



## Circular **084:18**

**Date:** 27<sup>th</sup> September 2018

**Subject:** Refresher Process for 2018/19 season

**Attention:** Club Instructors

**Action:** Please review the **updated** refresher process for the 2018/19 season

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

The Surf Lifeguard Award, Patrol Support Award, and Senior Lifeguard Award – IRB Driver refresher process is as below:

### Online Refreshers

SLSNZ are releasing an online refresher site on the 1<sup>st</sup> of October and all Club Administrators have been briefed on this process. Please contact [Belinda Slement](#) **after the 1<sup>st</sup> October** for more information on this process if you are unsure (guides and processes to be released 1<sup>st</sup> October).

### Paper Refreshers

Despite the online refresher process, it is anticipated that clubs would prefer to remain doing paper version refreshers due to connectivity issues at clubs. Therefore, the process for these are:

- 1) Clubs are to submit x1 of the Regional Endorsement Sheet for endorsement by the Region
- 2) On confirmation of Regional Endorsement, club instructors may begin completing refreshers
- 3) Refreshers are to be loaded for submission to the Region

### Key Points

- Lifeguards must be active (paid fees **and** rolled over in the database by the club) prior to them completing a refresher
- The following qualifications are required for signing off refreshers:
  - o Surf Lifeguard/Patrol Support Awards
    - SLA Instructors
    - SLA Examiners

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- Patrol Captains
- IRB Drivers Award
  - IRB Instructors
  - IRB Examiners
- Club Chief Instructors (cc admins) will be sent a spreadsheet ready for completion of all lifeguards who refreshed last year. Club Chief Instructors - please contact the Training Supervisor for this if you have not received this.
- For additional returning members who didn't complete a refresher last year (and may require additional refreshing on updated Policies and Standard Operating Procedures), please ensure you complete a comprehensive refresher and then record this using the standard blank refresher sheet available here:
- [https://www.surflifesaving.org.nz/media/909505/refresher-manual\\_sla-irb-2017-2018.pdf](https://www.surflifesaving.org.nz/media/909505/refresher-manual_sla-irb-2017-2018.pdf)
- (2018/19 version yet to be released – refer [Belinda Slement](#) for enquiries).

For all enquiries (other than the 2018/19 Refresher Manual) please contact the [Training Supervisor](#)

**Paul Hardy**

Training Supervisor

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