



V M R Jacobs Well

VOLUNTEER MARINE RESCUE
Jacobs Well District Association Incorporated
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APPENDIX A to SOP 163 **INFORMATION FOR PROSPECTIVE ACTIVE MEMBERS** **EFFECTIVE 4th June, 2015**

The Squadron would like to thank you for your inquiry into joining Volunteer Marine Rescue Jacobs Well as an active member. Our Squadron is based at "The Esplanade" Jacobs Well and operates 24 hours a day, 7 days a week.

The following points outline the requirements and your obligations for becoming a new active member:

- ❖ The minimum age to join is 18 years and the maximum age is 75 years.
- ❖ You must be able to swim at least 50 metres.
- ❖ You are required to complete an Application for Active Membership Form. VMR JW will also supply you with a Medical Health Questionnaire and Medical Practitioner Report which you are required to complete and take to your own Doctor to complete. Once both parties have completed the forms they need to be returned to VMR JW. The cost of the medical is borne by you.
- ❖ Upon completion of the above forms they will then be processed by the Membership Officer and forwarded to the Executive. This may take 2-3 weeks.
- ❖ Once your application for active membership is approved by the Executive, you will be contacted by the Squadron to participate in an Induction. You will be allotted to a crew, based on your availability and our staffing requirements, and commence a 3 month probation period. You will also be allocated a VMRAQ number for purposes of WorkCover, checking your personal records (including sea time) and online study.
- ❖ You will be issued a blue dress shirt (with blank epaulettes and badges), and a cap on your first crew roster by VMR JW. This is to be worn at General Meetings, official functions and classroom style training activities. You will also be issued a short sleeve sunshirt and a pair of shorts by VMR JW. These should be worn whilst on board vessels. A broad-brimmed sunhat may be purchased at a cost of \$12.00 at any time. A long sleeve sunshirt may also be purchased at any time at a cost of \$30.00.
- ❖ During the probation period you will not commence any formal training. You are to use this period to observe the tasks of your fellow crew members, the daily procedures within the Base, become familiar with the rescue vessels including their maintenance and be made aware of the contents of formal training.
- ❖ The day on which you commence your probation you are required to pay a \$70.00 joining fee. This fee covers your private vessel for 'on water service' and internal

administrative costs, including a subsidy towards the cost of uniforms issued. After completion of twelve months the annual renewal fee will reduce to \$10 per annum.

- ❖ During the probation period you are actively encouraged to complete a Marine Radio Operators Certificate of Proficiency (MROCP). You should also endeavour to complete your Apply First Aid and CPR, Apply Advanced Resuscitation Techniques and AED (Automated External Defibrillator) courses, preferably within 3 months of the end of the probation period.
- ❖ As the above qualifications are yours to retain in the future, you are to meet these costs. As at 1st October, 2014, the cost of MROCP is \$120.00 for active members. Apply First Aid & CPR, Advanced Resuscitation & AED: these two courses cost new active members \$50.00 each. The cost of renewing these certificates every year is borne by VMR JW. *(see below)
- ❖ You are required to participate in regular and major fund raising activities and attend at least 75% of General Meetings which are held every two months..
- ❖ Dependent upon your availability and progression, your formal training may include Base Radio Operator, Boat Crew, Restricted Coxswain and Coxswain. MAR20313 Coxswain Grade 1 is the new, nationally accredited training package being implemented for all boat crew. This is the formal training component.
- ❖ Should you be allocated to a weekend crew, your roster will commence at 1800 hours Friday and conclude at 1800 hours Sunday. Weekend crews are self catering and you will be expected to contribute your share towards costs. You will be required to liaise with your Resource Coordinator.
- ❖ Mid week crew members staff the radio room on a continuous basis and are rostered for radio room/boat crew duties over a period of up to 36 hours. Mid week crew members make their own catering arrangements.
- ❖ If you decide not to continue as an active member on completion of the probation period, you will be offered the opportunity to continue a membership as an Associate Member. Should you choose this option, you will be required to pay the difference in membership fees and return all dress items given to you. You may also be offered the opportunity to become an Active Supporter if such type of membership is appropriate.

Your formal training will consist of the following:

All Members – Boat Crew and Base Radio Operator

Induction	Induction Briefing NOTE : As part of the induction process, all personnel must undergo an induction briefing in Units : MAR F004, MAR F001 MAR F005,and MAR F002
SOPs	Standard Operating Procedures

Boat Crew Trainee

Elements of Shipboard Safety *

MAR F004/2	Observe safety and emergency procedures on a coastal vessel Meet work health and safety requirements
MAR F004/1	Contribute to effective communications and teamwork on a coastal vessel
MAR F001	Survive at sea in the event of vessel abandonment
MAR F005	Survive at sea using survival craft
MAR F002	Fight and extinguish fires on board a coastal vessel

(*ESS must be completed within 6 months of joining a boat crew)

Boat Crew (in addition to the above)

TDMMF1007B	Provide Elementary First Aid
TDMME507B	Transmit and receive information by marine radio (MROCP)
MARN002/2	Carry out refuelling and fuel transfer operations
MARN002/3	Monitor condition and seaworthiness of a small vessel up to 24 metres
MARN002/1	Apply seamanship skills and techniques when operating a small vessel within the limits of responsibilities of a coxswain

Inshore Skipper (in addition to the above)

Local Knowledge	Comprehensive Understanding of Squadron Area of Operations
MARK001	Manoeuvre a domestic vessel within the limits of responsibility of a Coxswain
MARI001	Apply domestic regulations and industry practices when operating a small coastal vessel
MARH001	Plan and navigate a short voyage within inshore waters
MARC006 MARC005	Operate and carry out basic maintenance on small vessel marine propulsion systems
MARB002/1	Operate and carry out basic servicing on auxiliary systems
MARB002/2	Operate and carry out basic routine servicing of marine extra low and low voltage electrical systems
MARJ001	Ensure compliance with environmental considerations in a small domestic vessel
TDMMF107B	Assist in search and rescue operations

Base Radio Operator

TDMMF1007B	Provide Elementary First Aid
TDMME507B	Transmit and receive information by marine radio (MROCP)
Local Knowledge	Comprehensive Understanding of Squadron Area of Operations

In addition to the above MAR Training Package Modules, you are required to complete a number of Unit Specific Modules (USM's) which are pertinent to the day to day operations within VMR JW and to your training progression.

Further additional training requirements for Coxswain Restricted and Coxswain are available through your Skipper and/or Resource Controller and/or Unit Training Coordinator.

Jannie Bloem
Operations Manager
VMR JW
4th June, 2015