



NIPPERS **HANDBOOK**

2023/24 SEASON

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Welcome to the Bay and Basin Community Nippers Club Inc.! This manual is designed to provide you with all the necessary information for a successful and enjoyable Nippers season. Please take the time to review this manual carefully.

The Nippers season kicks off on October 15th, 2023, at 9.45 for a 10.00 am start. We look forward to sharing an incredible season with you and your children.

CLUB HISTORY

2016 - PRESENT



The club was proposed by Colleen and Steve Allan in 2015. After community consultation and consultation with Surf Life Saving NSW, Bay and Basin Community Nippers Club Inc. was formed with the Constitution and Deed of Agreement being approved on 1 July 2016.

The club is based on the Community Club model first introduced in 2014 with the formation of the Bawley Point Kioloa Community Nippers Club.

Bay and Basin Community Nippers is closely aligned with the mission and values of Surf Life Saving New South Wales (SLS NSW). We are a non-competitive club that focuses on surf education.

The inaugural session was on Sunday, 24th October 2016, at Sailors Beach, Huskisson.

In October 2019, the club moved from Huskisson to Plantation Point Vincentia.

We are entering our 8th Season.

As an integral part of this organisation, we are dedicated to:

Safety:

We prioritise the safety and well-being of our Nippers, ensuring that they learn essential ocean and beach safety skills that can last a lifetime.

Education:

We provide a comprehensive educational experience that equips Nippers with the knowledge and confidence to navigate and enjoy coastal environments responsibly.

Community:

We foster a close-knit and inclusive community where friendships are forged, teamwork is celebrated, and a shared passion for the ocean binds us together.

Volunteerism:

We deeply value the commitment of our volunteers who dedicate their time and expertise to ensure the success and safety of our programs.

23/24 SEASON



MEETING TIMES

- 9:30 am: Group set-up time
- 9:45 am: Age Manager and Water Safety Meeting
- 10:00 am: Announcements and start

GROUP RUN TIMES

- U6: Run time - 45 min
- U7: Run time - 1 hr
- U8-13: Run time - 1.5 hr

MEETING AREA

Our meeting point is at Plantation Point Reserve in Vincentia, near the all-access ramp.



Our Bay and Basin Community Nippers Club logo proudly features the Eastern Blue Devil fish, scientifically known as *Paraplesiops bleekeri*. These remarkable creatures are known for their elusive and secretive nature, often found dwelling in the hidden realms of caves, crevices, and under the protective cover of ledges within inshore reefs and estuaries.

Their presence in our logo not only showcases their unique and captivating appearance but also pays homage to the rich marine biodiversity found in Jervis Bay. The Blue Devil fish's habitat spans from the southern reaches of Queensland down to Montague Island and the waters of Jervis Bay, making them an integral part of our local ecosystem and a symbol of our club's connection to the sea.

KEY DATES

2023

- Season starts: Sunday, October 15
- Christmas Party: Sunday, December 17

2024

- Season Returns: Sunday, February 4
- Presentation Day: Sunday, March 24
- AGM: Wednesday, August 7

WHAT YOUR CHILD/REN NEEDS TO BRING EVERY SUNDAY

To ensure safe and enjoyable Nippers sessions, please ensure your child brings the following items:

- BBCNC Rash shirt
- Nippers' age group cap
- Named drink bottle
- Swimmers/wetsuits and towel
- Sunscreen (applied before arrival)
- Beach shoes/thongs (optional)

Please note: NO CAP = NO SWIM. Borrowed spare caps are available and must be washed and returned the following week.

LINE UP, SIGN-IN, AND SIGN-OFF PROCEDURES

Children must line up in front of their Age Group flag on the large grass area, serving as the starting point for Nippers' activities. At the end of the session, all Age Groups must return here to be signed off. Caps can be removed once signed out. Parents and caregivers play a vital role in this process by ensuring their children are signed in and signed out on the group attendance list managed by the Age Manager. Signing off on the beach is not permitted. If you anticipate needing to leave early, kindly notify the age manager.

ACTIVE PARENTAL INVOLVEMENT AND VOLUNTEER ASSISTANCE

Active parental involvement is highly encouraged. Parents and caregivers must stay near the group at all times and are welcome to assist as needed, including potential water-related assistance. Please take your children to the toilet when necessary to minimize disruptions.

We welcome your volunteer services and talents to assist the club when possible. Parents, especially those with younger groups, may be required to enter the water or provide support in various ways. Please come prepared for such involvement.



PROMOTING SAFETY, RESPECT, AND COMMUNITY ENGAGEMENT

Treat all participants with kindness and respect, following the golden rule of treating others as you would like to be treated. Encourage a positive and supportive atmosphere by applauding all good performances and efforts. Please assist in maintaining the equipment provided for the benefit of all. We expect all Nippers to help pack up, including washing down the boards.

Emphasize the importance of safety and respect for your child, reminding them to play by the rules, follow instructions, and listen to Age Managers and the Water Safety Crew. Please show your appreciation for our dedicated volunteers, Age Managers, Water Safety Personnel, First Aid Team, BBQ Crew, and Committee Members, who generously give their time for your child's benefit.

CLUB COMMITTEE

Club President	Christine McInerney-Percy
Vice President	Steve Allan
Secretary	Rebecca Ramaci
Treasurer	Neville Beadle
Age Group Coordinator	Vacant
Water Safety Supervisor	Steve Allan
BBQ Coordinator	Michelle Burnett
Fundraising Coordinator	Tara Odgers
Club Registrar	Christine McInerney-Percy
Media and Publicity Officer	Tara Odgers
Committee Member	Gabe Reed
	Rachael Van Rossum
	Michael Paine

The committee meets online monthly for 45 minutes. Additional subcommittee meetings will be arranged on an as-needed basis. All members are welcome to attend these meetings.

See the Appendix for Committee dates.

FUNDRAISING

Bay and Basin Community Nippers Club operates as a non-profit organisation, relying on various funding sources to sustain its operations. These sources include grants, sponsorship, and, most significantly, fundraising initiatives. Fundraising plays a pivotal role in ensuring the continued success of our surf lifesaving club, allowing us to maintain and/or purchase essential equipment. Below, we have outlined some of the activities we encourage all our members to participate in actively:

- **BBQs:** These gatherings occur every Sunday. This is coordinated by the BBQ Coordinator and facilitated by parents/guardians. For further details, please refer to the Age Group Roster and the appendix.
- **Additional Fundraising Events:** We organise various fundraising events throughout the season. This includes a Bunnings BBQ, a raffle and Age Group Photos.
- **Sponsorship Opportunities:** If you know any businesses or individuals who may be interested in sponsoring our Nippers program, please don't hesitate to contact our committee.

Your active engagement in these fundraising activities helps us secure the necessary resources and fosters a strong sense of community within our club. We greatly appreciate your support, which allows us to continue our mission of saving lives and promoting beach safety.



AGE GROUP ROSTER

An Age Group will be rostered each week to help with set-up, pack-up, and BBQ. Your Age Manager will coordinate this, and you will need to provide your name and details to them before leaving the beach the week before your age group is rostered. Parental help is essential, and we appreciate and value your time.

Meeting Area Set-Up:

- Arrive at the meeting area at 9:30 am
- Set up Meeting area - Layout tarps, put up flags, sign-in tables in front of flags, and place sign-in folders on each table with pens.
- Place sign-in folders for volunteers, spare caps, and admin box on the admin table. Place radios on the Admin desk, place the First Aid Kit under the Admin table and put the spinal board nearby.
- Place age group buckets near flags
- Lay rescue boards on the grass area with fins up (Large rescue boards and at least five foam boards per group).

Meeting Area Pack-Up - after all groups are back

- Wash off all rescue boards and stack them near the trailer
- Pack Trailer under the Gear Stewart's instructions
- Place Nipper's tubs in the trailer
- Collect all sign-in folders, pack up the admin table, and lace near the President's car.
- Pull down flags and place them in the trailer
- Fold up tables and tarps
- Put First Aid Equipment in the trailer

BBQ Duties:

- Three people from the age group are allocated to assist the BBQ coordinator from 9:30 am to approximately 12 pm
- Duties include setting up the BBQ Area, prepping and cooking the BBQ, serving, and packing up.
- Duties can be split up with different adults swapping in and out.

See appendix for Roster.



JUNIOR DEVELOPMENT AWARDS

As part of the Nippers program, children have the opportunity to gain a junior development award each season; each member should be encouraged to attain their respective age award.

The Age Awards are as follows:

- U6 – Surf Play 1
- U7 – Surf Play 2
- U8 – Surf Aware 1
- U9 – Surf Aware 2
- U10 – Surf Safe 1
- U11 – Surf Safe 2
- U12 – Surf Smart 1
- U13 – Surf Smart 2 (includes Resuscitation Certificate)
- U14 – Surf Rescue Certificate (SRC)

As Surf Education is delivered throughout the season, it is important to ensure your child is attending Nippers regularly to ensure they aren't missing out on key aspects of these awards.

END OF SEASON CLUB AWARDS

Each season, Bay and Basin Community Nippers Club Inc. recognises the outstanding achievement of our Nippers at our end-of-season presentation day. The awards aim not only to recognise achievement in surf sports but also to acknowledge participation in the Nipper program and reward those Nippers who exemplify our Club values.

Each child will receive a participation medal, and two children from each age group will be awarded either the Allround A or a Most Improved Award.

CAMERON BURKE 'CLUB SPIRIT' MEMORIAL SHIELD

The Cameron Burke 'Club Spirit' Shield is a perpetual award. It is presented to a member who has consistently exemplified the core values and ethos of the club, demonstrating qualities such as mateship, teamwork, dedication, and an unwavering commitment to the club's mission and objectives. This shield serves as a symbol of honour and recognition, acknowledging the outstanding contributions and character of the recipient.



ENQUIRIES OR CONCERNS/GRIEVANCE PROCEDURE

At Bay and Basin Community Nippers Club Inc., we value open communication and are committed to addressing any enquiries, concerns, or grievances in a fair and respectful manner. If you have a matter that you'd like to discuss or a concern to raise, please follow these simple steps:

1. Contact a Club Committee Member: Approach any Club Committee Member to discuss your enquiry, concern, or grievance. Committee Members are available to listen, provide guidance, and help find a resolution.

2. Discuss the Issue: During your conversation with the Committee Member, clearly explain the issue, providing as much detail as possible. They will listen to your concerns and work with you to understand the situation.

3. Seek Resolution: The Committee Member will make every effort to address your enquiry or concern promptly. They may offer guidance, propose solutions, or take necessary actions to resolve the matter to your satisfaction.

4. Formal Grievance Process (if needed): If the concern or issue remains unresolved after discussing it with a Committee Member, or if you believe the matter requires a more formal process, you can request to initiate the formal grievance procedure. The Committee will guide you through this process.

5. Follow-Up: After discussing your concern or raising a grievance, the Committee Member will keep you informed about the progress and any steps taken to address the issue.

6. Privacy and Confidentiality: Rest assured that all enquiries, concerns, and grievances will be handled with the utmost privacy and confidentiality, respecting your rights and privacy throughout the process.

At Bay and Basin Community Nippers Club Inc., we are committed to maintaining a positive and supportive environment for all members. Your feedback and concerns are important to us, and we are here to help find constructive solutions. Rude or aggressive behaviour will not be tolerated.

PHOTOGRAPHY AND IMAGES

At Bay and Basin Community Nippers Club Inc., the safety and privacy of our members are paramount. As part of our commitment to transparency and respecting the privacy of our members, we want to emphasize that, during the registration process, parents or guardians have signed a photo release form. This form outlines the club's intended uses of photographs and acknowledges the preferences and permissions specified by parents or guardians. The club will make every effort to ensure that the requirements and permissions indicated in the release form are adhered to.

In accordance with Sections 7 and 8 of the SLSA membership form regarding privacy and the use of images, we have established the following policy regarding photography and images during club activities:

Approved and Accredited Photographers: The Club's Media and Publicity Officer is the designated individual authorized to capture images of our members during club activities.

Restrictions on Photography: To safeguard the privacy and security of our members, we kindly request that only the approved photographers, specifically the Media and Publicity Officer, take photographs of our members during club activities.

Use of Captured Images: Bay and Basin Community Nippers Club Inc. may occasionally use images taken by the approved photographer for various purposes, which may include:

- Sharing photos on our Facebook page and website.
- Displaying photos in public exhibitions or displays.
- Using photos in promotional materials.
- Incorporating photos into fundraising activities.
- Including photos in the annual report.

This usage aligns with the principles outlined in Section 8 of the SLSA membership form, where members who participate in club activities have consented to the use of their name, image, likeness, and performance to promote the club's objectives through various forms of media.

We highly value the safety and privacy of our members and take these measures to ensure that their participation in club activities remains enjoyable and secure. We encourage all parents and guardians to review the photo release form they signed during registration and kindly notify us if we have made any inadvertent mistakes regarding your preferences or permissions. Your feedback is essential to us, and we will promptly rectify any discrepancies. If you have any questions or concerns about this policy, please do not hesitate to contact our club committee for further clarification and assistance.

CLUB CONTACTS

If you have any questions or concerns during the Nippers session, please feel free to get in touch with us at bbnippers@gmail.com. We are here to support you and ensure a positive experience for your child at Bay and Basin Community Nippers Club Inc.

Email: bbnippers@gmail.com

Website: www.bbnippers.com.au

Facebook: www.facebook.com/bayandbasincommunitynippers

Volunteers Facebook Group: www.facebook.com/groups/218085731947000

Christine McInerney-Percy
0409 363 243 | Christine_percy@yahoo.com.au

COMMITTEE MEETINGS

Date	Focus
11/10/23	Season Planning
1/11/23	Christmas Party
6/12/23	Christmas Party and 2024 Planner
7/2/24	Planning for Presentation Day
6/3/24	TBA
10/4/24	Season Wrap Up
3/7/24	AGM Prep
7/8/24	Annual General Meeting

GROUP ROSTER

2023

2024

Week	Date	Set Up	Pack Up	BBQ Duties
Week 1	15/10/23	Volunteers	Volunteers	Volunteers
Week 2	22/10/23	U6	U10-13	U9
Week 3	29/10/23	U7	U6	U10-13
Week 4	5/11/23	U8	U7	U6
Week 5	12/11/23	U9	U8	U7
Week 6	19/11/23	U10-13	U9	U8
Week 7	26/11/23	U6	U10-13	U9
Week 8	3/12/23	U7	U6	U10-13
Week 9	10/12/23	U8	U7	U6
Week 10	17/12/23	U9	U8	U7
Week 1	4/2/24	U10-13	U9	U8
Week 2	11/2/24	U6	U10-13	U9
Week 3	18/2/24	U7	U6	U10-13
Week 4	25/2/24	U8	U7	U6
Week 5	3/3/24	U9	U8	U7
Week 6	10/3/24	U10-13	U9	U8
Week 7	17/3/24	U6	U10-13	U9
Week 8	24/3/24	U7	U6	U10-13