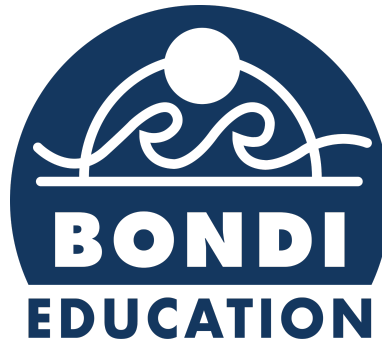




BRONZE MEDALLION

Trainer Guide

2026 / 2027 Season · Quick-Reference Edition

Who needs to read what

MUST READ: Mentor Trainer and Lead Trainer - The whole guide.

GOOD TO KNOW: All other Trainers and Junior Trainers - at least the sections marked with a star (★) below.

Always Follow DEDICT

All trainers must follow the DEDICT model when delivering content.

- Mentors should go through this with their teams before starting
- When teaching, stick to only the required content whilst going through DEDICT, deviating causes confusion
- DEDICT Reminder:
 - Demonstrate
 - Explain
 - Demonstrate again slowly whilst explaining
 - Imitate (Get candidates to practice)
 - Coach (Go around assisting candidates)
 - Test

★ Culture

How we run our courses matters as much as what we teach. A few standing expectations for every trainer:

Inclusive of everyone

Organise all group activities (social or otherwise) so that every member of the group can attend, including under 18s and anyone who doesn't drink. Don't default to venues or formats that quietly exclude part of the group.

We're a volunteer organisation

Candidates and trainers are volunteering their time. Training should be delivered in a friendly, encouraging manner - not a drill-sergeant one. Push people to meet the standard, but do it with warmth.

All extra sessions go to the whole group

Extra sessions must be offered to every candidate in the group - never just to a select few.

Trainer – candidate relationships are strictly forbidden

Pursuing a relationship with a candidate is against branch policy, with no exceptions.

Any trainer found to have done so will be removed from the course immediately, and will not be permitted to train the following year.

★ Training Teams

Maximum 12 trainers per team

Training teams, including the Lead and Mentor, must not exceed 12 trainers. Candidate feedback consistently shows that too many trainers on one course leads to confusion in how content is delivered and mixed messaging. Keep teams within this limit.

★ At a Glance

The essentials every trainer should know before setting foot on the sand.

Key numbers

Rule	Number
Water safety ratio (all wet sessions)	1 water safety : 5 candidates, minimum
Water safety equipment	Always carry a rescue aid - even in knee-deep water
Shadow patrols per candidate	2 full patrols (1 morning + 1 afternoon)
Max candidates per shadow patrol	5 (add 1 trainer for every extra 5)
Shadow patrols can start	Week 3 - after radio theory is covered
Extra sessions can start	Week 2/3 - after board induction

Your go-to links

Resource	What it's for
Trainers Portal	Slides for theory sessions, further detail on running the course (expansion of this document) and links to all of the below
Trainer HQ - bondisurf.club	Course dates, participants, attendance, eLearning progress, swim times, shadow patrols, PSAR35 PDFs, risk assessments
Bronzie HQ (same link)	The candidate-facing version - course dates, First Aid signup, shadow patrol selection, patrol allocation poll
PSAR35	The official manual, free for everyone
Course Outline	How the course should be structured
This Document	All admin regarding running the course + topic clarifications

Education Team contacts

Role	Name
Director of Education	Olivier Brisse
Deputy Director of Education	Tom Hough
Bronze Coordinator	Tom Hough
Higher Awards	Magda Chiesa
IRB Trainer	Ronny Krite
Proficiency Manager	Jonathon Potts

★ Trainer Roles

Role	Responsible for
Mentor Trainer	The trainers, smooth running of the course, ensuring content is delivered correctly, mentoring other trainers
Lead Trainer	The participants, lesson planning, paperwork, water safety, organising mock assessors
Trainer / Junior Trainer	Supporting the Lead Trainer; can lead specific topics if agreed with Lead/Mentor
Water Safety	Acting as water safety during wet sessions

★ The Education Cupboard and Equipment

The Education cupboard is shared by all bronze trainers, ART trainers and those who conduct proficiencies - please leave it tidy as you would hope to find it. QCPR manikins and new training defibs are also stored in the JAC Room - access to the JAC room will be given to Mentor and Lead Trainers only, for the duration of the course.

The equipment in the JAC room is stored on the rack along the back wall - this kit is new and expensive - please ensure it is looked after. A TAF must be present when setting the manikins up to ensure this is done correctly and prevent damage.

Course Paperwork

This is stored in the Education cupboard and should always be returned here after every session. Candidate Assessment Portfolios will be put here ahead of time so candidates can fill these out during Week 6 or 7 Theory sessions.

Defibs

To protect battery life, store training defibs turned off with the pads removed. Always make sure pads are stored stuck to the plastic casing to extend their life.



Course folders never leave the club

All Bronze Medallion course folders and documents stay at the surf club at all times. When not in use, they belong in the education cupboard - no exceptions.

★ Running the Course — Weekly Essentials

Risk assessments

⚠ Non-negotiable

A risk assessment must be completed before every wet practical session. No risk assessment = no insurance.

Fill it out digitally via the link on your Bronze Group's Stacker page. Any issues reach out to the DDoE.

Lesson planning

The Lead Trainer owns overall lesson planning, using the Course Outline as the framework (adapt for weather/surf as needed). If another trainer wants to lead a section, they prepare it themselves with support from Lead/Mentor — and should be confident in the correct PSAR35 techniques before the session.

Grouping candidates

- Keep the same people together for a full week (theory + practical), then mix the following week.
- Split age groups evenly when forming initial groups.
- Later on, pair your strongest performers with those needing extra support.

End-of-session feedback

Every trainer should give the Lead/Mentor feedback at the end of each session - flag concerns, participants needing extra help, and anyone showing leadership.

Water safety

- Minimum ratio of 1 water safety : 5 candidates, for all practical and extra sessions.
- A water safety supervisor stays on land for every wet session, ideally with a radio.
- Water safety must always carry a rescue aid - even in knee-deep water.

Assessments

Candidates complete a combined assessment, completing all dry and wet elements on the same day.

Assessment format

Dry (Hall)	Wet (Beach)
• Signals • Radio discussion (excluding 4Ps) • Incident report • Lifesaving CPR	• RSR • Tube rescue with emergency scenarios • Unconscious board rescue with radio call (4Ps) • Spinal management

Paperwork Checklist

The Lead Trainer is responsible for all of the below.

End of Induction Session

- Training Enrolment form completed (QR code on Induction/Week 1 slides, or link on Trainer/Bronzie HQ). This is the most important admin document; **nobody enters the water without completing it!**
- Swim test times recorded (email these through to the office).
- Membership form (anyone not already on the paid inductee list will need to contact the office to join).

During the course

- Risk Assessment completed for every water-based session (Trainer HQ, stored online).

Week 6

- Remind candidates to complete the online Participant Feedback Form.

Week 7: In-Depth Review & Assessment Prep

- Assessment Portfolio for each participant, including their swim time, signed off by a registered Bronze trainer, with a completed Third Party Report.
- Attendance Sheet completed for the whole course (this can be digital)
- Form 14 ready with the documentation (speak to the DoE and DDoE)
- All candidates must be added to the assessment event in the assessment app - they will then need to sign up via the link they receive. **This must be done before the assessment day.**
- Collect Participant Evaluation Forms (Mentor Trainer).

Final assessment

- Assessment Portfolios signed with all candidate information completed, including swim times
- Attendance Sheet (can be digital)
- Form 14 (speak to DoE and DDoE)
- Training Course Report.

Key Dates Timeline

When	What needs to happen	Who
Pre-course	Coordinator organises Kick-Off with Lead & Mentor.	Coordinator
Pre-course	Finalise trainer list; create trainer chat group; confirm every trainer's documentation is sent and WWCC recorded in Surf Guard; organise trainer meeting.	Mentor
Pre-course	Ensure enough trainers are rostered for induction.	Lead
Induction	Conduct swim test + ID check, and enrolment form.	Lead
After Induction	Send an Initial Candidate Email to everyone continuing.	Lead
Week 1	Confirm all enrolment forms complete; photograph all candidates and upload to Trainer/Bronzie HQ; line up a Spinal Trainer for Week 3 theory.	Lead
Week 2	First Aid course.	—
Week 2/3	Extra sessions can start (after board induction only).	Lead
Week 3	Shadow patrols can start (after radio theory); lock in Mock Assessors (A & B); lock in IRB Trainer for Week 6 practical + Week 8 theory; confirm group name.	Lead
Week 5	Candidates to add uniform sizes to their Bronzie HQ profiles. Patrol allocation preference form opens	Lead
Week 6	All online modules complete. Take any missing candidate photos. Patrol allocation preference form closes.	Lead
Week 6/7	Collect candidate portfolios; confirm all forms are complete.	Lead
Week 7	Mock Part B.	All
Week 8	Final Assessments.	All
End of course	Complete TAF endorsement kit for trainers who need it.	Mentor

Patrol Allocations

Trainers don't decide patrol placements

- Your role is limited to collecting candidates' preferences - you don't have input or say in the final allocation.
- Never tell a candidate they can "go to" a particular patrol, and don't use allocations as a recruiting opportunity.
- Preferences are about who a candidate wants to patrol with, not which patrol they'll be assigned to - and can't be guaranteed.

The process

When	What happens
Beginning of Week 5	Allocation form open to candidates
During Week 5 + 6	Candidates complete preferences; trainers add comments.
Week 6	Lifesaving send DDoE/Bronze Coordinator required patrol numbers
Week 7	Education group candidates and allocate to patrols
Week 7	Lifesaving confirm allocations and advise Education Team
Week 8	Allocations confirmed; PCs invited to graduation.

Lead Trainer actions

- Tell candidates their preferences don't guarantee anything - the goal is even coverage across patrols while ensuring they are with someone from the group they would like to patrol with.
- Have candidates fill out the form on Bronzie HQ.
- Add comments to submissions in Trainer HQ before the panel deadline (end of Week 6).
- Pass preferences, requests and comments on to the Lifesaving team.

Shadow Patrols

Shadow patrols are more than a box to tick - candidates should actively engage and come away understanding:

- The key policies and procedures behind patrol operations.
- Club and organisational expectations while on patrol.
- IRBs, and how they may be asked to assist with IRB operations.

Patrol Trainers are the candidates' main point of contact on patrol. Shadow patrols can't start until Week 3 (after radio theory) - but raise it with your group in Week 1 and again in Week 2 so they can plan ahead.

Capacity limit

No more than 5 candidates per patrol. If more than 5 attend, an extra trainer is needed for every additional 5.

Candidate requirements

- Attend 2 full patrols: one morning, one afternoon - to see both setup and pack-down.
- Engage actively: ask questions, help with setup/pack-down, carry out radio checks.
- Get their Third Party Report signed by the Patrol Captain or Patrol Trainer (one per shadow patrol, completed via Bronzie HQ or printed).
- Wear Pink and Green - no exceptions.

Lead Trainer requirements

Give candidates visibility on available patrols as early as possible, then notify the patrol captain/trainer once candidates confirm. Process:

- Open the "Shadow Patrols" tab on your BM course's Stacker page.
- Send the "Shadow Patrol Poll" so candidates can pick their two preferred patrols.
- The form locks at 5 names per patrol
- Check poll results regularly to make sure everyone has selected patrols.
- Use "TRAINER USE ONLY – Shadow Patrol Notification" to confirm candidates against a patrol, at least 3 days before the patrol date. This emails the patrol/patrol trainer, and separately introduces the candidates to them.

Extra Sessions

Extra sessions can start once the whole group has completed board induction (Week 2/3). They're for fitness and reviewing prior content — not new teaching, unless it's a supervised catch-up with a qualified trainer present (RTO requirement). Focus primarily on board skills, since candidates can only use equipment with water safety present. Swimming and running can be done independently. If board conditions aren't suitable, adapt the session.

Water safety for extra sessions

- Any qualified Bronze member can run an extra session — but at least one water safety person must be a trainer from your course.
- A separate trainer stays on the beach as water safety supervisor at all times: must be a qualified Bronze member, ideally with a radio.
- Minimum ratio: 1 trainer to 5 candidates.

i Not compulsory

Extra sessions are optional for both trainers and participants.

Online Learning

eLearning & BM Theory Assessment

Access instructions are in the linked slide deck on Trainer HQ.

PSAR35

Free for everyone at sls.com.au/psar35.

Weekly reading candidates should have covered

By	Topics
Week 1 Practical	Intro to SLSA · Safety & Wellbeing · Surf Awareness
Week 2 Theory	Resuscitation · Communication
Week 2 Practical	Rescues
Week 3 Theory	Radios · Spinal Management
Week 3 Practical	Emergency Care
Week 5 Theory	Patrol Operations

Under 18s

- CC a parent/guardian on all email communication with under-18 candidates.
- If online homework isn't being completed, escalate to the parent/guardian early - they may not know, and catching it early avoids a last-minute cramming session.

Complaints

Personal / sensitive

Complaints about a member of the training team, or harassment (physical or verbal) → go to a Member Protection Officer. Candidates can also raise these with their Lead/Mentor if that person isn't involved. Leads/Mentors must keep this confidential — do not discuss with the wider training team.

Course Related

Teaching, safety or content concerns → escalate up the chain: Lead Trainer → Mentor Trainer → Bronze Coordinators → Deputy Director of Education → Director of Education.

Reference: Bronzie / Trainer HQ

Bronzie HQ is the candidate-facing hub (course dates, trainer details, First Aid signup, resources, shadow patrol selection, Third Party Report, patrol allocation poll and — after the course — patrol assignment and roster).

Trainer HQ is the same site, with extra trainer-level access to participant lists, attendance/eRegister, eLearning progress, swim times and risk assessments. Access level depends on your trainer grade (Mentor, Lead, Trainer or Junior Trainer).