



SURF LIFE SAVING®
NEW ZEALAND
In it for life

SURF LIFEGUARD CANDIDATE WORKBOOK 2022



Candidate details

Surf lifeguard candidate workbook

Name: _____

Date of birth: _____

Membership number: _____

Club: _____

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AWARD REQUIREMENTS

The Surf Lifeguard Award candidate workbook is designed to help you prepare for your Surf Lifeguard Award examination, however all content from the training manual could be in the examination. The workbook is also used to gather information about what you have learnt during the instruction phase.

Minimum age
Pre-requisite awards

14 years
None

The Surf Lifeguard Award is made up of 12 units

1. Demonstrate knowledge of health, safety, welfare and risk management for all surf lifeguards.
2. Identify and describe the roles and responsibilities surf lifeguards encounter while on patrol and their responsibilities as members of SLSNZ.
3. Describe the features of the surf environment.
4. Demonstrate knowledge of effective communication and how to communicate effectively.
5. Demonstrate the skills and knowledge of patient identification and effective scanning techniques.
6. Perform releases and tows in an aquatic environment.
7. Demonstrate signals used by surf lifeguards for communication.
8. Communicate using a two-way radio.
9. Perform a tube rescue.
10. Provide resuscitation.
11. Provide first aid.
12. Manage first aid in emergency situations.

All parts of this workbook must be completed by you and the workbook completion table must be signed by your instructor and club prior to attending your exam. This could be done after each lesson or at the end of the instruction phase for the specific task. The workbook must be handed over to the examiner before you sit any components of the exam.

Workbook completion table

The tables below identify the workbook sections and tasks that must be completed prior to attending the examination.

Table 1: Workbook and task completion table

Workbook section	Date completed	Sign off
Prepare		
Prevent		
Respect		
Communicate		
Respond		
Perform		
Task to complete prior to exam	Date completed	Sign off
400m swim in under 9 min		
Run-swim-run		
Perform a tube rescue in a pool		
Perform releases and tows in an aquatic environment		
Demonstrate surf lifesaving signal communication		
Communicate using a two-way radio – practical demonstration		
Perform a tube rescue in a surf environment		
Provide resuscitation (see table 2 for more details)		
Provide first aid (see table 2 for more details)		
Manage first aid in emergency situations (see table 2 for more details)		

Table 2: CPR and first aid completion table

Provide resuscitation	Date completed	Sign off
Adult CPR		
Child CPR		
Infant CPR		
Adult choking		
Infant choking		
Provide first aid	Date completed	Sign off
Shock and bleeding scenario		
Burns scenario		
Fractures and soft tissue injuries scenario		
Heart attack, asthma, stroke or seizure scenario		
Manage first aid	Date completed	Sign off
One scenario containing an injury from each of the following (ask your instructor for more details), internal bleeding, head injury, severe allergic reaction, hypothermia or hyperthermia.		

I confirm that this workbook and all tasks have been completed and the candidate is ready to be assessed at a surf lifeguard award exam.

Instructor _____ Club representative _____

Signed _____ Signed _____

Date _____ Date _____

EXAM

Once you have completed the questions and tasks contained in this workbook you will need to complete the Surf Lifeguard Award examination.

Below are details regarding each of the four components that make up the examination.

1. Candidate workbook

The candidate workbook check must be completed satisfactorily. If not, the candidate must not complete the exam.

Candidate workbook

2. Pool test

Candidates must pass all three skills to progress to the practical beach components, as listed in point 4.

400 metre pool swim Pre-requisite for 'perform a tube rescue' unit.

Releases and tows Perform releases and tows in an aquatic environment.

Tube rescue (pool) Pre-requisite for 'perform a tube rescue' unit.

3. Theory test

Candidates must pass before progressing to point 4.

Theory paper

4. Practical test

Radio Communicate using a two-way radio.

Signals Demonstrate signals used by surf lifeguards for communication.

Resuscitation Provide resuscitation.

First aid Provide first aid.

Manage first aid in emergency situations.

Run-swim-run Pre-requisite for 'perform a tube rescue' unit.

Tube rescue (beach) Perform a tube rescue.

Prepare

These questions cover content from the following unit:

Demonstrate knowledge of health, safety, welfare and risk management for all surf lifeguards.

- 1.** The SAFER model helps guide surf lifeguards to understand the concept of risk management. What does SAFER stand for?

S _____
A _____
F _____
E _____
R _____

- 2.** What are the eight steps that outline effective risk management that are applied during surf lifesaving activities, and provide an example for each:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

- 3.** What are some hazards that surf lifeguards may encounter in a beach environment or at their club?

4. Identify five ways a surf lifeguard can protect themselves from the sun on the beach?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

5. A common injury that occurs when lifting and carrying heavy objects is: _____

6. What are the health and safety responsibilities of your club?

7. What health and safety responsibilities are YOU responsible for?

8. Name two ways you can help to reduce injuries to members (including yourself) or visitors to your surf club:

- 1) _____
- 2) _____



Prevent

These questions cover content from the following unit:

Identify and describe the roles and responsibilities surf lifeguards encounter while on patrol and their responsibilities as members of SLSNZ.

1. What is proactive lifeguarding?

2. Name four types of preventative actions a surf lifeguard may take during patrol?

1) _____

2) _____

3) _____

4) _____

3. Why is it important to wear your surf lifeguard uniform on patrol?

4. Give three examples of when you **SHOULD NOT** wear your surf lifeguard uniform:

1) _____

2) _____

3) _____

5. Give three examples of when you **SHOULD** wear your surf lifeguard uniform:

1) _____

2) _____

3) _____



6. What are NSOPs?

7. What is the purpose of CSOPs?



8. What are the five types of reports and what information is gathered for each?

1) _____
Info gathered _____

2) _____
Info gathered _____

3) _____
Info gathered _____

4) _____
Info gathered _____

5) _____
Info gathered _____

9. Patrol, membership database and online learning:



a) What is some of the data recorded in the patrol and membership database (PAM)?

b) What is your username you need to enter when logging into the member portal?

10. Rescue vehicles and patrolling roles:

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

b) What must you wear to operate an ATV?



11. Name four items that an ATV must carry at all times:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

12. If a rescue operation is starting to become too large or difficult to control, who could you contact to help assist your patrol?

13. What are the different types of patrolling roles required on patrol?

14. Missing persons:

a) A member of the public approaches you and notifies you they have a missing person. What are your tasks as a surf lifeguard?

b) What questions should you ask them?

c) If the person cannot be located what should you do?



Respect

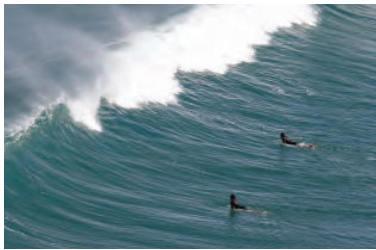
These questions cover content from the following unit:
Describe the features of the surf environment surf lifeguards operate in.

1. Waves:

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

b) What three factors can affect the size of waves?

c) Identify the following wave types and explain the characteristics of each:



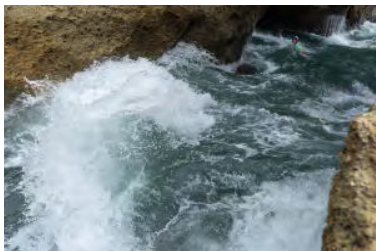
Wave type _____
Characteristic _____



Wave type _____
Characteristic _____



Wave type _____
Characteristic _____



Wave type _____
Characteristic _____

2. Wind:

a) Why can offshore winds be hazardous?



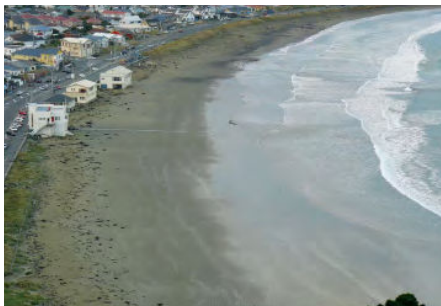
b) Why can rip currents be harder to see during onshore winds?



3. Tides:

a) What is the tide?

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



c) Does the tide affect waves on your beach, if so, how?

4. Rip currents and holes:

a) What is a rip current?

b) Name six identifying features of a rip current:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____

c) What should you do if you are caught in a rip current?

d) What are the main features of each of the below rips currents?

Boundary rip current

Channel rip current

Flash rip current

e) How are holes formed?

5. What is SAFESWIM?



Communicate

These questions cover content from the following units:

Demonstrate knowledge of effective communication and how to communicate effectively.
Communicate using a two-way radio.

1. Effective communication:

a) Identify some of the ways surf lifeguards communicate while on patrol:

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

1) _____

2) _____

3) _____

4) _____

5) _____

c) What communication barriers exist in the surf lifesaving environment?

2. Radio Communication:

a) What is the VHF marine radio network?

b) What is SurfCom?

c) Identify some radio techniques a surf lifeguard SHOULD NOT DO when operating a radio?

d) Identify some radio techniques a surf lifeguard SHOULD DO when operating a radio?

e) What does 'out' mean?

f) What are call signs?

g) What should you say into the radio in an emergency? And why should it be said?

h) What are the 4 Ps to pass on accurate information in an incident?

P _____

P _____

P _____

P _____

i) What are your clubs procedures for maintenance and recharging radios after use?

3. Verbal and non-verbal communication:

a) Identify some examples of verbal and non-verbal communication in a surf lifesaving environment:

Verbal communication examples:

Non-verbal communication examples:

b) Why are non-verbal cues or body language important in communication?

4. Graphic communication:

For each of the signs or flags below, identify the name and when it should be used:



Name _____



Use _____



Name _____

Use _____



Name _____

Use _____



Name _____

Use _____



Name _____

Use _____



Name _____

Use _____

Respond

These questions cover content from the following unit:

Demonstrate knowledge of effective patient identification and scanning techniques.

1. Patient identification:

Identify the following potential patients and detail why they are more likely to get into difficulty at the beach.

Children:

Elderly or overweight people:

Very thin people:

Migrants:

Flotation users:

Intoxicated people:

Improperly dressed people:

2. Scanning:

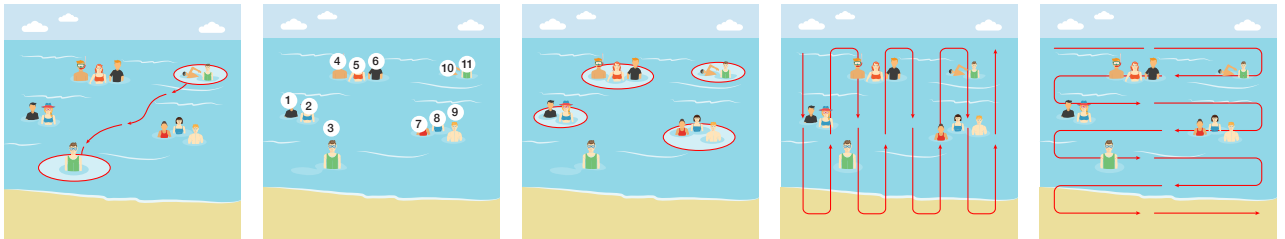
a) Identify and describe what senses surf lifeguards must use to monitor what is happening around them?

b) Identify the five key points that are important to remember when learning how to scan and describe each one:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

c) What are the principles of the five minute scanning approach?

d) Name the following scanning patterns?



e) Why is it important to change your scanning strategy every five minutes?

3. Identify five signs of a swimmer in difficulty:

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Perform

These questions cover content from the following unit:

Provide first aid and resuscitation.

1. Fill in the blanks below:

D _____

R _____

S _____

A _____

B _____

C _____

D _____

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

3. Complete the table below:

	Adult	Child	Infant
Age range (yrs)	Over 8		
Compress with		1 or 2 hands	
Breathe into	Mouth		
Compression rate per min			100-120
Compression/ventilation ratio	30:2		
Compression depth		1/3 chest (5cm)	

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

5. Drowning:

a) What should a surf lifeguard do in a drowning situation?

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

6. Shock:

a) What is shock?

b) What are the signs and symptoms of shock?

c) In what situations could a person develop shock?

d) How should you treat shock?

7. Trauma:

a) An older male has suffered a deep laceration to his arm. Bleeding stopped with pressure, and you placed a dressing and bandage on the wound. Blood has now soaked through both. What is the correct treatment?



b) What are the signs and symptoms of internal bleeding?

c. If you suspect a patient to be bleeding internally what should you do?

8. Injuries to the head:

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

b) What should you do to treat a head injury?

9. Spinal injuries:

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

b) If a patient with a strongly suspected spinal injury must be turned, use a _____ technique.

10. Anaphylaxis:

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

- 1) _____
- 2) _____
- 3) _____
- 4) _____

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

11. Stings:

How should you treat a sting from a jellyfish?



12. Burns:

a) Name three ways burns can be caused:

1) _____

2) _____

3) _____



b) What steps should you take to manage minor and major burns?

Minor _____

Major _____

13. Injuries to the eyes:

If a member of the public approaches you complaining of sand in their eye what should you do?

14. Exposure to heat:

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

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

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

15. Exposure to cold:

a) What is hypothermia?



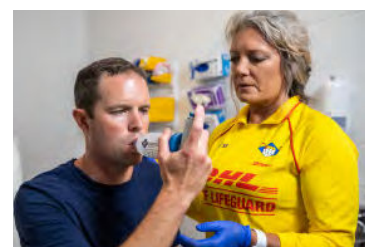
b) List the signs and symptoms of hypothermia:

c) How would you treat a person who has mild hypothermia and is still conscious?

d) What can you do to prevent hypothermia?

16. Asthma:

a) What are some signs and symptoms of asthma?



b) If a patient becomes unresponsive during an asthma attack what should you do?

17. Stroke:

a) Complete the acronym below and explain what each word means?

F _____

A _____

S _____

T _____

b) What are the steps to take if you suspect someone is having a stroke?

18. Discuss with your instructor:

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

Surf Lifeguard Award Examination beach card

Candidate name: _____

Club: _____

Membership number: _____

Venue: _____

Date: _____

Test	Pass	Re-test	Examiners signature
Candidate workbook submitted			
400m pool swim			
Releases			
Tows			
Tube rescue (pool)			
Theory paper			
Radios			
Signals			
Run-swim-run			
Tube rescue & recovery position			
Single person adult CPR			
First aid			

Examiners name: _____

Examiners signature: _____

Pass / Re-test



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