

Circular 132:17

Date: 12th October 2017

Subject: 2017/2018 Refresher Registration and Process

Attention: Chief Instructors, Club Captains & Lifesaving Officers

Action: Follow Process for Club Refreshers

Circulars are available at: <http://lifesaving.org.nz/lifesaving/lifesaving-operations-circulars/>

Please see the steps below for how to complete all your club refreshers for this summer:

Step 1:

Complete and return the form below of suitably qualified people to register who will be signing off your club refreshers for 2017/18:

[Form to register who will be signing off your Club Refreshers](#)

Step 2:

Complete all SLA, Patrol Support and IRB Refreshers as per the guidelines and process in the [Refresher Manual](#). *(All aspects of the refresher process including who is eligible to sign off refreshers, refresher content requirements and questions for theory tests is covered in this Refresher Manual.)*

Step 3:

Record all refreshers using the [2017-2018 Refresher Form](#) and email to training@lifesaving.org.nz

Key Points:

- All members must have a current membership for this season otherwise it cannot be loaded into their SLSNZ database.
- Please ensure forms are filled out completely and legibly with full names.
- Please note that all refreshers must be conducted by a suitably qualified and registered person(s) to be recognised.
- All refreshers must be completed and submitted no later than January 31st 2018.
- All candidates must sign their refresher forms for them to be valid.

Duncan Buchanan
Training Officer

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