



Rookie Lifeguard Programme **Club Coordinator Manual**

Updated October 2015

Background 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 Lifeguard Program 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 program. The Rookie Lifeguard Program 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 Lifeguard Program has been developed to incorporate junior members into the patrolling environment.

Aims of the Rookie Lifeguard Program

- 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

Rookie Lifeguard Program Recognition

- 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, Rookie Lifeguard assessments and challenges.

The Mechanics

Junior members (aged 13 years) are invited to become members of surf lifesaving patrols as a Rookie Lifeguard. The programme is recommended to commence approximately October/November each year.

Rookie 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 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.*

Parents should be encouraged to be involved in the program, obtain their Surf Lifeguard 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 Lifeguards will be allocated to a willing patrol mentor who is responsible for the Rookie during the program and making their time on patrol as safe and enjoyable as possible.

A Club Rookie Co-ordinator will be appointed to run the program and supervise the development of each participant and the selection and training of Rookie mentors. Support for Rookie Co-ordinators may be provided by Surf Life Saving.

Rookie 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.

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

To be awarded the Rookie 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 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	5hours	Recommended
Total	25 hours	Recommended

Administration Requirements

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

Club Rookie Lifeguard Co-ordinator

- Works with club to identify, select and nominate Rookie Lifeguard Candidates
- Conduct parent, Patrol Captain, and Rookie Lifeguard Induction Session
- Completion of paper work at the conclusion of the program i.e. Recognition schemes, end of season reports and recommendations

Rookie Co-ordinator, Mentor, Rookie Lifeguard and parents

- Ensure club membership has been completed – membership number needed when registering
- Assessment and sign off of workbook
- Ensure workbook requirements completed and signed off appropriately

1. Parent, Mentor and Rookie Surf Lifeguard Induction Session

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

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.

SAMPLE AGENDA

Venue: Surf Club

Duration: 1 hour

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

2. Club Induction Session

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

SAMPLE AGENDA

Venue: Surf Club

Duration: 2 hours

1. Clubhouse (facilities) tour
 - . All amenities
 - . Equipment storage
 - . Patrol, First Aid and Radio Rooms
2. Information
 - . Notice Boards (and their uses)
 - . Club activities (seasons program, social events)
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 program. This will allow participants to experience beach patrols first hand and also work through the practical aspects of the Rookie Lifeguard Program Workbook.

Key Points of Beach Patrols

- Participants complete at least four (4), three (3) hour beach patrols as a Rookie Surf Lifeguard (active observer) under the guidance of “mentor” club patrol members
- During the beach patrols the Rookie Lifeguards complete a range of life saving experiences, as identified by the Rookie Surf Lifeguard Workbook.
- Rookie Lifeguards are to wear their full Rookie Surf Lifeguard uniform (no red and yellow)
- Roster Rookie Surf Lifeguards in a minimum of 3 for beach patrols (where possible)
- 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

Rookie Surf Lifeguard Workbook

The Rookie Lifeguard Workbook is to be completed as it is a vital component of the program. The skills can be assessed by the Club 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.

- Rookies to have completed requirements signed off in their workbook
- At the end of the Rookie Surf Lifeguard Program the completed workbooks will be the record of participation for the end of program rewards
- Workbook activities will be completed during the beach patrols

Log Book Content

- Module 1 Health, 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 First Aid & Emergency Care
- Module 7 Primary Survey & CPR
- Module 8 Practical Surf Skills
 - Safety Check
 - Surf Swim with Fins
 - Rescue Board



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Module 9 Patrol Equipment and Clubhouse
Module 10 Surf Lifesaving Club Structure and Culture

4. Rookie Surf Lifeguard Activity Sessions

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

Some examples include:

Field Visits

- Coastal experiences (greater area of local beach)
- Neighbouring Surf Clubs

Lifesaving events

- Patients for bronze 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
- Social water polo teams

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

Club Rookie Surf Lifeguard Co-ordinator

Club Rookie Lifeguard Co-ordinators will require the co-operation of all sections of their surf club to assist with the Rookie Lifeguard Program 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 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

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

Desirable Attributes: Well organised
Able to manage people
Excellent communication skills
Planning Skills

Statement of Duties:

- Insure that all Rookie Lifeguards have achieved the correct pre requisites before beginning the program I.e. Club membership completed, swim signed off
- Oversee the running of the club Rookie Lifeguard Programme
- Promote the establishment of the Rookie Lifeguard Programme into the club culture
- Establish what exactly is required from the Rookie Lifeguard and the mentor/buddy to be accepted into this programme
- Create a smooth transitional period from Junior Surf into senior club ranks
- Actively recruit Rookie Lifeguard members and mentors/buddies
- Placement of Rookie Lifeguards into Patrols (in consultation with Patrol Officer 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
- Help develop club plans to develop and retain youth members
- Help organise forum for youth consultation
- Organise pathway for Rookie Surf Lifeguard to sit Surf Lifeguard Award through district exam

Rookie Lifeguard Mentor

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

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

POSITION DESCRIPTION

Responsible to:	Club Rookie Co-ordinator
Reports to:	Club Rookie Co-ordinator
Functional Relationships:	Patrol Captains Patrolling members Rookie 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 program Accessible to Rookie Surf Lifeguards Good communication skills Ability to complete tasks with Rookie Lifeguard for Rookie Lifeguard Workbook

Statement of Duties:

- Communicate with Rookie Lifeguard regularly for general discussion
- Ensure Rookie Lifeguard is aware of the next patrol date
- When on patrol:
 1. Introduce Rookie Lifeguard to other patrol members
 2. Ensure Rookie Lifeguard is properly supervised and actively learning whilst on patrol
 3. Present relevant training module to Rookie Surf Lifeguard
- Mentor for assigned Rookie Lifeguards
- Work through Rookie Lifeguard workbook with the candidates
- Sign Rookie Lifeguard training sheet in workbook
- Discuss Rookie Lifeguard progress on a regular basis with club co-ordinator
- Note comments regarding development in Rookie Lifeguard files
- Provide club newsletter editor with news of Rookie Lifeguards progress (if able)
- Encourage Rookie Lifeguard to recruit friends and parents as club members
- Assist the Rookie Lifeguard to assimilate into senior lifesaving
- Be a friend to the Rookie Lifeguard – provide support, guidance, and knowledge
- Share surf life saving experiences with Rookie Lifeguards to create a sense of belonging

Rookie 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 Lifeguard mentor, but the whole patrol to take responsibility for the safety of the Rookie Lifeguard
- On the patrol roster the name of the Rookie Lifeguards must be followed with the letter R for Rookie Lifeguard E.g. Larry Guard ®
- Under no circumstances is a Rookie Lifeguard is to participate or to be placed in a patrolling activity or situation without the guidance of their allocated mentor/buddy
- Rookie 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 Lifeguard be placed in a situation which may place the Rookie Surf Lifeguard in danger
- The Patrol Captain has overriding charge of any Rookie Lifeguards on the beach. If the Patrol Captain feels that the safety of the Rookie Lifeguards on patrol may be compromised he/she can withdraw the Rookie Lifeguard from patrolling duty for that day, or until a safer environment is achieved
- Challenge by choice – If the Rookie Lifeguard does not feel completing a task or the conditions prove too difficult for the Rookie Lifeguard they have the choice to not proceed until they feel comfortable with the situation

Surf Life Saving New Zealand Code of Conduct

(Excerpt from the SLSNZ 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
- 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 and harassment towards others
- Provide a safe environment for the conduct of the activity in accordance with relevant 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.

