



Groms Club Normal Operating Procedure (NOP)

Last reviewed: 01/06/2025

Pre-session

1. Each session will be pre-booked and pre-paid with at least 3 volunteers for every 8 groms.
2. One RLSS NVBLQ qualified lifeguard is required for each surfing area.
3. Volunteers bring signing-in sheet and vests to the bottom of the slip from the harbour car park to the beach.
4. One club lifeguard is assigned as head lifeguard and completes a dynamic risk assessment for the session.
5. All volunteers are given an identifying vest.
6. Lifeguards will be assigned a rescue board, whistle and optionally torpedo tube.
7. Lifeguard & coaches debrief to include safety briefing based on the dynamic risk assessment.

Groms arrive

1. Two volunteers should supervise the groms on the beach.
2. Groms arrive in their wetsuits, suitability of wetsuit checked. Check they have appropriate sun protection.
3. Groms signed in by a volunteer on the pre-printed register.
4. Groms given coloured vest.
5. Volunteers retrieve club boards from the gig shed and assign them to groms on the beach.
6. Required number of leashes put in beach bag. Check the first aid kit is in the beach bag.
7. Once all groms are signed in and have their boards allocated the gig shed should be locked up.

Walk / paddle to main beach

1. If conditions are suitable some / all groms can paddle over to the main beach supervised by volunteers.
2. Groms buddy up to carry boards.
3. Volunteers supervise and assist groms walking down the road, with one volunteer at front and back of each group.
4. Once all groms are assembled with boards, volunteers supervise groms walking to the beach. The beach bag is carried to the beach by volunteers.
5. The beach manager agrees designated surfing zones with the head coach.
6. Lifeguard/coach liaises with RNLI lifeguards and adjusts surfing areas if required.

Warm-up

1. The coach conducts the warm-up for the group.
2. Leashes given to groms after warm-up.
3. Safety talk should include: board control, rips, signals (distress, return to shore, left/right), wipe-out action.

Surfing

1. Lifeguards supervise the group, proactively managing dynamic risks.
2. Coaches lead tuition assisted by parent volunteers.
3. Coaches monitor and manage groms to avoid hypothermia/heat exhaustion.
4. At the end of the session each group assembles on the beach.
5. Volunteers collect leashes from groms.

Walk back to harbour beach

1. Volunteers supervise groms walking back to the harbour beach.

End of session

1. Groms signed-out when collected by their parent/carer.
2. Lifeguard completes log book.
3. Rash vests distributed to volunteers to be rinsed and dried for the following week.
4. Clean sand from boards, then store in the gig shed with leashes.