

SSCB Carnival LIMSOC & Communications Procedure

Subject: Carnival LIMSOC & Communications	Department: SSCB Surf Sports & Lifesaving
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Purpose

The purpose of this procedure is to establish a consistent process for the management of communications, incident reporting and operational statistics during Sunshine Coast Surf Sports Carnivals through the Sunshine Coast Surf Sports Carnival Event (SSCE) LIMSOC unit.

This procedure ensures that carnival-related Surf Risk Ratings (SRRs), Incident Report Logs (IRLs), First Aid treatments and rescues are recorded independently from the Host Club patrol. The process provides clear separation between carnival operations and patrol operations, ensuring accurate reporting while allowing patrol members to focus on delivering their Patrol Service Agreement (PSA) responsibilities to beach users and the general public.

The procedure also establishes communication protocols between carnival officials, Patrol Captains/Lifeguards and SurfCom using the allocated SLSQ GWN Radio.

Scope

This procedure applies to all Sunshine Coast Branch Surf Sports Carnivals and all personnel performing operational roles within those events, including:

- Carnival Safety Officers
- First Aid Officers and First Aid Teams
- Carnival Referees
- Water Safety Personnel
- Host Clubs
- Patrol Captains
- Sunshine Coast Lifeguard Supervisors
- Sunshine Coast Regional Staff
- Branch Surf Sports & Lifesaving Committees

This procedure governs:

- Use of the Sunshine Coast Surf Sports Carnival Event (SSCE) in LIMSOC.
- Recording of Surf Risk Ratings (SRRs).
- Recording of Incident Report Logs (IRLs).
- Recording of carnival-related First Aid treatments & Rescues
- Communication with SurfCom using the allocated GWN radio.
- Operational interaction between carnival management personnel and patrol teams.

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This procedure does not remove or replace the authority and responsibilities of the Patrol Captain/Lifeguard as outlined within Surf Life Saving Queensland operational procedures, relevant Patrol Service Agreements, Lifeguard Service Agreements and the Patrol Operations Manual.

Definitions

TERM	DEFINITION
Carnival Referee	The official responsible for management of competition activities and support of carnival safety operations.
Carnival Safety Officer (CSO)	The appointed officer responsible for the overall safety management of the carnival and administration of operational requirements through LIMSOC.
DOLS / DDOLS	Director of Lifesaving / Deputy Director of Lifesaving
DOSS / DDOSS	Director of Surf Sports and Deputy Director of Surf Sports
First Aid Officer	The appointed officer responsible for carnival first aid services, incident management reporting and communication with SurfCom where required.
Host Club	The Surf Life Saving Club hosting the carnival event.
IRL	Incident Report Log recorded within LIMSOC.
Lifeguard	Paid Lifesaving Service operating under Local Council Contracts
LIMSOC	Surf Life Saving's operational management platform used to record patrol and operational activity.
Patrol Captain (PC)	The member responsible for the management and operation of the patrol service for the day, including patrol members, public safety and patrol service delivery.
Patrol Service Agreement (PSA)	Relates to the individual agreement between SLSQ the Club and Local council in relation to patrolling expectations
Rescue	For the purpose of this procedure, a rescue is an actual emergency response involving a patient requiring assistance, treatment or medical intervention. The routine retrieval of competitors by water safety personnel during racing activities is not considered a rescue.
SLSQ	Surf Life Saving Queensland
SSCB	Sunshine Coast Branch
SSCE	Sunshine Coast Surf Sports Carnival Event LIMSOC unit established for carnival operational reporting.
Surf Risk Rating (SRR)	Risk Assessment - Surf Risk Rating completed within LIMSOC
SURFCOM	Surf Life Saving Queensland's communications and coordination centre.
Water Safety Team	Accredited personnel assigned to provide water safety services during carnival competition

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Sunshine Coast Contacts List

Name	Role	Number / Email
Jess Roberts	SLSQ STAFF – SSC Membership & Sport Coordinator	0448 674 224
SURFCOM		07 5631 4700
Sunshine Coast Regional Office	SLSQ Regional Staff or Branch Leadership Team	ssbranch@lifesaving.com.au
BRANCH SPORT CONTACTS		
Santo Della Bianca	SSCB Director of Surf Sports	doss@slsgsunshinecoast.com.au
Chris Smithies	SSCB Deputy Director of Surf Sports	ddoss@slsgsunshinecoast.com.au
Roger Aspinall	SSCB Director of Lifesaving	dols@slsgsunshinecoast.com.au
Rachel Robinson	SSCB Deputy Director of Lifesaving	ddols@slsgsunshinecoast.com.au

Procedure

Supporting Flowchart & Visuals

Supporting resources, including a process flowchart and screenshots demonstrating the LIMSOC SSCE sign-on process, are provided as appendices to assist users in applying this procedure. These resources are intended as quick-reference guides and should be used in conjunction with the requirements outlined within this document.

4.1 Operational Principles

Sunshine Coast Surf Sports Carnivals shall operate through the designated Sunshine Coast Surf Sports Carnival Event (SSCE) within LIMSOC.

All carnival-related operational activity including:

- Surf Risk Ratings;
- Incident Report Logs;
- First Aid treatments;
- Rescues; and
- Operational statistics

must be recorded against the SSCE unit and not against the Host Club patrol.

This process has been implemented to ensure carnival operational statistics accurately reflect activities undertaken by carnival personnel and are not incorrectly attributed to the Host Club's patrol statistics.

4.2 Pre Carnival Briefing and Coordination

In the days leading up to the carnival, the Carnival Safety Officer must meet (either in person or via phone) with the Carnival Referee and/or Host Club Captain to go over the safety plan for the event.

This briefing should include:

- Carnival site layout
- Event schedule and operating times
- Emergency response procedures
- Location of first aid facilities
- Review of responsibilities under this procedure.

If the Club Captain is unable to attend the briefing, the CSO must ensure the information is communicated to the Carnival Referee. The Carnival Referee is then responsible for relaying the information to the Club Captain, who must ensure the requirements are communicated to the rostered Patrol Captains for the event.

4.3 Morning Briefing and Coordination

Prior or early part of the competition, at the convenience of both the Carnival Safety Officer and Patrol Captain/Lifeguard or patrol representative, a morning briefing is to take place.

This briefing should include:

- Communication arrangements – including ensuring carnival radio is given to patrol
- Escalation processes for major incidents – including any delegation of authority
- Review of responsibilities under this procedure

The purpose of this briefing is to ensure a common understanding between carnival officials and patrol personnel throughout the event.

4.4 Sign on Procedures

Refer to Appendix A for the sequence of sign-on actions and communication requirements.

Carnival Safety Officer

Prior to competition commencing, the Carnival Safety Officer shall:

1. Log into LIMSOC
2. Sign on to the SSCE unit
3. Complete the initial Surf Risk Rating (SRR)
4. Confirm all LIMSOC sign on requirements are completed

First Aid Officer

Prior to warm up commencing the First Aid Officer shall:

1. Log into LIMSOC
2. Confirm they are operating within the SSCE unit
3. Ensure the allocated SLSQ GWN Radio (SLSQ Allocated Radio ID) is allocated to SSCE
4. Complete radio check with SURFCOM

4.5 Carnival Communications

When the carnival warm up commences, the First Aid Officer shall contact SurfCom via the assigned SLSQ GWN Radio (SLSQ Allocated Radio ID).

The communication should advise:

- Carnival name
- Location
- Confirmation that the carnival has commenced
- Event start time

This communication is considered the operational sign on for the carnival event.

The First Aid Officer shall maintain the radio for the duration of the carnival and remain available to communicate with SurfCom should any significant incident occur.

4.5.1 GWN Radio Management and Care

The SLSQ GWN Radio (**SLSQ Allocated Radio ID**) is provided to the Carnival First Aid Officer for the duration of the carnival to facilitate communication with SurfCom and support incident management requirements.

The GWN radio assets remain the property of SLSQ and is being loaned to the carnival for operational purposes. All personnel handling the radio are responsible for ensuring it is treated with the utmost care and remains in a serviceable condition throughout the event.

The First Aid Officer shall:

- Maintain possession of the radio for the duration of the carnival unless delegated to another approved carnival official.
- Ensure the radio is operational prior to commencement of competition.
- Protect the radio from damage, loss and unnecessary exposure to the elements.
- Use the radio strictly for operational communications relevant to carnival activities and incident management.

The radio must not:

- Be taken into the water under any circumstances.
- Be used by unauthorised personnel.
- Be left unattended in public areas.
- Be subjected to misuse, rough handling or unnecessary risk of damage.

Any damage, malfunction, loss or operational concerns identified with the radio must be reported immediately to the Carnival Safety Officer. The Safety Officer is responsible for documenting the issue and ensuring the matter is reported to the SLSQ as soon as possible of the equipment so that repairs, maintenance or replacement can be arranged as required.

At the conclusion of the carnival, the radio is to be returned in the same condition in which it was received, noting any defects or issues identified during the event.

4.6 Surf Risk Ratings

The Carnival Safety Officer is responsible for managing Surf Risk Ratings throughout the carnival.

The Safety Officer shall:

- Complete the initial SRR before competition commences
- Continue SRR assessments throughout the day as conditions change
- Update records within the SSCE unit
- Notify the Referee and Patrol Captain/Lifeguard of significant risk changes that may impact operations

4.7 Incident Reporting

The First Aid Officer is responsible for recording all carnival-related incidents within the SSCE unit including member injuries.

This includes:

- First Aid Logs (FAL)
- Incident Report Logs (IRLs)
- Ambulance attendances and/or referrals to further medical care
- Rescue incidents meeting the reporting requirements outlined in this procedure.

All incidents must be entered into the SSCE unit as soon as practicable following the completion of patient care and reporting requirements.

4.8 Rescue Recording Requirements

A rescue shall only be recorded where an actual emergency response has occurred involving a patient who required assistance and/or medical treatment.

The following are **not** to be recorded as rescues:

- Water safety personnel returning competitors to shore.
- Assistance provided to competitors who are unable to complete a race.
- Retrieval of competitors from the competition course where no emergency exists.

These operational activities form part of normal carnival water safety duties and do not constitute reportable rescues.

Where a patient requires emergency assistance, First Aid treatment, medical assessment or further care, the incident shall be recorded appropriately within the SSCE unit.

4.9 Patrol and Carnival Responsibilities

The Patrol Captain/Lifeguard remains the controlling authority for patrol operations and public beach safety.

The **Patrol Captain/Lifeguard** retains responsibility for:

- Patrol operations – as per the Club's PSA
- Public safety services.
- Beach closures.
- Search and Rescue operations*
- Compliance with Patrol Operations Manual requirements.

The **Carnival Safety Officer** remains responsible for:

- Competition safety.
- Carnival operational risk management
- Carnival incident coordination
- Carnival operational reporting
- Marine Incident Log **
- Ensure Patrol Captain/Lifeguard has a carnival radio
- Management of activities recorded through the SSCE uni.

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*Can delegate the management of the Search the CSO or IRB Coordinator

**Marine Incident ([MSQ Form](#)) Power craft Incident needs to ensure a form is filled out by the Driver/Operator and is submitted by the CSO within 24hrs to the SLSQ Regional Office.

Both parties must work collaboratively to ensure safe operation of the beach and carnival.

Where incidents impact both carnival participants and the public, the Patrol Captain/Lifeguard and Carnival Safety Officer are expected to liaise and jointly coordinate an appropriate response.

4.10 Sign off Procedures

Refer to **Appendix A** for the end-of-event sign-off process.

At the conclusion of competition:

1. The Safety Officer shall ensure any final SRRs have been completed.
2. The First Aid Officer shall ensure all incidents have been entered into the SSCE unit.
3. Any outstanding reports shall be finalised.
4. The First Aid Officer shall advise SurfCom that carnival operations have concluded.
5. Personnel shall sign off from the SSCE unit in accordance with LIMSOC operational requirements.

Related procedure instruments

This procedure should be read in conjunction with:

- Surf Life Saving Queensland Lifesaving Patrol Operations Manual (POM).
- Incident Reporting Procedures.
- Patrol Captain Roles and Responsibilities.
- Search and Rescue Procedures.
- Beach Closure Procedures.
- SLSQ Surf Sports Competition Manual.
- Sunshine Coast Branch Carnival Circulars.
- Sunshine Coast Branch Water Safety Requirements.
- SURFCOM Communication Protocols.
- LIMSOC User Guides and Operational Instructions.

SANTO DELLA BIANCA
Director of Surf Sports
Sunshine Coast Branch

ROGER ASPINALL
Director of Lifesaving
Sunshine Coast Branch

APPENDIX A – Sunshine Coast Carnival LIMSOC and Communications Flowchart & LIMSOC reference images

This flowchart provides a visual summary of the operational process for carnival sign-on, communications, risk management, incident reporting and sign-off requirements. It is intended as a quick-reference guide and does not replace the requirements outlined within this procedure.

Figure 1 - SSCE Unit Name

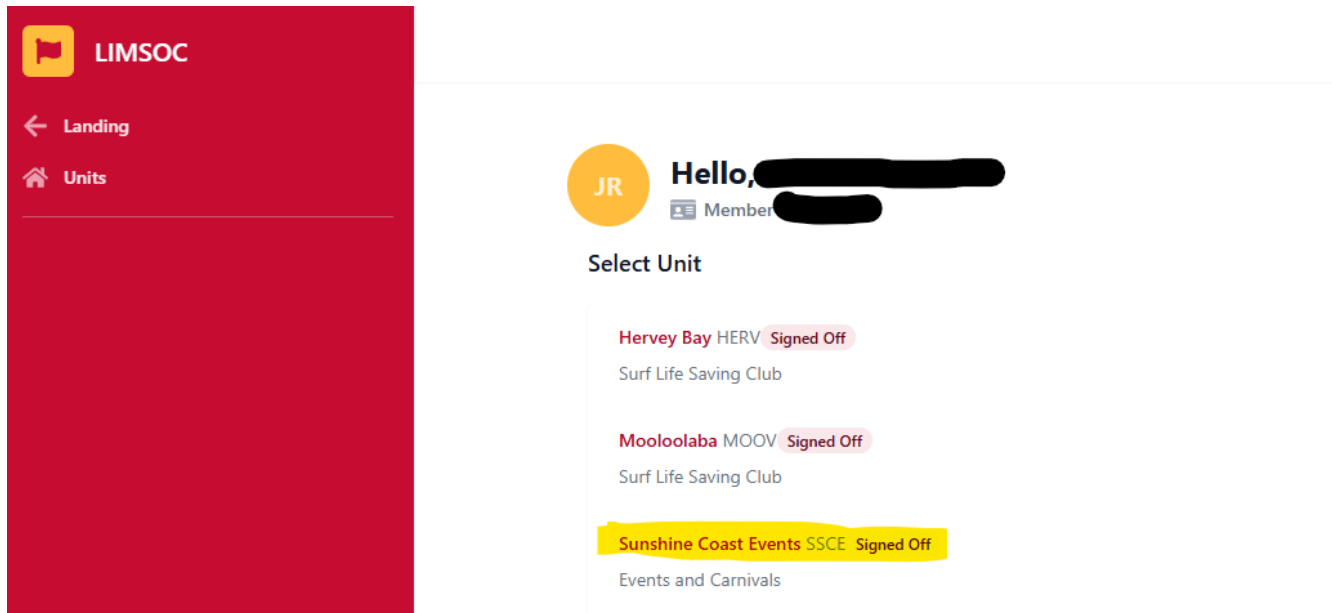
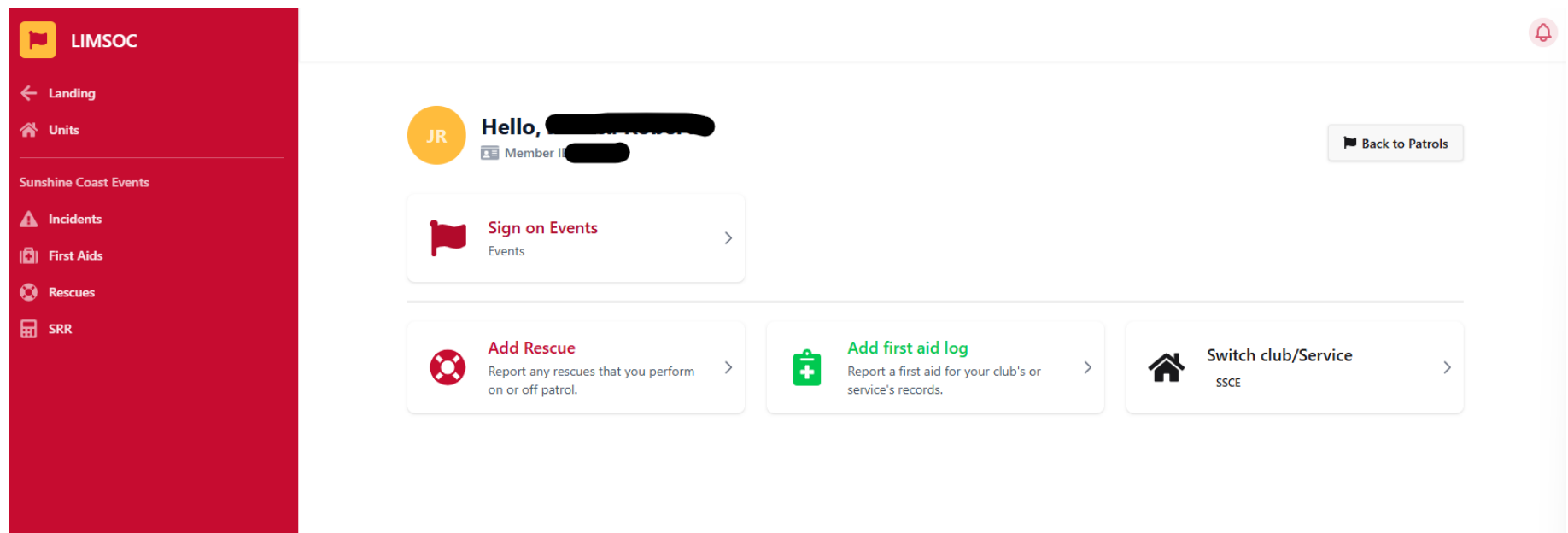


Figure 2 - SSCE Home Page



SSCB QUICK REFERENCE GUIDE CARNIVAL LIMSOC & COMMS

STEP 1

Pre-Carnival Patrol & CSO Briefing – Discussion Points:
Communication channels, Major Incident Procedure, Any questions or concerns

STEP 2

Sign on to LIMSOC – Safety Officer: Log into LIMSOC, Select SSCE Unit, Sign on Carnival and Complete Initial SRR

STEP 3

First Aid Setup – First Aid Officer: Log into LIMSOC, Join SSCE Unit, Check First Aid Area, ensure GWN Radio ID is attached to SSCE Unit

STEP 4

Carnival Start – SURFCOM to radio check when they commence
SURFCOM will do a radio check through to the First Aid Officer for the event. Typically, between 0645 - 0700.

STEP 5

During Carnival – Safety Officer: Complete ongoing SRRs, Liaise with Referee & Patrol Captain
First Aid Officer – Record and Manage any/all Incidents

STEP 6

Major Incident: If Significant incident occurs: Notify Safety Officer, Contact SURFCOM, Liaise with Patrol Captain, Follow all SLSA/SLSQ Procedures

STEP 7

Carnival Finish – Safety Officer: Complete final SRR and confirm operational record complete
First Aid Officer: Complete all Incidents, Notify SURFCOM & Sign off SSCE Unit

Patrol Vs Carnival Responsibilities

Patrol Captain (PC) has responsibility for:

- Patrol Operations – as per the PSA
- Beach Closures
- Search and Rescue operations *
- Compliance with Patrol Operations Manual Requirements

Carnival Safety Officer (CSO) has responsibility for:

- Competition Safety
- Carnival operational Risk management
- Carnival Incident Coordination
- Carnival operational reporting
- Management of Activities recorded through the SSCE unit
- Ensuring that the PC has a carnival radio handed over at the briefing for vital communication

in collaboration with the CSO should it impact the carnival or under the delegation of authority to CSO as determined in the briefing

TO NOTE:

- A Rescue Log is not to be recorded unless a patient requires emergency assistance, First Aid treatment, medical assessment or further care, the incident shall be recorded appropriately within the SSCE unit.
- CSO to ensure that the Referee and Patrol Captain are notified of significant risk changes that may impact operations.

SURCOM: Radio or 07 5631 7400

SLSA/SLSQ Policies & Procedures:

Patrol Operations Manual / Surf Sports Manual / SLSQ Website

AUTHORITY & RESPONSIBILITIES

Both the PC and the CSO must work collaboratively to ensure safe operation of the beach and carnival.
Where incidents impact both carnival participants and the public, the Patrol Captain and Carnival Safety Officer are expected to liaise and jointly coordinate an appropriate response.