

## 2023/24 Aquatic Safety Management Services

The process below should be followed where **Event Managers** wish to engage **Surf Life Saving New Zealand** and **Surf Life Saving Club/s** to provide Aquatic Safety Management Services at events. The roles of each party involved in delivering these Services are outlined below:



### Process

Interested parties to complete an **Application Form** for the event <http://www.surflifesaving.org.nz/stay-safe/event-safety/>

1. **SLSNZ** reviews application & provides a quote to develop the **Aquatic Safety Management Plan (ASMP)**
2. **SLSNZ** identifies a suitable Provider and develops a Lifeguard Service estimate Quote.

Upon written **acceptance of both quotes by the applicant, and payment of the ASMP invoice**, the development of the **ASMP** shall commence.

**SLSNZ** to produce, and deliver the ASMP to the Applicant and Provider:

- Pre-event Safety Briefing:**
- **Event Manager** (The Applicant)
  - **Water Safety Coordinator &/or SLSNZ** (The Provider)
  - Other key personnel/organisations e.g. Coastguard, St John, MNZ, Council

**The Provider** delivers the Event Safety service according to the **Aquatic Safety Management Plan**

- Post-event debrief:**
- **Event Manager** (The Applicant)
  - **Water Safety Coordinator** (The provider)
  - Other key personnel/organisations e.g. Coastguard, St John

**The Provider or SLSNZ** to invoice the Event Manager for services provided

### Timeline (minimum)

**Eight (8) weeks** prior to the event *\*Less than eight weeks' notice may incur an additional late fee of \$250, or decline of application.*

Aquatic Safety Management Plan Quote within **five (5) business days** of receiving the **EWS Application Form**. Lifeguarding Service estimate quote within **ten (10) business days** or other agreed timeframe, dependant on event size/logistics.

Within **one (1) week** of receipt of quote, or an otherwise agreed date.

**At least three (3) and ideally fifteen (15) business days** prior to event commencement date, depending on flow of information from the applicant.

Prior to the day of the event.

On the **Day/s** of the event.

**Three (3) days** following the event.

Within **14 days** of the completed event date.