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## EVENT SAFETY STANDARD OPERATING PROCEDURE

Surf Life Saving New Zealand employs an Event Safety Coordinator to oversee the event safety booking process and ensure that any club who follows the process will deliver a high stand of event safety expected by SLSNZ.

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### PROCEDURE:

#### ENQUIRY

- All people who require SLS to deliver event safety should be sent to the SLSNZ website (<http://www.surflifesaving.org.nz/eventsafety>). There is a lot of information available to event managers including FAQ's.
- They are advised to fill in an event safety enquiry form and send through to the Event Safety Coordinator (ESC) at [event.safety@surflifesaving.org.nz](mailto:event.safety@surflifesaving.org.nz). This needs to be done even if they are a returning customer.

#### ASSESSMENT AND QUOTE

- Surf Life Saving New Zealand will review the enquiry form and provide a quote for the Aquatic Safety Management Plan (only).
- SLSNZ will then contact a Surf Life Saving Club who will provide the lifeguarding for the event. Any charges for these services will be negotiated between the Surf Life Saving Club and the Event Manager.  
The Surf Life Saving Clubs will then provide the Event Manager with a quote for Aquatic Safety Management Services (Lifeguard resources) in accordance with the information provided on the event in the Enquiry Form information supplied.

#### ACCEPTANCE OF BOOKING (EVENT ORGANISER/DIRECTOR)

- On acceptance of both quotes, an invoice from SLSNZ to the party making the request for the production of an Aquatic Management Plan will be sent and upon this payment the plan will be produced and provided to both the Event Manager and the Surf Club providing Lifeguarding services. It is important that payment is prompt to ensure there is sufficient time to develop the plan.

#### COMMUNICATION WITH CLUBS, CDO AND OR RPSM

- Communication may vary from region to region.
- The ESC may liaise via email to the CDO of the area to ensure they are aware of the event
- A WSC will be appointed by the club but the ESC may contact the CDO for assistance and appointing a Water Safety Coordinator for the event.
- The CDO or RPSM may be asked to liaise with clubs to arrange lifeguards for the event and send briefs to club/s of key information and arrange resources to be available on time and to ensure staff know their roles at the event.

## **EVENT DAY (LIFEGUARDS)**

- Water Safety Coordinator to make assessment of risk
- Talk to Event Organiser/Director 1 hour prior to the event
- Organise equipment and staff, brief them for their positions
- Guard the event as per the SLSNZ Aquatic Management Plan under the guidance of the WSC
- Pack down, debrief with all guards involved at the event

## **POST EVENT (CLUB / SLSNZ)**

### **Club**

- Complete any paperwork and enter on Database or email back to the ESC
- Invoice the Event Organization direct
- Arrange a debrief time with the Event Organizer and ESC

### **SLSNZ**

- Follow up with both the WSC & Event Organizer with any feedback from the event