



**SURF LIFE SAVING®**  
NEW ZEALAND

# **JUNIOR SURF COORDINATOR HANDBOOK**

## **2023**



*In it for life*

# Welcome

Junior Surf is Surf Life Saving New Zealand's (SLSNZ) education programme that develops our under 14 members and their whānau. It is delivered by clubs with support from regional and national staff through a nationally lead framework.

The programme is a key initiative of the surf lifesaving movement in New Zealand with the first recorded Junior Surf sessions taking place in 1968. The continuous success of Junior Surf since those early days is vital to the growth and sustainability of our clubs.

Junior Surf is delivered at surf lifesaving clubs across New Zealand throughout the summer months in a safe, fun, organised and welcoming environment. It assists to build children's confidence, knowledge, and skills on how to be safe around the water, at the beach, and develop skills to become future surf lifeguards and participants in lifesaving sports.

Junior Surf is for all levels of experience, skill and learning ability, with an emphasis on fun and education, regardless of development stages to ensure all experiences are positive.

The aim of this handbook is to provide Junior Surf Coordinators and administrators with the knowledge and understanding of how to manage the delivery of Junior Surf at your club.

We appreciate the commitment you are making and your valuable contribution to Junior Surf. By giving up your personal time to volunteer with us and develop our junior members on our beaches, the difference you will make is massive!



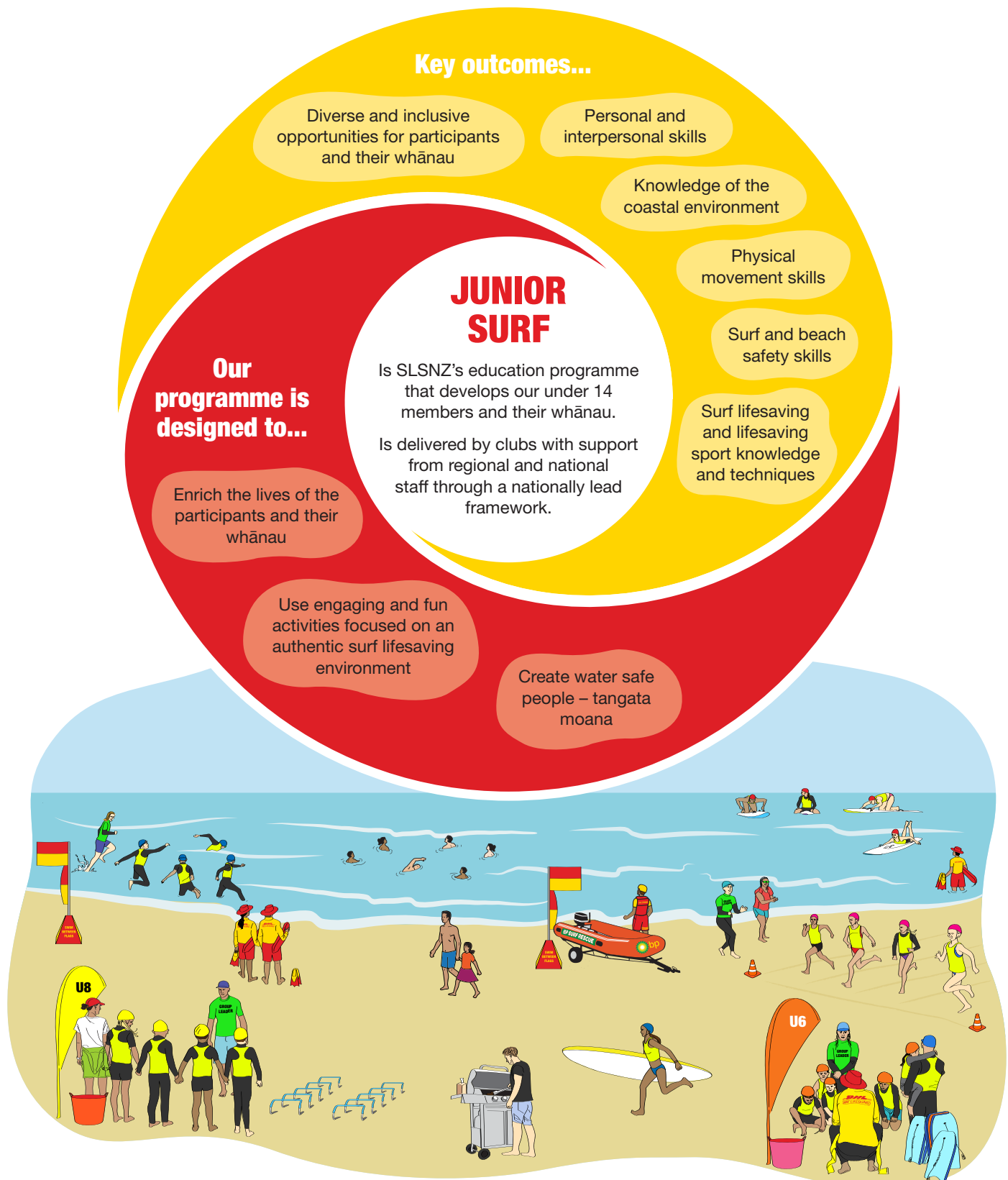


# Contents

<b>1. Junior Surf guiding principles .....</b>	<b>4</b>
<b>2. Junior Surf coordinator overview .....</b>	<b>6</b>
<b>3. Health, safety, welfare and risk management .....</b>	<b>8</b>
Risk management.....	9
The SAFER model .....	9
Risk management in practice .....	10
Water safety, roles and ratios .....	11
Safeguarding children and young people .....	14
Wellbeing .....	15
<b>4. Junior Surf roles and responsibilities .....</b>	<b>16</b>
Key roles within a Junior Surf programme .....	17
<b>5. Junior Surf programme planning .....</b>	<b>20</b>
Session planning .....	21
Yearly timeline.....	22
Group inclusion and development.....	24
Junior Surf water safety assessments .....	26
<b>6. Lifesaving sports events.....</b>	<b>28</b>
Overview of lifesaving sport events for juniors.....	30
<b>7. PAM database and online learning .....</b>	<b>33</b>



# Junior Surf Guiding Principles



## Junior Surf key outcomes



### Diverse and inclusive opportunities for participants and their whānau

- All programmes are actively working to ensure that they engage with both the wider community and existing members to tailor the experience to meet the needs and desires of these people.
- Programmes grow and nurture social, emotional and physical development in a fun and safe environment.
- Retention and progression of members through to the next age and stage is a core focus for clubs within youth programmes.



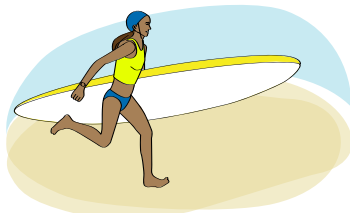
### Personal and interpersonal skills

- Participants in programmes are actively taught through modelling and instruction on how to develop their personal and interpersonal skills including positive teamwork and friendships.
- Focused around SLSNZ's volunteer strategy values of wellbeing, respect, growth, support and relationships.
- Identification of how involvement in surf lifesaving contributes to an individual's hauora (wellbeing).



### Knowledge of the coastal environment

- Participants have opportunities to explore the physical, historic and cultural aspects of their local coastal environment.
- Participants have opportunities to develop kaitiakitanga (guardianship) relating to their local area and of their decision making around activities in coastal environments.
- Provide opportunities and experiences that builds knowledge and skills at the participant's beach and club.



### Physical movement skills

- Participants have structured development opportunities to explore fundamental movement skills relevant to surf lifesaving and lifesaving sports.
- Participants build a lifelong love for physical activity and movement to support wellbeing and health, through exploration of fundamental movement skills across a wide range of Junior Surf activities.
- Participants have opportunities to learn, experience and develop a range of movement skills for lifesaving sports activities in a manner that meets their physical development needs.



### Surf and beach safety skills (authentic open water)

- Participants will learn surf safety rules, how to identify wave types and how to use waves in a range of situations.
- Participants will learn what to do in an emergency, including some commonly encountered surf lifesaving and lifesaving sports situations.
- Participants will learn how to identify rips, the 3R's and how to apply them in practical situations.



### Surf lifesaving and lifesaving sport knowledge and techniques

- Participants will learn what to do in case of an emergency including; calling for help, self-rescue and survival using the 3R's.
- Basic identification of patrol operations including first aid and awareness of environmental risks to personal safety.
- Introduction to and participation in lifesaving sports activities including rules and race techniques in an age appropriate way.



# Junior Surf Coordinator overview





Dedicated volunteers form the heart  
of many of SLSNZ's programmes.

Thank you for taking on  
the Junior Surf coordinator's role.

As a Junior Surf Coordinator, your role is to develop, coordinate and oversee the Junior Surf programme for your club.

Overall, the Junior Surf Coordinator will plan and implement a programme that will facilitate holistic growth of members with long term retention front of mind.

In this role it is important to foster and promote a message of inclusive participation for all young people and support adequate learning opportunities utilising the SLSNZ resources. The six key learning outcomes of our Junior Surf programme, provides the foundation of our pathway for junior members.

### **Key responsibilities:**

- Recruit and coordinate group leaders for delivery of Junior Surf activities.
- Support relevant training, induction, and teambuilding pre season for group leaders.
- Stay up to date with SLSNZ communications and resources.
- Ensure water safety plans and ratios are met.
- Recruit and coordinate volunteer helpers to support age group leaders, water safety and surf lifeguards.
- Plan and support the implementation of participant recruitment, registration, and programme induction sessions.
- Set up and support whānau participation expectations and understanding of club values.
- Be part of, and work with, the club leadership structure. This may include paid staff and volunteer committees.
- Work with key club person(s) to have consistent communications that meets your clubs Junior Surf needs.
- Work with group leaders or other support people to plan your season programme, using the Junior Surf resources and tailoring it to your club and community. Consider variations for differing skill levels, weather, and beach conditions.
- Uphold a safe and welcoming environment for all participants and whānau.

### **Recommended training:**

- Online – Safeguarding Children Module.
- Online – Be Safer: A Risk Management Module.
- Online – Say Yes to Play.
- Online – Inclusions: A Response to Discrimination.
- Surf First Aid.
- Surf Lifeguard Award.

# Health, safety, welfare and risk management





The impact on the health, safety and welfare of our members must be considered in every decision and action that we take when delivering a Junior Surf programme.

Risk management is the process we use to identify and assess hazards and risks in order to guide our decisions and actions at any given time for all Junior Surf duties and tasks.

## Risk management

Risk management and risk assessment is something that most people do in their daily lives without realising it. Is that plate hot? Is it safe to cross the road? Do I need to put sun block on?

### What is risk management?

Risk management is what we do to keep ourselves and other people safe from physical or mental harm.

### Why do we do risk management?

SLSNZ does risk assessments to:

- Prevent harm to people.
- Inform our procedures.
- Record the evidence in support of our legal requirement to 'do risk assessments' under the Health and Safety at Work Act 2015.

### How do we record our risk assessment?

There are several different SLSNZ risk assessment tools:

1. SAFER.
2. General risk assessment.
3. Operational risk assessment.

### Who does the risk assessment?

There are different expectations for risk assessment for individuals based on lifeguarding skill and experience. ALL volunteers are expected to understand level one – SAFER.

## When should I use SAFER?

The SAFER risk management process should be used in real time, while working, and/ or where quick action is needed. SAFER can be carried out on the spot in developing or changing situations. SAFER is used for situations where dynamic risk assessments are required (i.e. on the spot activities or emergency responses).

## The SAFER model

SAFER helps guide and reinforce the fundamental concept of risk management, which all volunteers should be familiar with and be able to implement for regular volunteer tasks and duties.

SAFER is an easy to remember approach to identifying hazards and risks and encourages volunteers to consider measures to fix the problem in order to prevent harm to people. Risk management and assessment, are essential components of what we do when running Junior Surf. Understanding, remembering and utilising a SAFER approach to risk management is an important first step to providing for your safety as well as the safety of others.



## Risk management in practice

The following eight steps outline the risk assessment process to be applied to Junior Surf activities.



## Water safety, roles and ratios



### Key water safety roles

#### Water safety leader

Clubs should appoint a water safety leader (WSL) prior to the commencement of all Junior Surf activities. Where one is not appointed, the Junior Surf Coordinator automatically fills this role until a suitably qualified person is found.

The WSL must hold a refreshed Surf Lifeguard Award. It is also strongly recommended they hold a current surf first aid qualification. The WSL is responsible for the safety and welfare of participants, appointing water safety surf lifeguards, and ensuring water safety policy, procedures and ratios are met for each group. The WSL is also required to conduct an operational risk assessment prior to any water based activities commencing.

#### Water safety surf lifeguards

Refreshed surf lifeguards report to the WSL and are always aware of the safety and welfare of those involved in the programme. This includes immediately reporting any concerns to the WSL and carrying out dynamic risk assessment during in water activities.



#### In water parent & whānau helpers

Parents, whānau and support people who attend Junior Surf sessions and feel physically comfortable helping while in the water. These helpers may act as a boundary in-water line and contribute to the supervision ratio. Group leaders will communicate with their helpers to ensure they are positioned correctly.

They do not need to be surf lifeguards, should be easily identified and supported to choose the depth of water to supervise in that suits their swimming capability and confidence.

### Water safety and beach identification

During all Junior Surf in water activities, the following identification is preferred.

#### Surf lifeguards

- Surf lifeguard rash top.



#### Junior Surf participants

- High visibility safety vests or short/long sleeve rash tops
- Fluorescent yellow is the recommended colour above all other colours. If for some reason this is not suitable, the other recommended colours are; fluorescent green, pink or red.
- Club competition cap or colour group cap.





### Junior Surf Coordinator and group leaders/ assistants

- Identifiable t-shirt or rash top that can be easily seen amongst Junior Surf participants and in the water.
- It is requested clubs don't use fluorescent orange as this used by lifesaving sport events for event safety and in water searches.

Group coloured flags can be used on the beach for visibility to parents, whānau and assist with beach set up.



### Ratios for Junior Surf activities

- 1:5** Clubs have a minimum ratio of one in-water helper to five participants regardless of conditions.
- 1:1** For participants under 6 years old, it is recommend this ratio drop to one in-water helper to one participant.
- 1:20** One qualified surf lifeguard is present for every 20 participants in the water.

An appointed refreshed surf lifeguard with local knowledge (WSL) is present on the beach watching over the water activities when participants are in the water.

### Water quality

As with most illnesses, children can be more susceptible than adults.

Pollution caused during stormwater runoffs can cause high levels of bacteria (enterococci) to be present in the water. Bacteria levels are used as an indicator of the level of risk to the public of entering the water. Current water quality assessments can be accessed at SAFESWIM, or your local regional council website.

Visit [safeswim.org.nz](https://safeswim.org.nz) for more information.



**SAFESWIM**

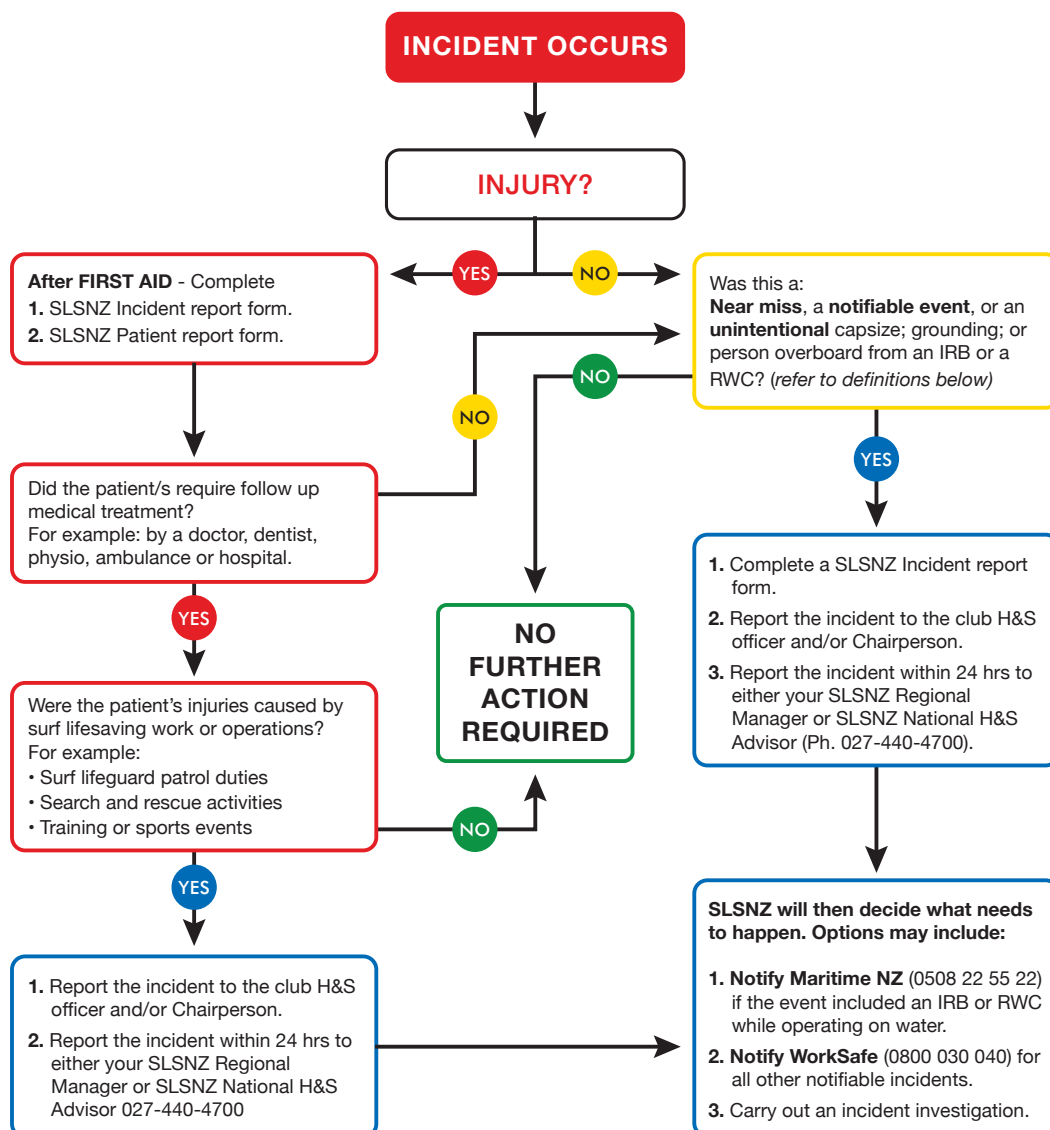


## Member incident and injury

Effective risk management procedures and practices are encouraged and are likely to significantly reduce the incidence of harm, although injuries and incidents may still occur. Reporting incidents and injuries of members is an important and necessary step in understanding and

learning how to prevent these same incidents and injuries from re-occurring. The recording of incidents and injuries is a requirement of every surf lifeguard's and Junior Surf co-ordinator's role and responsibilities.

### SLSNZ INCIDENT & INJURY NOTIFICATION FLOW CHART



#### DEFINITIONS

**Near miss** - an unplanned or uncontrolled event that does not result in harm, but in slightly different circumstances may have resulted in harm.

#### Notifiable events includes:

- **Notifiable death** - when a person has been killed as a result of work.
- **Notifiable incident** - Is an unplanned or uncontrolled incident in the workplace that exposes a worker, or any other person to a serious health or safety risk.
- **Notifiable injury** - a significant injury resulting in the person needing to stay in hospital overnight.

August 2022

# Safeguarding children and young people

SLSNZ is committed to the safeguarding of children and young people. We acknowledge a safeguarding organisation doesn't just happen; it requires conscious action to protect children from harm.

It is imperative that we provide a safe and supportive environment for children and young people that focuses on fun, education and building the confidence of our people through positive learning and development.

SLSNZ's core values include being open, welcome, inclusive and building stronger and safer communities for everyone. We are committed to reducing the risks of abuse and harm to children and young people, and will ensure all members and clubs understand and adhere to the safeguarding children and young people policy and procedure and requirements.

We are committed to providing a robust reporting mechanism for all members for any concerns around the safety or wellbeing of children and young people. We commit to provide opportunities for members to receive the most appropriate support, which may include formal debriefing and counselling arising from incidents of children and young person abuse. For more information visit **[surflifesaving.org.nz/club-management/health-safety/member-protection-toolbox](https://www.surflifesaving.org.nz/club-management/health-safety/member-protection-toolbox)**

We strongly recommend all Junior Surf Coordinators, group leaders and group leader assistants complete the online Safeguarding Children module, which can be accessed via the SLSNZ member portal.





# Wellbeing

All members have access to trained surf lifesaving peer supporters and free external professional counselling.

Both of these services can be easily accessed and are considered a normal and important part of maintaining good wellbeing in the surf lifesaving environment.

Keeping physically fit, getting good quality sleep and eating well all contribute to good wellbeing.

## Social support

The social support you have at a surf club plays an important role in your wellbeing. During challenging times, keep connected to your surf club community and other important people in your life.

## Peer support

Peer supporters are specially trained SLSNZ members who can provide wellbeing support for a range of issues including

mental health concerns, bullying, stress and traumatic lifesaving incidents. Peer supporters play an important role in post-incident support, and may be called on to attend post incident debriefs and assist with member follow-ups.

## Counselling

All members have access to free counselling which is provided by an external organisation. The counselling is confidential and can be used for personal issues such as stress, anxiety and grief as well as for support after stressful or traumatic incidents.

Counselling can be accessed through the SLSNZ website [surflifesaving.org.nz/club-management/wellbeing](https://surflifesaving.org.nz/club-management/wellbeing)







# **Junior Surf roles and responsibilities**



## One of your first tasks as coordinator is to bring together a team to share the workload.

Junior Surf mainly runs on volunteer energy, so the more we share the load the easier it is for everyone. As the leader of this group matching the skills, time and energy of your volunteers will see you reap the rewards during the season.

Below are some suggestions of key roles to help divide the load, your club may already have a well established structure that isn't identical to this, which is also fine.

### Key roles within a Junior Surf programme

Role	Overview
<b>Junior Surf Coordinator</b>	Develops, coordinates, and oversees the Junior Surf programme. This may include: <ul style="list-style-type: none"> <li>• Season planning and review.</li> <li>• Appointing volunteer roles.</li> <li>• Group leader training.</li> <li>• Recruitment of volunteers and members.</li> <li>• Safety management and compliance with SLSNZ National Standard Operating Procedures (NSOPs).</li> <li>• Communication with SLSNZ staff and club leadership structures (club committee or board).</li> <li>• Leadership in budgeting and fundraising.</li> </ul>
<b>Junior Surf Administrator</b>	Assist the coordinator in planning the season and taking on coordination of elements of the programme. This may include: <ul style="list-style-type: none"> <li>• Registration process.</li> <li>• On day administration.</li> <li>• Processing of junior skills assessments.</li> </ul>
<b>Group Manager</b>	For larger groups (more than 20 in a single group) a manager is recommended. This person works as a liaison between the group leader, participants, and helpers. Assisting with headcounts, sign in/out process and coordination of equipment and property.
<b>Group Leader</b>	Group Leaders are responsible for the implementation and coordination of activities for a group within the programme. Facilitating the development of skills, knowledge and for the overall safety and wellbeing of their group. They are guided by the SLSNZ resources and supported by the coordinator.
<b>Group Leader Assistant</b>	Group Leader Assistant's support the group leader with the delivery of sessions. This role is great for whānau who are new to surf lifesaving or young surf lifeguards who are looking to upskill through Junior Surf leadership.
<b>Water Safety Leader (WSL)</b>	Is the team leader for a group of water safety personnel. The WSL must hold a refreshed Surf Lifeguard Award. It is also strongly recommended they hold a current first aid qualification. The WSL completes the operational risk assessment for water activities prior to the commencement of each session. If a club does not appoint a WSL then this role falls to the Junior Surf Coordinator.
<b>Surf Lifeguards</b>	Qualified and refreshed surf lifeguards provide the key water safety. The lifeguards act under the leadership of the WSL. The ratio of these is one lifeguard to 20 participants.
<b>In-water helpers</b>	These are the adults who are in the water supporting participants. Creating the boundaries for activities and ensuring the one adult to five participants ratio is met. This group does not require any formal training or qualifications and will be given instructions by the water safety leader and at times the group leader on how to create a safe water area.
<b>First Aid Officer</b>	First Aid Officers are qualified personnel attending the Junior Surf programme to provide basic first aid should the need arise. First aid set up and equipment will vary based on individual clubs and may be provided by surf lifeguards. Incident forms must be completed for members during club activity.
<b>Equipment Personnel</b>	Programme helpers who organise and coordinate the equipment required as part of each session, and assist with the set up and/or pack up activities on the beach. This may include BBQ, fundraising activity, building clean up, repairs and maintenance.



## Group Manager

A Group Manager supports the smooth flow of the session for the group leaders. They ensure that the logistics of moving people, equipment and places during a session is well supported. The manager can be a source of truth when the group leader is busy setting up activities and participants are organising themselves or equipment.

### Common times of challenge are:

- Sign in and out.
- Head counts.
- Getting changed.
- Handing in or out of equipment.
- Moving spaces or changing activities.

### Recommended training:

- Online – Be Safer: A Risk Management Module.
- Online – Safeguarding Children Module.
- Online – Thriving Under Fire Course.
- Surf First Aid.

#### Group Manager qualities

<b>Patient</b>	Recognises that some participants take longer to develop or develop in different ways than others.
<b>Respectful</b>	Acknowledges differences in participants and treats them fairly and equally.
<b>Organised</b>	Plans and prepares for all activities and learning outcomes.
<b>Inclusive</b>	Uses inclusive practices so that participants and parents feel welcomed, respected, and valued.

The formal pathway for managers is still in development, however there are roles for managers right through to our international representative lifesaving sports teams. SLSNZ values the experiences of our members outside of surf lifesaving. There are a number of current short courses and online modules on the SLSNZ member portal which support development of useful skills for managers.

Common next steps for a group manager could be an age group or overall team manager for a lifesaving sports event. Team managers are responsible for overseeing the competition elements and often the competition administration of a club. This can include being the key communicator for everyone involved prior to the event and on the day.

## Group Leader

Becoming a Group Leader is a great way to get involved in Junior Surf and become further engaged in surf lifesaving. A group leader is like a volunteer coach or leader in other youth organisations e.g. scout leader, volunteer sports coach. They make the day-to-day decisions around the activities for their group of young people during sessions. Utilising the SLSNZ resources and club plan developed by the Junior Surf Coordinator.

The SLSNZ Junior Surf group leaders course is being developed to support learning and development in how to carry out this important role. It allows members to develop a greater knowledge and provides skills to assist in the successful planning and delivery of the Junior Surf resources.

### Recommended training:

- Online – Safeguarding Children Module.
- Online – Be Safer: A Risk Management Module.
- Online – Say Yes to Play.
- Online – Inclusions: A Response to Discrimination.
- Surf First Aid.
- Surf Lifeguard Award.

#### Group Leader qualities

<b>Patient</b>	Recognises that some participants take longer to develop or develop in different ways than others.
<b>Respectful</b>	Acknowledges differences in participants and treats them fairly and equally.
<b>Adaptable</b>	Adopts a flexible approach to their session delivery and communication so that every participant can be catered for.
<b>Organised</b>	Plans and prepares for all activities and learning outcomes.
<b>Safety Minded</b>	Understands and can apply SLSNZ safety and risk management systems to create a supportive and safe environment.
<b>Knowledgeable</b>	Uses best practice to deliver and adapt activities where necessary to maximise participant enjoyment.
<b>Inclusive</b>	Uses inclusive practices so that participants and parents feel welcomed, respected, and valued.



## Group Leader Assistant

The Group Leader Assistant is a role for those new to surf lifesaving and for surf lifeguards who want to develop their skills in delivering Junior Surf activities. Group leader assistants can support group leaders with any activity and can be included in water safety ratios as either an in-water helper or surf lifeguard (if qualified and refreshed).

### Recommended training:

- Online – Safeguarding Children Module.
- Surf First Aid.
- Surf Lifeguard Award.

### Group Leader Assistant qualities

<b>Patient</b>	Recognises that some participants take longer to develop or develop in different ways than others.
<b>Respectful</b>	Acknowledges differences in participants and treats them fairly and equally.
<b>Adaptable</b>	Adopts a flexible approach to their session delivery and communication so that every participant can be catered for.
<b>Inclusive</b>	Uses inclusive practices so that participants and parents feel welcomed, respected, and valued.

It is recommended that group leader assistants familiarise themselves with the key activities, skills cards and lesson plans developed for use in Junior Surf.





# Junior Surf programme planning





## Planning ahead gives you the tools to be organised leading into the summer season.

### Session planning

The Junior Surf Coordinator (alongside the club committee) has oversight for their clubs planning and delivery of a Junior Surf programme that meets the needs of their participants and whānau. Resources have been developed for clubs to support their delivery of Junior Surf.

These resources should be used as the basis for planning then clubs can adapt the order, combination of activities and the depth of exploration of specific learning areas to reflect their community needs. As a coordinator, one of your key tasks is programme planning and implementation to ensure that everyone is working towards a holistic programme that offers opportunities to develop in all the Junior Surf guiding principles.

This may also mean clubs run multiple programmes across the season to meet the needs of all members that fall in the

junior (Under 14) membership, allowing for specialised focus groups and sessions.

Exploring different days, times, venues, and total programme length may lead to increased membership from a wider range of whānau in your club's community. This in turn will bring more diversity to the club and increase the water safety skills and knowledge in beach users.

There is growing evidence from other youth activities that supports offering short programmes, 5–8 sessions, alongside more traditional 12–15 week programmes. This type of short or taster programme is less intimidating to those not sure if Junior Surf will be a good fit for them.

### Example programme template

Week	Title	Venue	Key learning objectives
1	Induction.	Club	Key personnel, health and safety, club tour and use.
2	Are we safe to swim.	Pool	My safety, swim, rescue, surf, know, survival, experience, group, hauora.
3	What can I do.	Pool or Beach	Communicate, surf negotiation, swim, surf survival, rescue, my safety, communicate, experience, hauora.
4	Teamwork makes the dream work.	Beach	Lead, team, communicate, experience, surf negotiation, group, know, lifesaving sport, rescue.
5	The surf zone – ins and outs.	Beach	Experience, run, team, surf negotiation, my safety, communicate, rescue, know.
6	Staying on top of the water.	Beach	My safety, run, rescue, surf survival, know, swim, board.
7	How to look after myself and others.	Beach	Lead, know, rescue, surf survival, my safety, experience, group, communicate.
8	Surf is fun.	Beach	Lead, experience, my safety, surf negotiation, surf survival, experience, communicate.
9	Festival day – club open day.	Beach	Group, run, surf negotiation, team, communicate, group, lead.
10	In our neighbourhood.	Beach	Kaitiakitanga, my safety, board, hauora, surf survival, surf negotiation, know.
11	Making choices.	Beach	Know, run, my safety, surf negotiation, group, lifesaving sport.
12	End of season festival.	Club	Celebrate.

## Yearly timeline

Month	Key activities	Checklist
July	• Plan advertising to generate interest for the new season.	<input type="checkbox"/>
	• Connect and have a social catch up with key helpers, group leaders and group assistants.	<input type="checkbox"/>
	• Connect with SLSNZ training to discuss training and course availability and development needs over winter.	<input type="checkbox"/>
August	• Confirm fees and membership requirements with club committee or club administration.	<input type="checkbox"/>
	• Review registration pack and process.	<input type="checkbox"/>
	• Review communication plan, including how cancellation or change of venue is managed.	<input type="checkbox"/>
September	• Contact previous group leaders and any who indicated interest in the end of season survey to put together new teams.	<input type="checkbox"/>
	• Confirm equipment will arrive for the start of the season.	<input type="checkbox"/>
	• Confirm club and SLSNZ requirements for registrations.	<input type="checkbox"/>
October	• Advertise planned dates and programmes.	<input type="checkbox"/>
	• 'Go live' for registration or open days.	<input type="checkbox"/>
	• Attend regional or area pre-season briefing sessions.	<input type="checkbox"/>
	• Run team building and induction sessions for key volunteers.	<input type="checkbox"/>
November	• Delivery, including season induction for all members and whānau.	<input type="checkbox"/>
	• Communication with group leaders.	<input type="checkbox"/>
	• Communication with membership about upcoming events.	<input type="checkbox"/>
	• Ensure water safety and sign in/out meet requirements.	<input type="checkbox"/>
December	• Delivery.	<input type="checkbox"/>
	• Communication with group leaders.	<input type="checkbox"/>
	• Communication with membership about upcoming events.	<input type="checkbox"/>
	• Ensure water safety and sign in/out meet requirements.	<input type="checkbox"/>
	• Mid-season or end of year celebration.	<input type="checkbox"/>
	• Holiday break.	<input type="checkbox"/>
January	• Delivery.	<input type="checkbox"/>
	• Communication with group leaders.	<input type="checkbox"/>
	• Communication with membership about upcoming events.	<input type="checkbox"/>
	• Ensure water safety and sign in/out meet requirements.	<input type="checkbox"/>

Month	Key activities	Checklist
February	• Delivery.	<input type="checkbox"/>
	• Communication with group leaders.	<input type="checkbox"/>
	• Communication with membership about upcoming events.	<input type="checkbox"/>
	• Ensure water safety and sign in/out meet requirements.	<input type="checkbox"/>
March	• End of season celebration.	<input type="checkbox"/>
	• Review and feedback process – survey.	<input type="checkbox"/>
	• Organise return of any club equipment.	<input type="checkbox"/>
	• Audit equipment to allow for planned purchase of new and replacement gear.	<input type="checkbox"/>
April	• Work with club systems to plan and organise any funding or sponsorship for the coming season.	<input type="checkbox"/>
	• Analyse and review survey results.	<input type="checkbox"/>
	• Contact newly interested helpers about possible courses to attend.	<input type="checkbox"/>
	• Connect with SLSNZ training to discuss training and course availability and development needs over winter.	<input type="checkbox"/>
May	• Present any additional support and needs to the club committee and administration.	<input type="checkbox"/>
June	• Reconnect with anyone wanting to attend courses or training to check progress.	<input type="checkbox"/>





# Group inclusion and development

The benefits of participation in Junior Surf range from enhancing long-term mental and physical health, learning social skills learning about water safety, improving motor skills to those things children themselves already recognise like enjoying themselves and making friends. There are many flow-on effects for the whānau and community; from the experience parents share with their children to the overall value of a healthier population.

This only happens if juniors continue to be involved in programmes like this, focusing on creating positive fun environments which is crucial to delivering what juniors want, keeping them active for longer and ensuring better long-term results for them and the community.

As clubs develop their programmes to meet community needs, consideration should be given to size and composition of groups. As an organisation we support the 'Balance is Better' principles and encourage clubs to use a combination of age, skill development and friendships in creating groups. Supporting young people to be in a group that makes them feel included and confident is highly important in creating a positive experience which in turn can lead to higher retention rates.

Many clubs choose to use high visibility uniform items and matching flags or group leaders uniforms to easily identify groups. This is a simple tactic to support all participants and volunteers to easily identify where they should be throughout a session.



SLSNZ is dedicated to being open to all members of the New Zealand community and providing a safe environment for all who choose to participate. It is important to be welcoming to all who wish to participate regardless of gender, disability, and cultural background.

Young people have both varied learning needs, physical development stages and differing prior experiences. This impacts upon how the participant interprets instruction and new situations. Junior Surf activities should be organised so that young people have positive experiences regardless of developmental status.

Sessions should focus on learning skills and broad personal development in all elements of the programme, rather than competition and specialisation. All participants go through stages of skill acquisition and development of interpersonal skills. This is particularly relevant for coordinators and group leaders to ensure there are a variety of different opportunities available for development within the programme.

## The basic development stages





# Junior Surf water safety assessments

SLSNZ is committed to ensuring all Junior Surf programmes and activities are run at the highest standard, with the safety of our members most important. Many activities conducted as part of Junior Surf take place in open water and, beaches with the potential for considerable wave and rip current activity.

To ensure that all participants have a known swimming skill ability, SLSNZ recommends clubs assess and record the swimming and floating skills of all Junior Surf members as part of their season inductions. This does not mean having all members attempt the 200m swim badge award, but having members swimming to show individual capability in shallow flat water (ideally a heated pool) before open water activities take place.

The water safety leader can manage the risk of participants by using activity set ups and supervision ratios in different ways. This allows clubs to support individuals who are not yet competent to achieve the 200m swim badge but can continue participating in water activities. How this is managed will be planned and supported by individual clubs in different ways.

Clubs must consider why they do swimming assessments and how it is presented to participants and whānau. Both the perception and experience of swimming assessments can be a barrier to participation. At the same time there is strong evidence that successful completion of the 200m swim badge leads to long term retention of that member. All participants should be supported to continually develop their swimming capability through participation in relevant and safe learning environments.



## 200m swim badge

All junior members who wish to use fibreglass or foam paddleboards and/or swim beyond waist depth must pass their 200m safety test. This is a mandatory safety requirement which demonstrates that junior participants are confident in the ocean and capable of returning to shore if they are separated from their equipment.

The 200m swim badge is also a requirement for entry into lifesaving sports events for participants in the U11–U14 age groups, and for some U10 events. The 200m swim badge assessment is completed in either of the following methods;



### 1. Pool Swim

Participants must swim (using any stroke) confidently and competently 200m in 7 minutes or less. Followed by a 1 minute tread water.

### 2. Open Water

Participants must swim (using any stroke) confidently and competently 200m. This must include a stop in deep water to complete a 1 minute tread water. An all-inclusive time to complete this is 10 minutes or less.

All results are then entered by a club administrator onto the PAM database under each participant award profile. The 200m swim badge must be refreshed annually.





## Junior Surf Assessment Checksheet

Club:					
Group:			Assessor:		Date:
	Name:		Skills assessed:		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
23.					
24.					
25.					

# Lifesaving sports events



## Lifesaving sports events are a great way to challenge the skills our Junior Surf programmes help develop.

The Junior Surf guiding principles covers a wide range of outcomes, some of which can also be developed into skills contributing to lifeguarding by participation in lifesaving sports activities.

There are a wide range of opportunities available for members interested in participating in lifesaving sports. This includes both competitive and participation events, individual and team races across the beach, surf and pool contexts.

Many clubs will hold some form of competition team training for eligible age groups in addition to regular Junior Surf sessions. It is important that Junior Surf activities focus on holistic development of our young people and that opportunities to focus on lifesaving sports competition outcomes do not act as a deterrent to individuals and whānau from taking part in Junior Surf.

For interested parents and whānau, upskilling as a lifesaving sports coach, official or team manager is a natural next step. Clubs are required to provide qualified officials, water safety personnel and competition helpers for different events. These roles are extremely rewarding and a fabulous way to further develop your skills, meet new people and visit some of New Zealand's amazing beaches.



### Who can participate in lifesaving sport events?

No one needs to “qualify” to attend a carnival. Participants without a 200m swim badge can only participate in beach sprint, beach flags, beach relay, run-wade-run, boogie board race and boogie board relay. The 200m swim badge is a requirement for entry into water events for participants in the under 11– under 14 age groups, and for some under 10 events.

### How old do you need to be to enter?

SLSNZ Junior Surf competitions are for participants aged under 8 to under 14 as at midnight 30 September. Participants are placed into age categories for competition.

Individual and team – ocean, pool and beach divisions		
Age in years	Individual division	Team division
7 years	Under 8	Under 10
8 years	Under 9	
9 years	Under 10	
10 years	Under 11	Under 12
11 years	Under 12	
12 years	Under 13	Under 14
13 years	Under 14	



## Overview of lifesaving sport events for juniors

### Beach sprint

This is a straight running race. U8 – U10 run 50m, U11 – U14 run 70m.



### Beach relay (all age groups)

Teams of four (two at each end of the course). Each run the same distance as beach sprints. Team members run carrying a baton and pass to the next team member. Each baton must be received behind the line and if any part of the body crosses the line before the baton has changed, the team will be disqualified. If the baton is dropped, it can be picked up and the team continues.



### 2km beach relay

A four person team runs the following legs:

- Person one runs 800m,
- Person two runs 600m,
- Person three runs 400m,
- Person four runs 200m.

At the end of each running leg, a baton change occurs behind the start line.



### Beach flags (all age groups)

This is a sprint up the beach to claim a baton in the sand. There will always be fewer batons than participants. The participant who does not get a baton is eliminated from the competition. All participants lie face down with toes on the start line, heels together, hands on top of each other and head up facing out to sea. On the command "heads down" chins are placed on the hands and participants must stay still. At the whistle participants get to their feet as quickly as they can and run to get a baton. There is only one false start allowed, so the next participant to false start is eliminated. U8 – U10 run 10m, U11 – U14 run 15m.



### Run-wade-run (U8 – U10)

This is a beach/water event. Participants run from the starting line on the beach into the water, then wade out and around two markers or buoys and back into shore where they sprint to cross the finish line. Some competitions do not offer this event for U10's.



### Wading relay

Teams of four complete the same course as the wading race. Participant one starts at the start line moving around the marked course using their running and wading skills, when they reach the start line again, they tag the next team member who does the same until the last team member runs through the finish line at the end of their race.



### Run-swim-run (U10 – U14)

This is a beach/water event. Participant run from the starting line on the beach into the water, then swim out and around two buoys and back into shore, where they sprint to cross the finish line. The swim distance varies



by age group. All participants must have completed their 200m swim badge.



### Surf race (U10 – U14)

This is a swimming race. The course length varies by age-group but will be no longer than 200m. All participants must have completed their 200m swim badge. Participant usually swim left to right around the course and return to shore to sprint across the finishing line.



### Bodyboard race (U8 – U10)

The race starts at the water's edge with each participant's board leash attached to their arm. They race out and around two markers or buoys and back into shore. Participants must cross the finish line in contact with their board. No fins are required. Some competitions do not offer this event for U10's.



### Board race (U10 – U14)

This is a kneeboard race. Participants start at the water's edge holding their board. They race out into the water on the starter's whistle, paddle out and around three buoys, and back into shore to the finish line. If participants lose their board after the last buoy, they can swim the remainder of the course.

Participants must cross the line and finish with their board. The type of board used and distance paddled will vary by age groups. All participants must have completed their 200m swim badge.



### Board relay (U10 – U14)

This event runs the same as a board race but with teams of three. The first team member completes the water course and tags the next team member who is waiting on the beach (not their board). The final team member must cross the finishing line in contact with their board. All participants must have completed their 200m swim badge.



### Board rescue (U13 – U14)

Teams consist of a swimmer and a paddler. On the starter's whistle, the swimmer races out to their allocated buoy; on arrival, places a hand on the top of the buoy and raises their other hand. The paddler begins at the swimmer's signal. On reaching the swimmer, the paddler rounds the buoy from left to right, picks up the swimmer, making sure that they are on the seaward side of the buoy. Then the team jointly paddles back to shore. The paddler and swimmer run to cross the finishing line with both competitors in contact with the board. All participants must have completed their 200m swim badge.





### **Tube rescue (U13 – U14)**

Teams consist of a patient and rescuer. First, the patient lines up at the start between their flags. Then, on the starter's whistle, they swim out to their buoy. On reaching the buoy, the patient places a hand on the top of the buoy and raises their other hand. On seeing the signal from the patient, the rescuer, with rescue tube and fins, runs into the water putting their fins on in the water. They then swim out to the buoy.

The rescuer swims left to right around the buoy, clipping in the patient behind the buoy. The patient can help clip on the tube before they cross the buoy line and swim into shore. The patient must remain on their back while being towed and assist by kicking and/or sculling underwater. The rescuer removes their fins when they are in shallow water, and the team runs up the beach to finish in between their flags, or their allocated position on the start line.



### **Diamond race (U10 – U14)**

This is a multi-discipline event. The order of events is swim and board. The participant swims out, and around two buoys, returns to the beach and picks up their board. They then return to the water, paddle out and around the buoys, returning to the beach, dropping their board at the flags then sprint to the finishing line.



### **Cameron relay (U8 – U14)**

This is a multi-discipline team event. The order of events is the same as the diamond race but done in a team of three. The first participant swims out, and around two buoys, return to the beach and tags the paddler. They run to the water and paddle out and around the buoys, returning to the water's edge, tagging their runner who then sprints to the finishing line.

### **Pool rescue events**

Pool rescue competitions provide a great platform for members to increase their swimming capability and train in a range of rescue type events in the pool. Events include, diving under obstacles in the water, carrying rubber bricks through the water, tube rescues, swimming with fins and team relays. All of these simulate rescue situations our lifeguards may be faced with. Pool rescue events can take place in both a 25 and 50 metre pool. The age groups for the events are U11, U12, U13, and U14 in the Junior Surf space.





# PAM database and online learning

## PAM database information



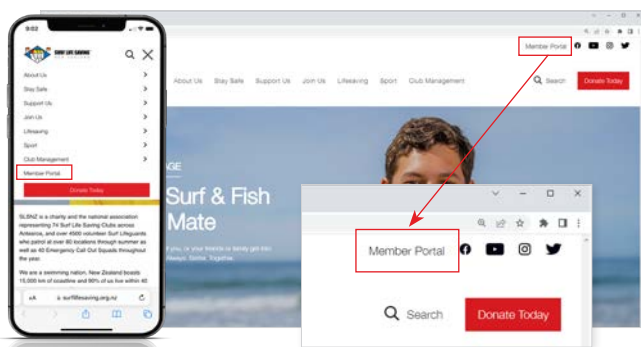
The Patrols and Membership database (PAM) is a central database for all surf lifesaving clubs in New Zealand. It is used to record details of members including contact details, awards, and club memberships. PAM also captures patrol and incident information. PAM holds this information securely, and the data gives us an understanding of trends across the whole organisation. The information is used for media releases and official reports for internal and external use.

Clubs can manage their member's information and input their data, as well as export any club information they require. All club members including Junior Surf members must be registered in PAM.

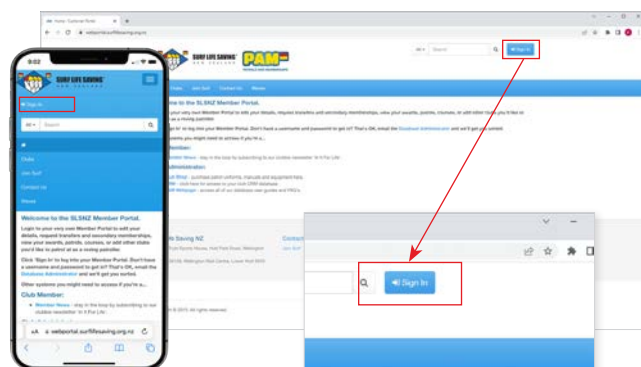
The member portal is a mobile friendly portal where every member of SLSNZ can log in and view their upcoming patrols, see their awards, and update their contact information via the **My Profile** section. It is important that this contact information is kept up to date so that it can be used as a means of getting in touch with members when required.

Members can access their own member portal via the SLSNZ website.

1. Click on the **"Member Portal"** button (top right corner)



2. Click on the **"Sign In"** button



3. Type in your **Username**

(The username format is the letters 'SLS' and your 'SLSNZ membership number', separated by an underscore, i.e. SLS\_69233 – DO NOT add your email here)

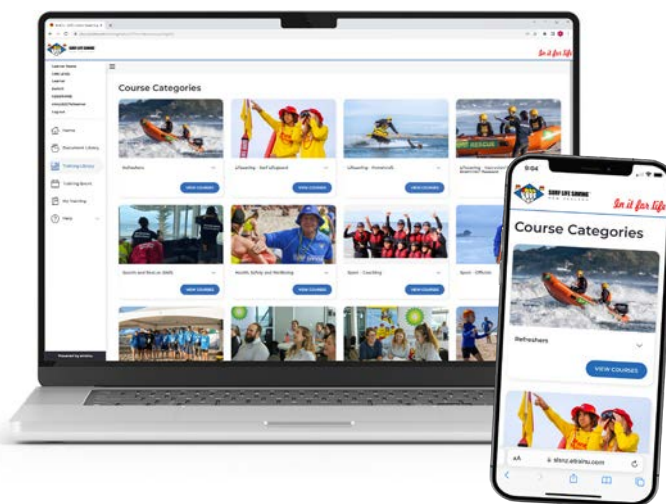
If you don't have a password please select the 'forgot your password' option which will email you a temporary password to reset. Or you can contact your club administrator who can reset your password.

## Online learning

We are proud to provide our members with learning at their fingertips. Our online learning brings training into your home with flexibility, learning that is self-directed and convenient. Take control of your own learning and free up more time to spend learning your practical skills at the beach.



If you have any questions or would like more information, please email [member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz)





**SURF LIFE SAVING®**  
NEW ZEALAND

## **CONTACT INFORMATION:**

**Surf Life Saving New Zealand**  
[member.education@surflifesaving.org.nz](mailto:member.education@surflifesaving.org.nz)  
[www.surflifesaving.org.nz](http://www.surflifesaving.org.nz)