



SURF LIFE SAVING
N O R T H E R N R E G I O N

Rookie Surf Lifeguard Programme Co-ordinator's Manual

2019 / 2020



SURF LIFE SAVING
NORTHERN REGION

Welcome to the Rookie Surf Lifeguard Programme

Surf Life Saving Northern Region welcomes you to the 2018-19 Surf Lifesaving season.

The success of the Rookie Surf Lifeguard Programme is always dependent on the hard work of those dedicated people organising it all behind the scenes, in particular the Junior Surf Operational Committee, the Lifesaving Operational Committee, and you, the Rookie Co-ordinators. Thank you also to all the mentors and Surf Lifeguards who will instruct, pass on knowledge, support, and foster the Rookie Surf Lifeguards throughout the season.

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Rookie Program Information

The majority of Surf Life Saving Clubs in New Zealand operate a Junior Surf division catering for seven to thirteen year olds. At fourteen, they are eligible to become active Surf Lifeguards and at times some clubs have difficulty in keeping these members during the transition period from junior to senior ranks.

In order to help with this transition the Rookie Surf Lifeguard Programme was introduced into Surf Life Saving. It was designed to assist with the education and retention of these young Surf Lifeguards through a structured development programme. The Rookie Surf Lifeguard Programme is aimed at developing young Surf Lifeguards in the areas of lifesaving education, beach management, patrol experience, and through participation and social development. It is hoped that by targeting and then preparing these young members in advance, that this retention problem will be overcome.

The Rookie Surf Lifeguard Programme has been developed to incorporate junior members into the patrolling environment. It is not an extension of the Junior Surf programme.

Aims of the Rookie Surf Lifeguard Programme

- Promote “practical lifesaving” to the younger members
- Increase and develop the skills of young members
- Describe the career pathway in surf lifesaving
 - Provide a smooth transition and ready flow of active members from Junior Surf ranks by providing a programme of practical lifesaving development for them. Target group is 13yr olds
 - Involve and encourage respective parents to become involved in both active service and administration at club level
- Develop strong ties between senior and junior members as a result of involvement
- Patrol efficiency, effectiveness and improvement through development of members

Anticipated Outcomes

- Retention rates for younger members are increased
- Increase membership of Surf Life Saving clubs
- Participants learn new skills
- Smooth transition from Junior Surf to senior lifesaving
- Mentoring/Buddy systems will encourage interaction between all sections of lifesaving
- Positive, safe, fun, healthy and educational for participants
- Participants are outfitted in appropriate uniform (No red and yellow patrol uniforms)
- Participants will be rewarded appropriately – as determined by Clubs E.g. Certificate of completion
- Participation in Rookie Challenge event organised by Region.

Rookie Surf Lifeguard Safety

- One person (i.e. the Rookie Lifeguard mentor) must ultimately be responsible for each Rookie Lifeguard during the hours of patrol



- It should be encouraged for not only the Rookie Surf Lifeguard mentor, but the whole patrol to take responsibility for the safety of the Rookie Surf Lifeguard
- Under no circumstances is a Rookie Surf Lifeguard to participate or to be placed in a patrolling activity or situation without the guidance of their allocated mentor/buddy
- Rookie Surf Lifeguards must not participate in patrolling activities if the patrol does not meet the standards listed in the club Patrol Operations Manual
- Under no circumstances should a Rookie Surf Lifeguard be placed in a situation which may place the Rookie Surf Lifeguard in danger
- The Patrol Captain has overriding charge of any Rookie Surf Lifeguards on the beach. If the Patrol Captain feels that the safety of the Rookie Surf Lifeguards on patrol may be compromised he/she can withdraw the Rookie Surf Lifeguard from patrolling duty for that day, or until a safer environment is achieved
- Challenge by choice – If the Rookie Surf Lifeguard does not feel completing a task or the conditions prove too difficult for the Rookie Surf Lifeguard they have the choice to not proceed until they feel comfortable with the situation

Course Overview

Junior members (aged 13 years) are invited to become members of surf lifesaving patrols as a Rookie Surf Lifeguard. The programme commences approximately November each year.

Rookie Surf Lifeguards are asked to do patrols alongside a chosen mentor, attending four patrols throughout the season, accumulating a **minimum** of 12 hours per season.

To become a Rookie Surf Lifeguard candidates must:

- Be a financial member of a Surf Life Saving Club
- Be 13 years of age by the 1st October
- Be able to swim 200 meters in a pool in under **4:30mins** - *Time to be signed off by a Club official*

Parents should be encouraged to be involved in the programme, obtain their Surf Lifeguard Award, Patrol Support Award or become active in the club environment.

Safety concerns are addressed and a mentor system with a senior lifeguard (i.e. “Buddy”) is a primary requirement and the key to the success of this programme. Rookie Surf Lifeguards will be allocated to a willing patrol mentor who is responsible for the Rookie during the programme and making their time on patrol as safe and enjoyable as possible.

A Rookie Co-ordinator will be appointed by each club to run the programme and supervise the development of each participant and the selection and training of Rookie mentors. Support for Rookie Co-ordinators will be provided by Surf Life Saving as well as the co-ordination of the programme at the Regional level.

Rookie Surf Lifeguards will have workbooks which their mentor and Patrol Captain must sign off. These workbooks set out topics to be covered during their experience. Together, mentors and Co-ordinators should regularly monitor the progress of the junior members during their Rookie Lifeguard experience.



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To graduate from the Rookie Surf Lifeguard Programme all participants are required to undertake the various components of the programme. The programme will take approximately 25 hours to complete during the season with most components running concurrent with existing club activities.



Rookie Surf Lifeguard Time Line

1. Parent, Mentor and Rookie Induction Session	1 hour	Recommended
2. Surf Club Induction	2 hours	Recommended
3. Beach Patrols and Log Book	12 hours	Compulsory
4. Surf Activities	5 hours	Compulsory
5. Rookie Activity Sessions	5 hours	Recommended
Total	25 hours	

Note: It is recommended that Rookie Surf Lifeguards complete their Surf Lifesaving Certificate; however this is a separate qualification/programme within the Surf Lifesaving pathway.

Administration Requirements

The Rookie Surf Lifeguard Programme will require administration from the Surf Clubs and Regional Office. Regular communication between everyone involved is extremely important.

Regional Level

- Invites Surf Clubs to participate in the Rookie Surf Lifeguard Programme
- Organises a programme overview with the Rookie Co-ordinators (assigned by the clubs)
- Provides all necessary paper work for the programme i.e. Rookie Surf Lifeguard Workbook and Rookie Surf Lifeguard Co-ordinators Manual
- Manages and organises the Rookie Challenge event (see SLSNR online calendar)

Rookie Surf Lifeguard Co-ordinator

- Works with club to identify, and register Rookie Surf Lifeguard candidates
- Conduct parent, Patrol Captain, and Rookie Surf Lifeguard Induction Session
- Assign mentors to instruct and assess Rookie Surf Lifeguard candidates
- Plan and organise training sessions and patrol time for Rookie Surf Lifeguards along with mentors
- Completion of paper work at the conclusion of the programme i.e. Recognition schemes, end of season reports and recommendations
- Send registered candidates and uniform sizes to SLSNR training@lifesaving.org.nz

Mentor, Rookie Surf Lifeguard and parents

- Ensure club membership has been completed
- Ensure workbook requirements and assessments are completed and signed off appropriately



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The aim of the Parent, Mentor and Rookie Information Session is to outline requirements of the Rookie Surf Lifeguard Programme. This will ensure that participants and their parents have a clear understanding of what it is to be part of the programme.

This is anticipated to take approximately one hour and may be followed by a BBQ to give everybody an opportunity to get to know each other and ask additional questions.



1) Course Outline

SAMPLE AGENDA

Venue: Surf Club

Duration: 1 hour

1. Welcome from Club Executive Member (ideally the President and/or Club Captain)
2. Introduction
 - Member Welfare Officer
 - Rookie Lifeguard Co-ordinator
 - Rookie Surf Lifeguards
 - Surf Lifeguard Mentors (if possible)
3. Overview of Rookie Surf Lifeguard Programme (answer questions as they arise)
 - Rookie Surf Lifeguard requirements
 - Rookie Co-ordinator requirements
 - Regional requirements
 - Issue of Rookie Surf Lifeguard Programme candidate package
4. Set date and time for Rookie Surf Lifeguard Programme Club Induction
5. BBQ/Social time



2) Club Induction Session

The Club Induction is aimed at providing the Rookie Surf Lifeguards with an insight into operations of their surf club.

SAMPLE AGENDA

Venue: Surf Club

Duration: 2 hours

1. Clubhouse (facilities) tour
 - All amenities and emergency procedures
 - Equipment storage
 - Patrol, First Aid and Radio Rooms
2. Information
 - Notice Boards (and their uses)
 - Club activities (seasons programme, social events)
 - Member Protection Policy and what to do if they feel uncomfortable with a member's actions
3. Club Structure
 - How things work
 - Officer Duties (who does what)
 - Basic history
4. Patrol Requirements
 - What to do (arrival, during patrol, afterwards)
 - Where to go
 - Procedures (who to talk to, lifeguard roles)
 - Issue of Rookie Patrol Requirements
5. Equipment Usage
 - Lifesaving
 - Training/Competition
 - General



3) Beach Patrols

Rookie Surf Lifeguards will attend Beach Patrols as an active observer. This is a compulsory component of the programme. This will allow participants to experience beach patrols first hand and also work through the practical aspects of the Rookie Surf Lifeguard Programme Workbook.

Key Points of Beach Patrols

- Participants complete at least four (4), three (3) hour beach patrols as a Rookie Lifeguard (active observer) under the guidance of “mentor” club patrol members
- During the beach patrols the Rookie Surf Lifeguards complete a range of life saving experiences, as identified by the Rookie Surf Lifeguard Workbook.\
- Rookie Surf Lifeguards are to wear their full Rookie Surf Lifeguard uniform (no red and yellow)
- Maximum of 5 Rookie Lifeguards participating on a Patrol at the same time
- Keep beach patrols meaningful and fun
- Additional activities can be included in beach patrols if appropriate
- Ensure that Rookie Surf Lifeguards are given a Rookie Surf Lifeguard Patrol Roster
- Be emphatic to the needs of the Rookie Surf Lifeguard in terms of other commitments, family requirements and their stage of physical/personal development

4) Rookie Surf Lifeguard Workbook

The Rookie Surf Lifeguard Workbook is to be completed as it is a vital component of the programme. The skills can be assessed by the Rookie Co-ordinator, Patrol Captain, Rookie Mentor or an appropriately nominated club person.

When assessing the Rookie Surf Lifeguards, remember that there are different abilities and development stages for the participants. Every effort must be made to ensure the safety of the Rookie Surf Lifeguard. The emphasis is on participation and learning new lifesaving skills, not becoming an elite competitor.

Rookie Surf Lifeguards to have completed requirements signed off in their workbook.

At the end of the Rookie Surf Lifeguard Programme the completed workbooks will be the record of participation for the end of programme rewards.

Workbook activities will be completed during the beach patrols.

Module 1 Health, Safety, Sun Smart & Conservation

Module 2 Surf & Swimming Skills



- Module 3** Role of a Surf Lifeguard and Patrolling
- Module 4** Signals, Flags & Radio Operations
- Module 5** Rescue, Releases & Tube Rescue
- Module 6** Primary Survey & CPR
- Module 7** First Aid & Emergency Care
- Module 8** Practical Surf Skills
- Safety Check
 - Surf Swim with Fins
 - Rescue Board
- Module 9** Patrol Equipment and Clubhouse
- Module 10** Surf Lifesaving Club Structure and Culture

5) Rookie Surf Lifeguard Activity Sessions

To assist with the education and development of the Rookie Surf Lifeguards, additional activities are included in the Rookie Surf Lifeguard Programme. The Rookie Activities may be an extension of lifesaving functions, social events, field visits or whatever the Rookie Co-ordinator deems appropriate. When selecting activities it should be remembered that the Rookie Surf Lifeguard Programme is aimed at participation and developing patrolling lifeguards not creating elite competitors.

Some examples include:

- Field Visits
- Coastal experiences (greater area of local beach)
- Neighboring Surf Clubs

Lifesaving events

- Patients for surf lifeguard award exams, First Aid and Patrol assessments
- Competition events
- Assist at local carnivals

Fun Activities

- Novelty surf carnivals
- Visits to recreational facilities
- Movie nights
- Ten pin bowling competitions



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Community Events

- Charity collections
- Lifesaving displays

Club Activities

- Fundraisers
- Carnivals
- Teaching surf education to nippers
- Assisting with nipper water safety
- Sleep over/education training weekends (i.e. Life Saving Certificate)

SLSNR Member Protection Policy

Please refer to the following outline for who needs Police vetting as a Rookie Co-ordinator or Rookie Mentor:

Who requires Police Vetting?

Members should be Police vetted who have more than incidental contact with minors or vulnerable adults or direct or indirect responsibility for their care or welfare. This includes but is not limited to:

- All Club office holders
- Surf Sport Coaches and team managers
- Junior Surf Coaches and team/age group managers
- All Surf Lifeguard, IRB and Rookie trainers/instructors that have responsibility for and contact with minors when other adults are not present
- All club chaperones that have responsibility for and contact with minors when other adults are not present (especially overnight)
- All Patrol Captains, Vice Patrol Captains and IRB Drivers that have responsibility for and contact with minors when other adults are not present
- All paid employees and contractors
- Any other club volunteers (e.g. vehicle drivers and parent helpers) as necessary, due to the amount of unsupervised contact they have with minors or vulnerable adults, being in excess of incidental and repetitive nature.

Surf Life Saving New Zealand Code of Conduct

A Rookie Surf Lifeguard will:

- Agree to abide by the code of conduct.
- Be fair, considerate and honest with others.
- Operate within the Constitution, Regulations and Policies of SLSNZ.



- Be professional in all actions. Ensure language, presentation, manner and punctuality should reflect high standards.
- Resolve conflicts fairly and promptly through established procedures.
- Help maintain a safe environment for others.
- Show concern and caution towards others.
- Be a positive role model for others.

Any breach of the Code of Conduct, or any part of it, will result in disciplinary action under the SLSNZ Constitution, Regulations and/or Competition Manual.

To be awarded the Rookie Surf Lifeguard Certificate participants must:

- Participate in four patrols (no less than 12 hours in total)
- Complete all Rookie Surf Lifeguard Log Book Modules

Rookie Lifeguard Co-ordinator

Rookie Surf Lifeguard Co-ordinators will require the co-operation of all sections of their surf club to assist with the Rookie Surf Lifeguard Programme including the Club Captain, Chief Instructor, Power Craft Officer, Junior Surf Co-ordinator and Patrol Captains. If the club has a high number of Rookie Surf Lifeguards it is suggested that an Assistant Co-ordinator is appointed.

POSITION DESCRIPTION

Responsible to: Club Management Committee

Reports to: Club Management Committee

Functional Relationships:

- Club Members and parents
- Patrol Captains and Patrolling Members
- Junior Surf Co-ordinator
- Secretary
- Club Captain
- Club Welfare Officer
- Club Administrator

Responsibilities:

- Co-ordinate the Rookie Programme for 13 year old club members
- Create effective communication between Junior Surf and Senior members
- Selecting and placement of a buddy/mentor to each Rookie Surf Lifeguard
- Ensure all members requiring police vetting are police vetted via club administrator:
<http://lifesaving.org.nz/media/522279/SLSNR-Child-Protection-Policy-Final.pdf>

Desirable Attributes:

- Well organised
- Able to manage people
- Excellent communication skills
- Planning skills

Statement of Duties:

- Ensure that all Rookie Surf Lifeguards have achieved the correct pre requisites before beginning the programme i.e. Club membership completed, swim signed off
- Oversee the running of the clubs Rookie Surf Lifeguard Programme
- Promote the establishment of the Rookie Surf Lifeguard Programme into the club culture
- Establish what exactly is required from the Rookie Surf Lifeguard and the mentor/buddy to be accepted into this programme
- Create a smooth transitional period from Junior Surf into senior club rank



- Actively recruit Rookie Surf Lifeguard members and mentors/buddies
- Placement of Rookie Surf Lifeguards into Patrols (in consultation with Club Captain and Patrol Captains)
- Allocation and implementation of the mentor/buddy system
- Documenting the progress of each Rookie Surf Lifeguard candidate
- Liaise with Junior Surf members and parents
- Co-ordinate club Rookie Surf Lifeguard awards
- Help develop club plans to develop and retain youth members
- Help organise forum for youth consultation
- Order uniforms for Rookie Surf Lifeguard candidates
- Organise pathway for Rookie Surf Lifeguard to sit Surf Lifeguard Award through Regional exam

Surf Life Saving New Zealand Code of Conduct (specific section)

A Rookie Surf Lifeguard Programme Co-ordinator will:

- Agree to abide by the code of conduct.
- Be responsible for the overall welfare and wellbeing of Rookies and Mentors when during the period of the Rookie Surf Lifeguard Programme.
- Maintain a 'duty of care' towards participants and be accountable for the management of the
- Mentors and Programme.
- Have a sound working knowledge of SLSNZ Constitution, Regulations, and Policies, Competition
- Handbook (s) and ensure that the conduct of the affairs of the participants is in accordance with these policies and guidelines.
- Foster a collaborative approach to the instruction, guidance, management, and safety of the participant

Rookie Surf Lifeguard Mentor

Rookie Surf Lifeguard Mentors are individuals responsible for Rookie Surf Lifeguards during beach patrols. Mentors must sign the Rookie Surf Lifeguard Workbook and will hopefully be the senior club member to assist with the transition from nippers to seniors and successful programme completion.

Rookie Surf Lifeguard Mentors may have one or more Rookie Surf Lifeguards. The person may not necessarily be a Patrol Captain but needs to be a reliable and competent patrolling member.

POSITION DESCRIPTION

Responsible to: Rookie Co-ordinator

Reports to: Rookie Co-ordinator

Functional Relationships:

- Patrol Captains
- Patrolling members
- Rookie Surf Lifeguard and their parents

Responsibilities: Mentor for assigned Rookie Surf Lifeguard

Desirable Attributes:

- Experience as a surf lifeguard
- Role model to youth
- Commitment to the programme
- Accessible to Rookie Surf Lifeguards
- Good communication skills
- Ability to complete tasks with Rookie Surf Lifeguard for Rookie Surf
- Lifeguard Workbook

Statement of Duties:

- Communicate with Rookie Surf Lifeguard regularly for general discussion
- Ensure Rookie Surf Lifeguard is aware of the next patrol date

When on patrol:

- Introduce Rookie Surf Lifeguard to other patrol members
- Ensure Rookie Surf Lifeguard is properly supervised and actively learning whilst on patrol
- Present relevant training module to Rookie Surf Lifeguard

Mentor for assigned Rookie Surf Lifeguards

- Work through Rookie Surf Lifeguard workbook with the candidates
- Sign Rookie Surf Lifeguard training sheet in workbook
- Discuss Rookie Surf Lifeguard progress on a regular basis with clubs Rookie Co-ordinator
- Note comments regarding development in Rookie Surf Lifeguard files



- Encourage Rookie Surf Lifeguard to recruit friends and parents as club members
- Assist the Rookie Surf Lifeguard to assimilate into senior lifesaving
- Be a friend to the Rookie Surf Lifeguard – provide support, guidance, and knowledge
- Share surf lifesaving experiences with Rookie Surf Lifeguards to create a sense of belonging

Surf Life Saving New Zealand Code of Conduct (specific section)

A Rookie Surf Lifeguard Mentor will:

- Agree to abide by the code of conduct.
- Be responsible for matters concerning the direct instruction, coaching, training and development of Rookie Surf Lifeguards.
- Maintain a 'duty of care' towards others and be accountable for matters relating to training and competition.
- Have a sound working knowledge of SLSNZ Constitution, Regulations, Policies, Surf Lifeguard Manual and procedures.
- Ensure that any physical contact with others is;
 - appropriate to the situation
 - necessary for the persons skill development
- Provide and maintain a safe environment for instruction and training.
- Be a positive role model for Rookie Surf Lifeguards and SLSNZ.



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The 2018 Rookie Challenge

Date: 30th March 2018
Location: TBC
Briefing: TBC
Start: TBC

Rules of the Challenge

- Each team shall comprise of five members, two of which must be female.
- Team members must be attired in Rookie patrol uniform. The Rookie patrol uniform consists of Rookie hat, Rookie shirt and Rookie shorts. Each team member will also require a club competition beanie and club togs.
- Points will be allocated for each placing in all events with the winning team being the one accumulating most points in total.

Events Contested

- Team uniform inspection (5 person)
- Theory Questions (5 person)
- Scenario based assessment (5 person)
- Recovery position assessment (5 person)
- CPR assessment (1 person)
- Surf Teams Race – with fins (5 person)
- Tube Rescue Relay (5 person)
- Board Rescue Relay (4 person)

High Vis Vests

As of 1st October 2013 High Visibility Vests are mandatory at all competitions. If you do not wear a vest you will not be allowed to compete.

Please see www.surflifesaving.org.nz/clubhouse/gear-shed/slsnz-high-visibility-vests/ for more information about High Visibility Vest.

Surf Life Saving New Zealand Code of Conduct

The following Code of Conduct applies to all SLSNZ Members and persons participating in this event. As an SLSNZ member you should meet the following requirements in regard to your conduct during any SLSNZ sanctioned activity.

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.



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- Be aware of, and maintain an uncompromising adherence to, standards, rules, regulations and policies.
- Operate within the Constitution, Regulations, Policies and Procedures of SLSNZ.
- Understand your responsibility if you breach, or are aware of any breaches of, the Code of Conduct.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment towards others.
- Provide a safe environment for the conduct of the activity in accordance with relevant SLSNZ policy.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.

Surf Life Saving New Zealand expects all members, supporters, advisors, staff and associates of SLSNZ to abide by a Code of Conduct that upholds the principles and values of the organisation and the SLSNZ Member Protection Policy. Members should recognise that at all times they have a responsibility to a duty of care to all SLSNZ members.

Specifically:

- Understand the possible consequences if you breach SLSNZ Regulations, Member Protection

Policy or Code of Conduct:

- Immediately report any breaches of SLSNZ members to the appropriate authority.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment towards others.
- Provide a safe environment for the conduct of the activity in accordance with relevant SLSNZ policy.
- Show concern and caution towards others that may be sick or injured.
- Be a positive role model.
- Never act in any way that may bring disrepute or disgrace to SLSNZ members, its stakeholders and sponsors.