



**SUNSHINE
COAST**
Queensland

The Buhk Wilkes Trophy Surf Life Saving Club of the Year

Guidelines and Judging Criteria

2026-2027

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Overview

SLSQ Sunshine Coast Branch is continually endeavoring to enhance the prestige and the significance of the Buhk Wilkes Trophy by increasing exposure to full season inspections as opposed to limited inspections.

Bill Buhk and Fred Wilkes, in whose names the Trophy is dedicated, placed great emphasis on the standard of our grass roots responsibility in all aspects of surf lifesaving, not just for a few months of the season, but for the entire patrolling period. The Trophy is presented annually to the club that meets the criteria and highest standard of proficiency - both in the club house and on the beach - that these men greatly respected and firmly upheld during their time of service.

Benefits

The main benefits of this award include:

- The advancement of lifesaving skills
- promoting patrolling efficiency
- using the inspections as an identification tool that can detect areas of patrolling that may need improving and reviewing
- building morale and club strength
- keeping patrols active
- improved lifesaving administration

Format and Criteria

The winner of the Sunshine Coast Branch Buhk Wilkes Trophy Surf Lifesaving Club of the Year is determined on a point score basis with the club scoring the highest points being declared the winner.

Points Summary

The total maximum points available are **1340** which are distributed across four sections. These sections and the allocated maximum points are:

Section **A**: Patrol inspections and tasks (500 per inspection; maximum 1000 points)

Section **B**: Club administration (maximum 90 points)

Section **C**: Club attendance at branch meetings and forums (maximum 120 points)

Section **D**: Club hosted meetings (maximum 130 points)

Section **E**: Patrol breaches will occur point penalties as follows:

1st occasion: 30 points deducted from point score for a major breach and 15 points deducted for a minor breach

2nd occasion: 250 points deducted from point score

Section A: (i) Patrol Inspections and (ii) Tasks:

There will be two (2) patrol inspections per club per season. The first will occur at the start of the season (round 1), the second later in the season (round 2). Clubs will receive timely feedback (within seven business days) after the first inspection, enabling this to be fed forward in preparation for their next inspection.

The inspection timeframe will be:

Round 1: October – December (15 inspections)

Round 2: February – April (15 inspections)

Points in Section A: (i) patrol inspections and (ii) tasks will be allocated at each inspection per the Buhk Wilkes Assessor Marking Sheet (**Appendix 1**), which aligns with the current SLSQ Patrol Operations Manual.

The completed marking sheet is to be signed by the Assessor and Patrol Captain. The Assessor will return this to branch for verification by the Director of Lifesaving and Branch Education Officer. It will then be returned to the Club Captain and Patrol Captain with feedback.

Patrol inspections will be random and unannounced, with an assessor able to arrive at a club at any time while patrols are occurring (i.e. inspections will only occur if the beach is scheduled to be open). If the beach is closed due to unsafe surf conditions, the patrol will be inspected based on its sign-on status. Patrol inspections shall not be conducted on public holidays, whilst carnivals, events or nippers are running or when a rescue is in progress.

Not wanting to be inspected is not grounds for a non-inspection. If an inspection is not allowed to be conducted a score of zero (0) will be given for that round.

Assessors

Patrol inspectors must hold the current Bronze Medallion assessor award. They will wear the official assessor shirt for easy identification when conducting the patrol inspections.

To ensure good practice, the principles of assessment will be applied. This will ensure assessment decisions are consistent across different clubs and assessors. To maintain quality assessment and ensure objective assessment, marking criteria will include clear guidance on what is being judged.

Ethical and Professional Behaviour:

Assessors:

- will be briefed on the criteria by the Branch Education Officer and Director of Lifesaving prior to the commencement of inspections and after the first round of inspections.
- are to maintain strict confidentiality, they must not advise a club of an upcoming inspection nor discuss the results of any inspection to other clubs.
- must demonstrate professional behaviour, be fair, honest and impartial, and always promote SLISA in a positive manner in their role as a patrol assessor.
- must not collude with patrol team members or patrol captains or anyone else regarding the Buhk Wilkes assessment or its outcome.
- cannot inspect patrols of the club of which they are a member.
- patrol teams of which an appointed assessor, the Branch Education Officer, Director of Lifesaving or other branch executives involved in the development and implementation of the Buhk Wiles award cannot be assessed.
- must submit completed the paperwork to the Branch as soon as practicable and no later than three (3) days after an inspection.

Section B: Club Administration

There are **two** key club administration tasks that have points allocated:

1. Patrol gap analysis (1): identification of gaps and a plan to address identified gaps
2. Patrol gap analysis (2): outcomes of plan implemented to address identified gaps

Club Patrol Gap calculators are required twice a season.

1. The first patrol gap analysis and plan to address identified gaps are to be submitted **by 5pm Friday 30th October 2026.**

Format of reporting:

- (i) The data from the gap analysis
 - (ii) Plans are in place to address the identified gaps through measurable goals and objectives. These goals and objectives must be quantifiable.
2. The second patrol gap analysis and outcomes of the original plan are to be submitted by **5pm Tuesday 30th March 2027.**

Format of reporting:

- (i) Data from the second gap analysis.
 - (ii) Outcomes of each goal and objective. The specifics must include measurable outcomes for each goal and objective. If any objectives were not achieved, outline the steps to address them.

Submission: All submissions are made via the Sunshine Coast Branch website - [Buhk Wilkes | Surf Life Saving Queensland](#)

Points: **forty-five points (45)** will be allocated for receipt of an item prior to the deadline noted below. There will not be partial points.

In each case, both i and ii need to be provided to earn the points each time.

Section C: Club Attendance at Branch Meetings and Forums:

Points will be awarded to Clubs for attendance at the following branch meetings:

Board of Lifesaving Meetings

- Attendance required by club captain or vice club captain or proxy
- There are **four (4) meetings** conducted throughout the season
- Attendance at each meeting will receive **twenty (20) points** for a maximum total of **80 points**

Branch Education Forums

- Attendance by club CTO or qualified proxy
- There will be **two (2) branch education forums** throughout the 2026/27 season
- Attendance will receive **20 points** per meeting for a maximum total of **40 points**

Section C – Scoring Notes

- Non-attendance means zero (0) points, excuses or apologies are not accepted.
- An existing branch director/officer will not be accepted as a club delegate or proxy unless that director/officer holds the equivalent club position to be a delegate on that board.

Section D: Club Hosted Meetings

Patrol Captain Meetings

- Points will be awarded to clubs that organise patrol captain meetings during the 2026/27 season.
- These meetings can be held in person, online, or through an information exchange in a newsletter.
- All meetings must have:
 - (i) an agenda or a list of topics to be covered in the information sheet or newsletter; and
 - (ii) a record of attendance or a list of recipients of the information, along with proof that the material was read (receipt read); and
 - (iii) a meeting summary (minutes) or a copy of the actual information sheet or newsletter.

Points: There will be **twenty (20) points** given to each Club that fulfills this requirement to a maximum of **60 points** during the 2026-27 season (3 meetings). Twenty points (20) will be allocated for receipt of an item prior to the deadline noted below. **To be allocated the full 20 points, the above three items for each meeting must be submitted. There will not be partial points.**

Submission: All submissions are made via the Sunshine Coast Branch website - [Buhk Wilkes | Surf Life Saving Queensland](#).

Evidence must be submitted for each of the three meetings. All submission must include items i, ii, iii to receive any points. For the first two meetings, evidence must be submitted **no later than one week before the following meeting takes place**. For the final meeting, evidence must be submitted within two weeks after the meeting.

Club Hosted TAF Meetings

- Points will be awarded to clubs whose CTO provide their TAFs with an update of education information shared from branch member education forums during the 2026-2027 season.
- These meetings can be held in person, online, or through an information exchange in a newsletter.
- All meetings must have:
 - (i) an agenda or a list of topics to be covered in the information sheet or newsletter; and
 - (ii) a record of attendance or a list of recipients of the information, along with proof that the material was read (receipt read); and
 - (iii) a meeting summary (minutes) or the actual information sheet or newsletter.

Points: There will be **twenty (20)** points given to each Club that fulfills this requirement to a maximum of **40 points** during the 2026-27 season (2 meetings). Twenty points (20) will be allocated for receipt of an item prior to the deadline noted below. **To be allocated the full 20 points, the above three items for each meeting must be submitted. There will not be partial points.**

Submission: All submissions are made via the Sunshine Coast Branch website - [Buhk Wilkes | Surf Life Saving Queensland](#)

Evidence must be submitted for each of the two meetings. For the first meeting, evidence must be submitted no later than one week before the following meeting takes place. For the final meeting, evidence must be submitted within two weeks after the meeting.

Section D – Combined Meetings:

For clubs with combined meetings (i.e., not separate PC and TAF meetings), evidence such as an individual agenda, attendance records, and a summary must be provided.

A bonus 10 points will be given if, for all club hosted meetings (PC/TAF), your local Lifeguard is formally invited. Proof is required that the Lifeguard was invited.

Section E: Patrol Breaches

Any club found by the Branch DOLS to have breached their patrol service contract, including the SLSQ Patrol Operations Manual procedures, as outlined in the Patrol

Quality Assurance Policy Number LS19, will face the following consequences:

- **1st occasion:** 30 points deducted from point score for a major breach and 15 points deducted for a minor breach
- **2nd occasion:** 250 points deducted from point score

Governance

The Sunshine Coast Branch Buhk Wilkes Trophy Lifesaving Club of the Year Award will be supervised and controlled by the Branch Director of Lifesaving, under the supervision of the Branch Executive.

Questions, complaints, feedback

Any queries or questions regarding the competition or points awarded/deducted are to be directed to the Branch Director of Lifesaving (contact details: dols@slsqsunshinecoast.com.au).

Questions about patrol inspection decisions must be lodged in writing to the Branch Director of Lifesaving within 14 days of receiving paperwork for that inspection (contact details: dols@slsqsunshinecoast.com.au).



Appendix 1: Buhk Wilkes Assessor Marking Sheet

BUHK WILKES ASSESSOR MARKING SHEET TO BE COMPLETED AND RETURNED TO BRANCH

Club					
Inspection date:		Start time:		Finish time:	
Beach Status:	Open	Closed	Observational Patrol (circle one)		
Patrol Assessor:					
Patrol Captain:					
Patrol Team:					
Head count in water:		Approx. # on beach:			

	SCORE	MAX
Part 1 (Patrol strength and personnel)		60
Part 2 (Powercraft)		40
Part 3 (Gear and equipment)		130
Part 4 (Questions)		50
Lifesaving Task		100
FA / ART Scenario		100
PC		20
TOTAL SCORE		500

Name	Signature
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Assessor		
Patrol Captain		

Section A: (i) Patrol Inspection (parts 1-4) maximum 280 points

PART 1 Patrol strength and personnel (10 points each YES; 0 points each NO - max points 60)

Meets minimum standard of numbers on patrol (POM0003).

Minimum of three Bronze Medallion holders	YES	NO
1 x Full Powercraft crew i.e., either one Silver Medallion IRB Driver and IRB Crewperson or one RWC operator	YES	NO
Powercraft on beach must match the awards for the Powercraft crew i.e. if no IRB Driver, IRB should not be on the beach.		
1 x Advanced Resuscitation Techniques (ART)	YES	NO
1 x First Aid (AID)	YES	NO
All patrol members are in patrol uniform (POM 0006) shirt, shorts, quartered cap tied up and secured on head (award only members no quartered cap POM0003) and hat/cap (POM 0006 item 9).	YES	NO
Patrol captain identified "Patrol Captain" on patrol shirt or cap (POM 0004)	YES	NO
Patrol Captain must hold the SMPC or SMBM award		
	Part 1:	/60

Section 1 assessor notes:

PART 2 Powercraft (POM 0012) 10 points each YES; 0 points each NO – max points 40

Powercraft operators must use a designated in/out zone for all craft launching from the beach.

This area is to be designated by six witches' hats/six bollards (minimum size 450 mm)	YES	NO
and a yellow powercraft launching area sign.	YES	NO
Patrol IRB driver & crew have approved red and yellow lifejacket accessible OR RWC have approved red and yellow lifejacket and approved helmet accessible (POM0006)	YES	NO

As a minimum, the patrol IRB's and RWC's shall be located approximately 30m (when possible) from the patrol flagged area and on the downward side of current with the surf craft sign a minimum of 10m past the Powercraft area, *however this may change based on conditions and it is at the discretion of the Patrol Captain (*if changed note below for YES)	YES	NO
	Part 2:	/40
Section 2 assessor notes:		

PART 3 Gear and equipment (POM0007/9): 10 points each YES; 0 points each NO – max points 130		
Equipment below should be in the patrol arena		
COMMUNICATION EQUIPMENT		
One (1) set of board riding signs with black and white quartered flags on poles	YES	NO
Minimum 2 beach condition report boards (A-Frame and spike, 1 of each)	YES	NO
SLSA signal flags on poles	YES	NO
1 loud hailer	YES	NO
RESCUE EQUIPMENT		
Rescue tubes (3)	YES	NO
Flippers (2 pair)	YES	NO
Rescue boards (2)	YES	NO
Witches' hats 6 (per piece of equipment i.e. IRB/SSV) (note if 4WD parked requires 1 bollard)	YES	NO
MEDICAL EQUIPMENT		
Spinal board (1)	YES	NO
Portable first aid kit that is clearly marked e.g. 'CLUB NAME' FIRST AID KIT	YES	NO
Defibrillator	YES	NO
Personal patrol packs (3) each containing 1 resus pocket mask, 2 pairs disposable gloves, 1 whistle, 1 pen/pencil, 1 notepad	YES	NO
Air bag/oxygen resuscitator start of day content check has been performed, and this is evidence by being signed/marked	YES	NO
	Part 3:	/130

Section 3 assessor notes:

PART 4 Theory Questions – 5 points each correct answer – max points 50

Instructions to lifesavers:

- There are **10** multiple choice questions in this competition paper.
- Questions are sourced from the current edition of the **Public Safety & Aquatic Rescue Training Manual 35th Edition**.
- For each question there are four possible answers **A, B, C** and **D**.
- Choose the **one** correct answer.
- There is a **10-minute** time limit.
- Each correctly answered question will be allocated **five** points.
- The maximum points allocated for each inspection is **50 points**.

Section A: (ii) Lifesaving Tasks – maximum 220 points

- The lifesaving task is designed to be conducted regardless of the conditions.
- There are three tasks:
 - (i) one for patrol members (100 points)
 - (ii) one for FA/ART (100 points) and
 - (iii) one for the PC (20 points).
- Criteria will be based on the latest edition of the PSAR, and marks are dichotomous, i.e., if it was or wasn't done.
- Per principles of assessment, assessments will be valid and assess only what is required, not anything above or beyond what is required. Scenarios are provided to assessors, and the assessor can select which scenario to use at an inspection.
- To allow for skill development and improvement, different scenarios will be used in round 1 and round 2.
- The PC will appoint members to the task: lifesaver(s) and patient(s).
- Members assessed will include bronze medallion holders, one first aid holder and one ART holder (FA and ART can be the same member).
- Assessor will provide necessary equipment for use in the scenario.
- PCs will undertake a separate scenario.