

NIPPERS
HANDBOOK



Welcome to Bay & Basin Community Nippers Club Inc. This handbook explains what families can expect at Nippers and how we work together to keep children safe, included and supported. Please read it before attending and refer to our website for current information.

For current season dates, registration information, fees, committee contacts and announcements, visit www.bbnippers.com.au.

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.

CLUB HISTORY



2016 - PRESENT

Proposed by Colleen and Steve Allan in 2015, the club was formed following community and Surf Life Saving NSW consultation. Its Constitution and Deed of Agreement were approved on 1 July 2016. Our first session was held on 24 October 2016 at Sailors Beach, Huskisson. We moved to Plantation Point, Vincentia, in October 2019.

We follow a non-competitive Community Nippers model focused on surf education, participation and fun. Members do not compete in Surf Life Saving carnivals through this program.

MISSION AND VALUES

- Safety — learning practical beach and water safety skills.
- Education — developing knowledge and confidence around coastal environments.
- Community — friendship, inclusion and teamwork.
- Volunteering — recognising the people who make the program possible.

WHERE AND WHEN WE MEET

Our meeting area is Plantation Point Reserve, Vincentia, near the accessible ramp. Families should arrive by approximately 9:45 am for a 10:00 am start. Age Managers and Water Safety volunteers have a pre-session briefing. Session lengths are approximately 45 minutes for U6, one hour for U7 and 1½ hours for U8–U13. Times may vary with conditions and activities. For season dates and changes, see the Key Dates page on our website.



GROUP RUN TIMES

U6: Run time - 45 min
U7: Run time - 1 hr
U8-13: Run time - 1.5 hr
Times are approximate.

NIPPERS SESSION

WHAT YOUR CHILD/REN NEEDS TO BRING EVERY SUNDAY



- Club rash shirt and age-group cap
- Named drink bottle
- Swimmers or wetsuit and towel
- Sunscreen applied before arrival
- Optional beach shoes or thongs

Please label all belongings.

SIGN-IN AND SIGN-OUT

Children line up at their age-group flag in the grassed meeting area. A parent, guardian or nominated responsible adult must sign each child in and out. Children may only be signed out by their parent or the adult nominated to collect them. Tell the Age Manager about any change to collection arrangements. All groups return to the meeting area for sign-out; children remove their caps after signing out. Do not sign out on the beach. If leaving early, notify the Age Manager and complete sign-out before departing.

PARENTS AND CARERS MUST STAY

Nippers is not a drop-off program. Every child must have a parent, guardian or nominated responsible adult aged 18 or over present on the beach or within the designated Nippers activity area throughout the session. That adult must be nearby, readily accessible and available to assist the child whenever required. Dropping children off and leaving, or waiting in the car, is not permitted.

We understand families may have children in different age groups or may be helping at the BBQ or with other club duties. You do not need to stand beside each child throughout every activity, but you must remain on site and available. If another adult agrees to take responsibility for your child, tell the Age Manager before the arrangement begins. The nominated adult must expressly accept responsibility and remain on site. If you need to leave and cannot arrange an appropriate handover, you must sign your child out and take them with you. Age Managers and Water Safety volunteers do not replace parental supervision.

Come prepared to get involved — and possibly get wet! Parents and carers may be asked to help their child in shallow water, assist with beach activities, support Age Managers, help with equipment or take children to the toilet. Please wear suitable clothing and bring swimmers or clothes you do not mind getting wet, along with a towel. You are not expected to participate in every activity, but you must remain nearby and available to assist when requested. Any assistance in the water must be under the direction of the Age Manager and Water Safety team, and within your ability; parents are not expected to perform rescues or undertake duties requiring qualifications they do not hold.

PROMOTING SAFETY, RESPECT AND COMMUNITY ENGAGEMENT

Everyone deserves to feel safe and welcome at Nippers. Children and adults must treat others with kindness and respect, follow instructions from Age Managers and Water Safety personnel, care for club equipment and encourage one another. Nippers are expected to help with appropriate pack-up tasks, including washing boards, under volunteer direction.

Unacceptable Behaviour and Aggression

Aggressive, violent, bullying, threatening or deliberately unsafe behaviour is not tolerated. This includes hitting, kicking, biting, deliberately pushing others, throwing equipment, damaging property, abusive or threatening language, intimidation and persistent refusal to follow important safety instructions. Unsafe behaviour can put the safety of the entire age group in jeopardy, especially during water activities where volunteers must be able to supervise everyone.

The Age Manager has the authority to stop unsafe behaviour immediately, remove the Nipper from the activity and direct them to sit out. Where behaviour creates an immediate risk to the child or others, the Age Manager may do so without issuing a prior warning. The child's parent or nominated responsible adult must be nearby, take responsibility for the child and remain with them throughout the sit-out. The Age Manager decides when it is safe and appropriate to invite the Nipper back into the activity. Serious or repeated incidents may mean the Nipper cannot participate for the remainder of the session and may be referred to the Committee. Children must never be left unsupervised or humiliated. Behaviour will be addressed calmly, fairly and in an age-appropriate way, taking individual circumstances and support needs into account.

Parents and carers are expected to support volunteers in addressing unsafe behaviour. Serious incidents should be recorded factually, including what happened, the risk posed, the action taken and whether the parent or carer was informed. The club will handle records sensitively and in line with its child-safety and incident-management procedures. Aggressive or abusive behaviour by adults towards children, families or volunteers is also unacceptable.

CLUB COMMITTEE

The club is managed by a volunteer committee. For current committee members, positions and contact details, please refer to the Our Committee page at www.bbnippers.com.au. Members are welcome to raise ideas or ask about opportunities to help.

VOLUNTEERING AND FUNDRAISING

Our club relies on volunteers, fundraising, grants and sponsorship to keep Nippers accessible and maintain equipment. Families may be rostered to help with the BBQ and pack-up; duties and rosters may change according to volunteer availability. We also welcome help with events, administration, equipment and fundraising. Registered adult volunteers must meet applicable child-safety requirements, including providing a current NSW Working With Children Check and completing required Surf Life Saving Child Safety training. Some roles need additional training or qualifications. See the Volunteer page on our website for current requirements.

For pack-up, follow directions from the Gear Steward and session leaders. Tasks may include washing and stacking boards, collecting flags and equipment, folding tables and packing the trailer. Never move or pack safety equipment without appropriate direction.



AGE GROUP BBQ AND PACK-UP RESPONSIBILITIES

Each week, an age group will be rostered to assist with BBQ and pack-up duties. These responsibilities are shared among families to help our volunteer-run club operate smoothly.

The BBQ Coordinator is responsible for purchasing supplies and coordinating the BBQ.

BBQ Duties

Volunteers are needed from approximately 9:30 am to 12:00 pm to assist with:

- Setting up the BBQ area
- Preparing and cooking food
- Serving food
- Handling payments
- Cleaning and packing up the BBQ area

Duties can be shared among several adults, who may rotate throughout the morning.

Parents helping with the BBQ must ensure their children remain appropriately supervised. If another responsible adult is supervising their child, the Age Manager must be informed.

Meeting Area Pack-Up

Once all age groups have returned, rostered families assist with:

- Washing rescue boards and stacking them near the trailer
- Packing the trailer according to the Gear Steward's instructions
- Returning Nippers' tubs to the trailer
- Collecting sign-in folders and packing the administration table, with items returned to the designated collection point
- Removing flags and placing them in the trailer
- Folding and packing tables and tarps
- Returning First Aid equipment to the trailer, under the direction of authorised volunteers

Nippers are encouraged to help with suitable tasks, such as washing boards and collecting equipment, under adult supervision.

All equipment must be packed safely and in accordance with the Gear Steward's instructions.



AWARDS AND DEVELOPMENT

Our main club award is the Cameron Burke Club Spirit Memorial Shield, recognising a member who exemplifies the club's values, mateship, teamwork and dedication. Each age group also has Most Improved and All-Rounder awards, and every Nipper receives a participation medal at Presentation Day.

Junior Development Awards are age-specific: 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; and U13 – Surf Smart 2 (including the Resuscitation Certificate). Surf education is delivered progressively throughout the season, so regular attendance helps children complete the learning and activities for their age group. Our club program covers U6–U13.

ENQUIRIES, CONCERNS AND GRIEVANCES

We value open communication and respectful problem-solving. For routine enquiries or concerns, speak with a committee member and explain the issue so an appropriate response can be considered. If the matter is unresolved, ask about the club's formal grievance process. Concerns involving a child's safety, abuse or serious misconduct should be raised promptly with the club's designated child-safety contact or Committee and escalated through the appropriate Surf Life Saving or statutory reporting pathways where required. Do not wait for an informal grievance process if a child may be at risk. Matters will be handled sensitively and shared only as necessary; absolute confidentiality cannot be promised where safety or reporting obligations apply. Abusive or aggressive behaviour towards volunteers is unacceptable.

PHOTOGRAPHY AND IMAGES

The club respects children's safety, dignity and privacy. Club photography and publication of images must follow current registration permissions, child-safety guidance and any restrictions communicated by families. Only people authorised by the club may take photographs or video on the club's behalf. Parents and carers taking personal photographs must respect other families' privacy and must not publish or share images of other children without appropriate permission. Please contact the Committee if you have questions or wish to update your child's image permissions.

CLUB CONTACTS

Email: bbnippers@gmail.com
Website: www.bbnippers.com.au
Facebook: www.facebook.com/bayandbasincommunitynippers
For current committee contact details, refer to the website.

