on. In the meantime you can still update the ‘People’ and ‘Stats’ tabs above for your patrol.



2. Return to the patrol screen, select the above/previous patrol and use the ‘Sign Off’ button to sign off the patrol.
Note: Ensure you check with the Patrol Captain of that team first.

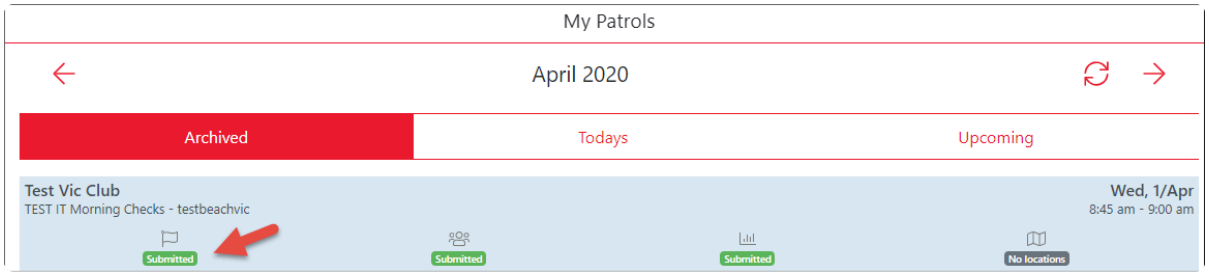


3. Radio Surfcom and ask them to sign off the previous patrol
Note: This should be used as a last resort as no Stats or Roster information will be recorded in SurfGuard.

To view a quick instructional video outlining this process see below:

3.7 Viewing Archived Data

To view the archived patrol data access the patrols section and make sure ‘Archived’ is selected. Click on any of the Submitted data to view the archived data.



3.8 FAQ's

How Can I Access the Operations App?
An internet connection is required to use the App. Download the App on your own smart device from the App or GooglePlay Store. You can also access it on your computer, tablet or phone https://operations.sls.com.au A poor internet connection will cause speed issues when using the App..

Who Can Use the App?
All members can use their Members Area login to access the Operations App, however, only certain patrol positions have full edit access to the App. If you are the position of Patrol Captain or Vice-Captain you have full edit access to all patrols at your club. If you are the Patrol Application Captain (NSW Clubs Only) or similar name in other States you have full access ONLY for the patrol you are rostered for at the club.

Sign On & Sign Off Procedures For Morning & Afternoon Patrols
If you have an AM patrol and a PM patrol, the AM patrol MUST sign on and off and then the PM patrol MUST sign on and off.

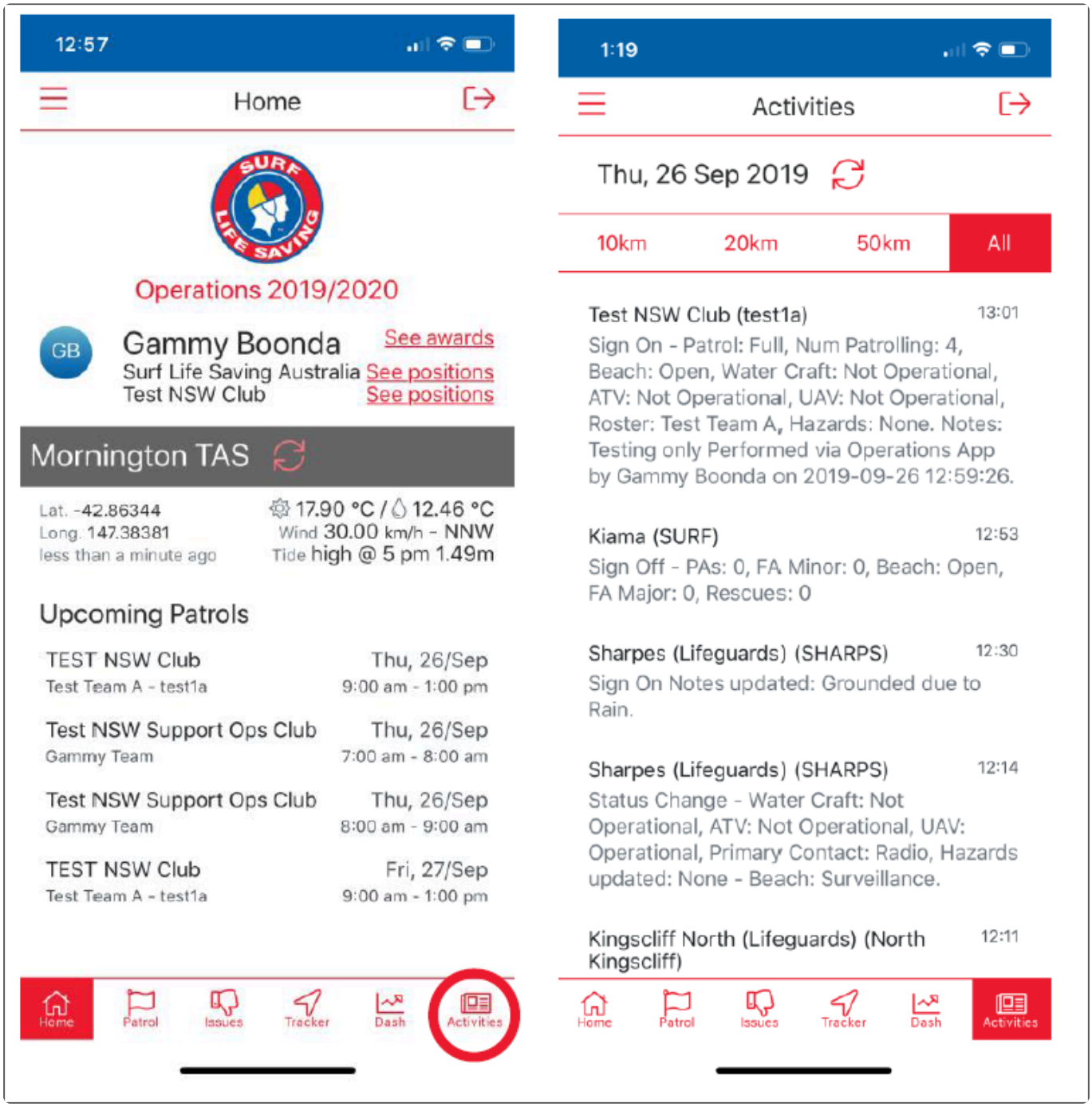
If the AM patrol forgets to sign off the PM patrol can do a forced sign off in the App however this will stop the patrol log being created in Surfguard.

Please **DO NOT** let Surfcom sign you off if you have signed on with the App. If Surfcom does sign off the patrol, the log does not automatically get created in Surfguard. The log does stay in the App but you then have to manually enter the information from the App to the Surfguard patrol log.

How Do I Access Data from Previous Patrols?
Login to the App and click the Flag symbol at the bottom of the screen and click Archived. You can then arrow back to previous months of patrol logs.

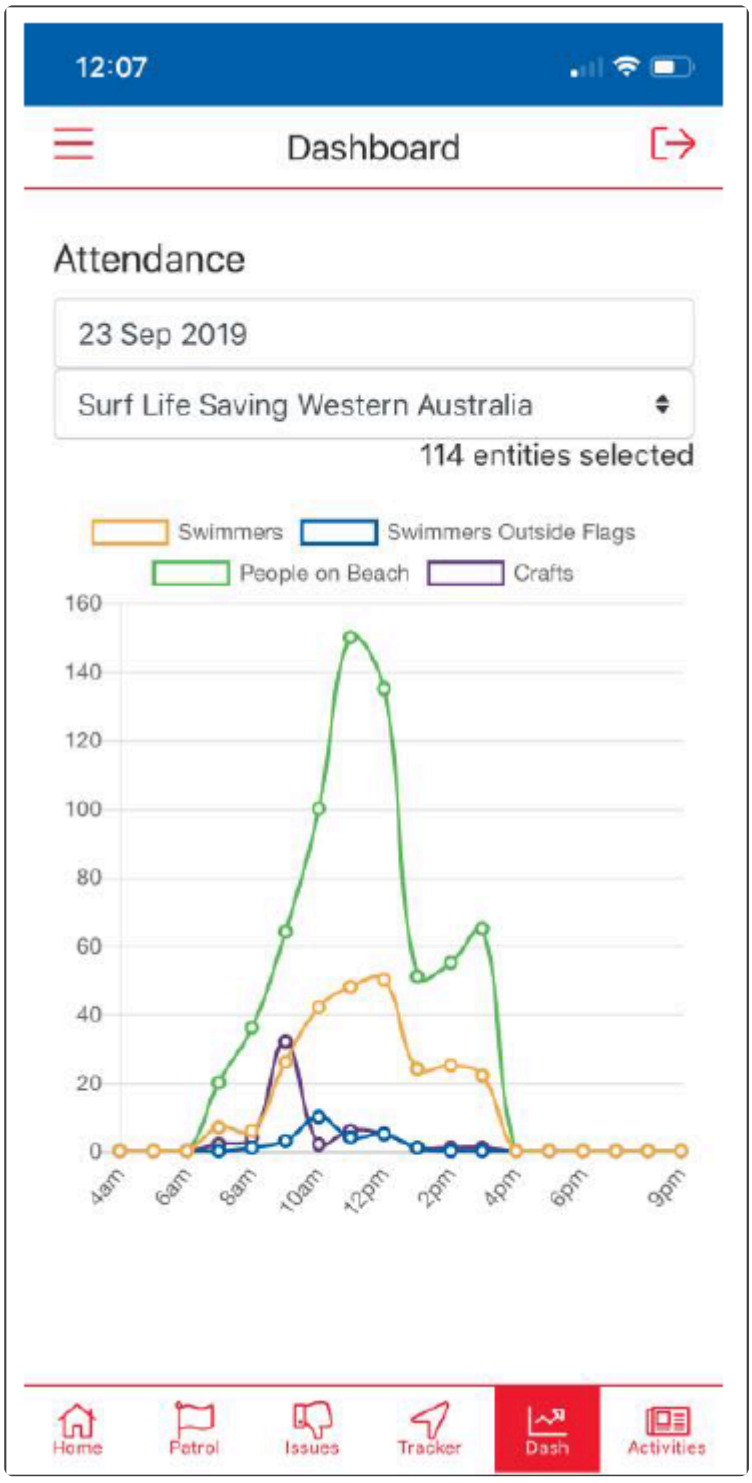
4. Activity Feed

The activity feed allows users to view the status and activity information of services around them. This is a direct real-time feed from Surfcom and only contains 'non-sensitive' information.
Click on the Activity icon (bottom of the screen) to view activity information. Use the 10km, 20km and 50km filter options to only see the activity of services close to your current location.



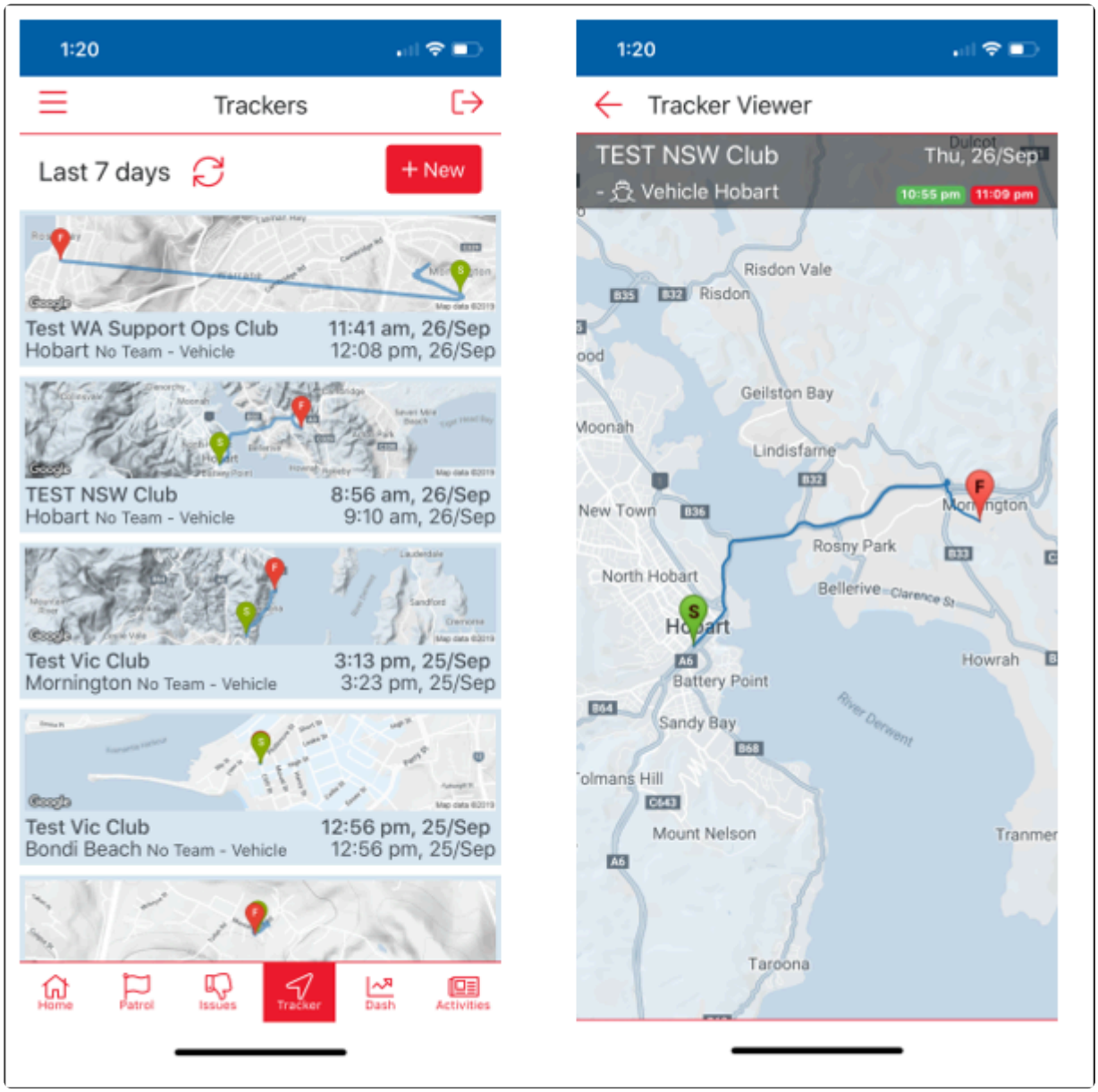
5. Dashboard

Use the dash icon in the bottom menu to see your clubs real-time attendance graph (People on the beach, in water, on craft etc).

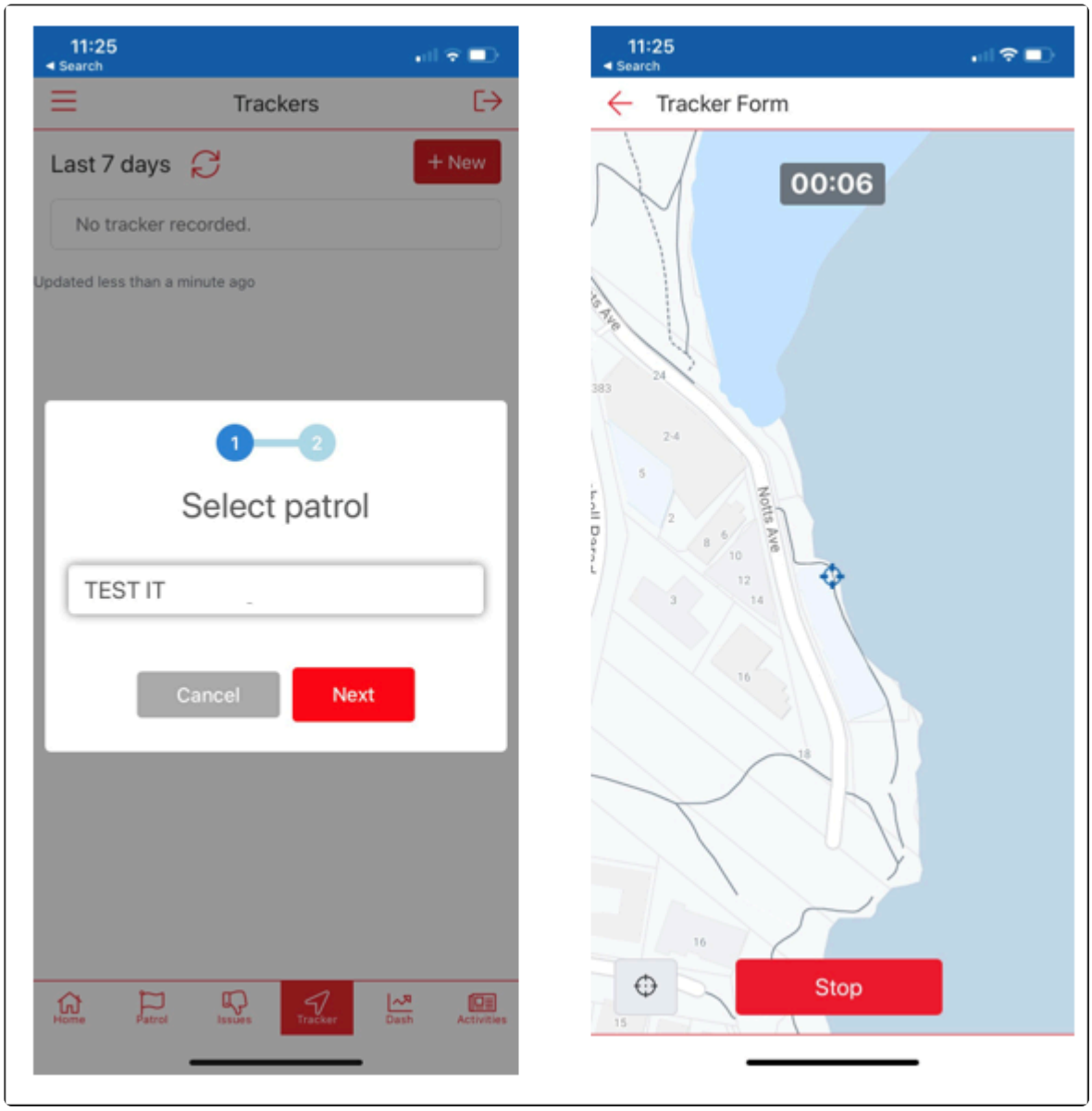


6. Patrol Tracker

By clicking on the Tracker Icon (Located bottom mid-screen) users can view the last 7 days of tracks for patrol team people, vehicles, IRB etc that have been activated. Upon opening up a tracker, users can see the route taken by their services.

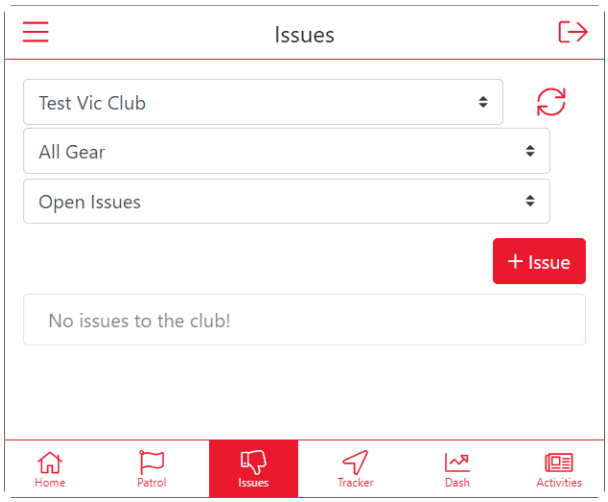


Users can also instigate a new track by selecting the New Button. Select the appropriate Patrol Team and Patrol Type that you wish to Track ie: Vehicle, IRB, ATV, Boat or Person. Allow the Motion and Fitness function and click the ‘Start’ button for the Operations App to commence live tracking of the User. The Live Tracker sends all location information back to Surfcom and a Surfcom operator can view a map with the location detail on it. The countdown will continue to run in the background if the Patrol Ops app is minimised.

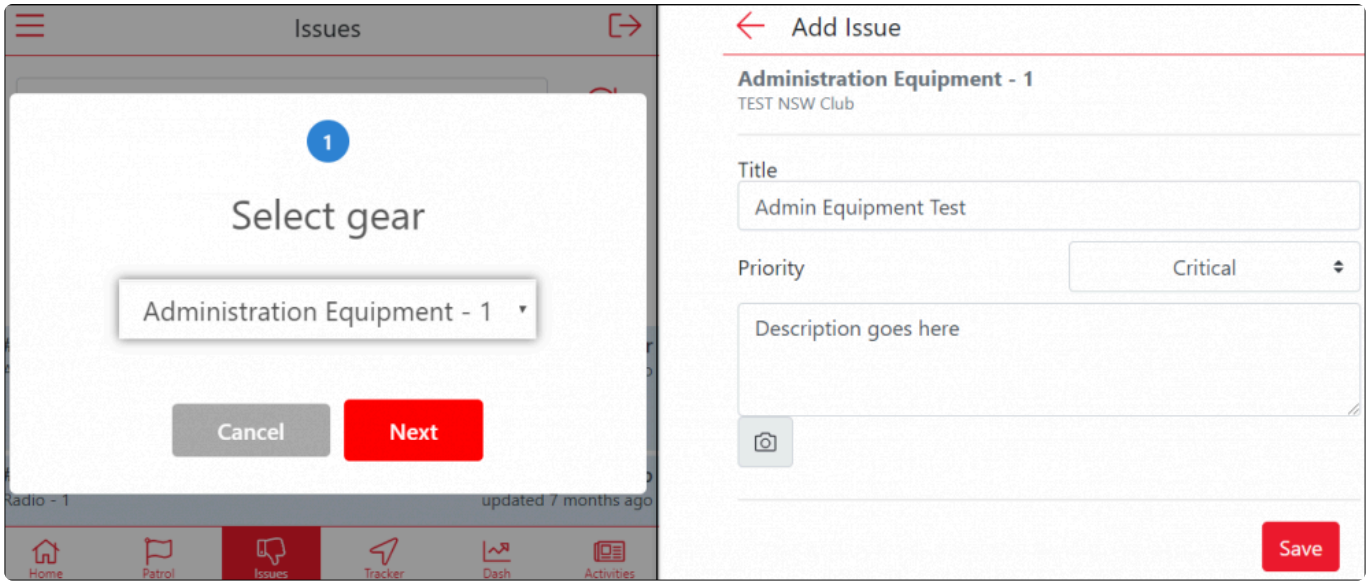

11:25
Search
Trackers
Last 7 days
+ New
No tracker recorded.
Updated less than a minute ago
1
2
Select patrol
TEST IT
Cancel
Next
Home
Patrol
Issues
Tracker
Dash
Activities
11:25
Search
Tracker Form
00:06
Notts Ave
Stop

7. Issues

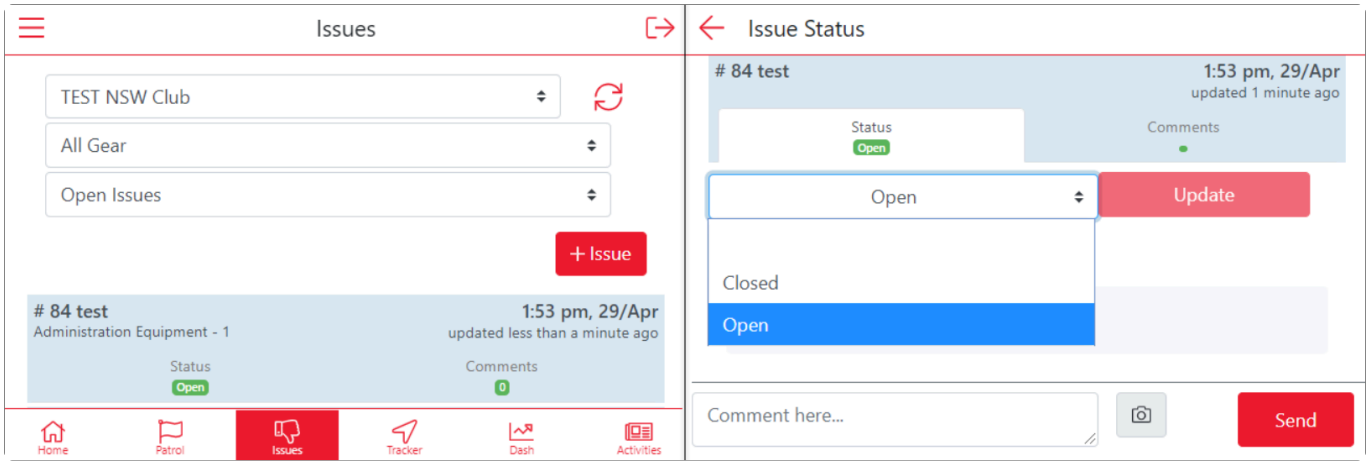
1. Use the ‘Issues’ section to log any issues against gear and equipment in the club. An issue can be created, photos can be attached, comments can be made



2. Select the club first to view any current issues. To add a new issue, use the “+ Issue” button and enter the appropriate title, priority and issue description. Any member can use the comments section to add information to the discussion and post photos related to the issue. Set an issue status to ‘closed’ once it’s been finalised and resolved, if you are a member of multiple clubs you will need to make sure you have selected the correct club from the drop-down menu.

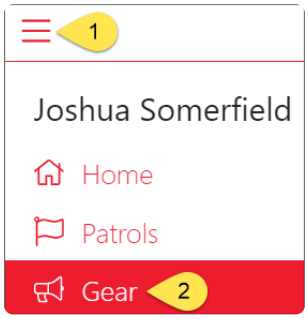


3. Select the Status icon to add comments, additional information and images can be added.
The issue can be set to Open/Closed by selecting the drop-down menu.


Issues
TEST NSW Club
All Gear
Open Issues
+ Issue
# 84 test
Administration Equipment - 1
1:53 pm, 29/Apr
updated less than a minute ago
Status
Open
Comments
0
Home
Patrol
Issues
Tracker
Dash
Activities
Issue Status
84 test
1:53 pm, 29/Apr
updated 1 minute ago
Status
Open
Comments
Open
Update
Closed
Open
Comment here...
Send

8. Gear

Accessing the Gear and Equipment Section

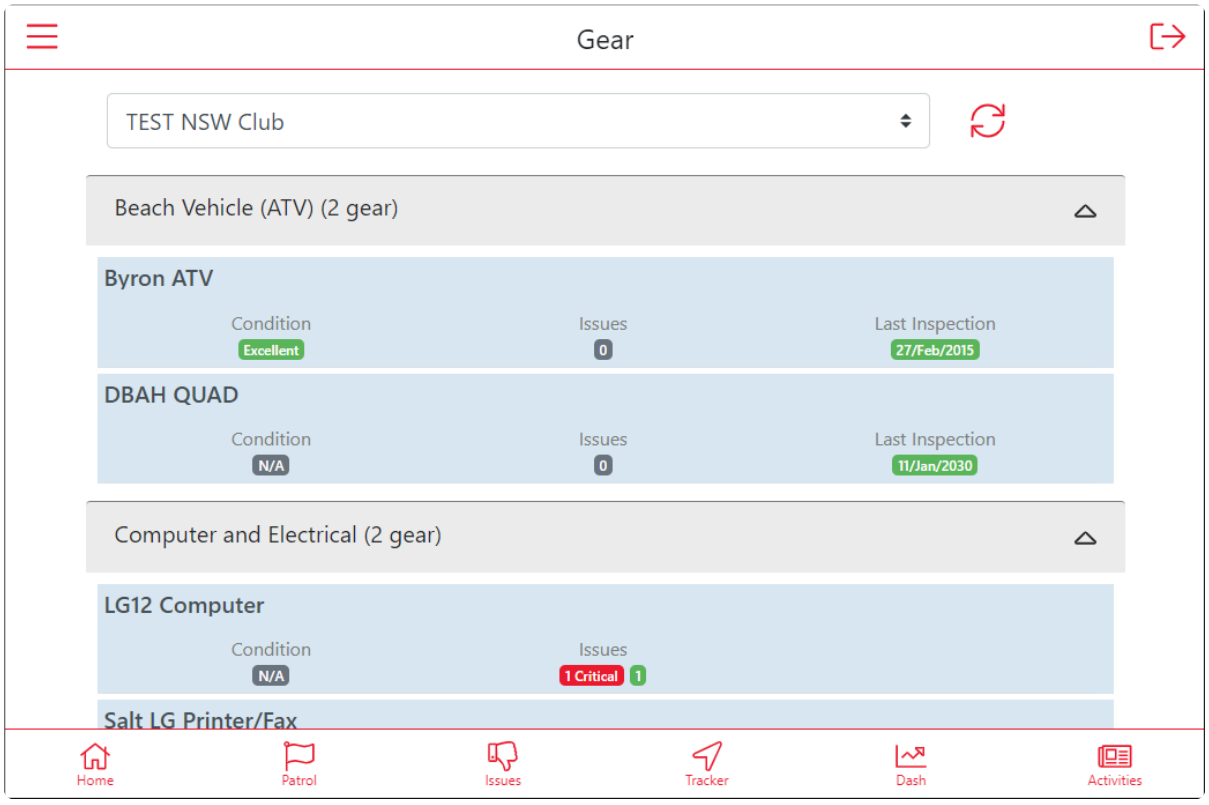


Viewing Gear and Equipment

All users will have basic view access to the gear in their club(s)

The default display is to show all categories.

- You can use the Arrow Up/Arrow Down icons to display all the items in each category.
- Once you open a Gear Category you will see if any issues have been added to gear in that category.



8.1 Gear Inspections

Note: To conduct a gear inspection you need to have been awarded the Gear and Equipment Auditor

Award in SurfGuard, contact your State Lifesaving Manager who can coordinate the allocation of the award with the SLSA Helpdesk.

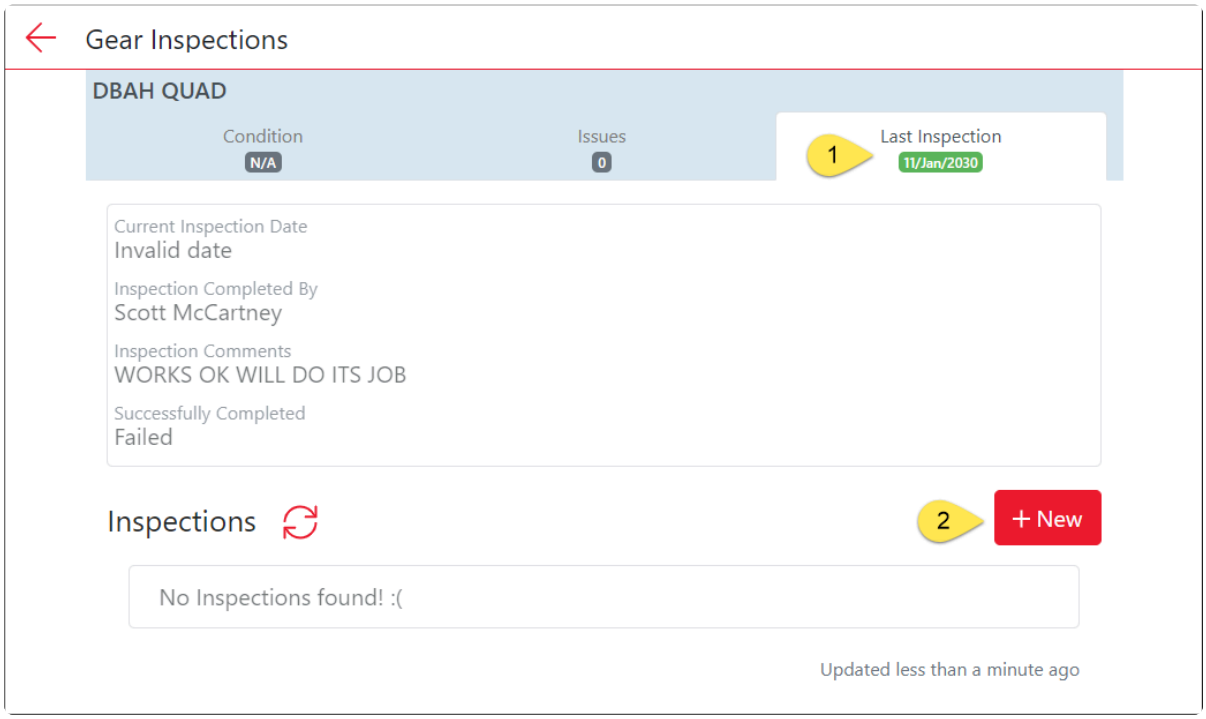
There are three variations of this Award
- Gear and Equipment Auditor (State Endorsed)
- Gear and Equipment Auditor (Branch Endorsed)
- Gear and Equipment Auditor (Club Endorsed)

Depending on the Award assigned and the originating organisation, this will determine what access you will have to perform gear inspections.
For example, if a user has the Branch Award assigned and the originating organisation as Central Coast Branch, they will have access to perform gear inspections for all relevant gear in Central Coast Branch and all the clubs/organisations within the branch.

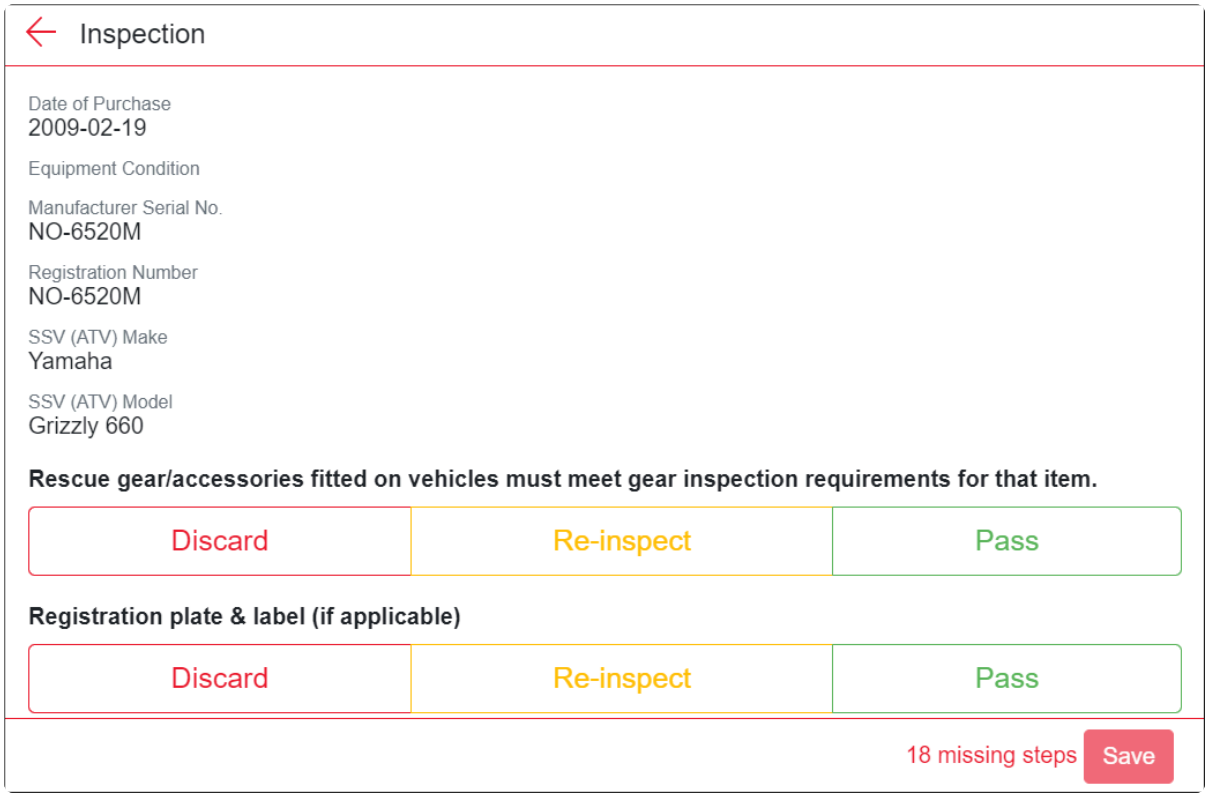
Conducting a Gear Inspection

To perform a gear inspection, follow the following steps

1. Click in the Last Inspection area
2. Click +New



3. Mark the equipment as either ‘Discard’ ‘Re-Inspect’ or ‘Pass’. Complete all steps in inspection and click Save.

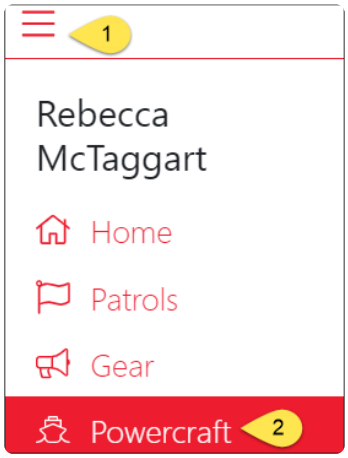


4. Once the gear inspection is saved in the Operations App, the gear inspection fields will also be updated in SurfGuard.

9. Powercraft Logs

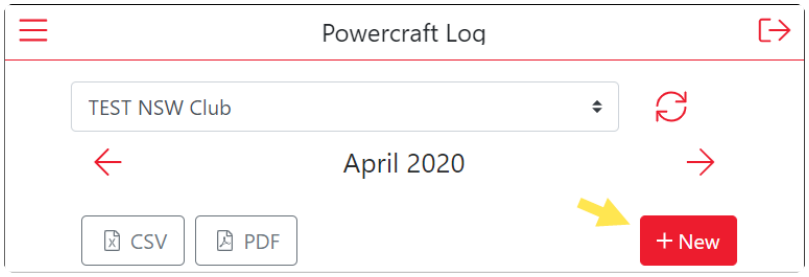
Accessing the Power Craft Logs section
Note: To access the Power Craft Log section you are required to have a proficient IRB Crew/Driver Award in SurfGuard

1. Select the Dashboard display
2. Select Powercraft



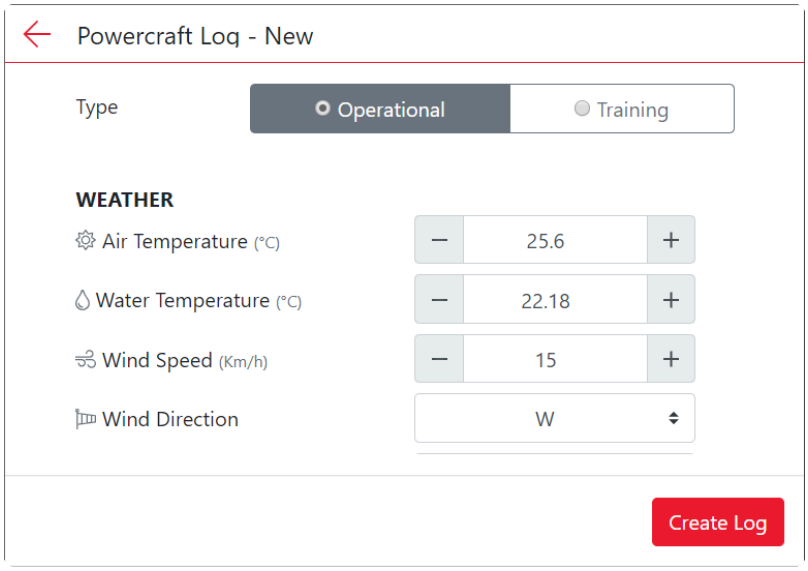
Creating a Power Craft Log

1. Select +New

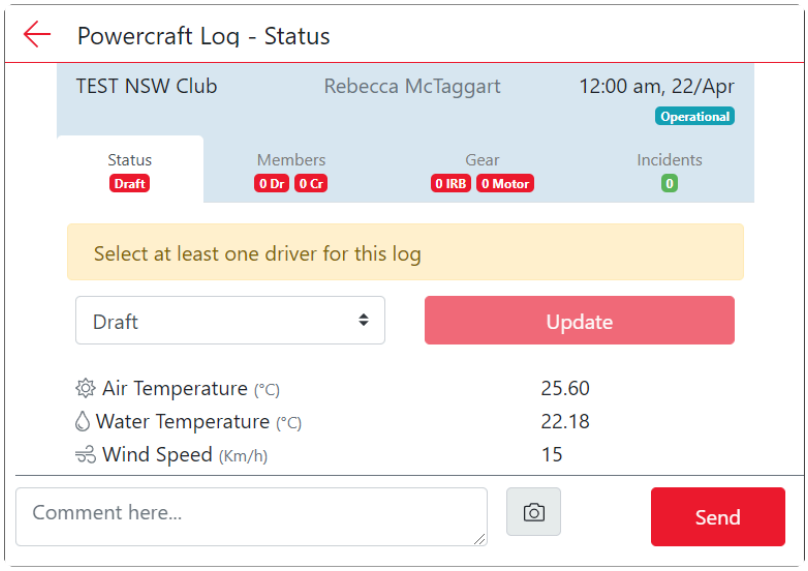


2. At the next screen select from the following options

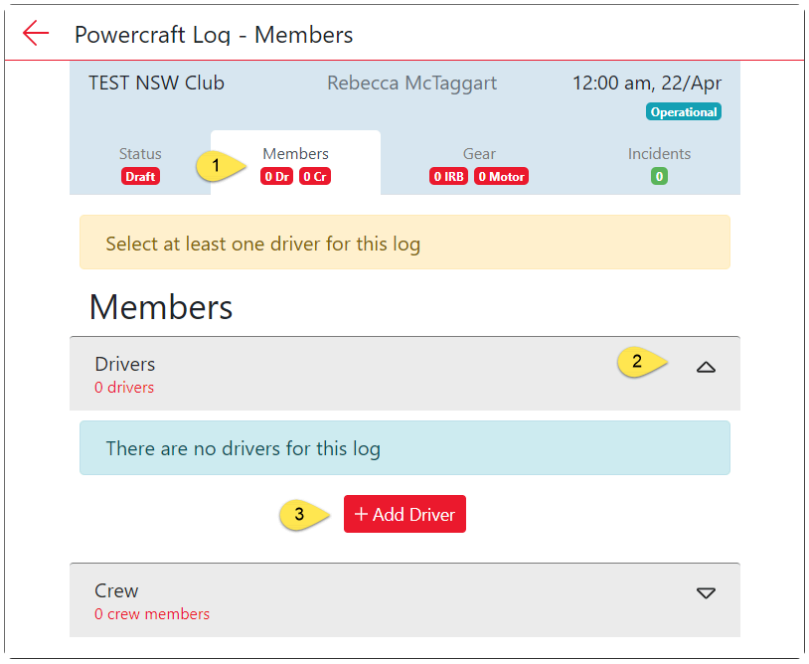
- Select either Operational or Training
- Air Temperature, Water Temperature & Wind Speed and Wind Direct will pre-fill using data from the Bureau of Meteorology (BOM)
- Select drop-down options for Sea Conditions and Wave Height
- Select **Create Log**



3. The new log will display with a Status of Draft. The system will take you to the Members Screen.

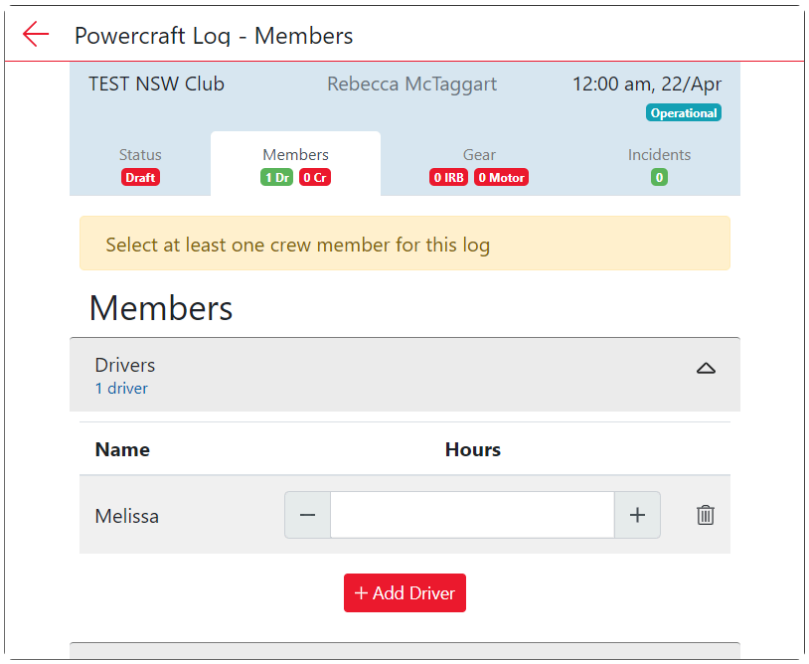


4. In the Members Area you will be prompted to add at least one driver and one crew for the log.
Click the Arrow Down next to the driver
Click on **+Add Driver**

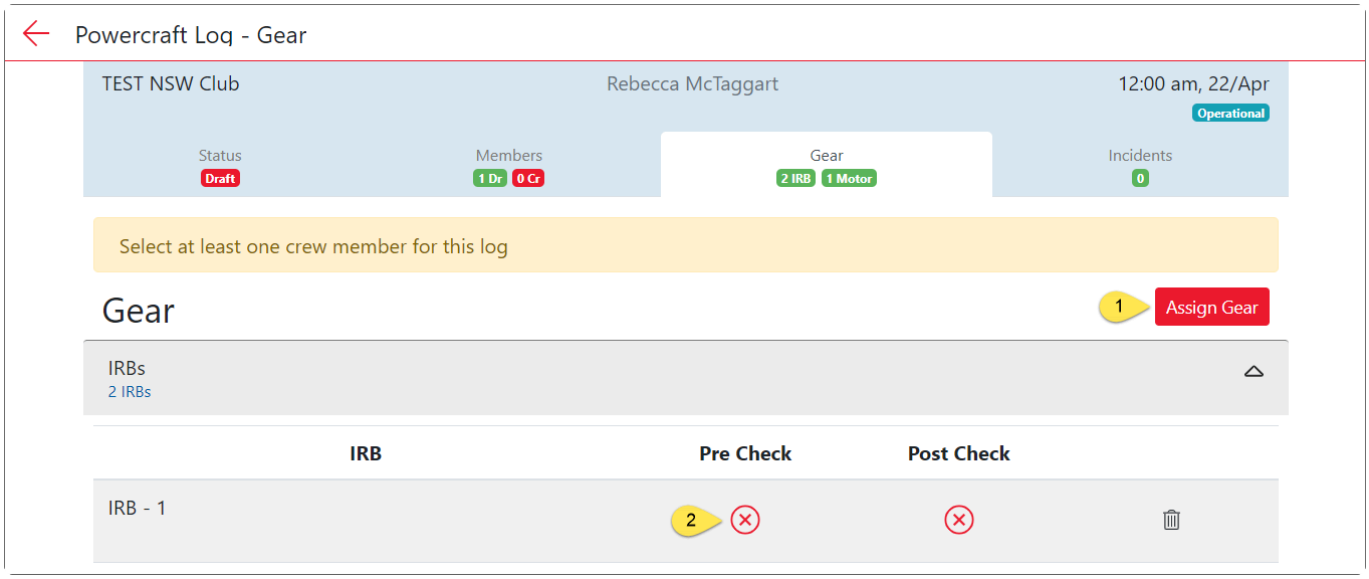


5 A list of available drivers will display and the option to add a Visitor Driver (Top right corner)
Select the driver from the list and click **Done**

Add the hours completed by the Driver > Add additional Drivers if needed
Add a Crew Member.



6. Click Gear and then click Assign Gear
You will be prompted to select an IRB, make your selection and click **Done**



You will then be prompted to do your Pre-Check, you can complete this by clicking on the red X underneath 'Pre Check'
Complete each Pre-Check as required by clicking on the PASS button for each pre-check that has been performed for your IRB.
Click '**SAVE**'.

You will then be prompted to select an IRB Motor, make your selection and click Done and continue with the Motor Pre-Check.

Once you have completed the Powercraft Status, Members and Gear Sections you will be prompted to change the log from **Draft** to **Open**.
A message will appear '*All minimum requirements met. You can now change the log status to OPEN*'.
Click '**Change**' and the system will automatically update your log to the status of Open.

If you wish to take a photo and add this to your powercraft log go to the Status section and at the bottom of the form and there will be a camera icon.
Click on the camera icon to take picture (ie: picture of the conditions or the IRB Gear).

You can add a comment via the Status Page.

If you wish to email an Excel or PDF version of your powercraft log to your email address (email address that is attached to your Surfguard Membership File, go to the Status section. At the bottom of the form their is a red **SEND** button. Click the Send button.

10. Surf Risk Rating

The Surf Risk Rating tool

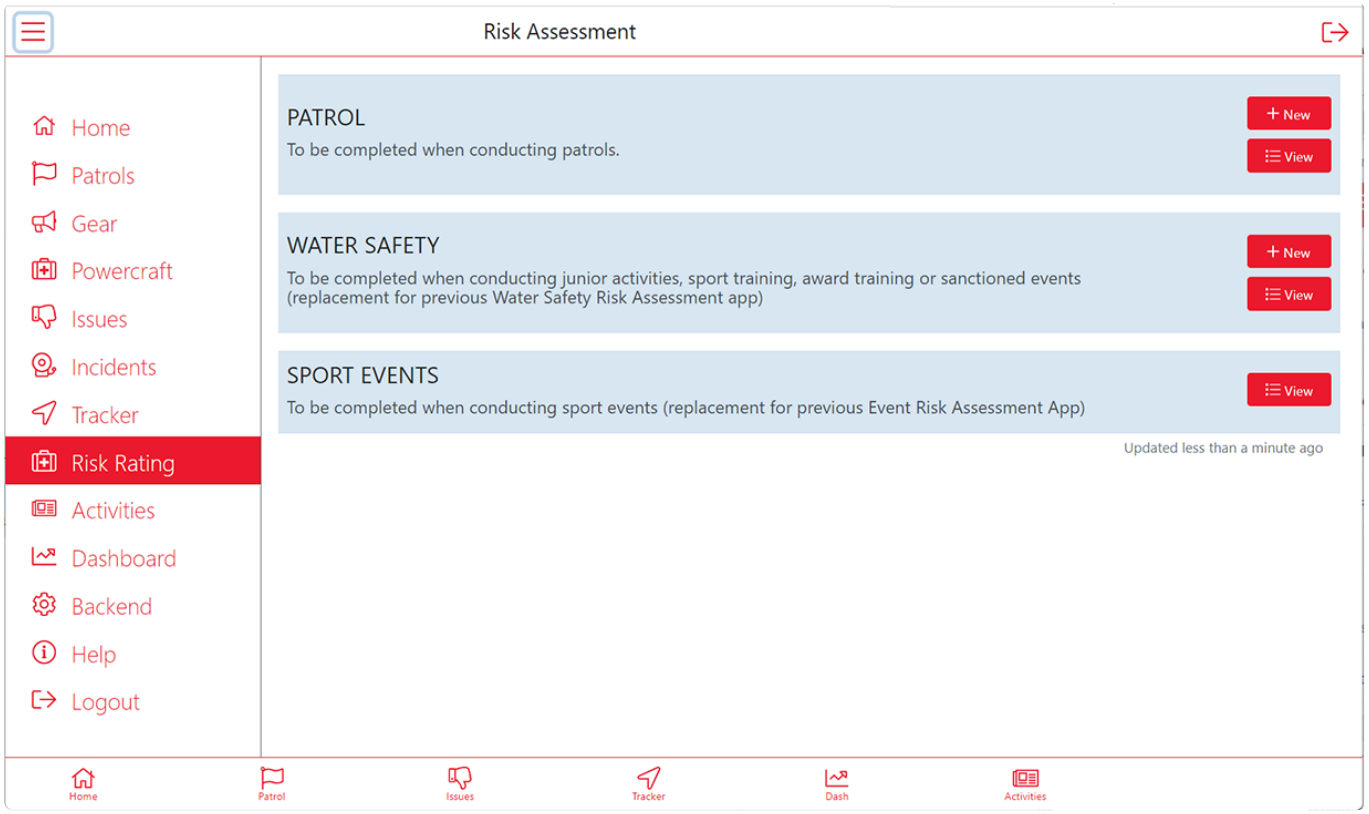
The Surf Risk Rating Tool offers qualified users several tools to assess the risk of the surf environment.

- The **Patrol** option assists patrol captains and other beach managers to assess risks in their patrol aquatic environment.
- The **Water Safety** option allows Water Safety Supervisors, Trainers and other parties to assess risk when conducting sport and award training, junior activities and other sanctioned activities.
- The **Sport Events** options allow for risk assessments to be made both before and during a sports event, as well as collecting data on any incidents that may occur during the event.

The aims of the Surf Risk Rating Tool include:

- To enable water safety managers, officials and others to be advised of a Surf Risk Rating in a timely and efficient manner.
- To have a consistent process for the evaluation of a surf risk rating.
- To provide key decision makers with information to enable them to make informed decisions.
- To provide key prompts associated with safety and risk management.
- To enable officers to reduce level of risks levels through mitigation.
- To act as a tool for the collection of key data that may assist in determining future safety practices.

The Surf Risk Rating tool is accessed by opening the Operations App, selecting the 3 lines located at the top-left hand corner to display the menu and choosing **Risk Rating**.



10.1 Gaining Access

Gaining access to the Surf Risk Rating tool

To access the Surf Risk Rating tool in the Operations App you will be required to hold the *SRR App Access* award in SurfGuard.

This is typically awarded by completing the *Surf Risk Rating* course or module online.

The Surf Risk Rating eLearning module is also used by other SLSA eLearning courses, such as the Silver Medallion Patrol Captain courses.

Follow these steps to complete the necessary eLearning :

1. Login to Members Area and progress into the eLearning system
2. From the ‘Training Library’ locate the SLS Surf Risk Rating course and Click ENROL (this course is free)
3. Once you have completed the eLearning course the ‘SRR App Access’ award will be allocated to you.

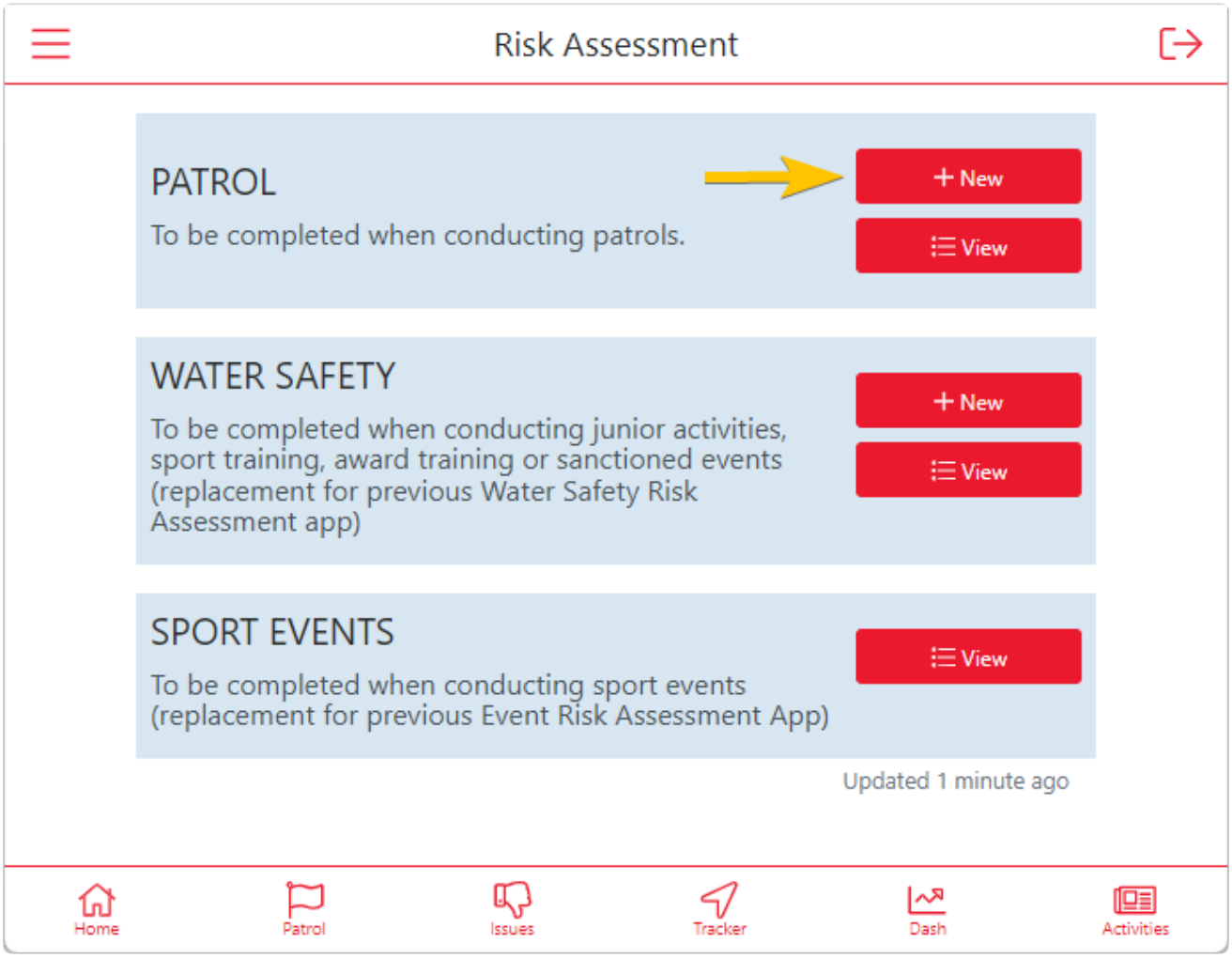
NOTE: You may not get immediate access to the Surf Risk Rating tool in the Operations App after completing the eLearning. You will need to wait until the weekly sync between Surfguard and the Operations App occurs.

10.2 Patrol

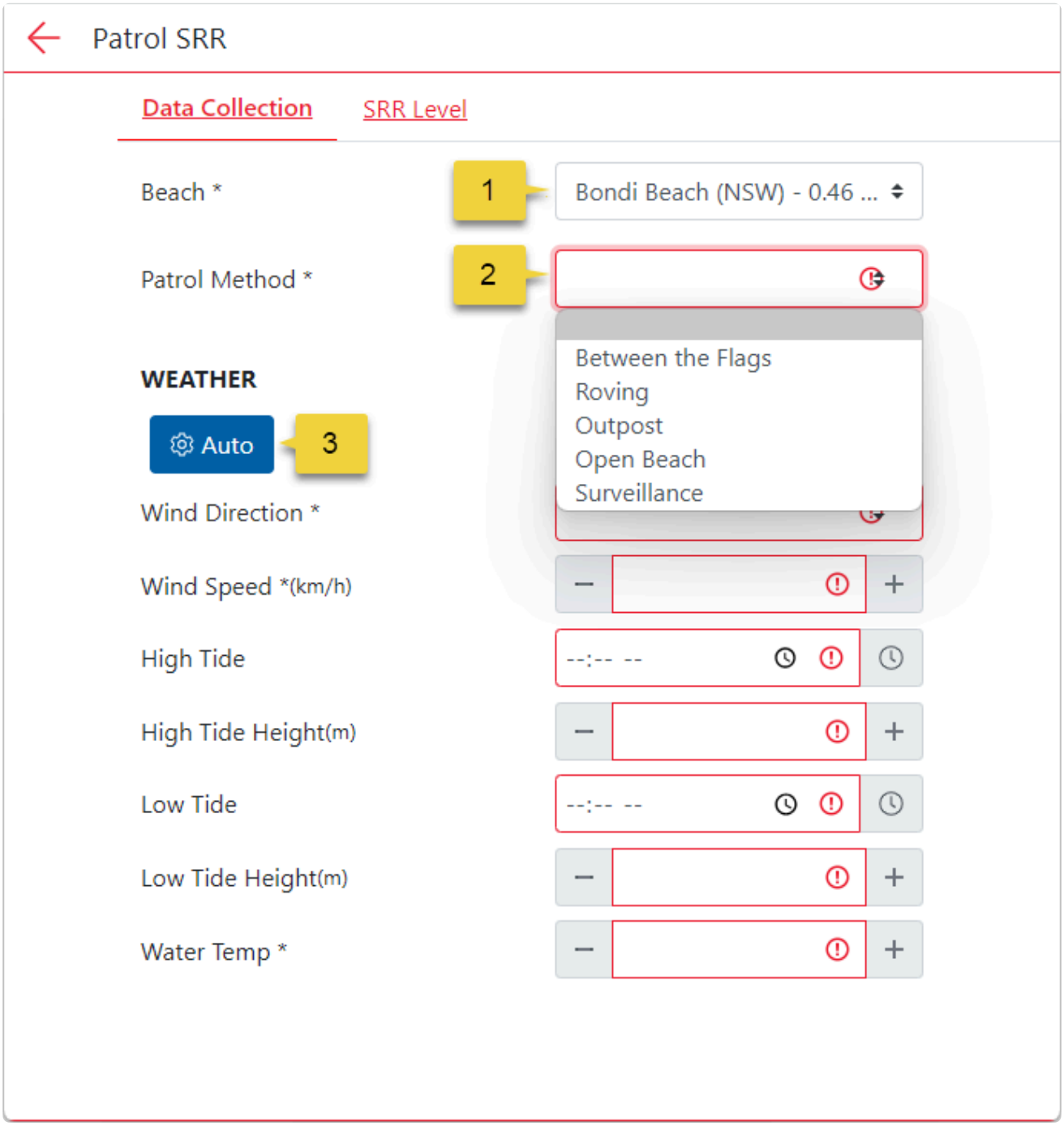
Creating a Patrol Risk Assessment

The Patrol Risk Assessment assists users to risk assess their patrol aquatic environment.

Select the **+ New** button in the Patrol Section to create a Patrol Risk Assessment


Risk Assessment
PATROL
To be completed when conducting patrols.
+ New
View
WATER SAFETY
To be completed when conducting junior activities, sport training, award training or sanctioned events (replacement for previous Water Safety Risk Assessment app)
+ New
View
SPORT EVENTS
To be completed when conducting sport events (replacement for previous Event Risk Assessment App)
View
Updated 1 minute ago
Home
Patrol
Issues
Tracker
Dash
Activities

Beach, Patrol method and Weather information



1. Select the beach you wish to perform a Risk Assessment on.
   The drop-down menu will display beaches within a 5 KM radius of your location.
   If you are conducting patrols in flat water, see the Flat Water Activities topic for information on how to create a risk assessment for this environment.

2. Select the type of patrol you are conducting the risk assessment for.

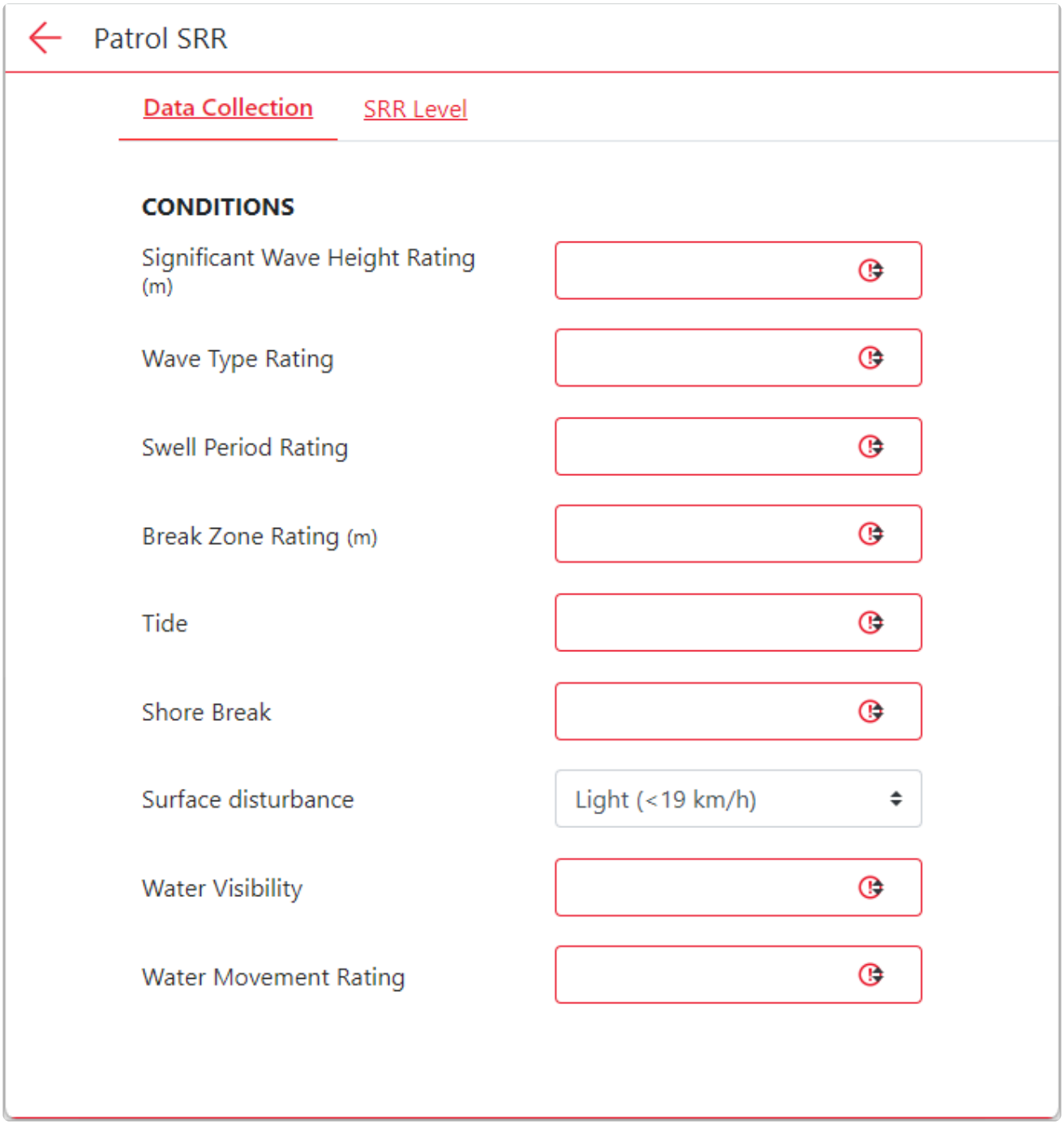
3. Weather data can be pre-filled in some fields using the feed from BOM for the given beach.
   Click on the **Auto** button to load data. All weather fields are compulsory and must be filled in to complete a Risk Assessment.

Note: The SRR Tool utilises information provided by the Bureau of Meteorology (BOM). If you have

allowed the Operations App to access your location settings, it can populate the weather data using ‘real-time’ data supplied by the BOM. If you have not allowed access to location services, you must manually input weather data.

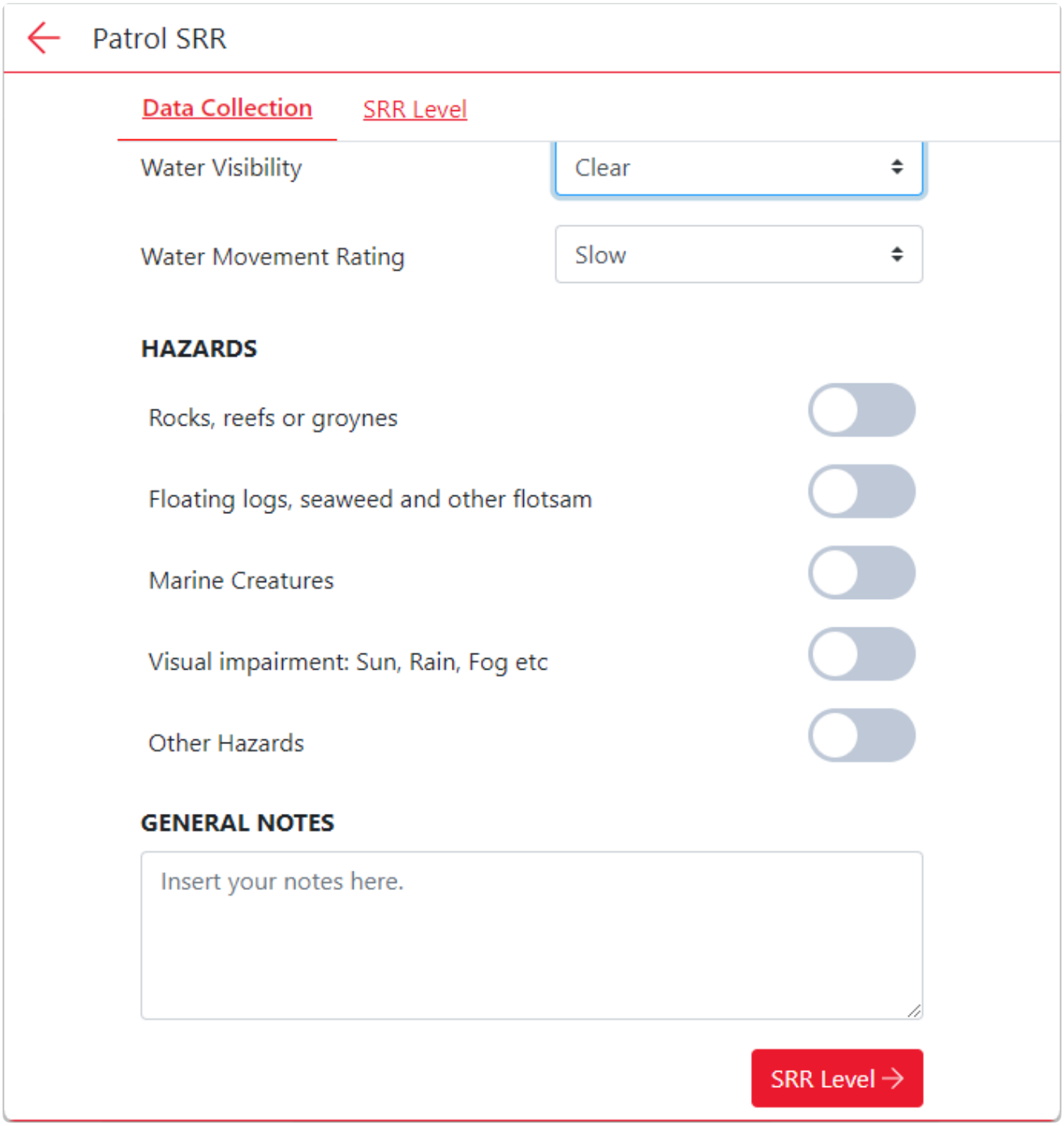
If the app has automatically populated weather data and you do not believe it reflects the current conditions, you can manually override it.

Surf Conditions



- Complete the **Conditions** section. All fields are compulsory.
  Review the eLearning course if you need more information on entering surf conditions.

Additional information



- Complete the **Hazards** section if conditions present.
- Add General Notes if applicable.
- Once you have filled in all the required fields select the **SRR Level** button to finalise the Risk Assessment

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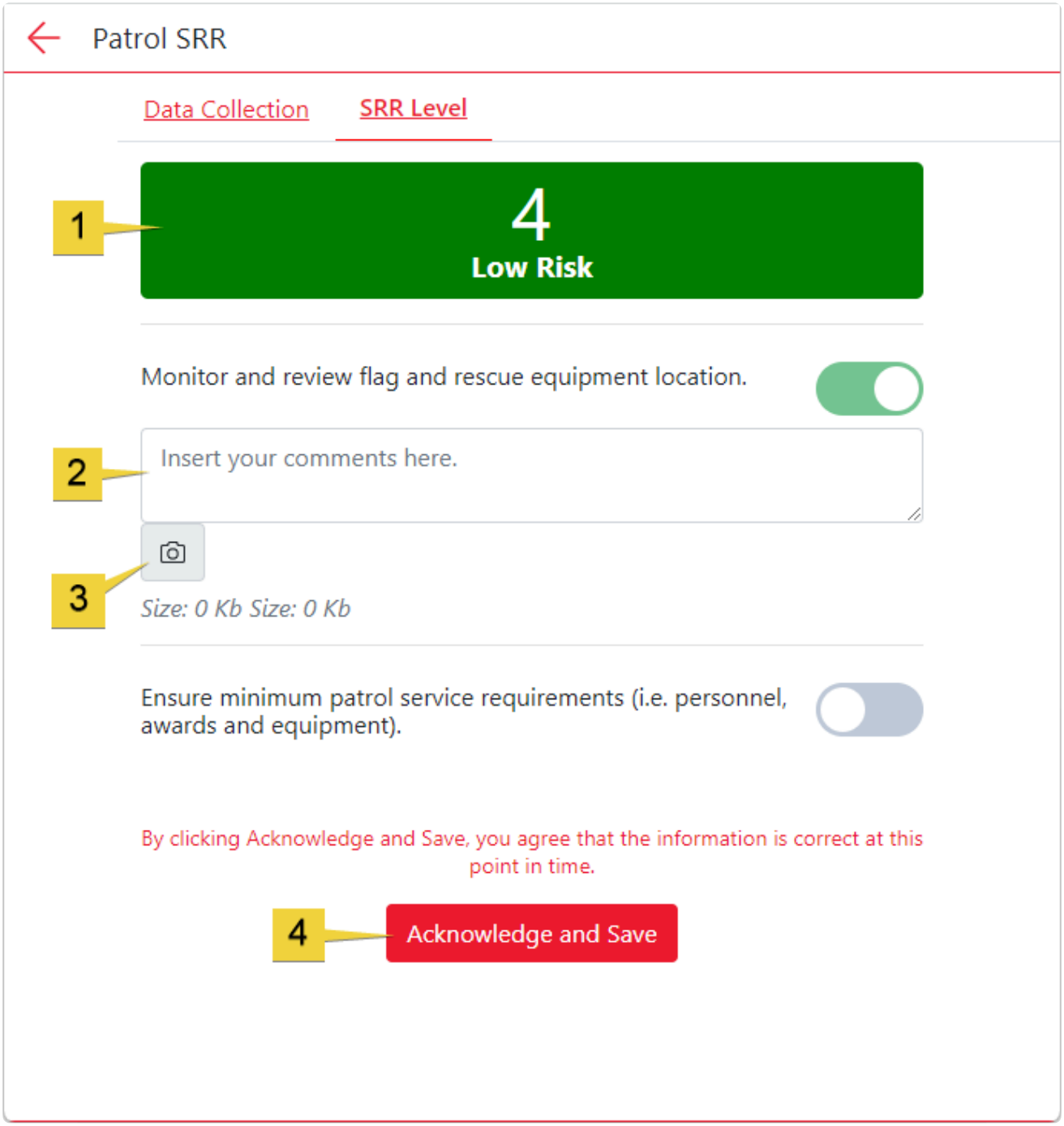
SRR Level

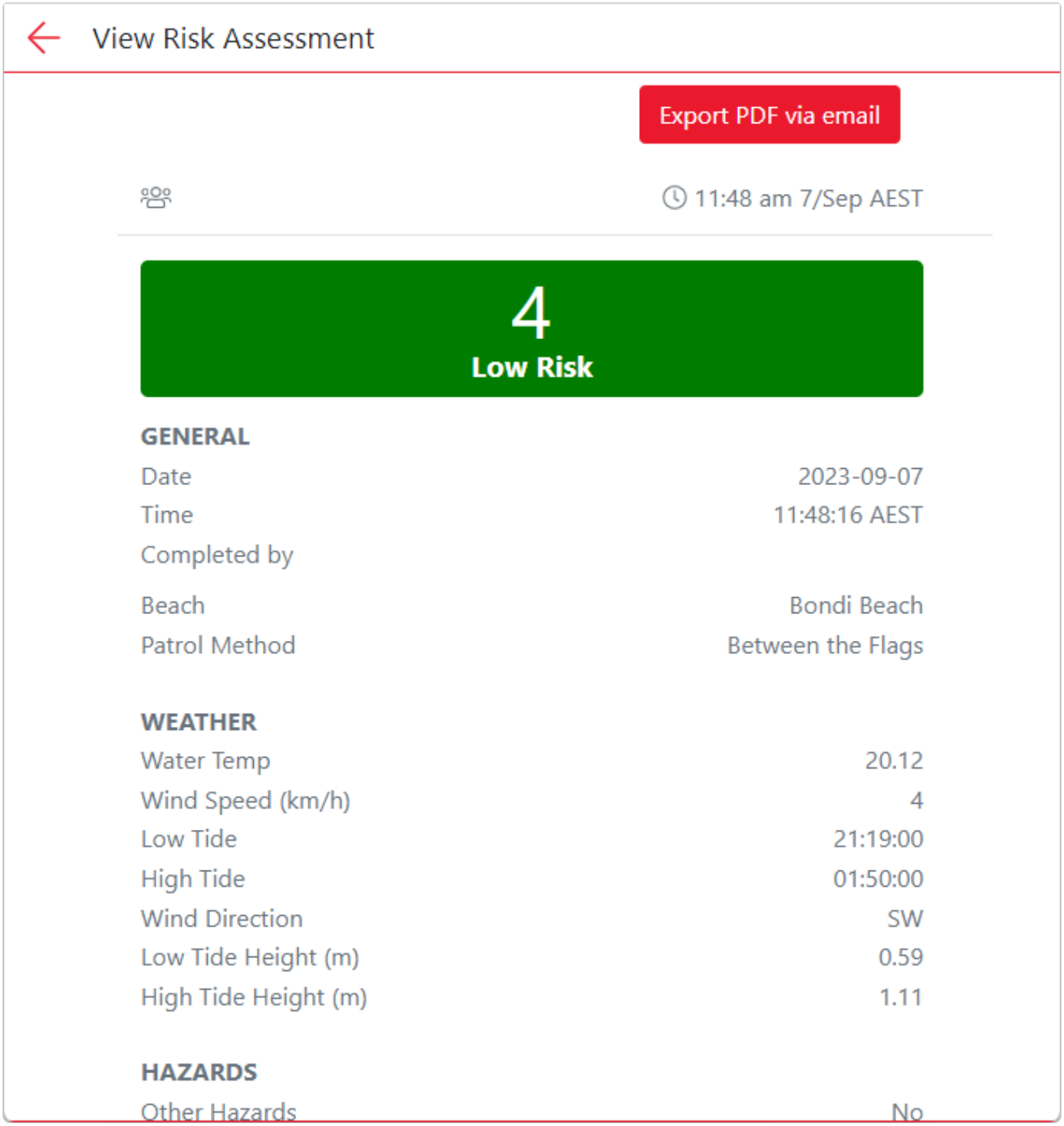
The following screen will then display your Risk Assessment Score and Level.



1. The Patrol Assessment will be assigned a risk level and number determined by the information entered into the Patrol Risk Assessment.
2. Comments can be added to the Risk Assessment by typing in the comments boxes. Additional boxes may be present depending on the Risk Level of your Assessment.
3. Photos can be added by selecting the 'Photo' icon.
4. Once satisfied with the Risk Assessment, select the **Acknowledge and Save** button to finalise the assessment.

Finalised Risk Assessment

The details of the Patrol Risk Assessment will be displayed on the screen as per the image below.



The **Export PDF via email** button will send a PDF copy of the Risk Assessment to the email address associated with your Members Area account for storage or forwarding to other appropriate parties.

10.3 Water Safety

Creating a Water Safety Risk Assessment

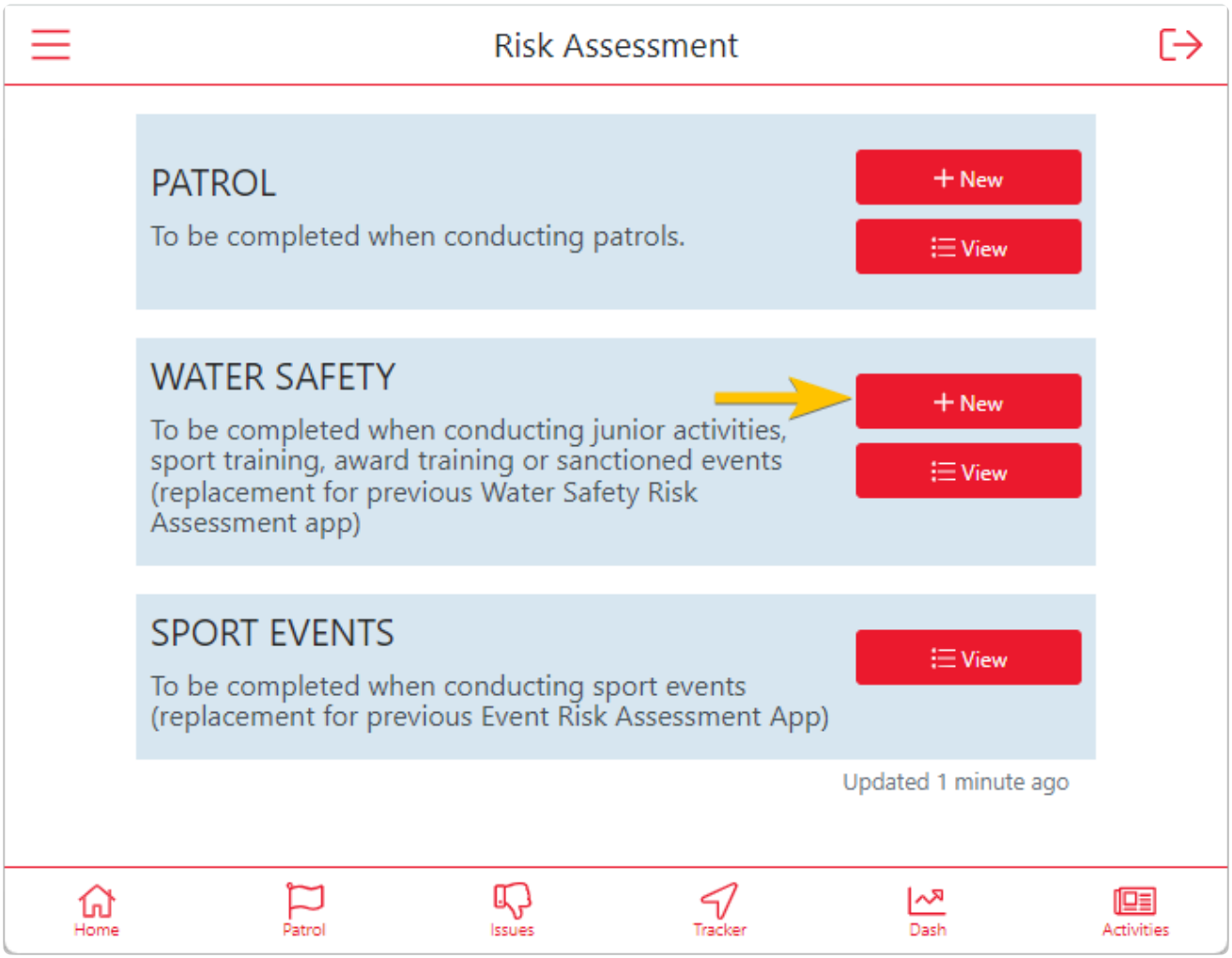
The Water Safety Risk Assessment assists users to risk assess their aquatic training activities, including

- Junior activities
- Sport training

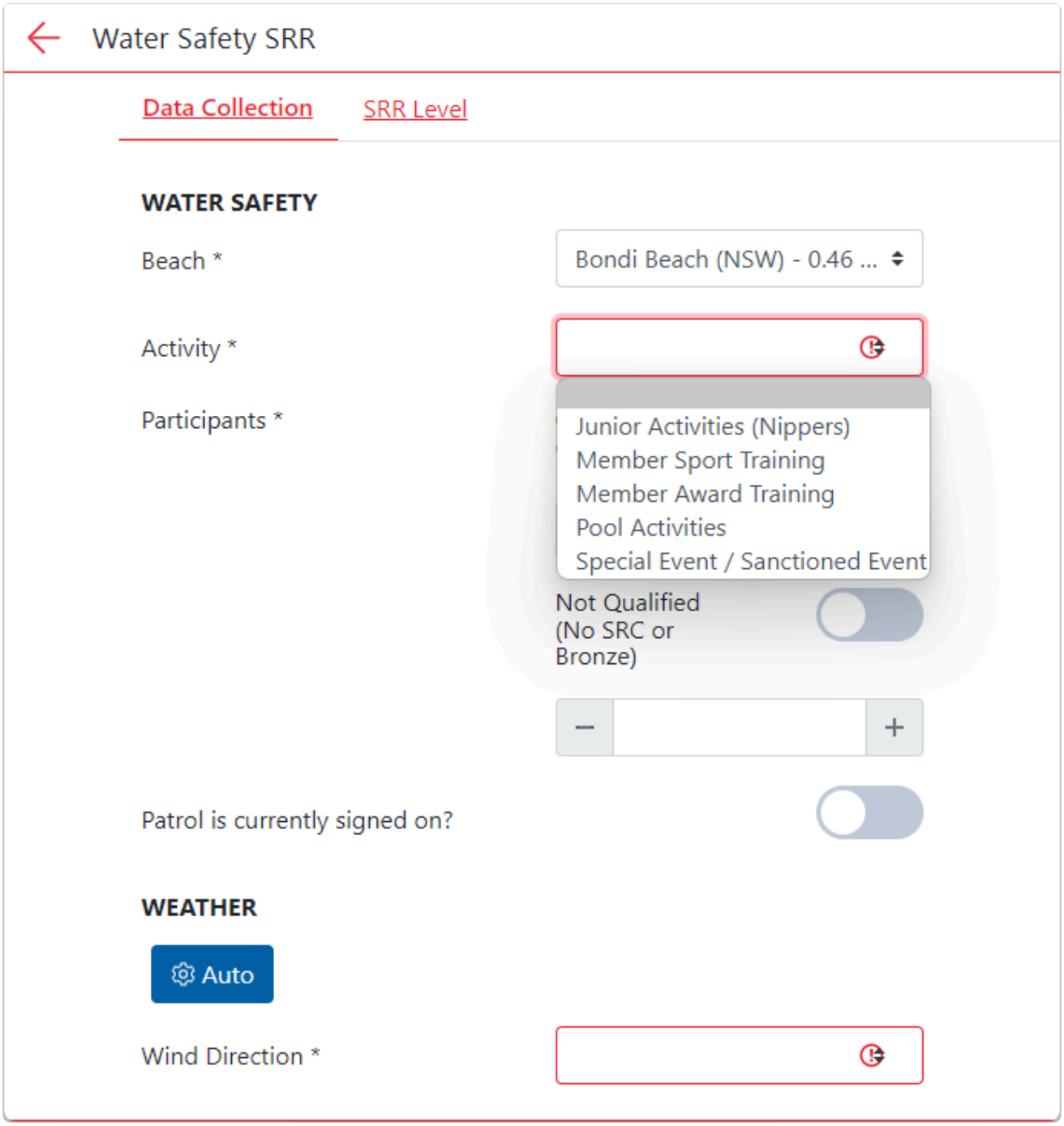
- Award Training
- Other sanctioned events

It replaces the previous Water Safety Risk Assessment App.

Select the **+ New** button in the Water Safety section to create a Water Safety Risk Assessment



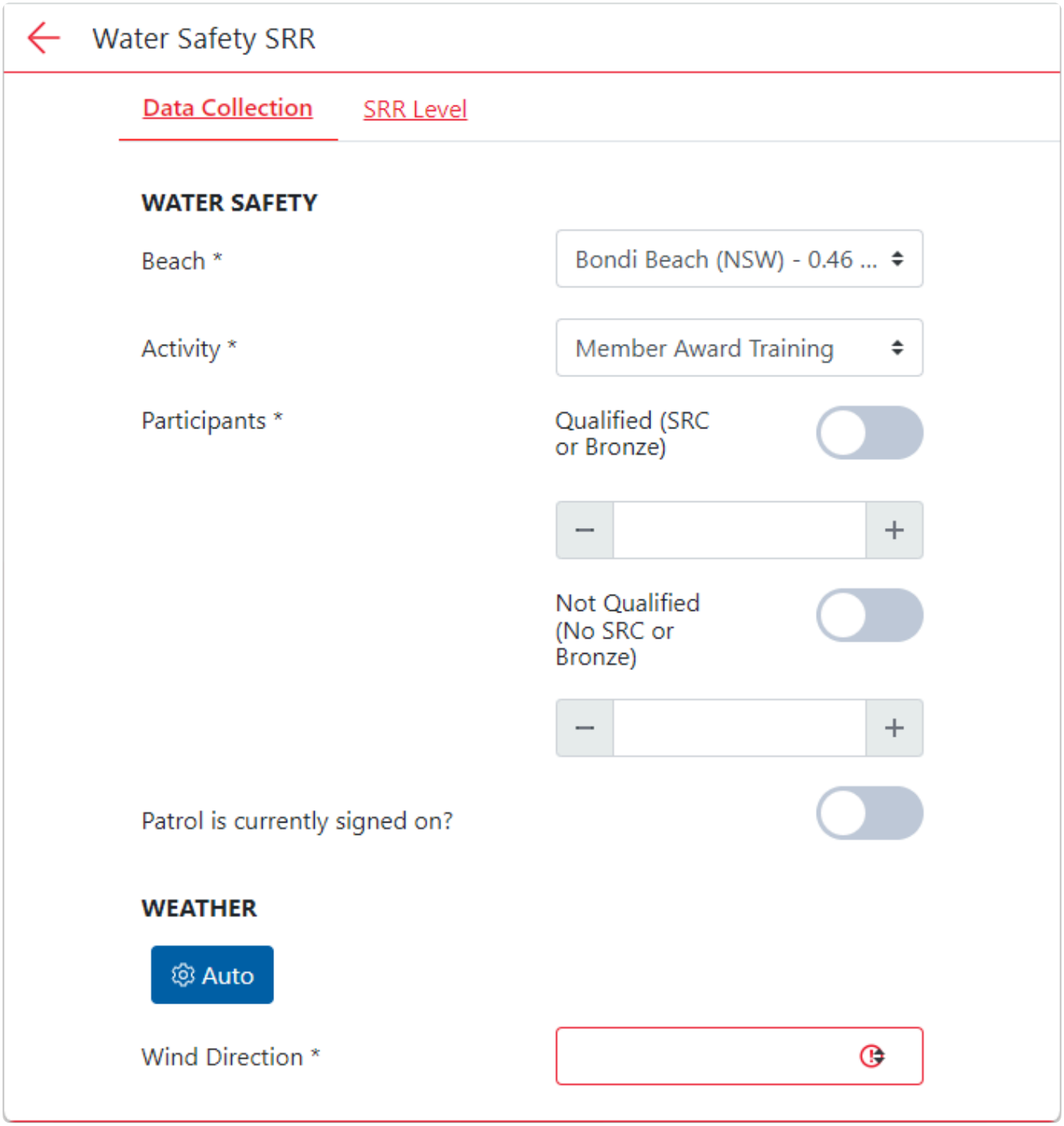
Beach, Activity and Weather information



1. Select the beach you wish to perform a Risk Assessment on.
   The drop-down menu will display beaches within a 5 KM radius of your location.

   Note : if you are conducting activities in flat water, see the Flat Water Activities topic for information on how to create a risk assessment for this environment.

2. Select the type of activity you are conducting the risk assessment for.



1. Select the number of qualified (SRC or Bronze Medallion holders) and unqualified participants for the activity. Do not include your water safety personnel in these numbers.

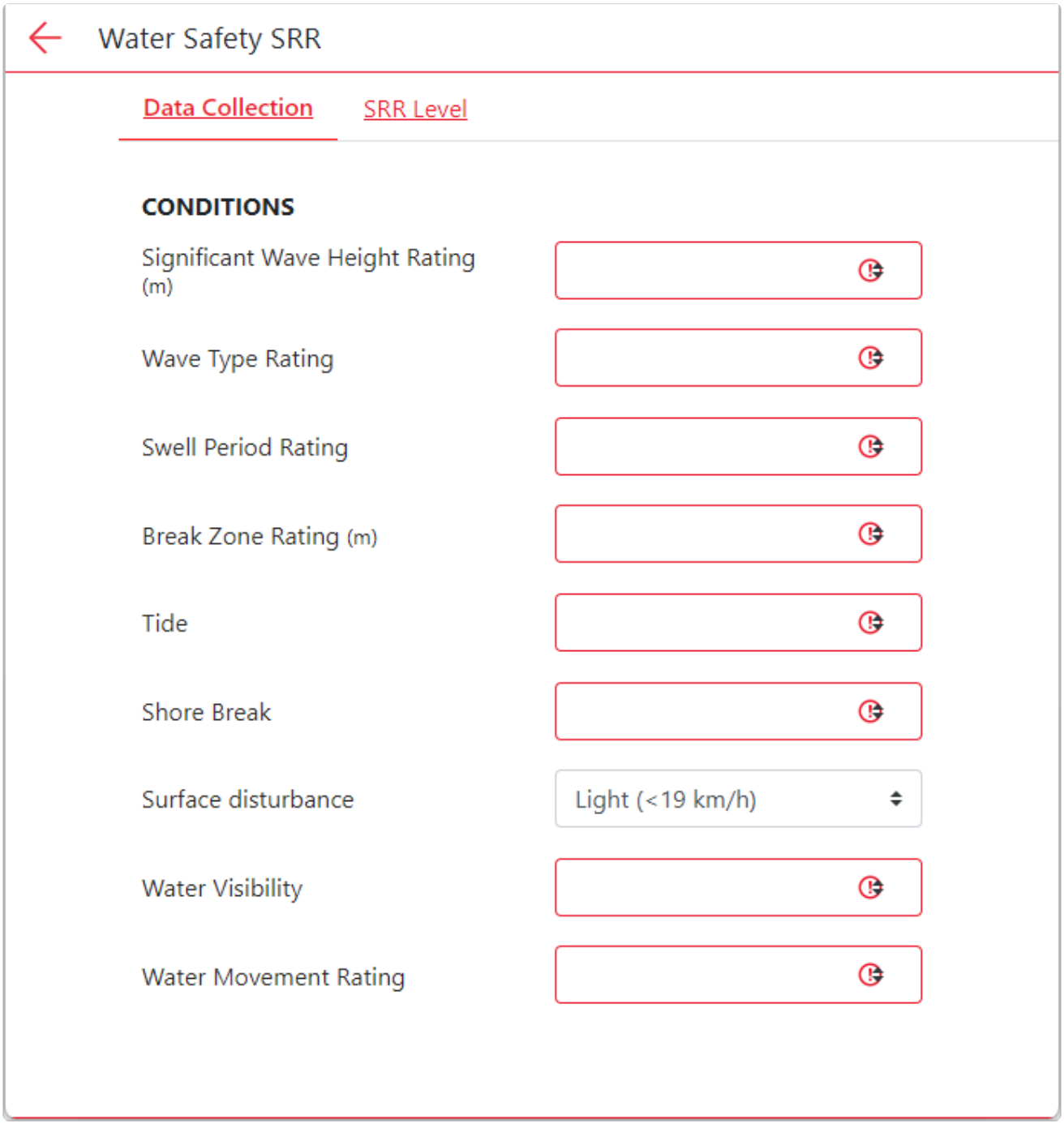
2. Indicate whether a patrol is currently signed on in your location.

3. Weather data can be pre-filled in some fields using the feed from BOM for the given beach. Click on the **Auto** button to load data. All weather fields are compulsory and must be filled in to complete a Risk Assessment.

Note: The SRR Tool utilises information provided by the Bureau of Meteorology (BOM). If you have allowed the Operations App to access your location settings, it can populate the weather data using ‘real-time’ data supplied by the BOM. If you have not allowed access to location services, you must manually input weather data.

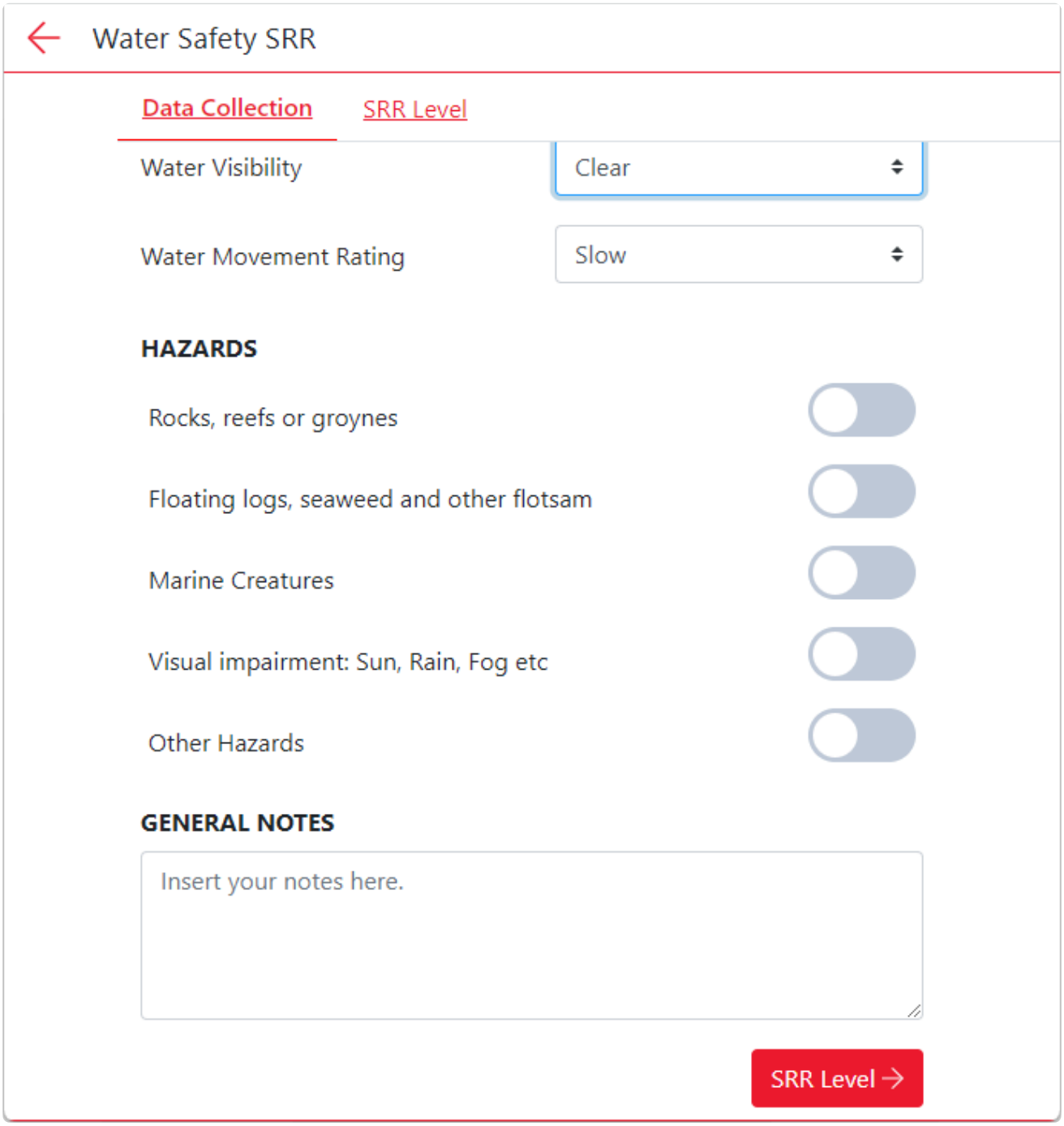
If the app has automatically populated weather data and you do not believe it reflects the current conditions, you can manually override it.

Surf Conditions



- Complete the **Conditions** section. All fields are compulsory.
  Review the eLearning course if you need more information on entering surf conditions.

Additional information

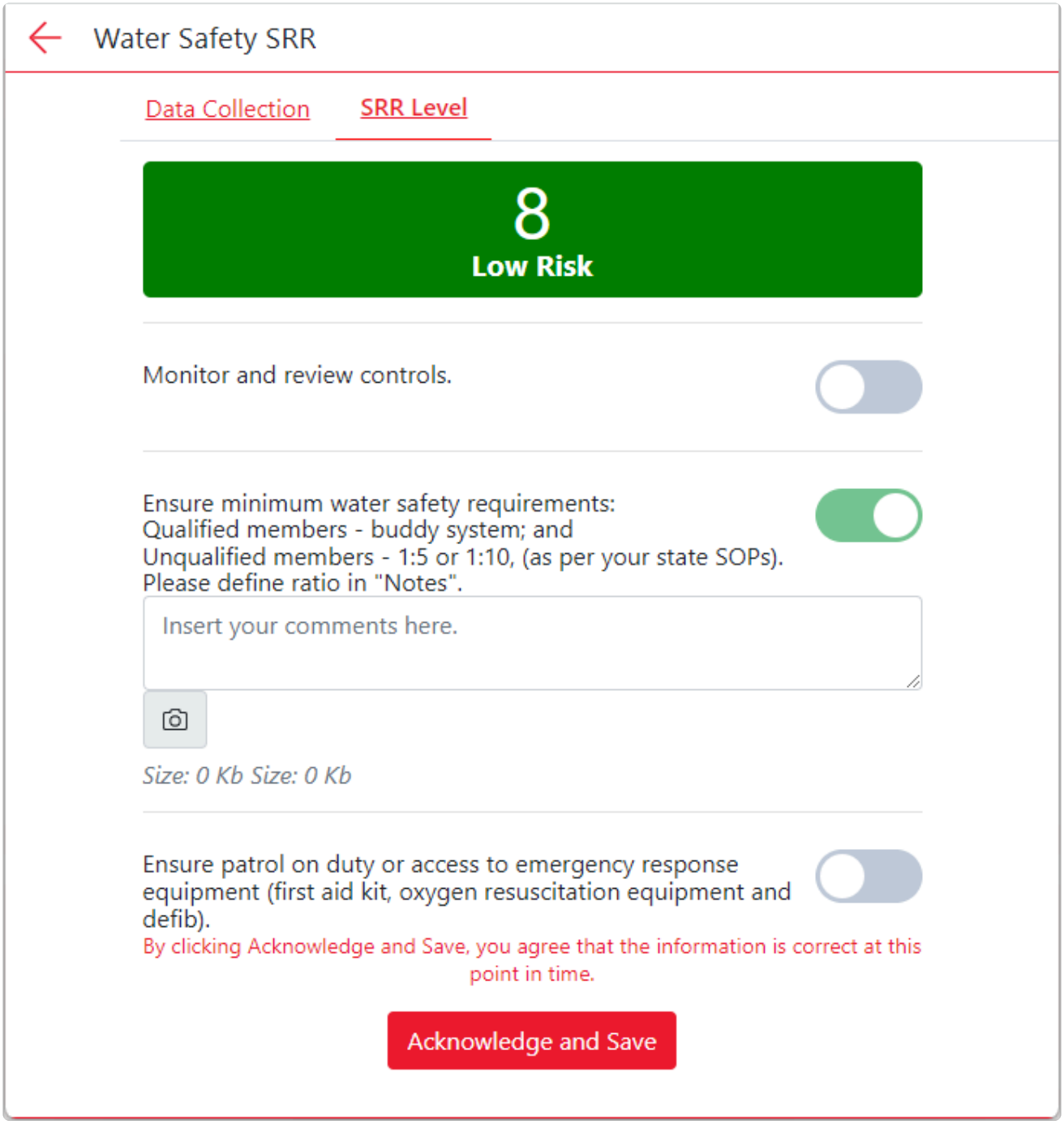


- Complete the **Hazards** section if conditions present.
- Add General Notes if applicable.
- Once you have filled in all the required fields select the **SRR Level** button to finalise the Risk Assessment

---

SRR Level

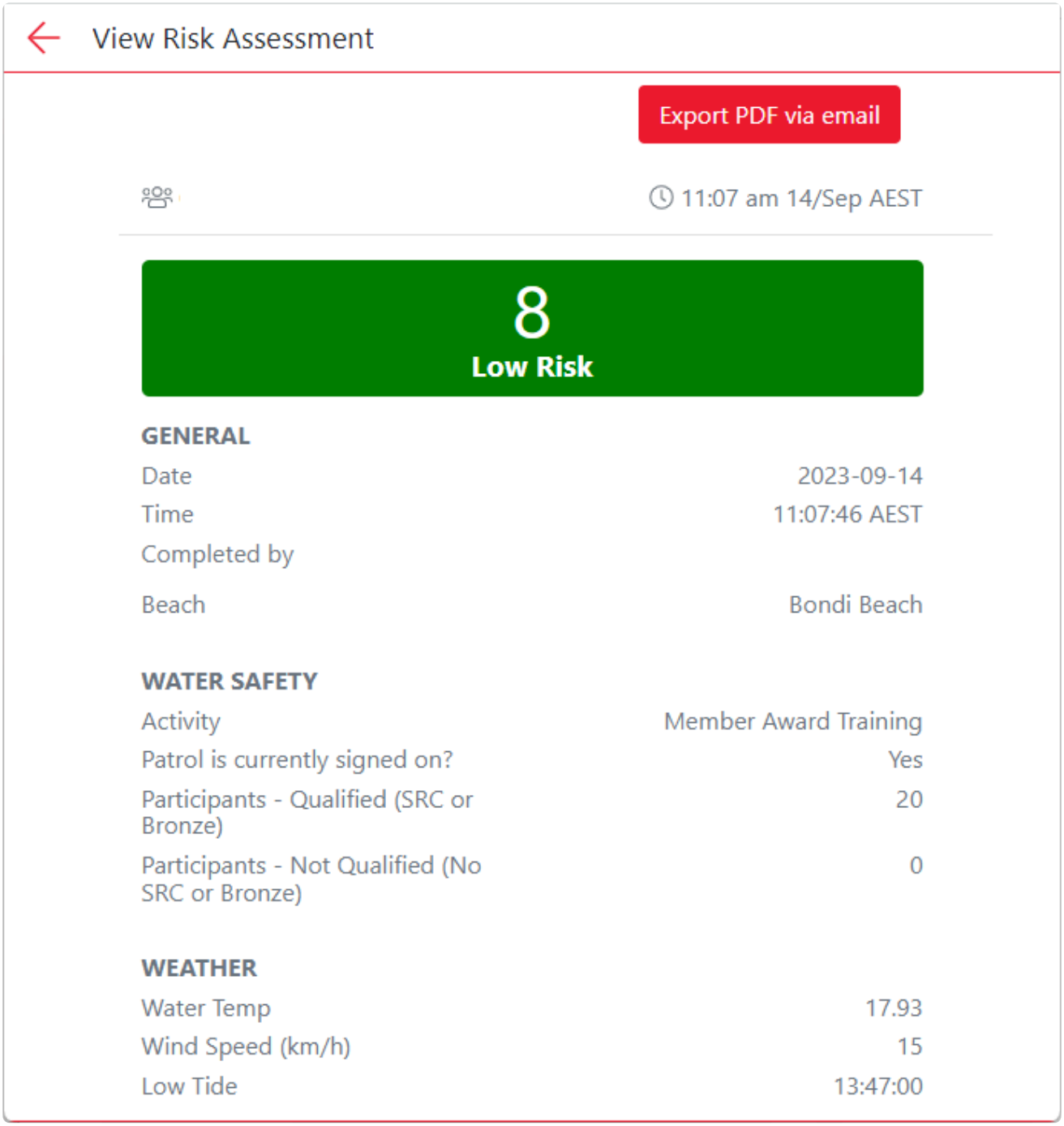
The following screen will then display your Risk Assessment Score and Level.



1. The Patrol Assessment will be assigned a risk level and number determined by the information entered into the Patrol Risk Assessment.
2. Comments can be added to the Risk Assessment by typing in the comments boxes. Additional boxes may be present depending on the Risk Level of your Assessment.
3. Photos can be added by selecting the ‘Photo’ icon.
4. Once satisfied with the Risk Assessment, select the **Acknowledge and Save** button to finalise the assessment.

Finalised Risk Assessment

The details of the Water Safety Risk Assessment will be displayed on the screen as per the image below.

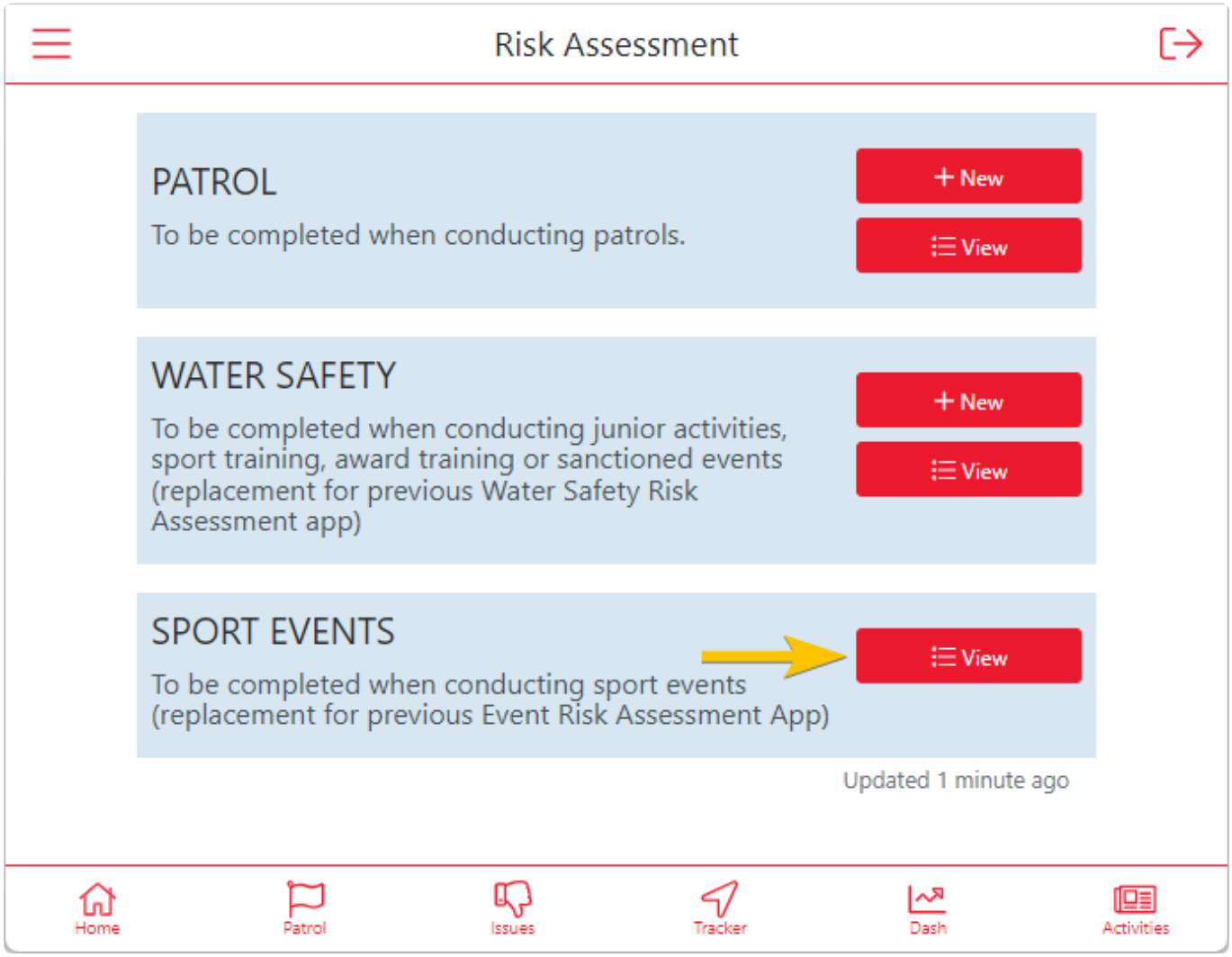


The **Export PDF via email** button will send a PDF copy of the Risk Assessment to the email address associated with your Members Area account for storage or forwarding to other appropriate parties.

10.4 Sports Events

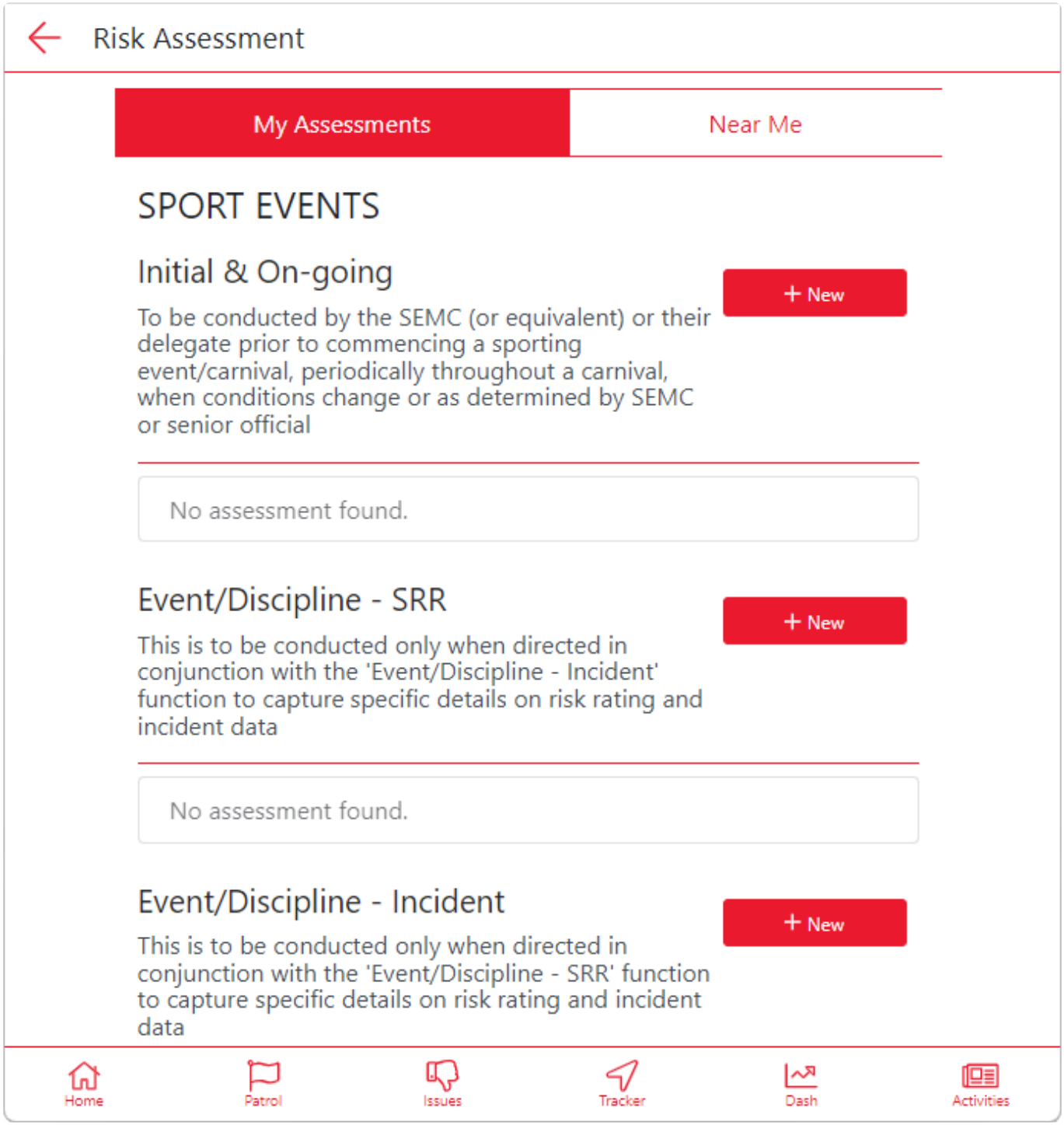
Creating a Sport Events Risk Assessment

Select the **+ New** button in the Patrol Section to see additional options.



There are three options for the Sport Events Risk Assessment

- 10.4.1 Sport Events – Initial and Ongoing
- 10.4.2 Event/Discipline – SRR
- 10.4.3 Event/Discipline – Incident



10.4.1 Sport Events – Initial & On-going

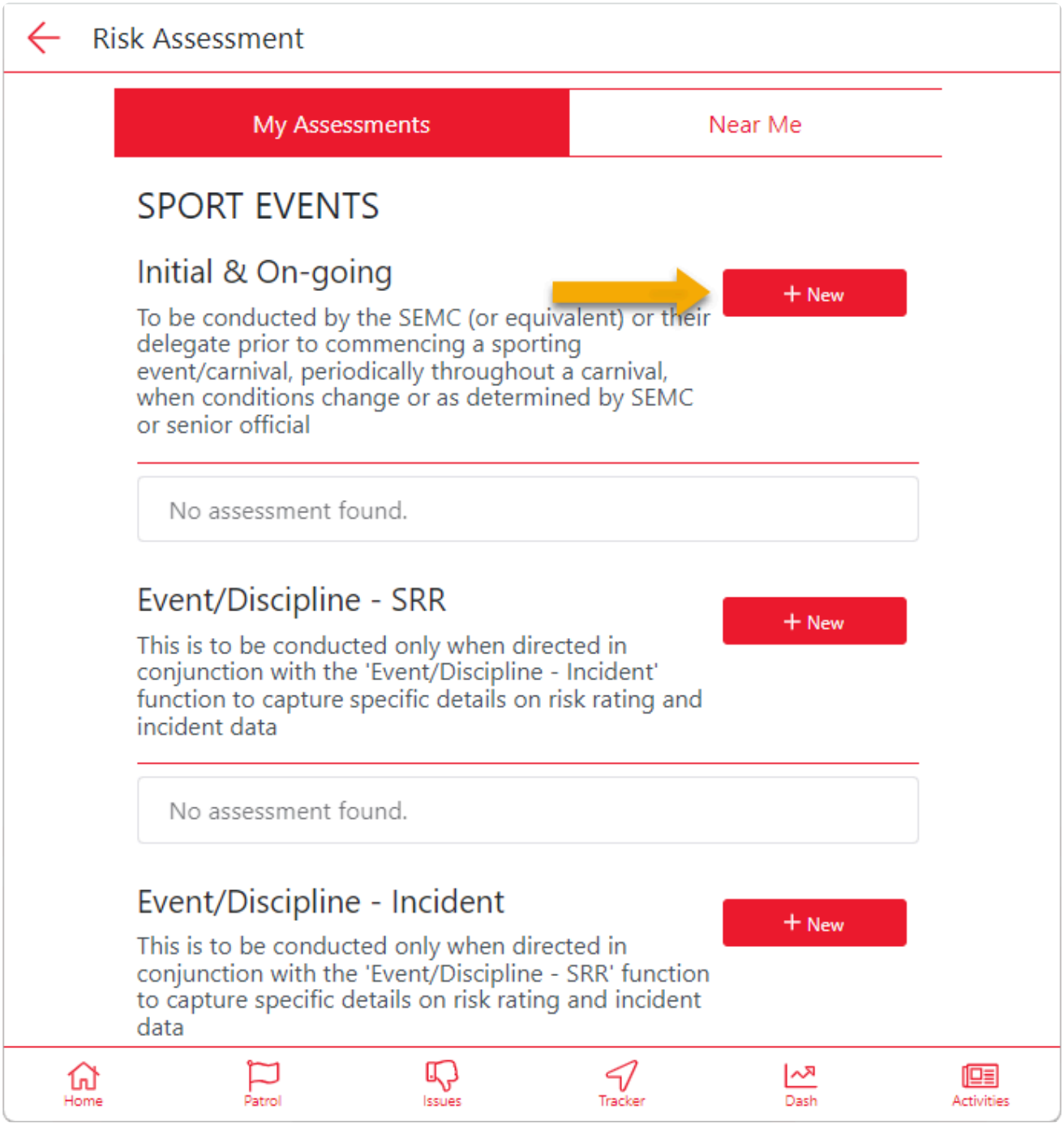
Performing an Initial Risk Assessment

Sport Events (Initial & On-going) is used to determine the risk rating for the event as an overview. This can be conducted as many times during the day as required.

SRR is a reflection of the most hazardous observations of the surf characteristics
• Measured over a given time period (approx. 20-30 minutes).
• Measured ON the Beach

Note: It is better to err on the side of safety than to risk the chances of a serious under-estimation of a hazard's potential. Always defer to the higher rating if unsure.

On the Sport Events Screen select the red +New button for **Initial & On-going**



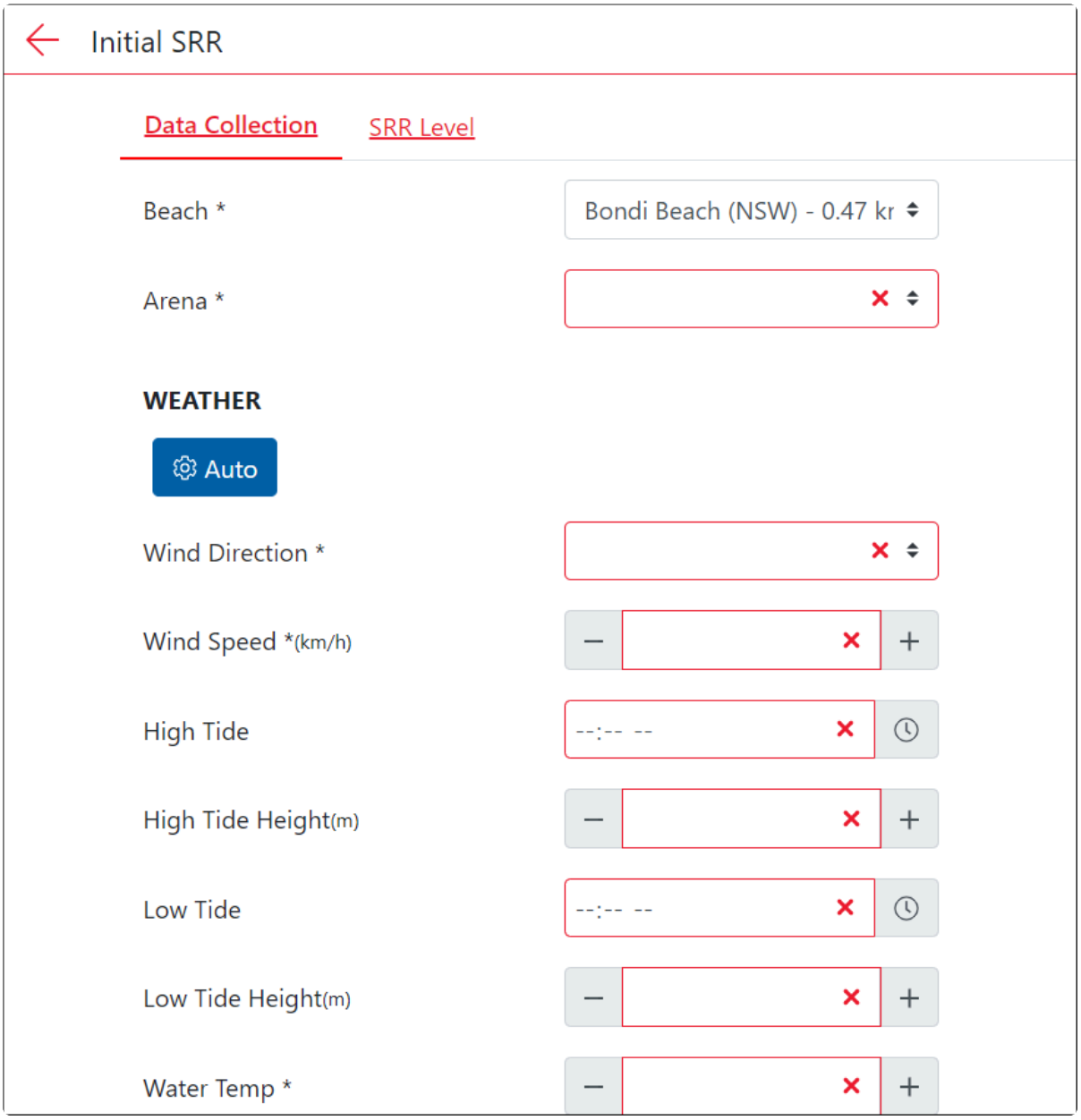
Select the beach you wish to perform a Risk Assessment on.
The drop-down menu will display beaches within a 5 KM radius of your location.

Select the arena that you are performing the Surf Risk Rating.
The drop-down menu will display the standard carnival areas along with 'other' options.

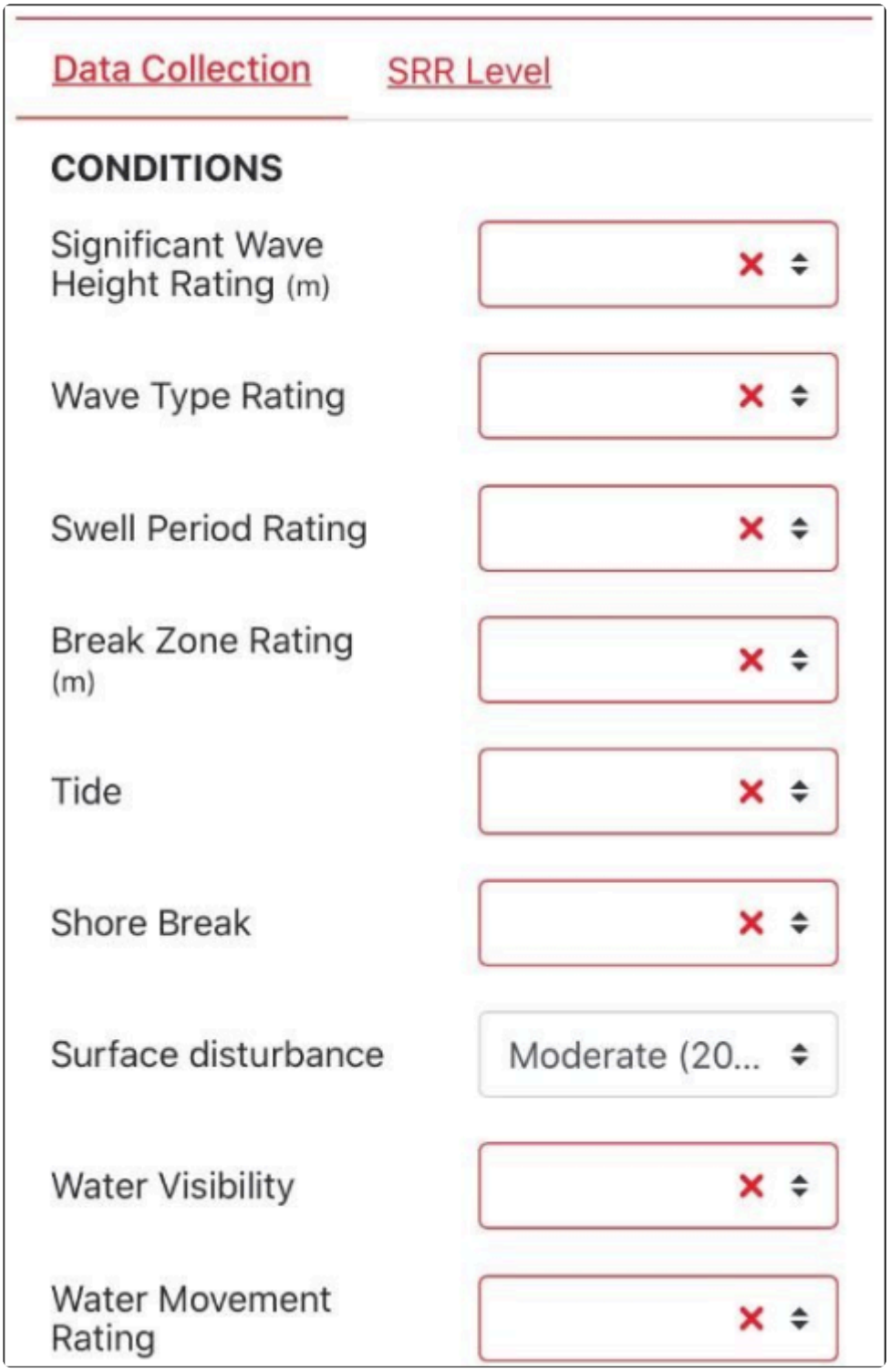
Note: The SRR app, utilises information provided by the Bureau of Meteorology (BOM). If you have allowed the app to access our location settings, you can simply click "auto" and the app will automatically populate the weather data using 'real-time' data as supplied by the BOM.

If you have not allowed access to location services, you may manually input weather data. Similarly, if the app has automatically populated weather data and you do not believe it reflects the current conditions, you can manually override it.

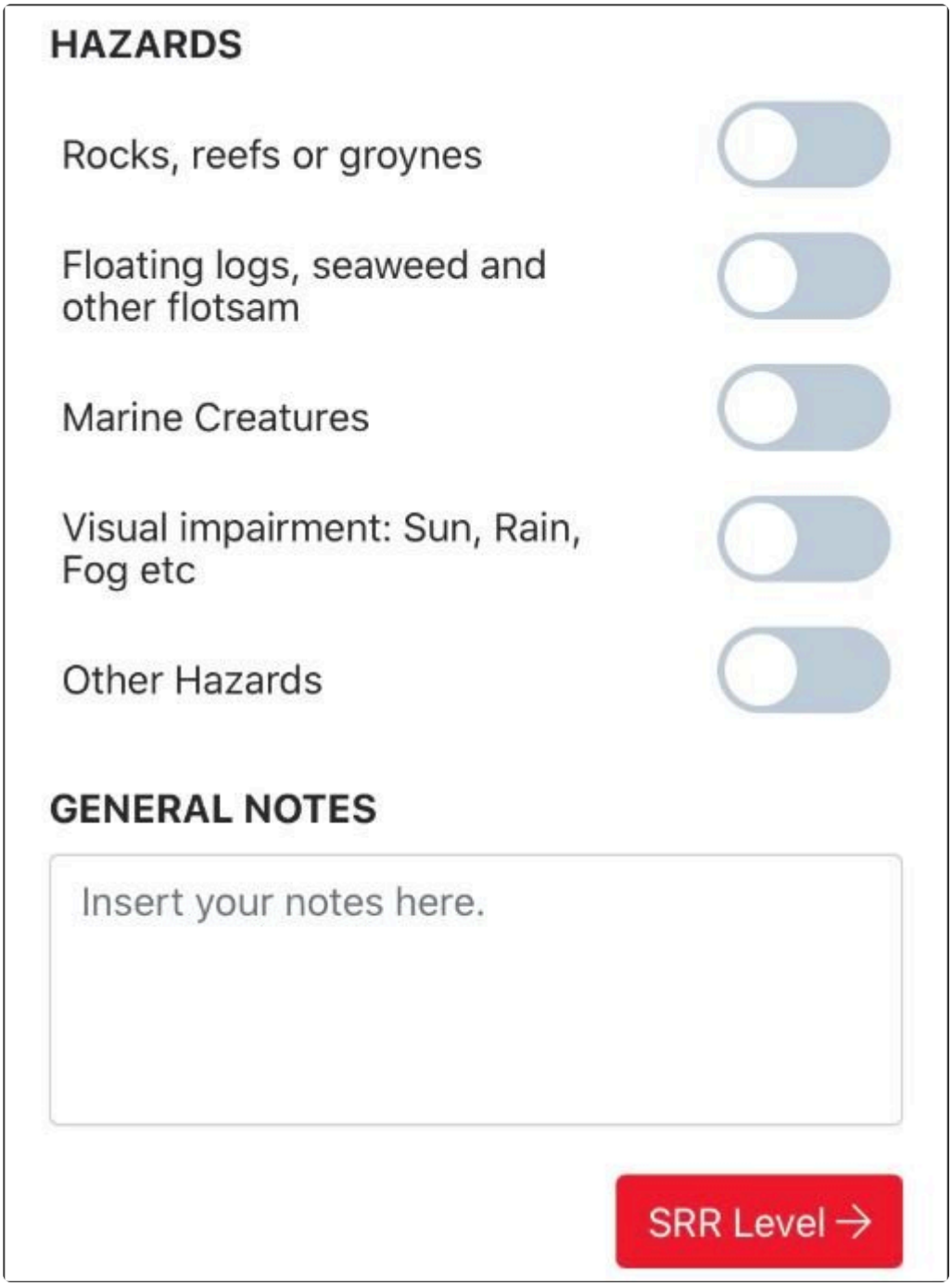
Click on the **Auto** button to load data. Fields marked as red are compulsory and must be filled in to complete a Risk Assessment.



Complete the **Conditions** section. All fields are compulsory

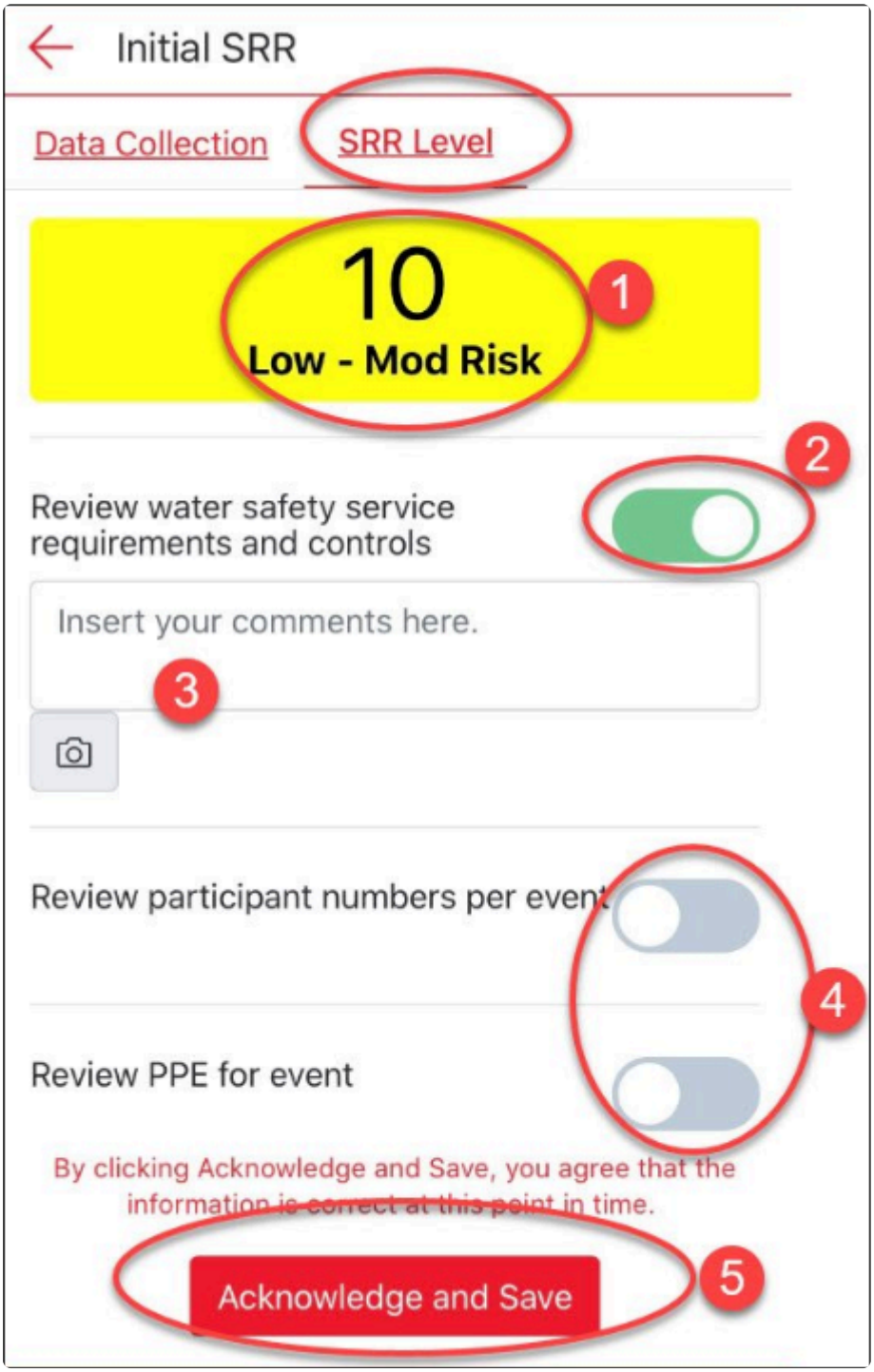


Complete the **Hazards** section if conditions present.
Add General Notes if applicable.



Click on the SRR Level Button to proceed to the SRR Risk Assessment score.

1. The risk assessment will be assigned a risk level and number determined by the information entered into the Risk Assessment.
2. If you need to, you can review your water safety service requirements and controls by clicking on the button. Comments & Photo can be added to the Risk Assessment by typing in the comments box.
3/4. You can also review participant number per event and PPE for the event.
5. Once satisfied with the Risk Assessment select the ‘Acknowledge and Save’ button to finalise the assessment.



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Below is a table below that outlines the increase in warnings as risk increases
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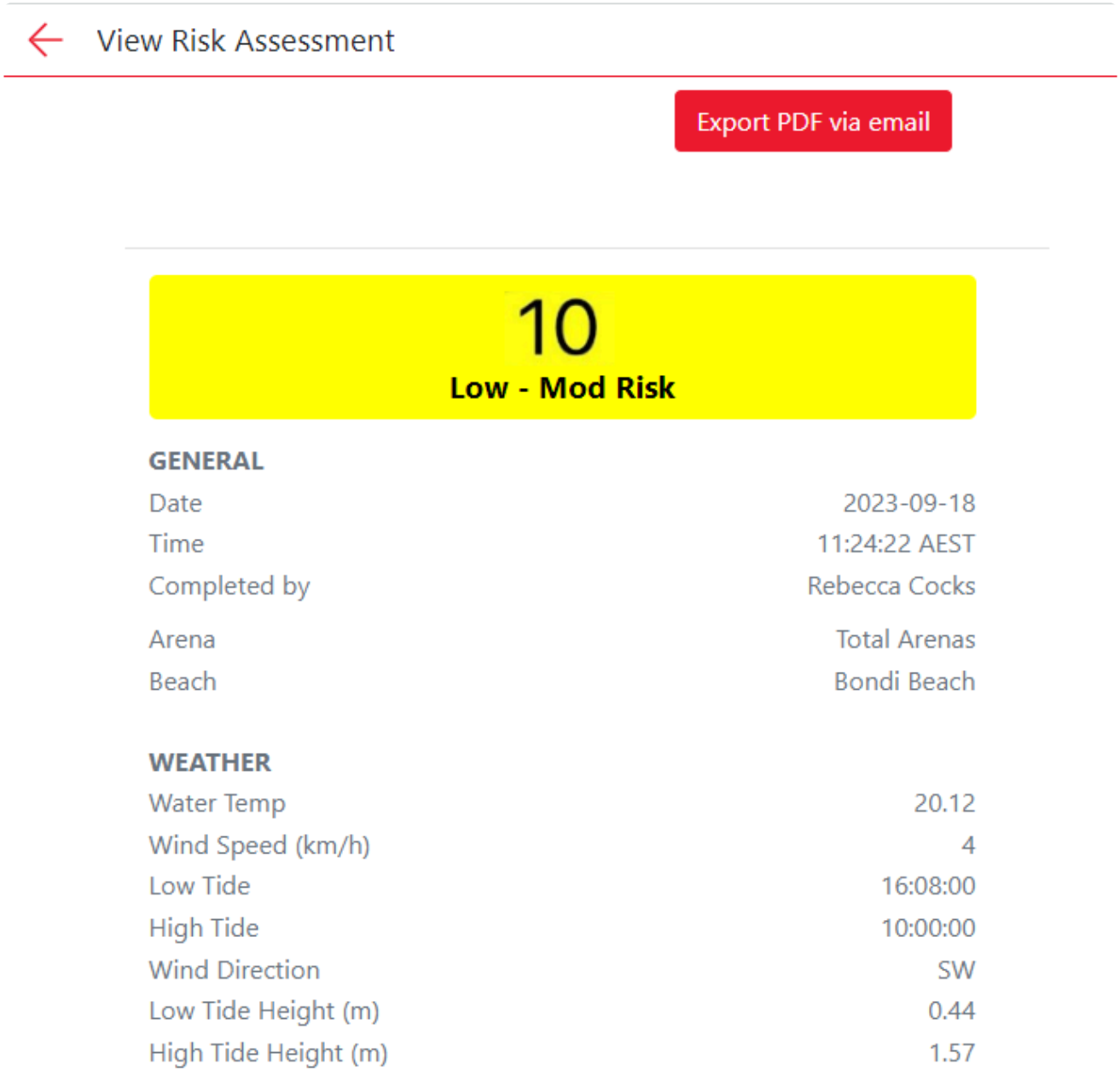
LOW RISK	LOW-MID RISK	MODERATE RISK	MODERATE-HIGH RISK	HIGH RISK	EXTREME RISK
Monitor and review controls. Ensure Minimum safety requirements	Review water safety service requirements and controls	Review water safety service requirements and controls	Revise water safety service requirements and controls	Discontinue event until level of risk is reduced | Move location	Discontinue event until level of risk is reduced | Move location
Follow participant number guidelines	Review participant numbers per event	Review participant numbers per event	Reduce participant numbers per event	Review continuation of event	
Follow event guidelines	Review PPE for event	Implement PPE as required |applicable	Implement PPE as required |applicable	Implement PPE as required |applicable	
		Review event location	Review event location	Review continuation of event	

All the details of the Risk Assessment will display on the screen as per the image below.



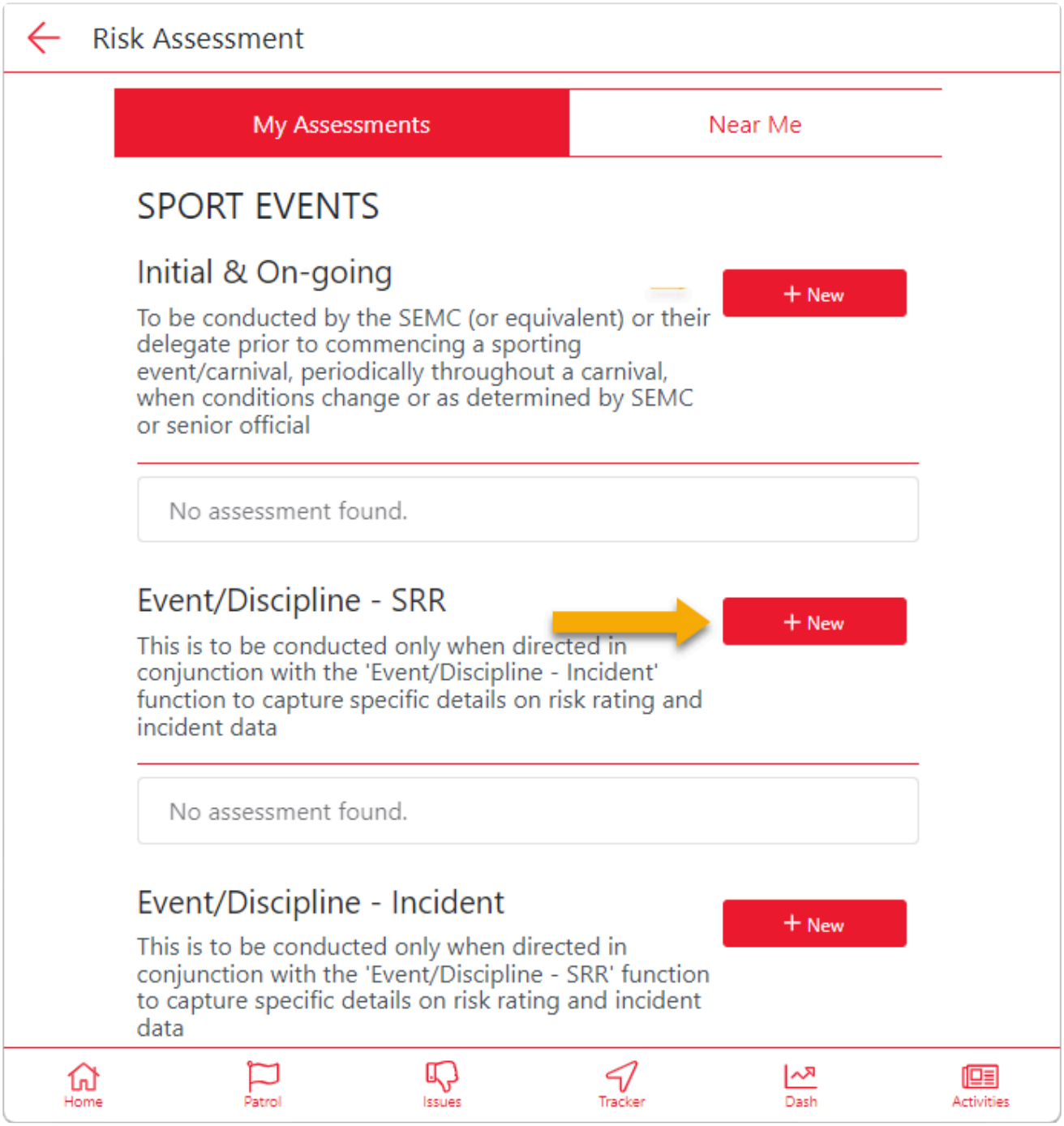
The Risk Assessment can be reviewed later by selecting the assessment from the home screen.

10.4.2 Event/Discipline – SRR

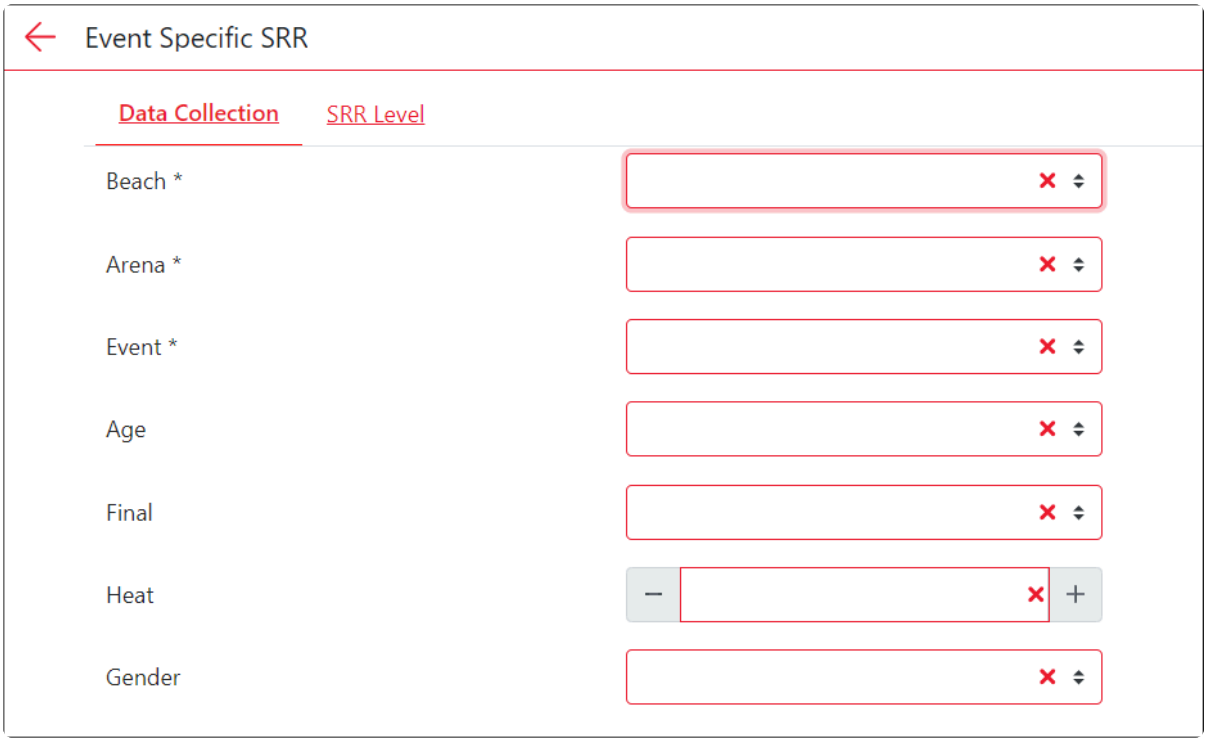
Performing a Risk Rating for a specific Surf Event

Event/Discipline data is similar to Initial & On-going, however it requires the ‘conditions data’ to be populated when competitors are both on the way out and on the way in from their race. It determines a rating level for athletes heading out and returning to shore and is also ‘discipline specific’.

Select the **+New** button to create a new Risk Assessment (within the SRR – Sports Events section)

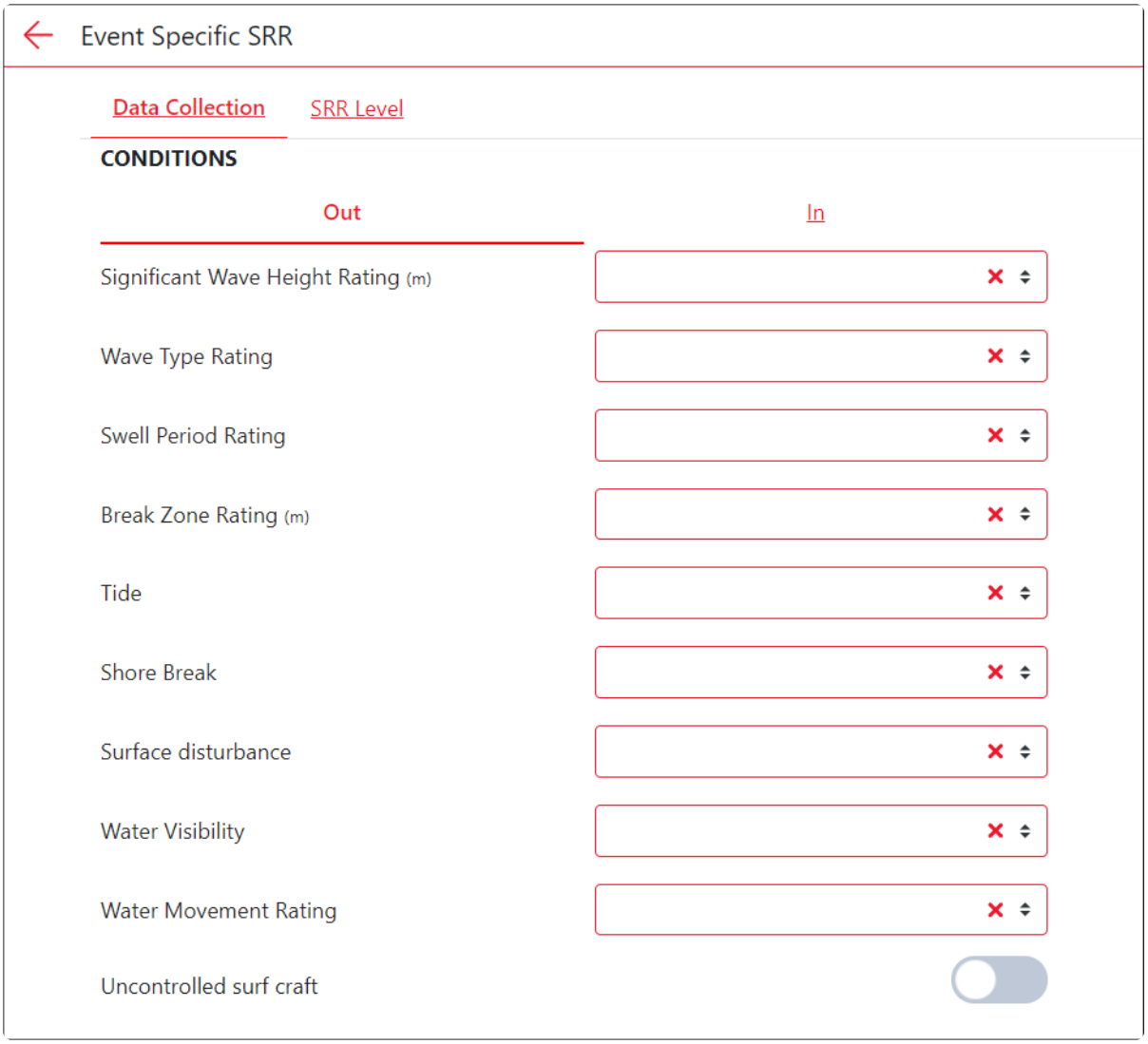


Use the drop-down menu for each option to specify the event you wish to create a Risk Assessment for. The drop-down menu for beaches will display beaches within a 5 KM radius of your location.



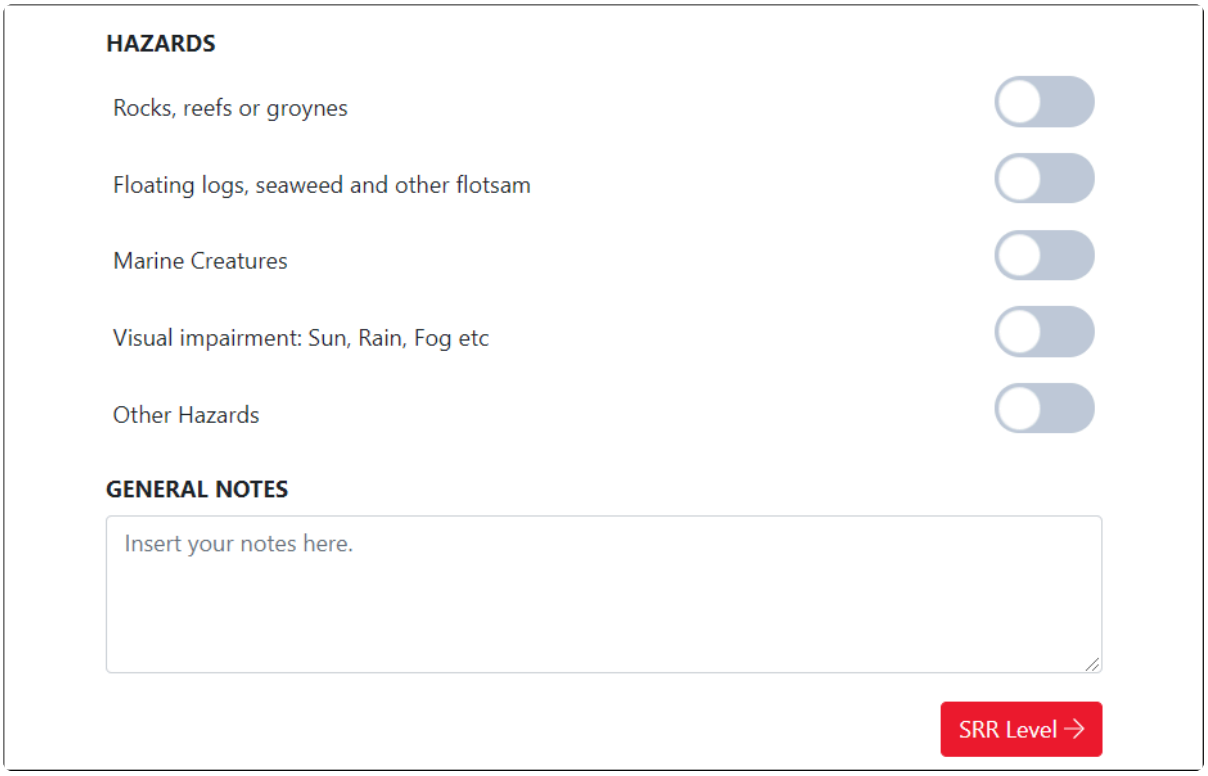
Use the drop-down menus to record the event area **Conditions** (all fields are compulsory)

Select the Out and In tabs to add Conditions data reflecting when competitors are going **out** through the surf and back **in** through the surf.

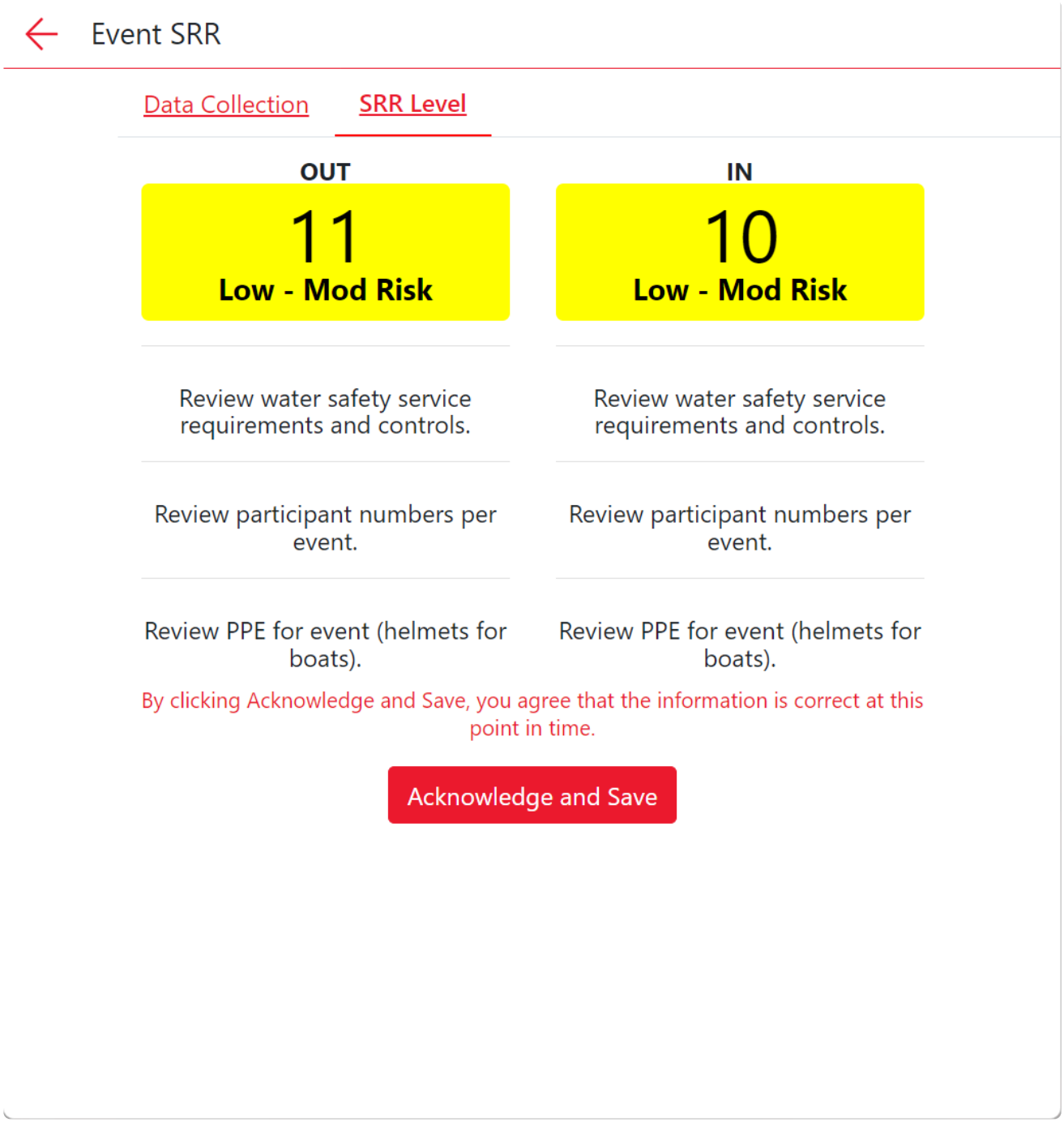


Specify if any hazards exists and add general notes if required.

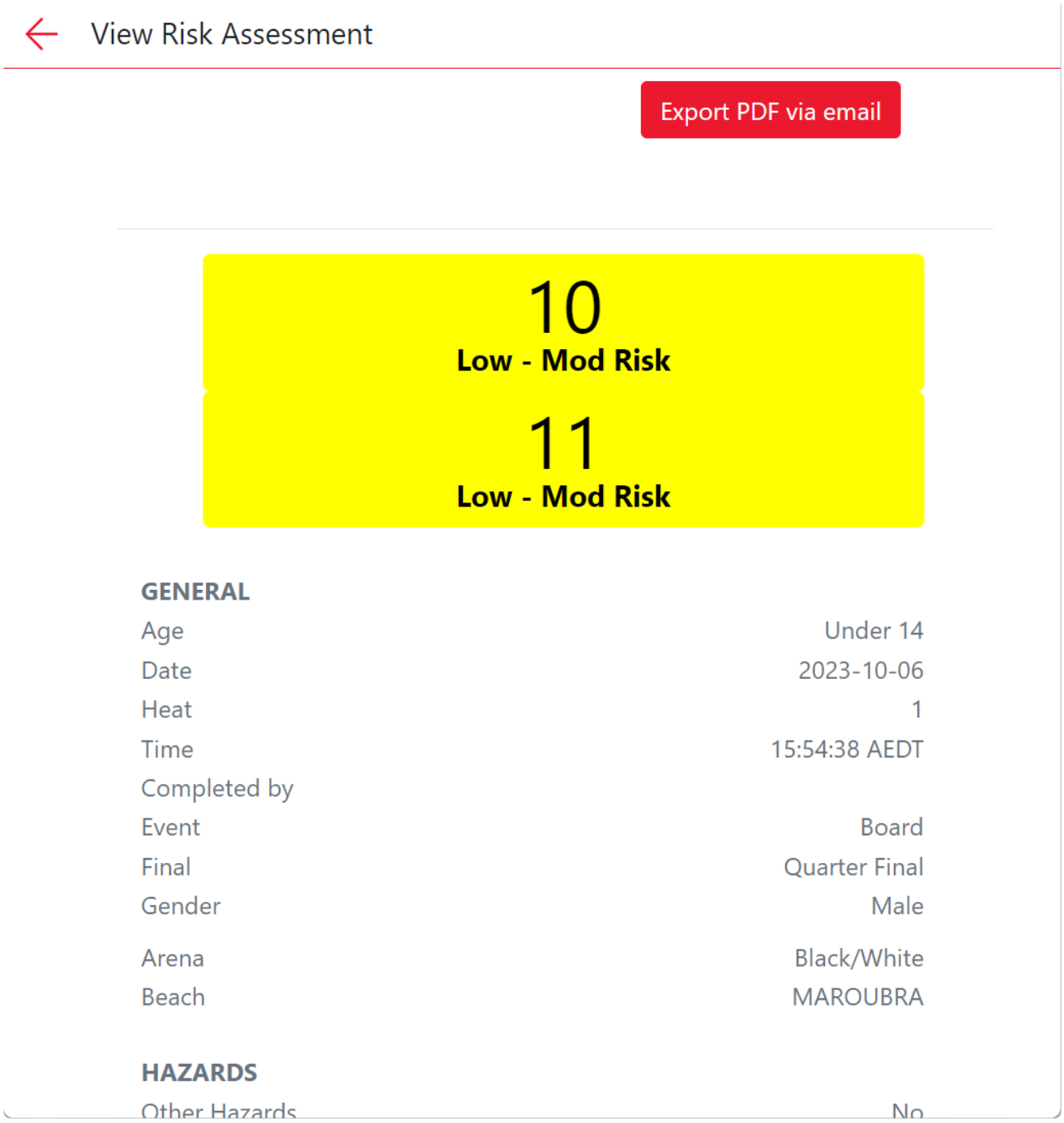
Select the **SRR** level button to see your Risk Rating.



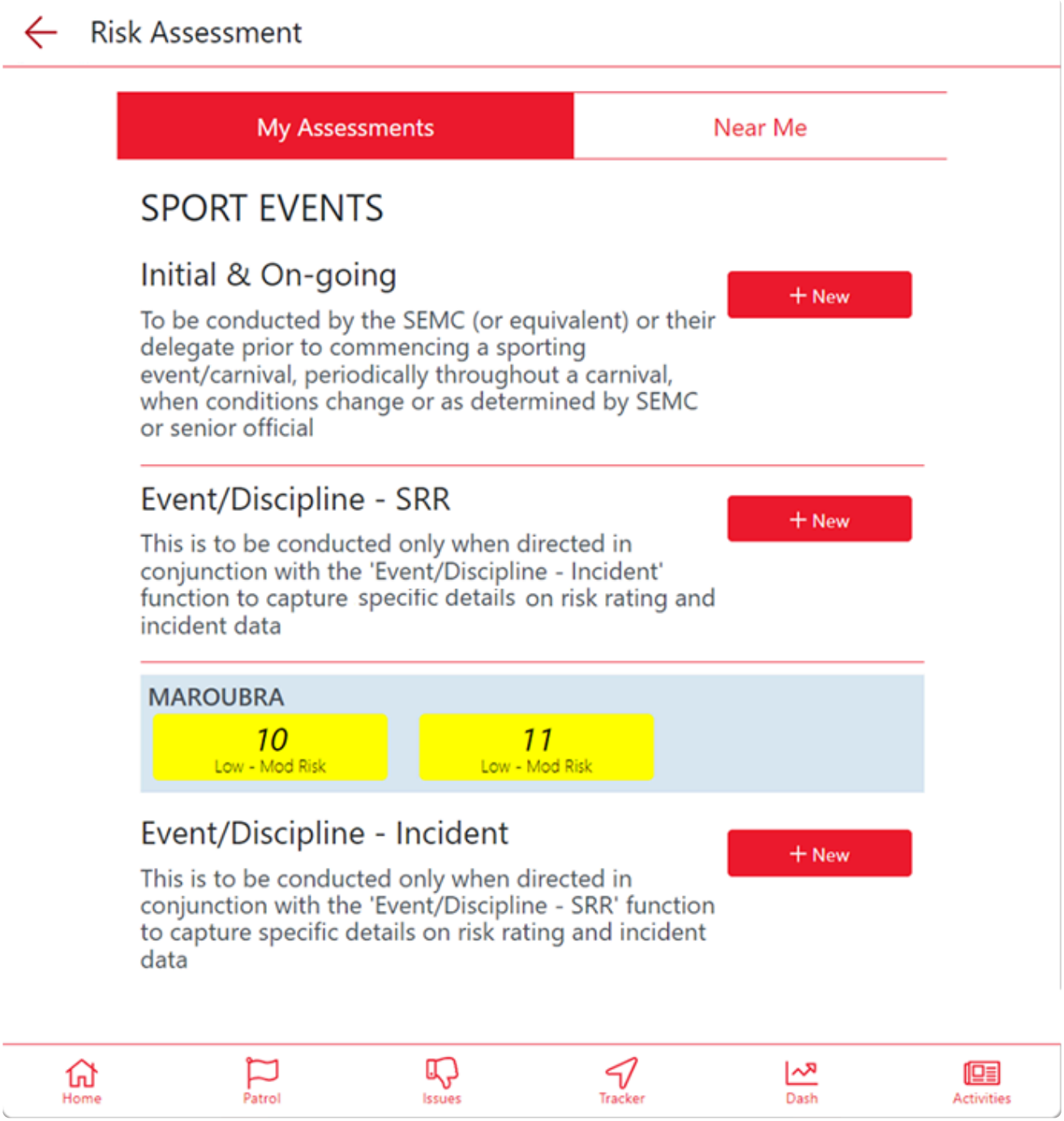
The Risk Assessment will calculate a score for the event's **out** and **in** legs.



After saving, the Risk Assessment will be displayed.



The Risk Assessment can also be reviewed from the Sports Events page

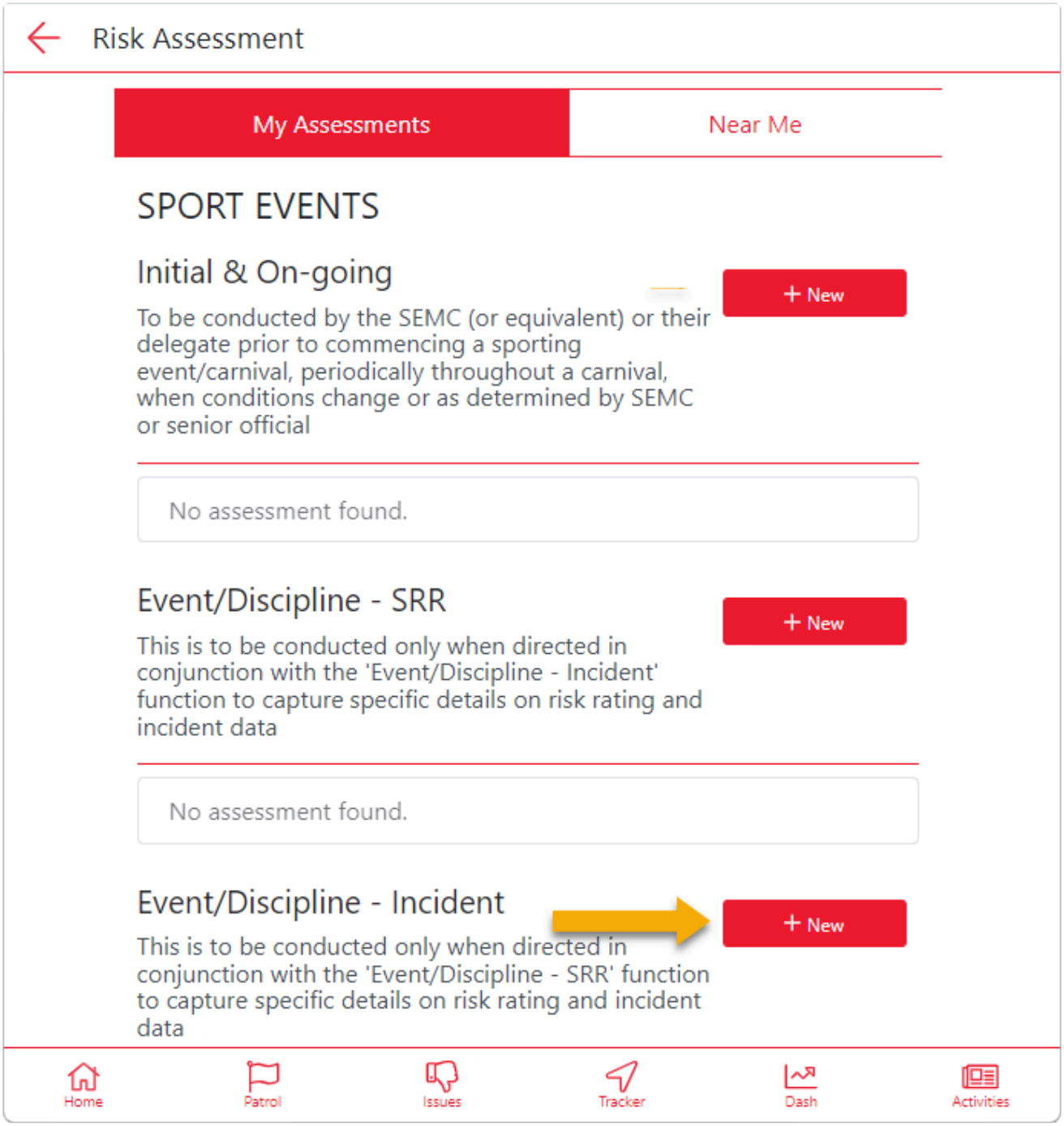


10.4.3 Event/Discipline – Incident

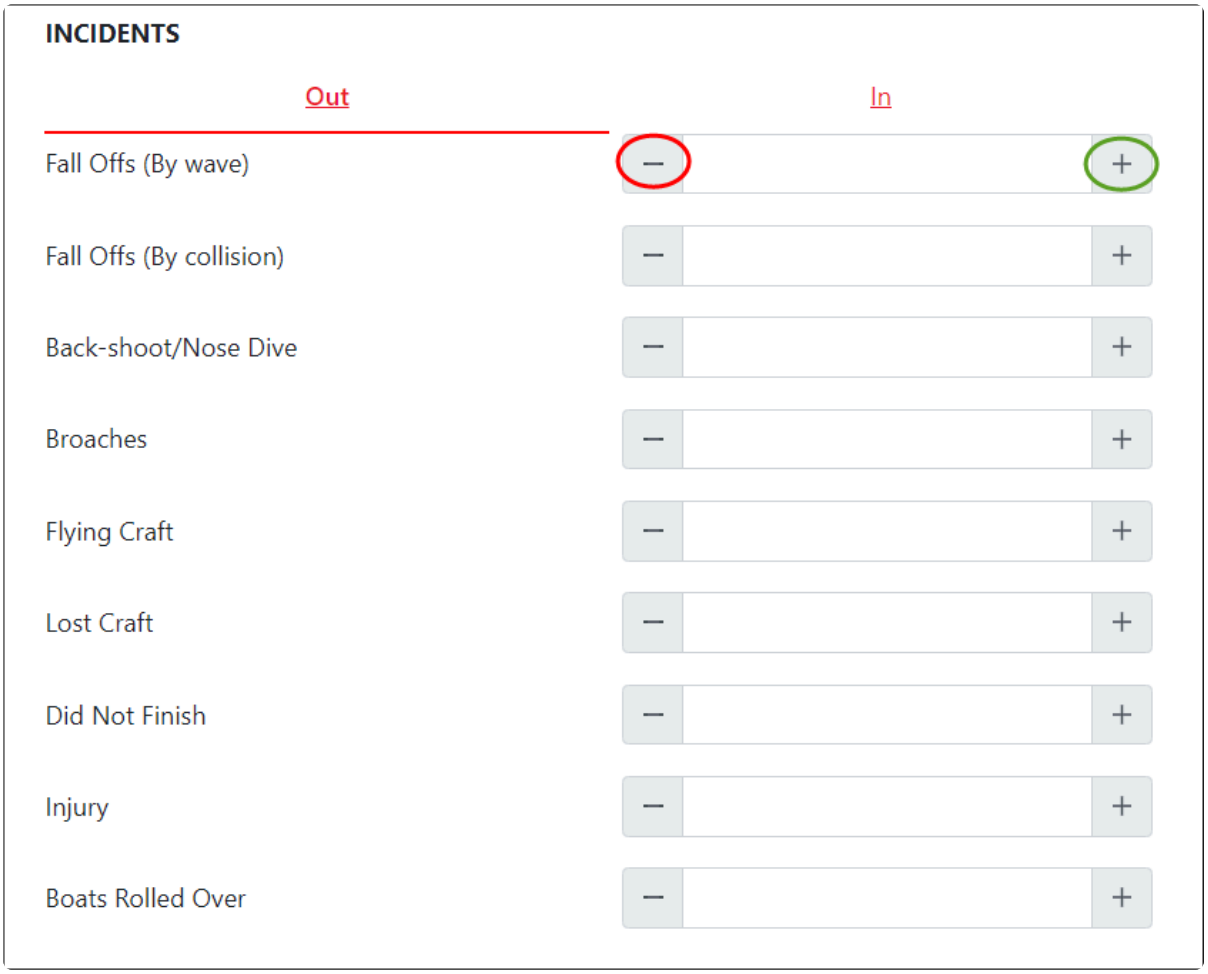
Creating an Event/Discipline Incident

The Event/Discipline Incident section is linked to the Event/Discipline SRR. The incidents line up with the event rating to assist in collecting data.

Select the **+New** button to create a new Event Incident



Use the **+** button to add Incidents and the **–** button to remove Incidents. Incidents can be added to both **out** and **in** legs.



Multiple items can be selected for one race:

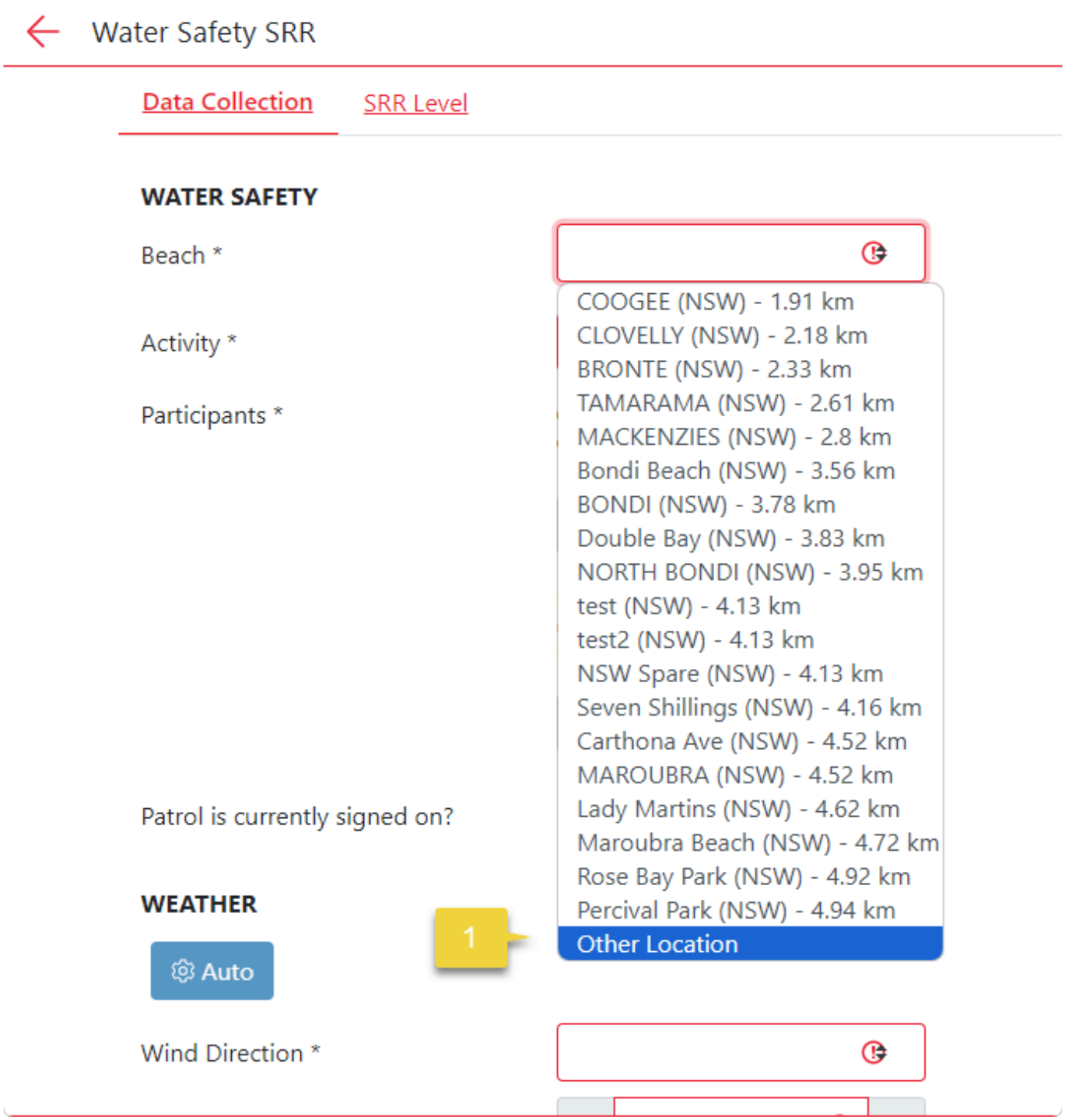
- Fall Offs (by wave)
- Falls Offs (by collision)
- Back-shoot/Nose dive
- Craft is driven back/forwards by a wave
- Broaches
- Sideways slewing of the craft
- Flying Craft
- Lost Craft
- Need to swim to regain craft
- Did Not Finish
- Injury
- Injury caused by interaction with the surf

10.5 Flat Water activities

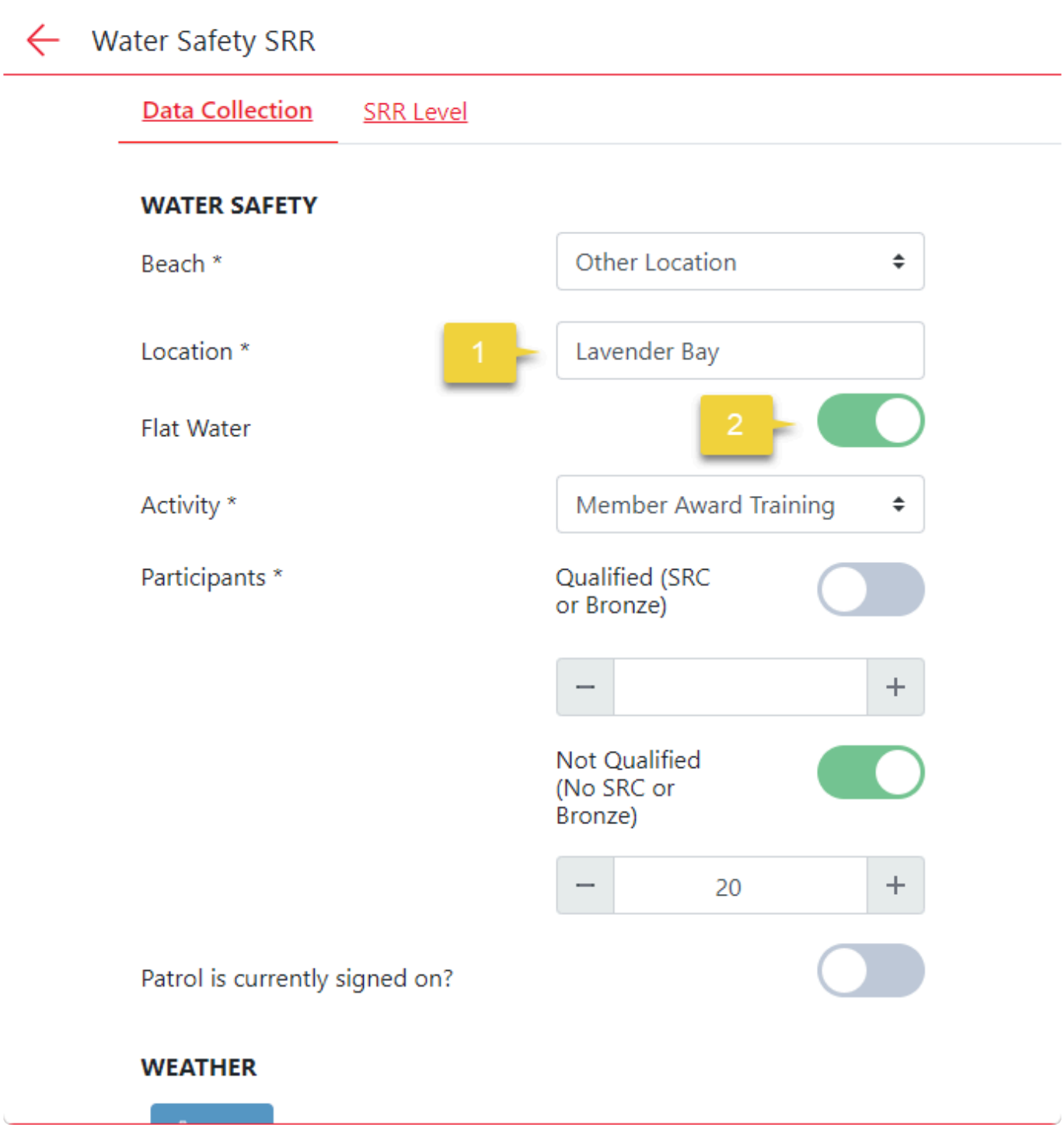
Creating a Risk Assessment for Flat Water activities

If you are conducting activities in a Flat Water Environment, you can still use the Surf Risk Rating tool create a Risk Assessment.

When creating a Risk Assessment for your activity (Patrol, Water Safety etc), instead of selecting a Beach, scroll to the bottom of the list and select ‘Other Location’



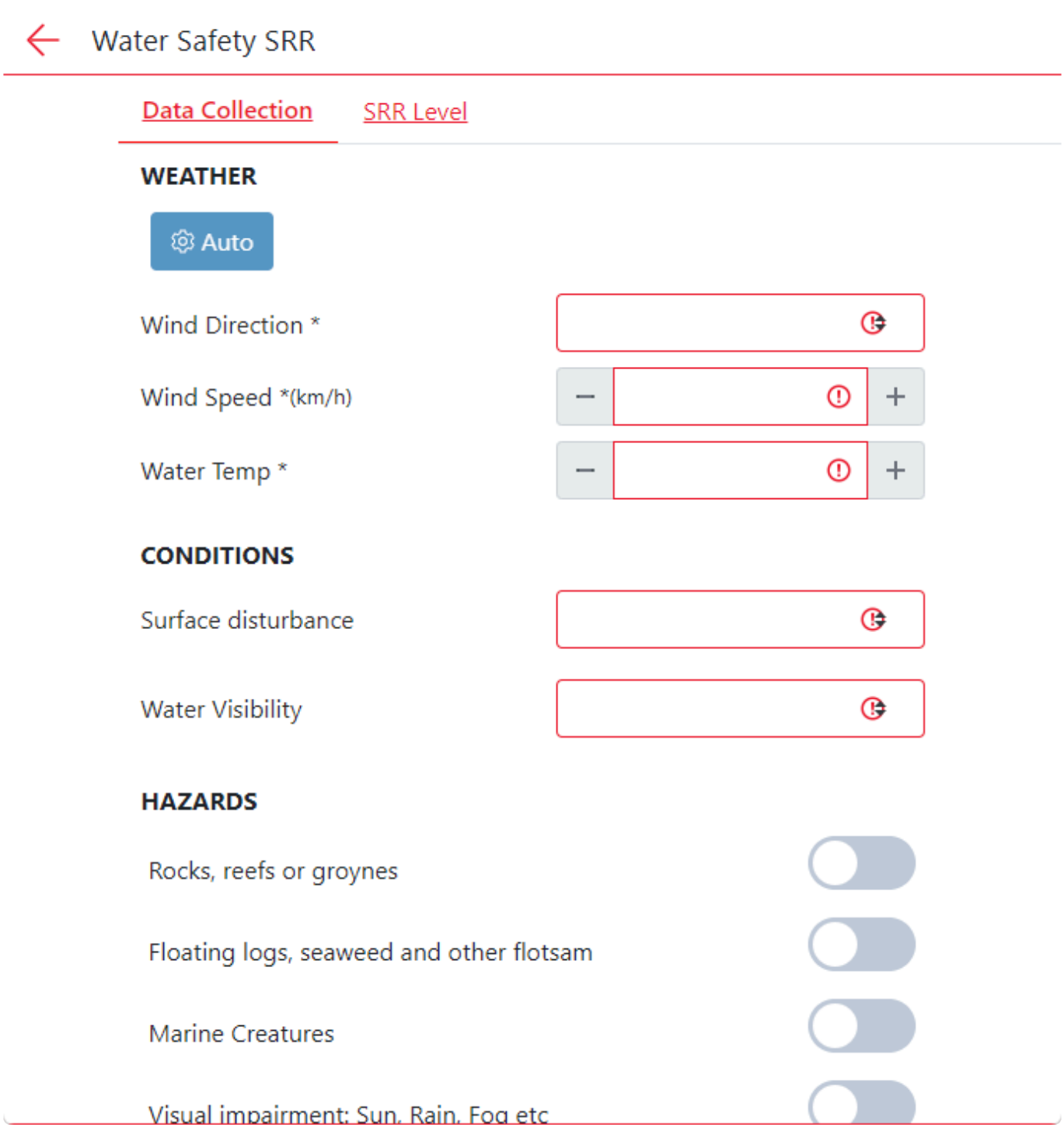
Two additional fields will appear :



1. Location
   This is a free text field that you can use to enter your location.

2. Flat Water
   When Flat Water is selected, a number of surf conditions will be removed from the Risk Assessment as they are not applicable to a flat water environment.

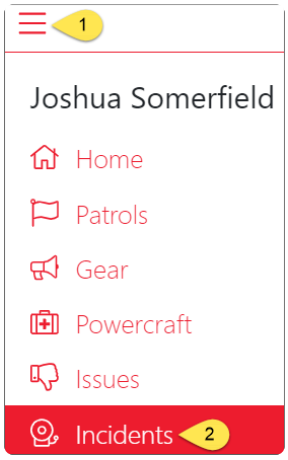
You will need to enter the following conditions manually as the Auto function is not available when using the Other Location option.


Water Safety SRR
Data Collection
SRR Level
WEATHER
Auto
Wind Direction *
Wind Speed *(km/h)
Water Temp *
CONDITIONS
Surface disturbance
Water Visibility
HAZARDS
Rocks, reefs or groynes
Floating logs, seaweed and other flotsam
Marine Creatures
Visual impairment: Sun, Rain, Fog etc

11. Incidents (IRD)

> Incidents can be viewed, edited and created in the Operations App.
> The data from the App will be synced with SurfGuard

The Incident section is accessible by selecting the 3 bars located at the top right-hand corner of the page and then selecting ‘Incidents’

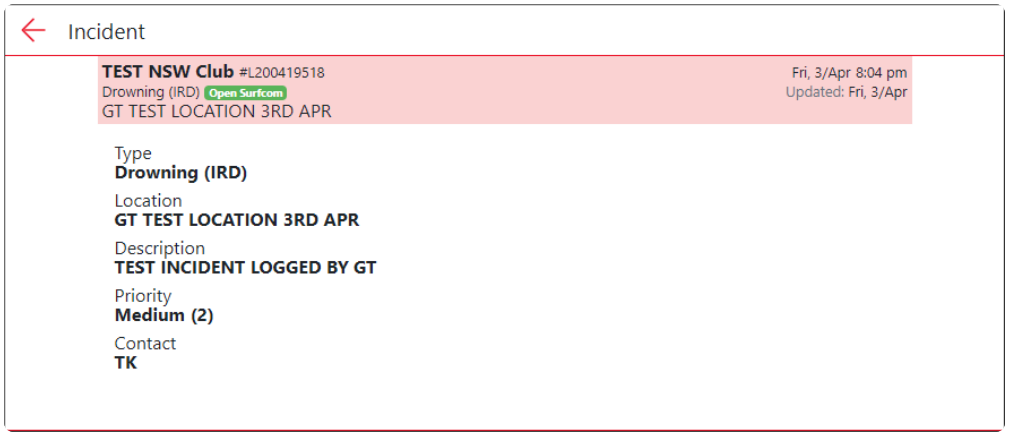


11.1 Viewing Incidents

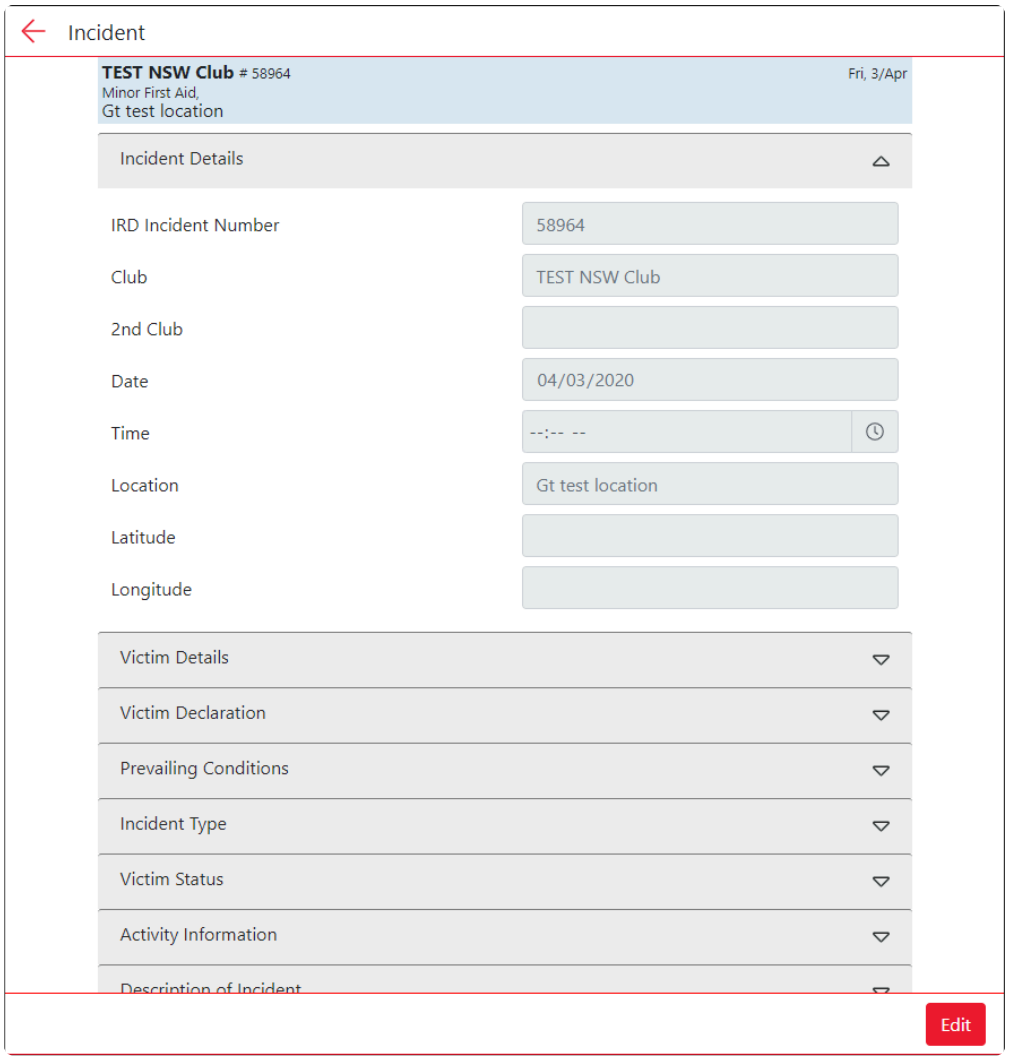
To view an incident

1. Incidents marked as Red are Active Incidents which are current in Surfcom.
2. Incidents marked as Blue are Incidents which are archived and have been closed.

Select the Incident you wish to view and the data will display on the App.
Incidents which are open will have a limited amount of data to view.



Incidents marked as Blue will have all the data entered from the Incident Log to view. Using the up/down arrows you can view each section of the log.

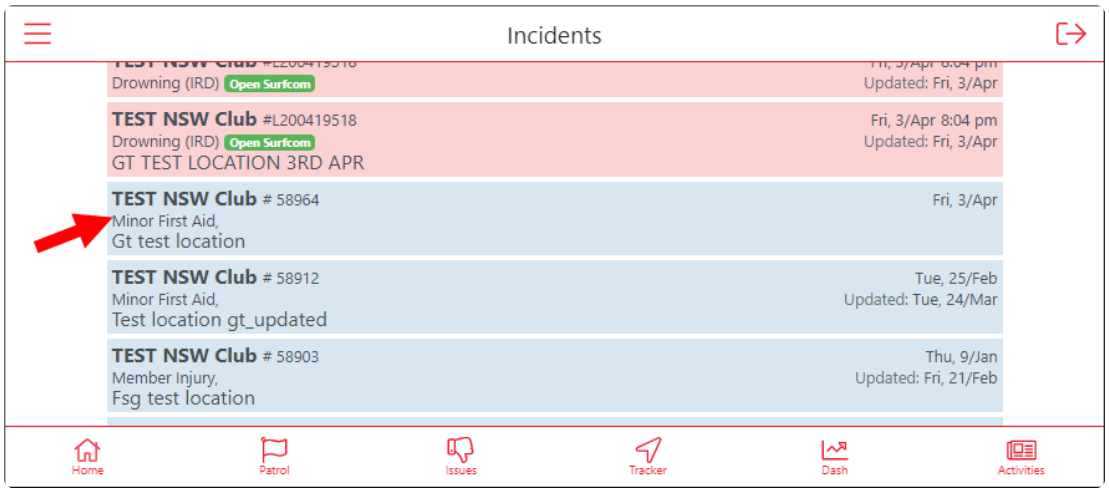


11.2 Editing Incidents

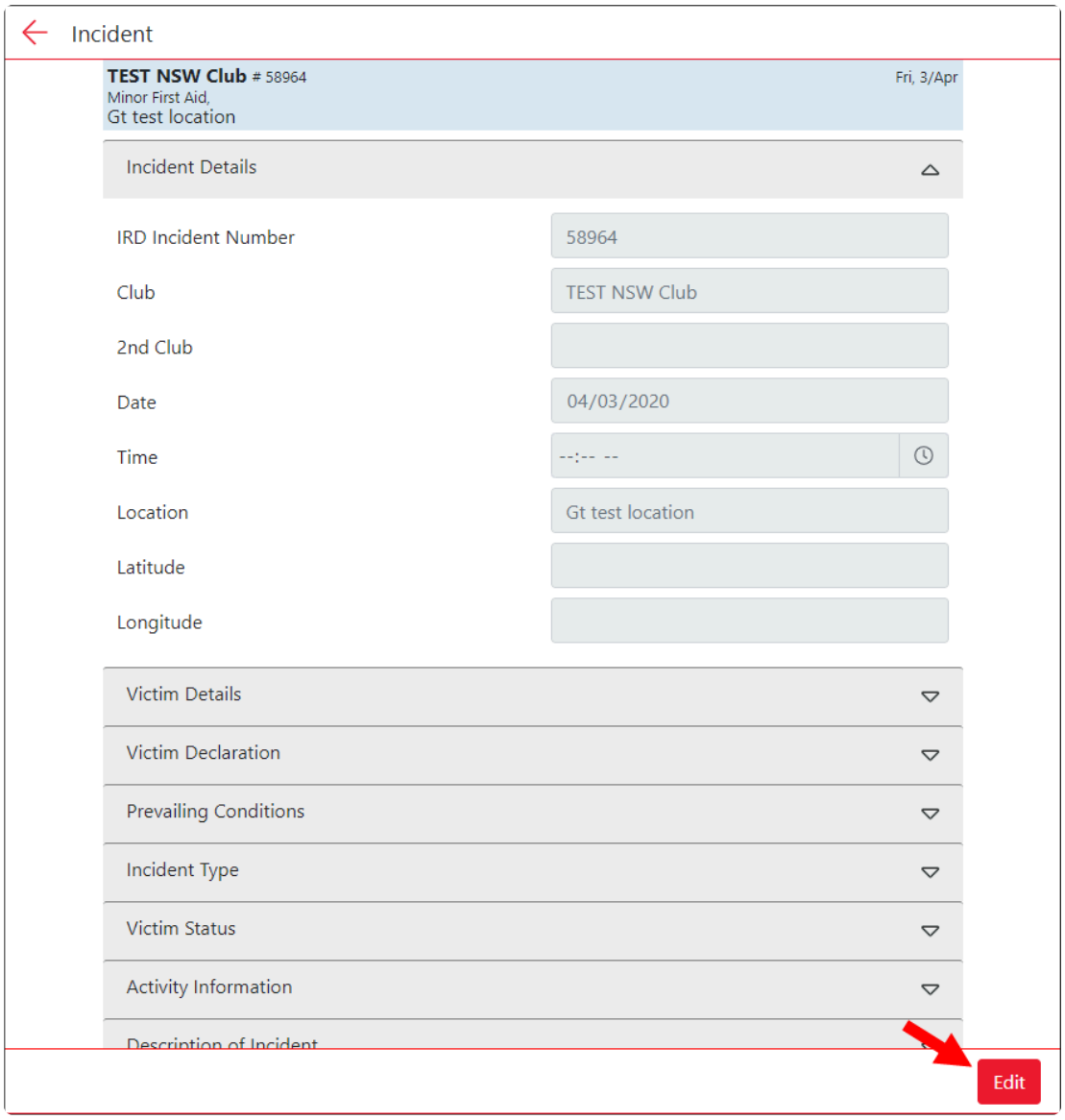
Editing an Incident

Select (by clicking on) the Incident which you require to edit.
Note: Only Incidents which have been marked as Closed (in blue) can be edited and Incidents can also

be edited from SurfGuard.



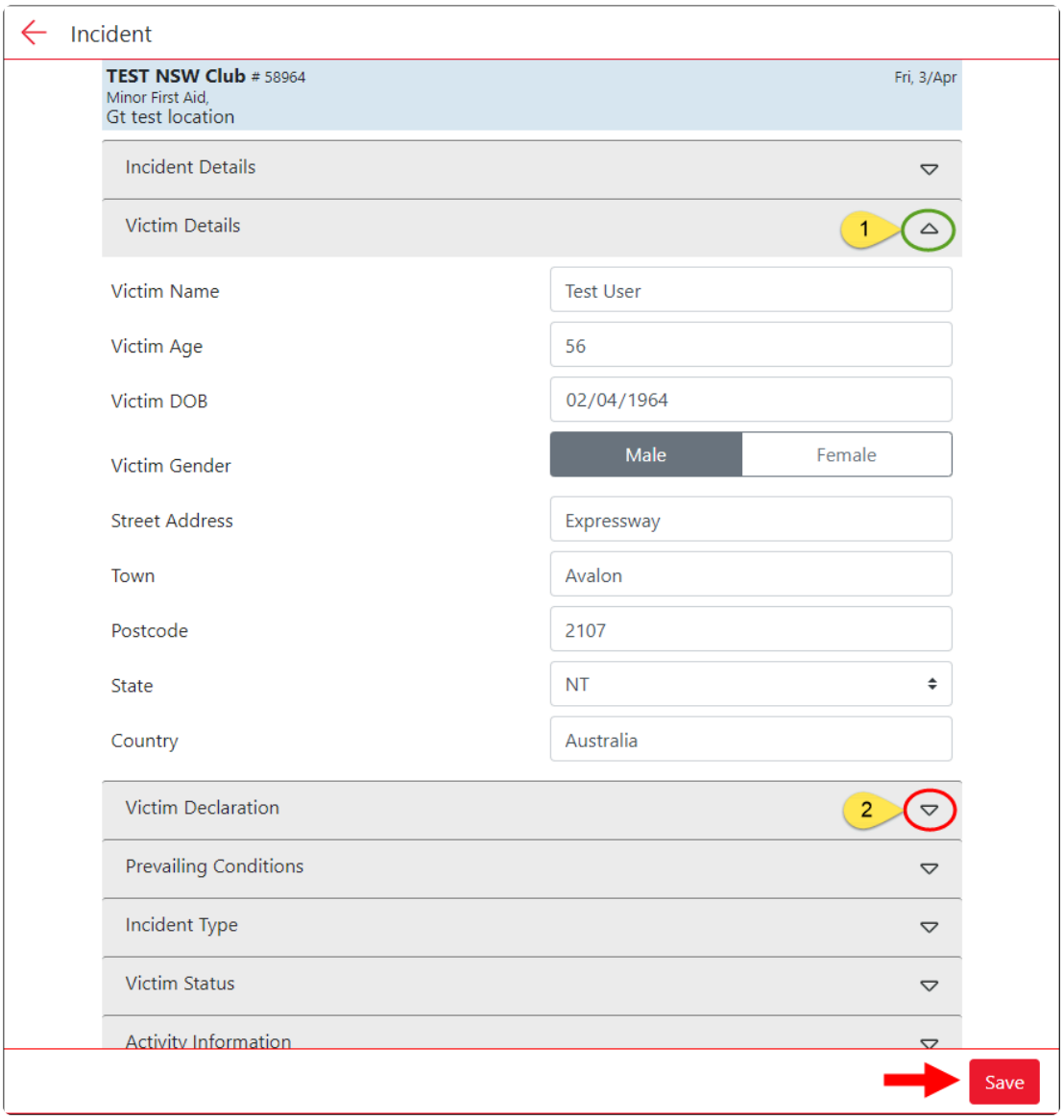
Select the ‘Edit’ button located at the bottom right-hand corner of the page.



Edit Fields as required and once completed hit the ‘Save’ button also located at the bottom right-hand corner of the page to save the Incident.

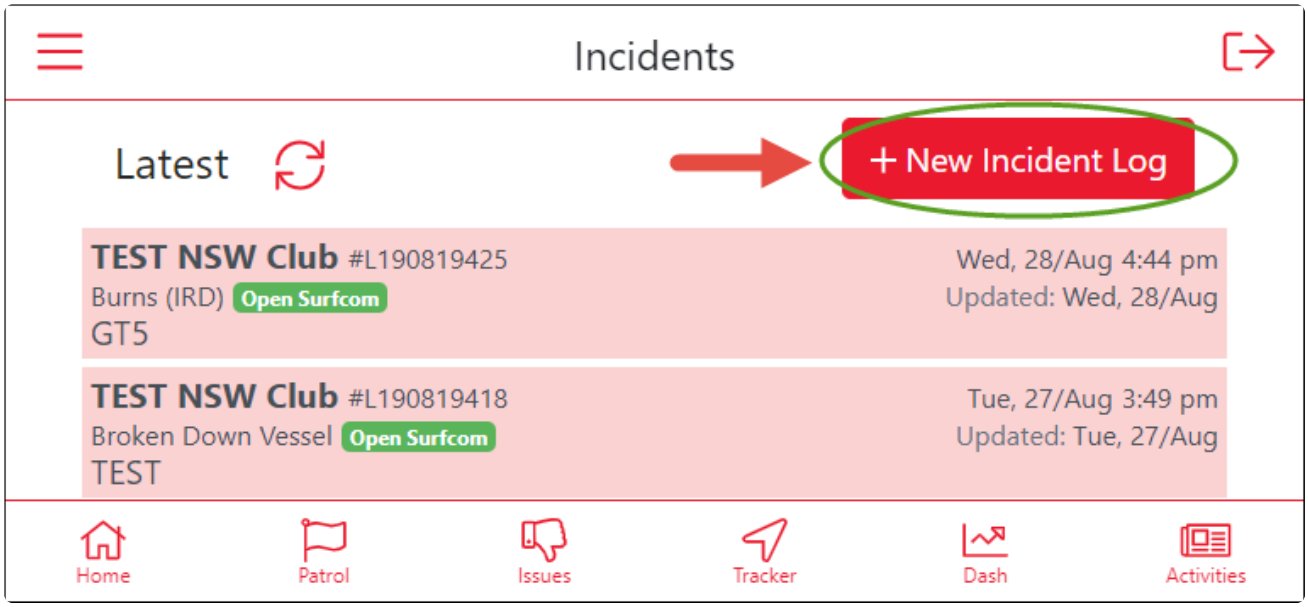
Use the Down/Up Arrows to select which field you wish to edit.

1. The Up Arrow will display the data from the selected field to view.
2. The Down Arrow will close the data from the selected field.



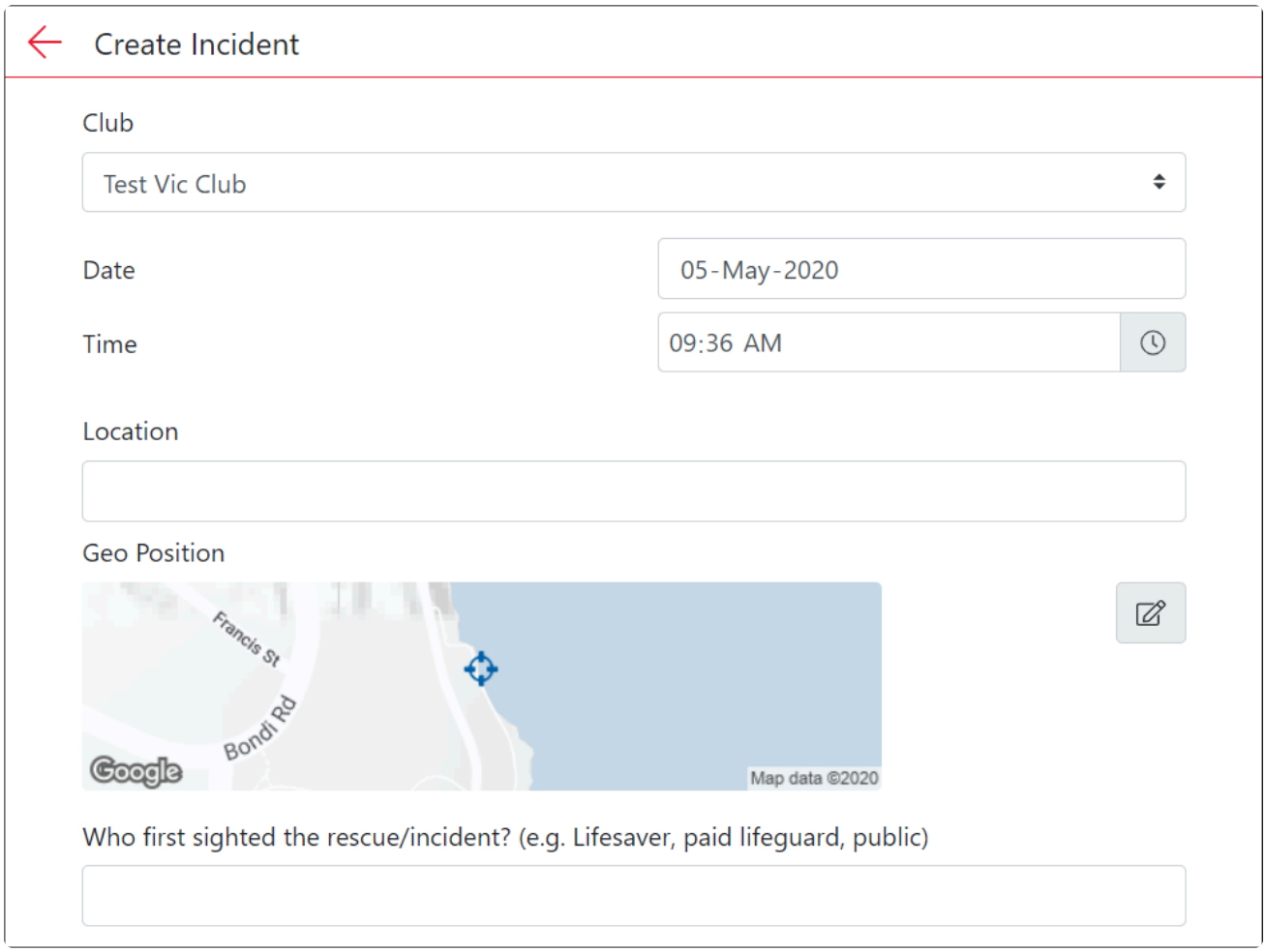
11.3 Creating Incidents

1. Select the red + New Incident Log button to create a new log.



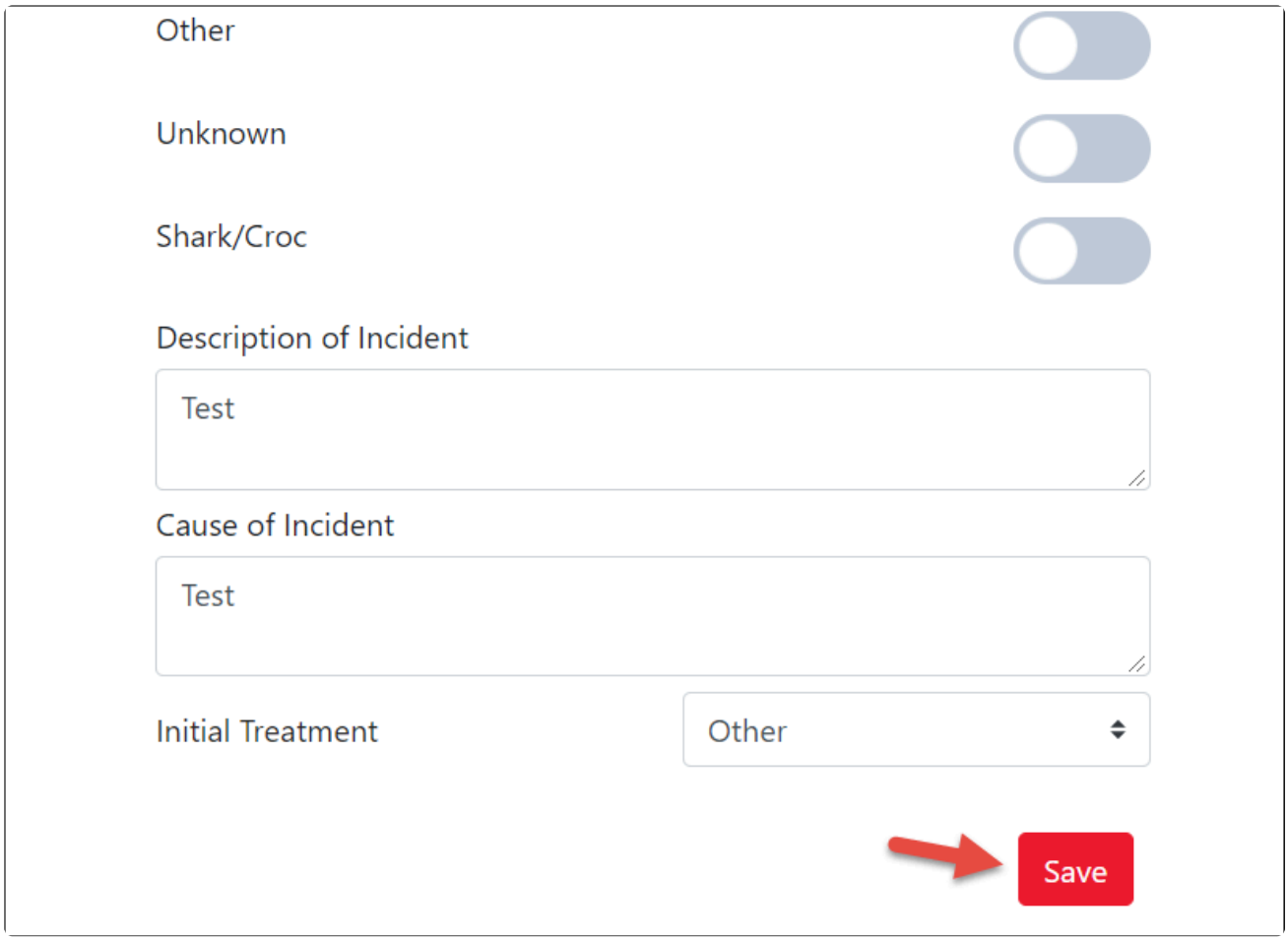
2. If you are a member of multiple clubs use the drop-down menu to select the club where the incident occurred.
Note: If you are only a member of one club your club will be selected by default.

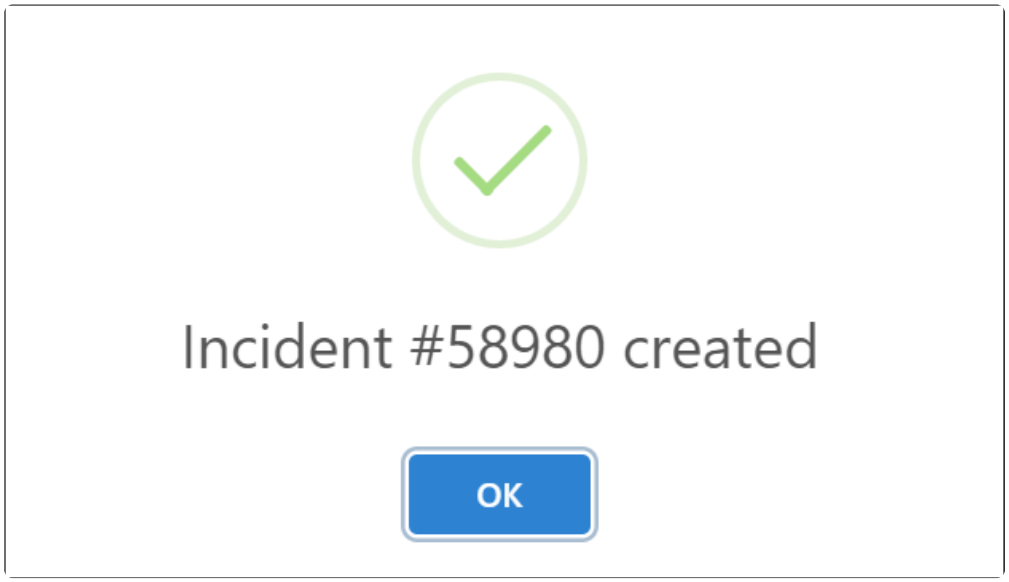
The date and time will be default set to the current time when creating the log. (this default information may be edited).



Fill in information into the Incident Log as required.

Fields marked as red as compulsory and must be filled in to complete the form.



Select ‘Save’ to save the Incident Log.
The Incident Log will be saved to the Operations App and also SurfGuard.

An issue number will be allocated to the Incident Log once successfully created.