



SURF LIFE SAVING®
NEW ZEALAND

Date: 24/12/2018

To: Lifeguards, Club Lifesaving Officers, Local Lifesaving Committees

From: Allan Mundy

Subject: Expression of Interest for Patrol Operations Manual Working Group

Following feedback and in line with the lifesaving development and review cycle, in 2019 SLSNZ is commissioning a project to review the format and structure of the Patrol Operations Manual.

This is a two year project with review, development and Beta testing carried out in selected clubs in 2019 to iron out any oversights and issues. In 2020-21 the full roll out into all clubs will be conducted following a membership campaign in the 2020 off season.

The scope of the review will include all three sections of the POM:

- Section A (the summer Patrol Operations Manual)
- Section B (the Search and Rescue SOPS and contacts ECOS)
- Section C (Lifesaving Policies)
- The final product must be able to sit and function on an electronic platform as well as exist and function in a hard copy
- The final products must include:
 - All National Lifesaving Policies (NLP's)
 - All National Standard Operating Procedures (NSOP's)
 - All Local Operating Procedures (LOP's)
 - All Club/Local/National contacts numbers relevant to the SOP's in the documents.

The Vision:

- To provide easy access and clarity around the local operating procedures, national standard operating procedures and all national policies, ensuring a Standardised National Lifeguard Service is delivered through out the country.

Goals:

- 1 make information quicker and easier to access.
- 2 make updating information easier and at any time.
- 3 ensure a standard lifesaving service is delivered across the country

Timelines:

- January 31st - Call for expressions of interest close.
- February 8th - Working Group announced.
- February 14th - Phone Conference introduction and project brief.
- February 23rd - Working party meeting Wellington.
- April 10th - Interim report with consultation (Amber) to membership.
- May 10th - Membership consultation closes.
- May 22nd - Feedback incorporated into draft documents
- June 1st - Final Drafts Sit down workshop Wellington for Beta testing of selected clubs
- June 15th - Review of final documents for Beta test via phone conference and off
- July 19th - POM 2019-20 Released to Selected Clubs for Beta testing 2019-20
- April 4th May 1st 2020- Internal membership campaign to go out to all Clubs on the POMs Release including Process and Applications.

In it for life





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History of POM development

The last major update of the POM was carried out in 2015 when the three key sections of the POM were separated from the one master document. Endeavouring to cut down on confusion and to keep the workload of the Lifesaving team in the clubs to a minimum, subsequent changes to the POM since 2015 have been primarily down to policy updates or legislative compliance such as the Health and Safety act 2015.

In summary, Section A (the summer patrol operations manual) was reformatted with a club contacts and key local information section placed in the front end of the document allowing for the national Standard Operating Procedures to be kept relatively the same since then. Section B (the Search and Rescue SOPs and contacts) updates were moved into the offseason, taking some of the pressure for the updates in the pre-summer season off the Club lifesaving team. It also allowed for a more in-depth focus on the ECOS teams in the off season. Section C (Lifesaving Policies) was made primarily an electronic resource kept online on the SLSNZ Web site.

By using today's technology and bringing together some of our most innovative thinkers and operational experts we aim to update the POM and place it on a platform that keeps the information required both relevant and evolving to meet the operational needs of our lifeguards.

If you believe yourself or anyone else you know have the skills and enthusiasm to contribute positively to the working group for this project please fill in the "expressions of interest" form by clicking on the link below and send it to the National Lifesaving Manager Allan Mundy.

[Expressions of Interest Form: Patrol Operations Manual Working Group](#)

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