



Groms Club Normal Operating Procedure (NOP)

Last reviewed: 17/05/2016

Pre-session

1. Equipment manager unlocks building and stacks boards outside. Cones put in road to prevent parking outside clubhouse.
2. Beach manager completes dynamic risk assessment for session.
3. Coaches, lifeguards and parent helpers arrive and change.
4. All volunteers given identifying vest.
5. Volunteer lifeguards assigned rescue board and/or torpedo tube.
6. At 9:15 beach manager holds briefing for all volunteers to include safety briefing and planned surfing area for each group. Each planned surfing area should be supervised by a volunteer RLSS qualified lifeguard.

Groms arrive

1. Signing in of Groms starts at 9:30 by club treasurer or appointed deputy. Groms are given coloured vest based on their ability and conditions on the day. Each groms current ability group is kept on register.
2. Groms changing supervised by DBS checked male and female volunteer.
3. Groms assigned to a group with a lead coach and a number of assisting volunteers. Maximum coaching ratio is 1:5.
4. Groms briefed in clubhouse by head coach.

Walk to beach

1. Lead coach assigns boards to their groms who buddy up to carry boards.

2. Volunteer assists groms crossing road.
3. Once all groms are assembled with boards volunteers supervise groms walking to designated area of beach.
4. Leash bag and first aid kit taken to beach by beach manager.
5. Club house locked by last management team member to leave building.
6. Beach manager liaises with RNLI lifeguards and adjusts surfing areas if required.

Warm-up

1. Lead coaches conduct warm-up for their groups, groups can be combined for warm-up as appropriate.
2. Leashes given to groms after warm-up.

Surfing

1. Beach manager coordinates groups with input from safety officer as required.
2. Coaches lead tuition in sea assisted by parent volunteers.
3. Volunteer lifeguards supervise and patrol.
4. At end of session all groups assemble on beach
5. Collect leashes and return to leash bag

Walk to clubhouse

1. Volunteers supervise groms walking back to club house.
2. Volunteer assists groms crossing road

End of session

1. Groms change supervised by DBS checked male and female volunteer.
2. Groms signed-out when collected by their parent/carer.
3. Beach manager completes log book.
4. Rash vests distributed to volunteers to be rinsed and dried for following week.
5. Boards stacked back in rack by volunteers.