



SURF LIFE SAVING®
NEW ZEALAND

BEACH COMPETITION SAFETY MANUAL

[COMPETITION NAME HERE] [2024]

Updated: [June 2024]





CONTENTS

1. INTRODUCTION.....	3
2. COMPETITION SAFETY PLAN.....	5
Purpose.....	5
Competition Details	5
Event Tide Times	5
Key Competition Personnel Form.....	6
Competition Site Plan.....	7
Alternative Competition Site Plan	8
Risk Assessment Process/Matrix.....	9
Pre Competition Hazard and Risk Analysis	11
Daily Hazard and Risk Assessment Form.....	14
Water Safety and First Aid Requirements.....	16
Competition Safety Checklist.....	18
Safety Briefing - Competitor / Manager / Official	19
3. EMERGENCY RESPONSE PLANS	20
Missing Competitor At Sea	20
Major Medical/First Aid	22
Fire.....	23
Tsunami	24
Earthquake.....	25
Sudden Unanticipated Storm.....	26
Event Water Safety Re-Deployment Plan	27
Major Pollution / Water Quality	29
SLSNZ Incident and Injury Notification Flow Chart	30
Notifiable Events - Investigation and Reporting	31
4. REFERENCE INFORMATION	32
Terms and Definitions.....	32
Competition Safety Management.....	34
Event Manager (EM)	40
Event Safety Officer (ESO).....	42
Arena Safety Observers (ASO)	45
Event Referee (ER)	47
Water Safety Medical Personal.....	49
Competitor Safety & Equipment.....	50

1 - INTRODUCTION

Purpose of This Manual

The purpose of the CSP is to provide information, advice and guidance to SLSNZ workers and volunteers, to ensure the health, safety and welfare of workers and other people affected by the work of Surf Life Saving New Zealand.

The guiding principle of this CSP is the Health and Safety at Work Act 2015 (HSWA) which requires that workers and other persons be given the highest level of protection against harm to their health, safety, and welfare from work risks, as is reasonably practicable (WorkSafe NZ).

Providing affective safety management is vital to the success of all surf lifesaving competitions. Event safety is a shared responsibility of all persons attending or competing in a surf lifesaving event. Surf lifesaving competition safety is led by the Event Management Committee (EMC), which incorporates the roles and functions of the Event Manager, Event Safety Officer and the Event Referee. However, officials, competitors, team managers and coaches, as well as supporters and spectators have a shared responsibility and obligation to ensure that all competitions operate safely. This CSP provides a framework and safety management templates that may assist competition and event safety personnel, particularly Clubs, to plan and deliver a safe and effective competition.

The surf environment by nature is potentially dangerous and can be extremely volatile, causing injury or even death. Surf lifeguards are trained to help prevent such injuries and deaths. Surf lifeguards are also trained to rescue people from dangerous and often life-threatening surf environments. Surf lifesaving competitions therefore provide opportunities, for lifeguards and aspiring lifeguards, referred to herein after as 'surf athletes,' to further practice and develop these important surf lifesaving skills that may be used to rescue others from higher risk environments. We must therefore strive to provide safe opportunities for surf athletes to train and compete in a variety of conditions, similar to those that they will face in a rescue situation, which may therefore include an element of risk. However, we must do so knowing that the environment that we choose to compete in, is dynamic, forever changing and potentially lethal. Caution is therefore urged, particularly if there is any doubt about safety.

This CSP does have limitations. This CSP cannot provide the personnel responsible for leading, managing or participating in SLS events with good judgement regarding all matters of safety. This CSP attempts to guide event management and workers to plan and deliver a safe competition for all participants. Good judgement starts with knowing your own limitations in regard to safety management and ensuring wise heads are consulted and incorporated into all event safety matters. If there is ever any doubt about the safe delivery of a competition, all event personnel should err on the side of caution.

This CSP is issued in accordance with and subject to, the Constitution, Regulations and Policies of SLSNZ. This manual, and any provision within the CSP, must therefore be interpreted in accordance with the Constitution, Regulations and Policies of SLSNZ.

Therefore, if there is any inconsistency between this CSP and the Constitution, Regulations, or Policies, the Constitution, Regulations and policies (in that order) will prevail.

The CSP may be amended by SLSNZ at any time. Amendments will be issued in accordance with the Constitution and Regulations and will be available on the SLSNZ website. Feedback on this Safety Plan is encouraged, and any feedback should be directed to SLSNZ.

A Club Standard Operating Procedures (CSOP) may be used in conjunction with Section 2 - Competition Safety Management (CSM) to assist with local beach standards. There may be differences between the CSOP and the CSM, but best efforts should be made for the CSM to follow the CSOP, recognising however that competitions often include the participation of lifeguards and therefore may differ from patrol operations. Any breach or failure to comply with the provisions in this manual will be dealt with in the manner set clause 10.3.4 of the Regulations.

Clubs may use the provisions set out in this safety plan for competitions and events held by them or on their behalf, and in doing so:

- a. May adapt or amend the CSP for their own purposes, so long as it does not compromise the safety of competitors and other personnel.
- b. Must inform all participants that the provisions applied are the provisions of the Club.
- c. Acknowledge and agree that the use of the provisions set out in this Manual are not to be construed as an approval, endorsement or sanction of the Club's competitions by SLSNZ.
- d. Must by resolution of its committee, agree that all references to SLSNZ in the manual means "the Club", where relevant and applicable; and
- e. Acknowledge and agree that SLSNZ takes no responsibility for the implementation of such provisions by the Club.

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Contact Details

All enquiries should be direct to:

Surf Life Saving New Zealand

www.surflifesaving.org.nz

2 – COMPETITION SAFETY PLAN

Purpose

This Competition Safety Plan is intended to document the preparation and planning to remove, minimise or isolate risks associated with the competition which this safety plan pertains to.

This Competition Safety Plan should be considered in addition to the Competition Manual and the Competition Safety Manual which provide additional oversight of safety requirements.

All risk management planning and implementation should be considered in accordance with “*Risk management – Principles and Guidelines Standard, AS/NZS ISO 31000:2009*”.

Where a competition is being conducted at a patrolled beach, the Event Manager should obtain a copy of the site Patrol Operations Manual – Section A, which will offer additional local context to the site in terms of safety management and also seek local experience people’s input into the competition safety plan.

Competition Details

Competition Name	
Competition Location	
Competition Date(s)	

Event Tide Times

Day	Low Tide	High Tide	Tide Height
One			
Two			
Three			
Four			

Key Competition Personnel Form

Role	First Name	Last Name	Mobile #	Email Address	Radio Channel #	Notes
Event Manager						
EM Mentor						
Event Referee						
Event Safety Officer						
Patrol Captain						
Water Safety Officer						
Work Crew Manager						
First Aid / Officer						
Emergency Services						
Helicopter						
NZ Police -SAR						
NZ Police -Crime						
Ambulance						
Coastguard						
Fire Service						
Pollution / Spills						
Regional Council						
Hospital						
Medical Centre						
Emergency Dental						
Civil Defence						

Insert site plan here.

Should include a topographical image overlaid with;

- Proposed water and beach arenas
- First aid
- Vehicle beach access points
- Toilets
- Possible helicopter landing zone
- Ambulance parking/pick up zone
- Normal lifeguard patrol area

Insert alternative site plan here.

Should include a topographical image overlaid with;

- Proposed water and beach arenas
- First aid
- Vehicle beach access points
- Toilets
- Possible helicopter landing zone
- Ambulance parking/pick up zone
- Normal lifeguard patrol area

Risk Assessment Process/Matrix

In the simplest terms, risk can be defined as Risk = Likelihood x Severity. SLSNZ’s updated Rating Scales and Risk Matrix are to be used when evaluating risk to provide consistency across all operations. Risk ratings are a useful tool to prioritise risk, for example, which area to allocate more resources, e.g., people, rescue assets, etc., or highlighting particular hazards more frequently to the team, or increased monitoring of more risky tasks.

Importantly, controls are necessary to mitigate high rating risk or risk magnitude ratings. It is important that numbers are not ‘fudged’ to make the risk look ‘less scary’. Risks should be evaluated accurately and then managed accordingly.

The purpose of evaluating risk is to:

- Prioritise the risks to make managing risk easier.
- Determine if existing controls are adequate.
- Determine the level of action necessary.
- Create an awareness of risk.

LIKELIHOOD SCALE		
Score	Scale	Frequency of Accident
1	Rare	Would only occur in exceptional circumstances.
2	Unlikely	Incident conceivable at some time, but only remotely possible.
3	Possible	Could occur at some time, has probably happened in the past.
4	Likely	Will probably occur in most circumstances, known to have happened in the past.
5	Almost certain	Expected to occur in most circumstances, regularly occurred in the past.
CONSEQUENCE SCALE		
Score	Scale	Severity of Harm (psychological, physical, and/or emotional)
1	Insignificant Harm	No real injury or illness resulting (minor bumps, bruises or abrasions)
2	Minor Harm	First aid or minor medical treatment is required (sprains, strains and cuts)
3	Significant Harm	Harm or illness requiring treatment by a qualified medical practitioner such as a GP, physio, dentist, or a hospital (fractures, dislocations, soft tissue damage, or wounds requiring stitches)
4	Serious Harm	Life or limb threatening harm or illness, permanent disablement (multiple trauma injuries with potential for permanent disablement)
5	Fatality	One or multiple fatalities.

RISK MATRIX

Consequence	Fatality	5	5	10	15	20	25
	Serious Injuries	4	4	8	12	16	20
	Significant Injuries	3	3	6	9	12	15
	Minor Injuries	2	2	4	6	8	10
	Insignificant Injuries	1	1	2	3	4	5
		1	2	3	4	5	
		Rare	Unlikely	Possible	Likely	Almost Certain	

Likelihood

Once a risk has been evaluated, the Risk Magnitude Table provides information on the action necessary for low, moderate, high, and unacceptable risks. Hazards with the highest rating should be given priority in order to reduce those risks identified.

RISK MAGNITUDE TABLE

Risk Magnitude	Score	Actions to be Taken
Low	1-4	Risk which is acceptable. Monitoring is required to ensure that the existing control measures are maintained and working as expected.
Moderate	5-12	Where reasonably practicable, additional control measures should be considered and applied to reduce the risk, particularly at higher scores within this category. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Monitoring is required to ensure that all control measures are maintained and working as expected.
High	15-15	Where reasonably practicable, additional control measures must be considered and applied to reduce the risk. The level of risk is acceptable, provided all reasonably practicable control measures have been applied. Consideration of additional control measures is required, including applying additional resources, as part of the continual improvement process. Monitoring is required to ensure that all control measures are maintained and working as expected.
Unacceptable	20-25	If it is not possible to reduce the risk, even with unlimited resources, the risk cannot be justified on any grounds. The work must stop immediately or not be carried out if the work has not started.

Pre Competition Hazard and Risk Analysis

To be completed in conjunction with the Risk Assessment Matrix

ENVIRONMENT ANALYSIS FORM											
Hazard	Risk Description	Location of Hazard	Existing Control Measures	Risk Assessment				Alternative control measures	Decisions		
				Consequences	Probability	Risk Level	Acceptable Risk?		Residual Risk Level	Acceptable Risk?	Priority
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				
							Y / N				

Daily Hazard and Risk Assessment Form

(SLSNZ's ORA may be used instead of the paper version)

Competition		Date Assessed	
Location		Time Assessed	
Assessed By		Signature	

PREVAILING WEATHER CONDITIONS (Circle)										Impact	Risk Level	Accept?
Wind Strength	Still	Light	Moderate	Strong								
Wind Direction	Northerly	North Easterly	Easterly	South Easterly	Southerly	South Westerly	Westerly	North Westerly	Nil			
Weather	Clear	Scattered Cloud	Overcast	Showers	Heavy Rain	Storm						
Wave Height	<0.5	-1	-1.5	-2	-2.5	-3	-3.5	-4				
Surf Conditions	Glassy	Slight Chop	Choppy	Rough	Very Rough							

EVENTS IN PROGRESS (Circle)												
Age Group	< 8	< 10	< 12	< 14	< 15	< 17	< 19	< 23	Open	Masters		
Event	Sprints	Flags	Swim	Tube	Board	Ski	Rescue	Relay	Iron	Taplin	Boat	Canoe
Arena	Sprint	Flags	Water 1	Water 2	Water 3	Water 4	Boat	Canoe	IRB			

RECOMMENDATIONS (Circle once part B is completed)												
Commence	Delay	Modify Events	Change Venue - Some	Cancel Some Events	Increase Water Safely	Continue	Consult Team Managers	Reduce Athlete Numbers	Change Venue - All	Cancel All Events	Mandatory PSE use	

RISK INDICATORS	Risk indicators are key points that that may require assessment	Minor Equip. Loss	Major Equip. Loss	DNF / Scratchings	Minor Injuries	Major Injuries	Loss of Time	Loss of Process	Loss of Life
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Daily Hazard and Risk Assessment Form

	Hazards	Risk Description	Raw Risk Assessment				Control Measures	Risk Assessment				Alternative Control Measures	Decisions		
			Consequences	Probability	Risk Level	Acceptable Risk?		Consequences	Probability	Risk Level	Acceptable Risk?		Residual Risk Level	Acceptable Risk?	Priority
ENVIRONMENT	Weather Conditions				Y / N				Y / N			Y / N			
	Wave Conditions				Y / N				Y / N			Y / N			
	Rips / Current				Y / N				Y / N			Y / N			
	Natural Debris				Y / N				Y / N			Y / N			
	Rubbish				Y / N				Y / N			Y / N			
	Pollution				Y / N				Y / N			Y / N			
	Stingers				Y / N				Y / N			Y / N			
	Holes				Y / N				Y / N			Y / N			
	Structures				Y / N				Y / N			Y / N			
PEOPLE	Officials				Y / N				Y / N			Y / N			
	Water Safety				Y / N				Y / N			Y / N			
	Support Crew/s				Y / N				Y / N			Y / N			
	Competitors				Y / N				Y / N			Y / N			
	Supporters				Y / N				Y / N			Y / N			
	Spectators				Y / N				Y / N			Y / N			
	Public				Y / N				Y / N			Y / N			
					Y / N				Y / N			Y / N			
EQUIPMENT	Arena Equipment				Y / N				Y / N			Y / N			
	IRBs				Y / N				Y / N			Y / N			
	Boat / Canoe				Y / N				Y / N			Y / N			
	Skis				Y / N				Y / N			Y / N			
	Boards				Y / N				Y / N			Y / N			
	Vehicles – Beach				Y / N				Y / N			Y / N			
	Vehicles – Road				Y / N				Y / N			Y / N			
					Y / N				Y / N			Y / N			

Water Safety and First Aid Requirements

(Equipment and people)

FIRST AID / MEDICAL SERVICES	
Who has been engaged to provide first aid / medical support?	
Where will the service be located at the venue?	
What hours will the service be open and available?	
What is the agreed scope of services being provided?	
What is the level of qualifications of the provider(s)?	

WATER SAFETY			
Equipment Required	Number of equipment to be used	Number of qualified people	Lifeguard / HR Competencies to use equipment
IRB Engine and Hull Units			
Rescue Tubes			
Rescue Boards			
Radios			
First Aid Posts – Trauma and Medical Support			
Binoculars – spotters			

IN WATER SEARCH PARTY

Who has been engaged to provide water search party?	
Where will the service be located at the venue?	
What hours will the service be on duty?	
What is the agreed scope of services being provided?	
What is the level of qualifications of the provider(s)?	

IRB WATER SAFETY TEAM

Who has been engaged to provide water safety support?	
Where will the service be located at the venue?	
What hours will the service be on duty?	
What is the agreed scope of services being provided?	
What is the level of qualifications of the provider(s)?	

Competition Safety Checklist

COMPETITION DETAILS

Competition Date(s):		Competition Venue(s):	
Competition Sanctioned?		Event Manager:	
Description of Competition:			

SAFETY & RISK MANAGEMENT

Task #	Descriptions of Action / Consideration	Completed <input checked="" type="checkbox"/>
1	Competition is formally sanctioned by SLSNZ	
2	Event Referee appointed:	
3	Event Safety Officer appointed:	
4	Site hazard and risk register completed	
5	First Aid/Medical Service confirmed (relative to competition scope)	
6	Water Safety people and assets confirmed (relative to competition scope)	
7	Disaster management protocols confirmed and discussed with Event Referee, Event Safety Officer, First Aid/Medical provider and Team Managers	
8	Communications system confirmed for the competition	
9	A Competition Safety Plan template completed for the competition and peer reviewed.	

DECLARATIONS

I confirm that I have completed the actions identified above in assessing and arranging the health and safety requirements for this competition.

Name:		Signature:		Date:	
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I confirm that I have peer reviewed the safety planning and proposed risk management for this Competition and confirm that in my opinion the competition has appropriate safety controls in place.

Name:		Signature:		Date:	
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Safety Briefing - Competitor / Manager / Official

Add or remove titles as required for the competition

Competition Element	Item(s) to discuss	Questions/Notes to cover off for this Competition
Personnel	Competition roles & responsibilities	
Weather (current and forecast)	Tides - Times	
	Temperatures - Land/Sea	
	Sea Conditions	
	Wind	
Water Safety	Location and amount	
	Identification	
	Scope/Safety cover	
Critical Incident Protocol	Briefing of CIP	
First Aid	Location and Scope	
	Identification	
Contingency Plan	Activating Protocol	
Timetable	Alterations	
Competition Area	Course Layout	
Order of Events	Timetable for competition	
Code of Conduct	Reiterate	
Meeting Attendance	Confirmation of attendance	
Questions	Any safety questions?	

3 – EMERGENCY RESPONSE PLANS



Missing Competitor At Sea

REFLEX TASKING

- Immediately close all arenas via radios to officials, continuous sounding of air horns & whistles, and waving of flags to competitors.
- Identify who is missing and what identifies them (e.g. clothing, size, clothing colour, M/F)
- IRB to place pink buoy or another identifiable object that will remain in place at Last Known Point (LKP) then sit behind surf break parallel to floater & await instructions from the Water Safety Officer (WSO).
- Consider dropping dye, at LKP and if conditions permit consider dropping a floater (competent lifeguard wearing fins, PFD, wetsuit) at LKP to float with prevailing current, ensuring that at least one spotter maintains visual contact with the floater at all times.
- Deploy spotters with radios or runners to high points.
- Supporters to immediately clear competitors equipment from the affected arena/s, then keep out of affected arena/s.
- Team managers MUST complete a role call for their competitors as well as assign competent swimmers (LG) only, who have fins and goggles/masks to the Arena Referees (AR) in the affected arena/s.
- Coaches to report immediately to the AR in their assigned arena and organise their searchers in lines while awaiting instructions from the AR.
- Competitors to exit the water immediately upon continuous sounding of the air horn, whistles, or waving of flags before reporting firstly to their team manager at a pre designated point.
- Competent swimmers who have fins & goggles/mask should then report immediately to their coach in their designated arenas. Note all swimmers involved with the search need to be identifiable differently to the missing person (e.g. pink bennies, different coloured hi viz vests)
- Water Safety Officer uses nearest capable IRB to pick up LKP buoy from beach and drop of buoy at LKP.
- WSO then liaise with IRBs under ESO instructions to either ferry searchers to search zone or begin parallel grid search as directed by ESO.
- ESO to assume position of Incident Controller until relieved by appropriate authority.
- ESO immediately appoints a scribe to record relevant details of times, decisions and communications.
- ESO appoint person to dial 111 and liaise with emergency services.
- Arena Referees (AR) instruct officials to immediately clear the water arena of competitors and craft.
- AR to liaise with ESO and Coaches to deploy competent swimmers to search zone and duties.
- Officials to mobilise supporters only after cleared to do so by the ESO or their delegate.

INITIAL ACTION	
Ascertain Details:	<ul style="list-style-type: none"> Location, problem, number of patients, mechanism of injury (trauma), prior medical history (medical)
Complete Incident Log:	<ul style="list-style-type: none"> Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team, call 111 and ask for ambulance, Team Manager of the Club involved
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for other people? Does racing need to stop temporarily to allocate safety resources to the incident(s). Is there an appropriate environment to treat the victim(s)?
AT SCENE	
Actions:	<ul style="list-style-type: none"> DRSABCD is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents. Consider the on-going treatment of the patient and whether they need to be moved into a more appropriate environment (i.e. out of direct sun, wind, water etc.)
AT COMPLETION	
Debrief:	<ul style="list-style-type: none"> In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a hot debrief of the incident to assess and ensure all persons involved are okay (emotionally and physically) and that the response process is reflected on with any learning's being recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support. In a critical incident such as a death or severe (life threatening) trauma, SLSNZ Welfare Advisor and/or SLSNZ SurfCom should be notified to initiate SLSNZ Peer Support Services.
Reporting:	<ul style="list-style-type: none"> The SLSNZ Patrol App should be used for all reporting of an incident.

-

Major Medical/First Aid

INITIAL ACTION	
Ascertain Details:	<ul style="list-style-type: none"> Location, problem, number of patients, mechanism of injury (trauma), prior medical history (medical)
Complete Incident Log:	<ul style="list-style-type: none"> Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	<ul style="list-style-type: none"> Notify event safety service / medical team, call 111 and ask for ambulance, Team Manager of the Club involved
Consider:	<ul style="list-style-type: none"> Is there a risk/hazard posed for other people? Does racing needs to stop temporarily to allocate safety resources to the incident(s). Is there an appropriate environment to treat the victim(s)?
AT SCENE	
Actions:	<ul style="list-style-type: none"> DRSABCD is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care. If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents. Consider the on-going treatment of the patient and whether they need to be moved into a more appropriate environment (i.e. out of direct sun, wind, water etc.)
AT COMPLETION	
Debrief:	<ul style="list-style-type: none"> In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a debrief of the incident to assess and ensure all persons involved are okay (emotionally and physically) and that the response process is reflected on with any learning's being recorded. The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support. In a critical incident such as a death or severe (life threatening) trauma, SLSNZ SLSNZ Welfare Advisor and/or SLSNZ SurfCom should be notified to initiate SLSNZ Peer Support Services.
Reporting:	<ul style="list-style-type: none"> The SLSNZ Patrol App should be used for all reporting of an incident.

Fire

INITIAL ACTION	
Ascertain Details:	<ul style="list-style-type: none">• Location, problem, number of patients, likely source of fuel, level of threat to people and/or property
Complete Incident Log:	<ul style="list-style-type: none">• Record time, date, informant details, arrival of additional support, any treatment provided, patient information
Notify:	<ul style="list-style-type: none">• Notify event safety service / medical team, call 111 and ask for Fire Service, if aware if injured people - also request an ambulance response. Inform team managers if event is impacted.
Consider:	<ul style="list-style-type: none">• Is there a risk/hazard posed for people or property? Does racing needs to stop temporarily to allocate resources to the incident to put out / control a fire, protect people, move to safeguard property etc.
AT SCENE	
Actions:	<ul style="list-style-type: none">• All involved are reminded that self-preservation is a priority in any response.• People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property.• Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc.)• For any people affected: DRSABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care.• If need be, refer to Lifesaving First Aid Manual for specific patient management protocols for medical or trauma incidents (i.e. burns).
AT COMPLETION	
Debrief:	<ul style="list-style-type: none">• In serious / critical incident trauma and medical cases, the Event Safety Officer should lead a debrief of the incident to assess and ensure all persons involved are OK (emotionally and physically) and that the response process is reflected on with any learning's being recorded.• The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support.• In a critical incident such as a death or severe (life threatening) trauma, SLSNZ Welfare Advisor and/or SLSNZ SurfCom should be notified to initiate SLSNZ Peer Support Services.
Reporting:	<ul style="list-style-type: none">• The SLSNZ Patrol App should be used for all reporting of an incident.

Tsunami

INITIAL ACTION	
Ascertain Details:	<ul style="list-style-type: none"> Has a tsunami warning or tsunami watch been issued by the Ministry of Civil Defence? The Event Manager should confirm this directly rather than being drawn into speculation by other parties. When is the published impact time of the first tsunami, and therefore how much time do you have to evacuate the coastal zone?
Complete Incident Log:	<ul style="list-style-type: none"> If possible, record the time the incident commenced. Keep a record of key decisions through the incident period.
Notify:	<ul style="list-style-type: none"> SLSNZ CEO, Event Safety Officer, Event Manager, Event Referee, Team Managers, competitors and spectators
Consider:	<ul style="list-style-type: none"> The level of response relative to the classification of the incident (i.e. a 'watch' is a lower risk threshold than 'warning'). Ensure the level of urgency is relative to the anticipated time available to evacuate. What are the optimal evacuation routes to allow people to get to the recommended 23m above sea level to avoid the impact of a tsunami wave.
AT SCENE	
Actions:	<ul style="list-style-type: none"> If there is a witnessed earthquake in the coastal zone or any unusual observations to a sudden change in sea state (such as water levels noticeably dropping), immediately discontinue racing. Radio the on water lifeguards and ask them to direct all persons back to shore immediately (phase one: get people out of water) Inform Team Managers, Surf Officials, competitors, participants and spectators of a possible tsunami threat and encourage them to enact an emergency evacuation to higher ground ASAP. In a witnessed coastal earthquake event, there is insufficient time to remove equipment. Focus must be on a swift, orderly evacuation away from the coast to a targeted elevation of 23m above sea level (phase two: evacuate to high ground) If the event is not witnessed and the tsunami warning / tsunami watch indicates a longer lead-in time, in addition to evacuating the beach, consider removing rescue craft and first aid equipment to higher ground to be used in a possible post tsunami recovery. Continue to monitor the situation/threat through official channels (i.e. Ministry of Civil Defence updates).
AT COMPLETION	
Debrief:	<ul style="list-style-type: none"> In the event a tsunami does strike, a debrief may not be appropriate in lieu of more immediate needs. Following any tsunami warning / tsunami threat stand-down, it is appropriate to conduct a debrief so learning can be captured for any future incident.
Reporting:	<ul style="list-style-type: none"> The SLSNZ Patrol App should be used for all reporting of an incident.

Earthquake

INITIAL ACTION	
Ascertain Details:	<ul style="list-style-type: none"> For injured people – refer to action plan under “Major Trauma / Medical” If a fire is caused by the earthquake – refer to action plan under “Fire” If the earthquake was of sufficient magnitude that it has caused damage or was significant, operationalize the actions outline in the action plan “Tsunami Warning/Watch”
Complete Incident Log:	<ul style="list-style-type: none"> Record times of key decisions, number of patients involved, arrival of additional support, any treatment provided, patient information as possible.
Notify:	<ul style="list-style-type: none"> Trauma / Medical Issues – dial 111 and request Ambulance, Fire – dial 111 and request Fire Service
Consider:	<ul style="list-style-type: none"> In the event of a minor earthquake, consider if any sewerage or storm water pipes could have been breached and potentially impact on water quality. Check media sources to confirm any official warnings or directives following the earthquake event. Consider what support those involved at the event may be able to offer the general public or other emergency services where there may be wide spread damage, injury, death (but no threat of a tsunami).
AT SCENE	
Actions:	<p>Further to action items identified through other action plans (referred to above)</p> <ul style="list-style-type: none"> Seek out on-going information from official sources (Ministry of Civil Defence website) If possible, contact SLSNZ CEO or delegated SLSNZ staff member for advice/support Contact other emergency services and offer to provide support / capacity (i.e. trained first aiders, rescue vehicles, shelter, search parties etc.). Continue to communicate with all relevant parties regarding the incident response and any updates as they become available.
AT COMPLETION	
Debrief:	<ul style="list-style-type: none"> In the event a major earthquake does strike, a debrief may not be appropriate in lieu of more immediate needs in the short term.
Reporting:	<ul style="list-style-type: none"> The SLSNZ Patrol App should be used for all reporting of an incident.

Sudden Unanticipated Storm

INITIAL ACTION	
Ascertain Details:	<ul style="list-style-type: none"> For injured people – refer to action plan under “Major Trauma / Medical”. The risk of a storm or squall should be monitored throughout any event to ensure that mitigating factors can be applied to reduce the risk of harm to people and property.
Complete Incident Log:	<ul style="list-style-type: none"> Record times of key decisions, number of patients involved, arrival of additional support, any treatment provided, patient information as possible.
Notify:	<ul style="list-style-type: none"> Trauma / Medical Issues – dial 111 and request Ambulance
Consider:	<ul style="list-style-type: none"> What equipment (boards, skis, paddles, oars, fences, signage, shade shelters, tools, sound equipment etc.) is sitting on the beach which could become a serious hazard in the event of extreme wind or get damaged, how can it be secured safely? Are there tents on the beach and, if yes, how well anchored are the tents or do they require dropping and securing?
AT SCENE	
Actions:	<ul style="list-style-type: none"> Monitor the weather forecasts prior to and during a Competition. Where a risk of high winds is possible, ensure this is communicated to all persons in daily briefings (work party, surf officials, event safety team, team managers etc.). If a severe storm (to the point where the sea/beach conditions will become unacceptably dangerous) is imminent, discontinue racing and ensure all people are safely removed from water until the conditions are safe to continue. <p><i>Where a squall is visibly identified approaching the event site, provide warnings and direction to key groups:</i></p> <ul style="list-style-type: none"> Work Party: Check tent/marquee anchor points, drop event signage/fences if not secured, support teams with tents or gear as needed. Team Managers: Focus on securing club equipment / craft then secure club tents Event Referee: Surf Officials to support securing of on beach event equipment such as sound systems, lane markers etc.)
AT COMPLETION	
Debrief:	<ul style="list-style-type: none"> A debrief may not be essential in the case of a response to high winds however consider conducting a debrief in the event of any injuries to people or damage to equipment or if there was an opportunity identified to enhance the response plan in future (i.e. a near miss, any lack of cohesion in the response plan, any confusion identified during response).
Reporting:	<ul style="list-style-type: none"> The SLSNZ Patrol App should be used for all reporting of an incident.

Event Water Safety Re-Deployment Plan

PRE-EVENT SETUP

Introduction of Key Personnel	<ul style="list-style-type: none"> The ESO or EWS Manager and Patrol Captain (if applicable) should meet when this happens an exchange of radios should happen. Where the Patrol Captain can gain clear communication with the ESO or EWS Manager and vice versa. The ESO or EWS Manager should go through with the Patrol Captain and understand roles and responsibilities. <p>Surf Com Awareness:</p> <ul style="list-style-type: none"> Surf Com should be aware of all the available assets and the event details before it begins Via the patrol app. <p>Asset Readiness:</p> <ul style="list-style-type: none"> Response crews and assets are allocated, briefed on the Emergency Response Plan (ERP) for the Event Guards, and ready to respond if necessary. <p>Radio Setup:</p> <ul style="list-style-type: none"> The Surf Com Radio is assigned to the designated response assets but not turned on until needed.
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EVENT SAFETY OVERVIEW

Primary Responsibility:	<ul style="list-style-type: none"> The Event Safety Officer (ESO) / Event Water Safety (EWS) team is responsible for ensuring event safety.
Emergency Response Coordination:	<ul style="list-style-type: none"> If the venue needs additional rescue assets for an emergency, the Emergency On-Scene Command (e.g., Patrol Captain or SAR Coordinator) and the Event Guard Manager coordinate via radio on the SLS Operations Network.
Evaluation:	<ul style="list-style-type: none"> The need for extra assets is assessed to determine if it is essential and safe.

EMERGENCY RESPONSE PROCEDURE

Actions:	<p>Asset Release:</p> <ul style="list-style-type: none"> If additional assets are deemed necessary and safe to deploy, the ESO / EWS Manager will ensure the event is paused or held for safety. Once it's safe, the ESO EWS Manager instructs the designated Response Asset/s to switch to the SLS Operations Network. This will in most cases mean gaining access to additional patrol SLS Operations Network Radios. If radios cannot be obtained, then the Emergency On-Scene Commander to be allocated an event radio to communicate with the Responding Asset/s. <p>Radio Communication:</p> <ul style="list-style-type: none"> The Response Asset identifies themselves on the SLS Operations Network with their call sign "Event Guard SKI/IRB" and communicates the response asset and their equipment (e.g., POB Trauma Kit). <p>Event Safety Officer / EWS Manager's Role:</p> <ul style="list-style-type: none"> Ensures the asset/s are transitioned safely from event duties to emergency response. <p>Asset Command:</p> <ul style="list-style-type: none"> Once the asset/s are re-assigned to emergency duties, they are placed under the control of the On-Scene Command (not the ESO / EWS Manager). The asset is no longer responsible for event safety until the emergency is resolved and the crew has time to debrief and reset.
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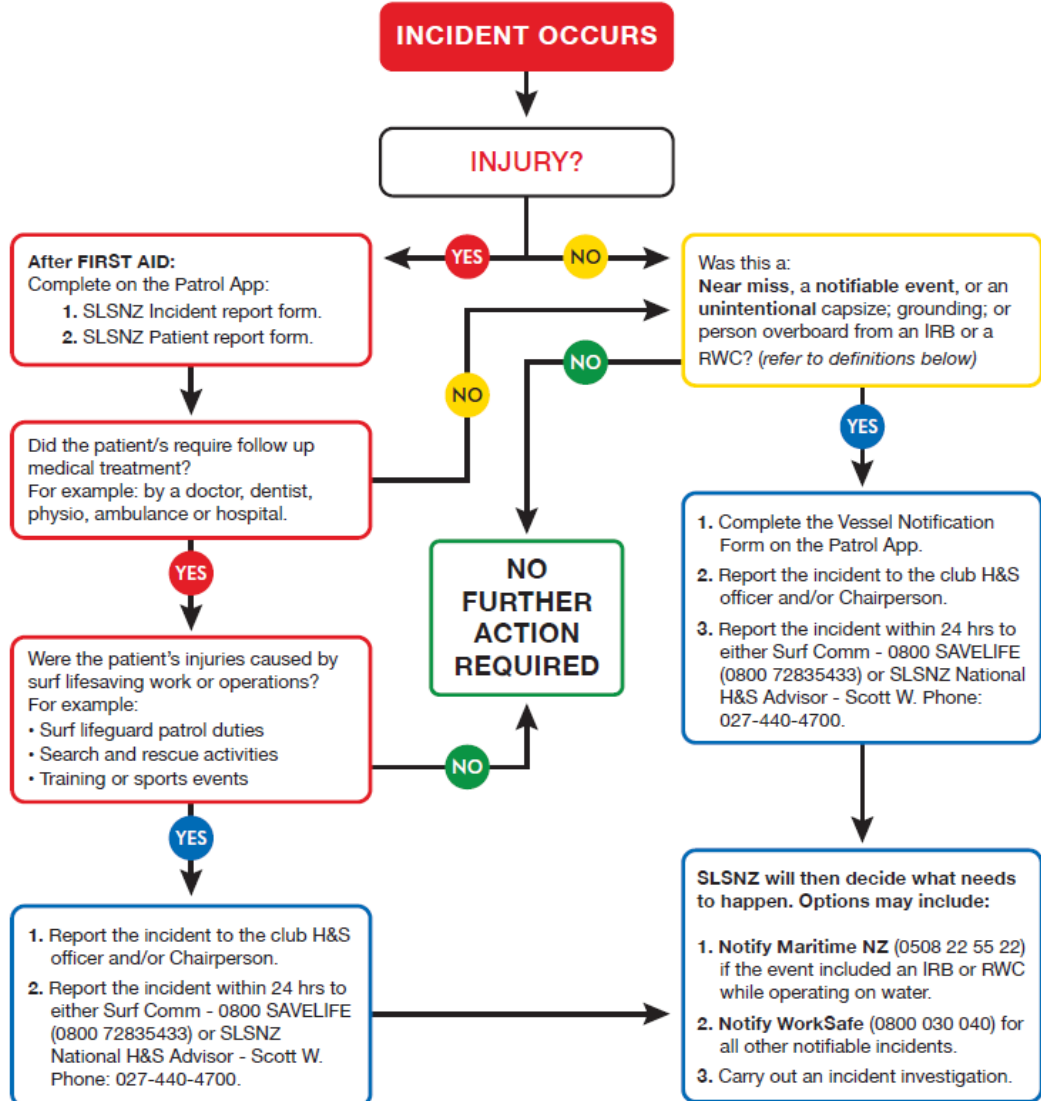
AT COMPLETION

Debrief:	<ul style="list-style-type: none">• In serious / critical incident trauma and medical cases, the Emergency On-Scene Command should lead a debrief of the incident to assess and ensure all persons involved are okay (emotionally and physically) and that the response process is reflected on with any learning's being recorded.• The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what did happen (facts) from each person's perspective and to identify any person(s) that require additional support.• In a critical incident such as a death or severe (life threatening) trauma, SLSNZ SLSNZ Welfare Advisor and/or SLSNZ SurfCom should be notified to initiate SLSNZ Peer Support Services.
Reporting:	<ul style="list-style-type: none">• The SLSNZ Patrol App should be used for all reporting of an incident.

Major Pollution / Water Quality

INITIAL ACTION	
Ascertain Details:	<ul style="list-style-type: none"> Location, type of pollution involved (i.e. oil vs sewerage vs run-off), Identify source if possible
Complete Incident Log:	<ul style="list-style-type: none"> Record times of key decisions (when first aware of quality issue, when discontinued event etc.), number of patients involved if people have got sick, arrival of additional support, any treatment provided, patient information as possible.
Notify:	<ul style="list-style-type: none"> Notify the local environmental authority (normally the regional council) immediately. If people are becoming ill, either refer to local medical facility or in serious cases dial 111 and seek ambulance.
Consider:	<ul style="list-style-type: none"> What risk level might the pollution pose for people? Are there implications for the general public beyond those involved with the event? Are there alternative sites that may not be affected by the water quality issue that may allow Competition to continue? Has there been any previous water quality issues at the site and, if so, what may be the time impact for the issue to be resolved?
AT SCENE	
Actions:	<ul style="list-style-type: none"> On being made aware of the water quality issue, discontinue aquatic events immediately until such time the issue is resolved. Contact the local pollution / water quality authority, inform them of the problem and seek advice regarding the impact the problem may have on people. If the water quality issue is obviously not going to be resolved quickly (i.e. oil spill or major run-off issue) identify and check alternative racing areas. If suitable, consider moving racing to the new site to continue the event. *If possible, consider running any beach events while any water quality issues are addressed* Continue to monitor the situation, seek on going advice from experts / authorities.
AT COMPLETION	
Debrief:	<ul style="list-style-type: none"> A debrief may not be essential in the case of a response to water quality issues however consider conducting a debrief in the event of any illness to people or if there was an opportunity identified to enhance the response plan in future.
Reporting:	<ul style="list-style-type: none"> The SLSNZ Patrol App should be used for all reporting of an incident.

SLSNZ Incident and Injury Notification Flow Chart

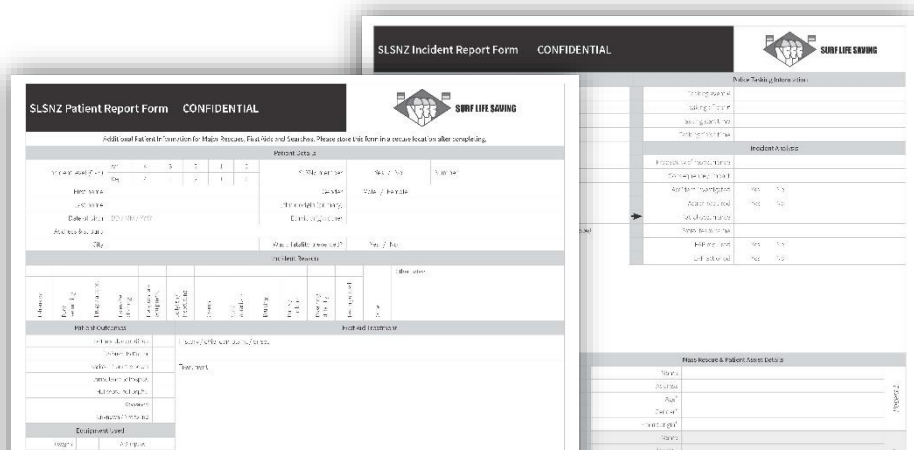


DEFINITIONS
Near miss - an unplanned or uncontrolled event that does not result in harm, but in slightly different circumstances may have resulted in harm.
Notifiable events includes:
 • **Notifiable death** – when a person has been killed as a result of work.
 • **Notifiable incident** – Is an unplanned 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.

May 2024

Incident and Patient Forms

[Click here](#) to download the Incident Report Form
[Click here](#) to download the Patient Report Form



Notifiable Events - Investigation and Reporting

(Duty Holder review process)

Follow these steps to do a thorough investigation (Lead by SLSNZ H&S Advisor).

1. Identify all the people involved (victim, witnesses, etc)
2. Get all the facts (who, where, when, what, how, why).
3. Describe the sequence of activities leading up to the incident.
4. Include SLSNZ's Health and Safety Advisor in your review.
5. Talk to the victim(s) and their families (if appropriate).
6. Identify and analyse the immediate, underlying and root causes of the incident.

Identifying underlying causes involves asking a series of 'why' questions about the causes you have identified. Each question may have several answers which may lead to further 'why' questions. By understanding the reasons for immediate and underlying causes you can make changes that are more likely to be sustainable and effective.

While root causes may be harder to identify, they are more important as they reveal key areas for improvement in your health and safety and/or management systems.

7. Develop and implement actions to prevent a similar incident. Include any actions you've already taken and any planned follow-up actions.
8. Review your existing health and safety system, particularly the part of the area related most to the workplace involved in the incident. Specify your system in the report and identify changes needed.

The analysis of the cause(s) captured at step 6 should make it clear what corrective actions need to be implemented. These might include improving existing health and safety management systems.

9. Sign the report off.

Once your review has been completed, submit the completed report and supporting documents to the SLSNZ Health and Safety Advisor. Please note the information you provide is subject to the Official Information Act 1982.

It is important that someone in your organisation who holds a leadership or management position signs the report.

For further information about the Duty Holder Review Process, [please contact WorkSafe](#).



4 – REFERENCE INFORMATION

Terms and Definitions

Arena Safety Observers means a person who assess the safety and risks of a competition arena.

Board means the Board of SLSNZ as defined in the Constitution.

Club means a club as defined in the Constitution.

Competition(s) means:

- Any national, provincial, inter-Club or other SLSNZ competition as set out in the Event Calendar;
- A competition shall be deemed to start at the commencement of the official opening, manager's meeting or pre-competition briefing immediately preceding the proceedings of the competition (whichever is the earlier) and shall end at the conclusion of the official closing, prize giving for the competition . Competition also includes warm up periods as communicated to clubs
- but does not include a competition, event or activity held by or on behalf of any Club unless it is notified in the Event Calendar.

Competition Manual means the manual of competition rules which governs the conduct of surf sport competitions in New Zealand as determined by SLSNZ.

Competitor means a person or team member who has entered into an event and is competing in that event.

Consequence is the outcome of an incident, accident or near miss etc.

Constitution means the Constitution of SLSNZ.

Risk means exposure or liability to injury, pain, harm, or loss.

Event(s), the types of activities undertaken in competitions e.g. ski paddling, board paddling, boat rowing, swim, wade, beach sprinting, beach flags, first aid, patrol competition, champion lifesaver, IRB, taplin relay, ironperson, cameron relay, board rescue, lifesaver relay.

Event Calendar, means the list of competitions and the dates these are scheduled to take place each year.

Event Manager (EM) means the person responsible for all aspects of planning and delivery of the competition.

Event Management Committee (EMC) means the Event Manager, Event Safety Officer and Event Referee who are jointly responsible for the conduct of the competition.

Event Referee (ER) means the official responsible for the overall conduct of the competition.

Event Safety Officer (ESO) means the person leading the safety management of the competition.

Hazard means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.

Hazard Identification is the process of recognising that a hazard exists and defining its characteristics.

Hazard Assessment - is the overall process of determining whether a hazard is significant.

Notifiable Events – include: work related deaths; illness or injury sustained by someone, or **incidents** that exposed someone to serious risk. You must inform one of the following staff of a **notifiable event** as soon as practicable.

- Scott Weatherall – healthandsafety@surflifesaving.org.nz – 027-440-4700
- Steve Fisher (CEO) – steve.fisher@surflifesaving.org.nz – 027-296-1106

One of the above staff will then notify WorkSafe NZ or Maritime NZ as soon as practicable or alternatively complete one of the following online Notifiable Event Forms:-

<http://forms.worksafe.govt.nz/hazardous-work-notification> <https://www.maritimenz.govt.nz/report-online/default.asp>

Notifiable Death - when a person has been killed as a result of work.

Notifiable Incident - when a person's health and safety is seriously threatened or endangered as a result of a work situation, i.e. if someone has been exposed to a serious or immediate risk to their health and safety because of an unplanned or uncontrolled work incident.

Notifiable Injury or Illness - an injury or illness that requires (or would usually require) the person to be admitted to hospital for immediate treatment.

- 'Admitted to a hospital' means being admitted to hospital as an inpatient for any length of time – it doesn't include being taken to the hospital for out-patient treatment by a hospital's A&E department, or for corrective surgery at a later time, such as straightening a broken nose

Level of Risk is the magnitude of risk or combination of risks, expressed in terms of the combination of consequences and their likelihood.

- Likelihood means the chance of something happening.
- Manual means the SLSNZ Competition Safety Manual.

Member means a member of SLSNZ as defined in the Constitution.

Official is a person who has completed a recognised 'officials' training programme and is accredited by SLSNZ to assist in the delivery of competitions.

Participant means a person who is participating in some way in the competition e.g. as a competitor, coach, team manager, SLSNZ official or club administrator.

Regulations means the Regulations of SLSNZ.

Residual Risk the risk remaining after risk treatment.

Risk is the effect of uncertainty on objectives, or loss of process, time, property, serious harm or life.

Risk Analysis means the process to comprehend the nature of risk and to determine the level of risk.

Risk Assessment the overall process of risk identification, risk analysis, and risk evaluation.

Risk Criteria are the terms and reference against which the significance of risk is evaluated.

Risk Evaluation means the process of comparing the results of risk analysis with risk criteria to determine whether risk and/or its magnitude is acceptable or tolerable.

Risk Identification is the process of finding, recognising and describing risks.

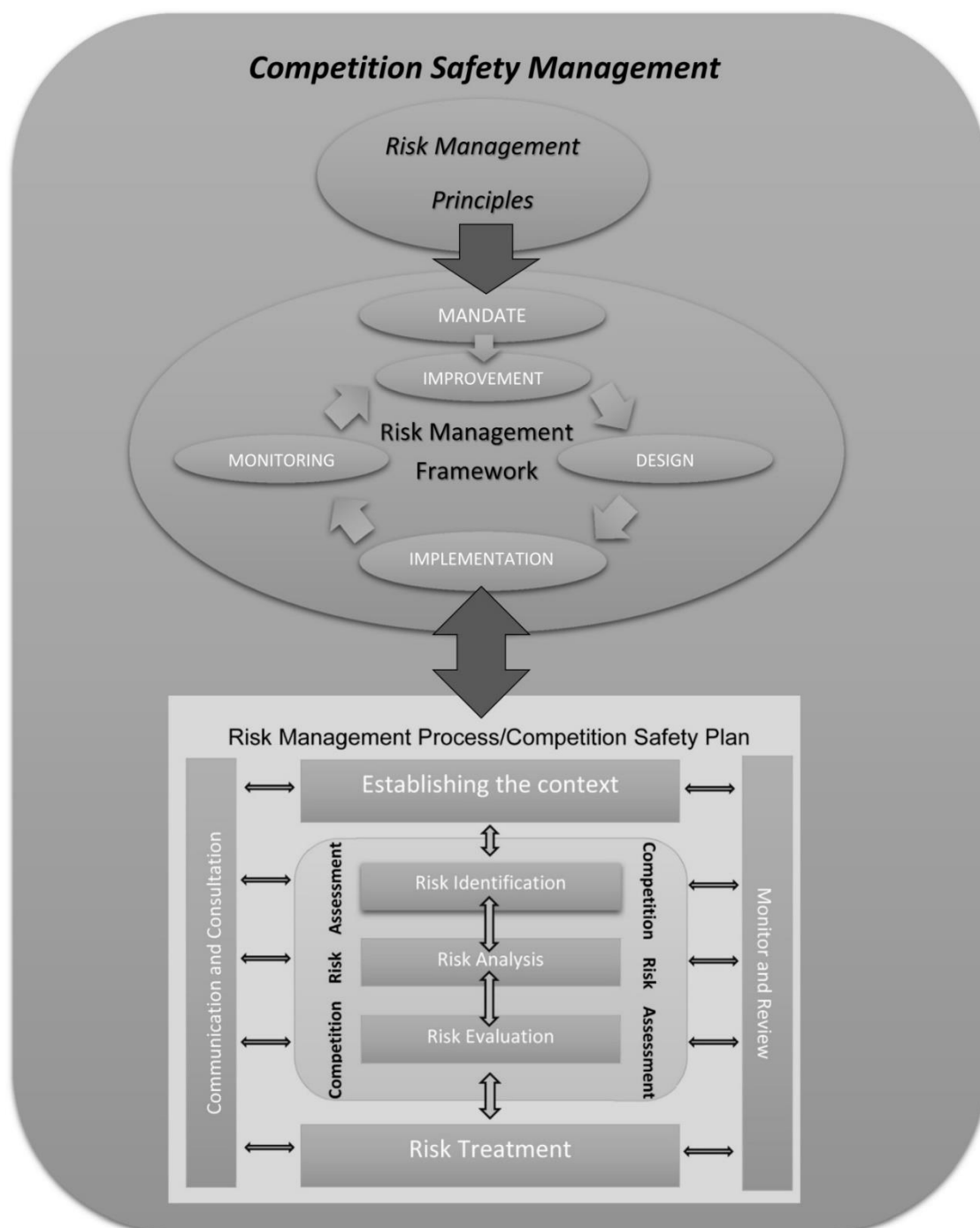
Risk Management coordinated activities to direct and control an organization with regard to risk.

Risk Assessment process to modify risk.

SLSNZ means Surf Life Saving New Zealand Incorporated.

Competition Safety Management

SLSNZ is committed to the continuous improvement of competition safety. The following model outlines the relationship between the Principles, Framework and Processes of risk management as a means to develop and improve competition safety. This model intends to align SLSNZs Safety Management processes with AS/NZ ISO 31000:2009.



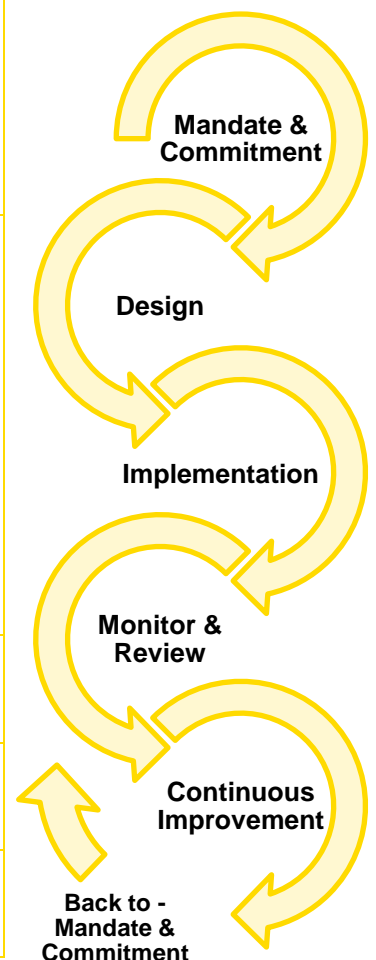
Risk Management Principles

Risk Management creates and protects the value of our human, environmental and physical resources. Risk Management:

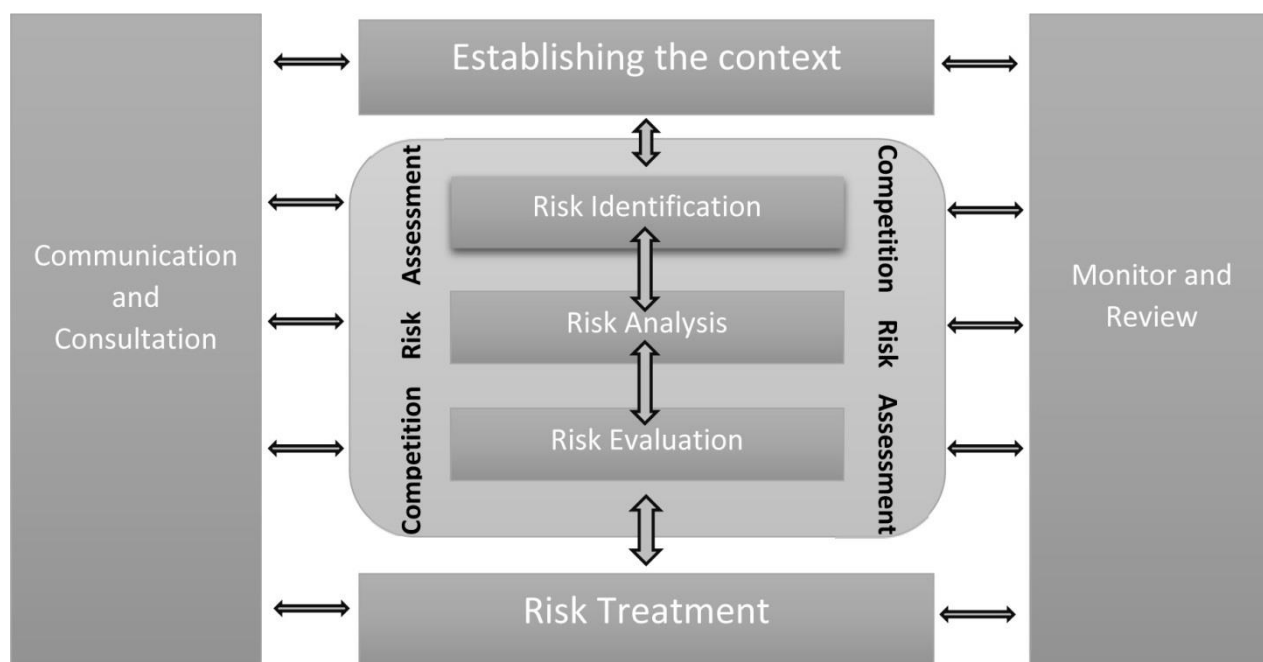
- is an integral part of SLSNZs competition processes.
- is a part of all competition decision making.
- attempts to explicitly address the uncertainty present in competitions.
- is systematic, structured and timely.
- is based on the best available information.
- is tailored to the individual needs and risk profiles of each competition, the arenas and events contained within them, taking into account the environmental conditions that are present.
- takes into account the culture, expectations and history of SLS in NZ.
- is transparent and inclusive.
- is dynamic, iterative and responsive to change.
- facilitates continual improvement of SLSNZ competitions.

Risk Management Framework Cycle

RISK MANAGEMENT FRAMEWORK	
Mandate and Commitment	<ul style="list-style-type: none"> • Requires the commitment of SLSNZ and the Event Management Committee to risk management policy and procedures that ensures that a competition safety culture develops in line with the policy and procedures.
Design	<ul style="list-style-type: none"> • Understanding the context of risk management within SLSNZ. • Establishing and implementing risk management policy and procedures and ensure that these are adequately resourced. • Ensure that accountability is established and appropriately delegated. • Establish internal and external communication and reporting systems in support of the risk management policies and procedures.
Implementation	<ul style="list-style-type: none"> • Implementation of the Risk Management Process
Monitor and Review	<ul style="list-style-type: none"> • Monitor and Review of the Risk Management Framework
Continuous Improvement	<ul style="list-style-type: none"> • Continuous Improvement of the Risk Management Framework



Risk Management /Competition Safety Planning Process



Competition Safety Plan

The Event Manager in conjunction with the Event Safety Officer, and with the support of the Event Referee and other nominated personnel, must complete Competition Safety Plan ensuring that due diligence is given to competition safety as a priority throughout the planning, preparation, operation and completion of the competition. A Competition Safety Plan template is provided in Section One of this manual. Competition Safety Plan should include;

Items	Content
1	Competition details, tides etc.
2	Competition Safety Checklist
3	Competition Personnel + Emergency Service Providers
4	Site plan: details & location of key services + contingency site details
5	Competition Safety Plan - schedule of development
6	Competition Safety Briefings - Officials/Team Managers/Competitors
7	Water Safety & Medical Emergency details and requirements
8	Hazard Identification & Risk Analysis Register
9	Critical Incident Response Plan - Sample - Missing person at sea.

Peer Review

The Competition Safety Plan must be peer reviewed by someone of the same or greater experience and or competency prior to each competition. The EMC must consistently review the Competition Safety Plan during the lead up to competition and then again immediately prior to competition, make any necessary amendments to the Competition Safety Plan. It is recommended that all amendments are peer reviewed by someone of the same or greater experience and or competency, before the EM, ESO and ER sign off on the Competition Safety Checklist.

Risk Assessment

Risk assessment is the overall process of identifying hazards and risks associated with a competition, and then analysing and evaluating these risks, before also considering what, if any, risk treatment is required. Risk Assessments are undertaken during the preparation and planning stages of a competition and results in the production of the Competition Safety Plan (8.0) which helps guide the Event Management Committee (EMC) and others, with the safe implementation and operation of a competition.

Additionally Daily Hazard Identification and Risk Assessment Forms must be completed immediately prior to the commencement of daily competition and at least every two hours after the start of a competition, through to its conclusion. The Competition Daily Assessment Forms must be presented to and where necessary discussed with the Event Safety Officer (ESO) after each assessment.

In support of the Event Management Committee and ESO it is recommended to form an Event Safety Team (EST) wear required to assist with independent assessments of conditions. The makeup of the EST is to spread the risk assessment across all major stakeholders at an event. This may include and is not limited to the following: Coach, Manager, Athlete, Official, Canoe Rep, Boat Rep, Lifeguard, IRB Crew, Police, Medical Staff.

The EMT will present their assessment and recommend one of the following to the EMC:

- Do not proceed with the competition.
- Proceed with recommended changes (e.g. alternative venue, change programme, reduce risk by ...)
- Proceed with the competition.

The EMT does not make the final discussion but are in place to provide information to the EMC so they can make an informed and consultative decision.

Risk Identification

Hazards are things or situations that have the potential to harm a person or property. Risk is the uncertain effect that these hazards may have on people, property or competition objectives. Risk Identification is the process of finding, recognising, describing and documenting hazards and risks in a systematic way that enables further analysis and evaluation of the risks.

Risk Analysis

Risk Analysis is the process of understanding the nature and level of risk on people, property and competition objectives.

Risk Evaluation

Is the process of comparing the results of the risk analysis with the risk criteria to determine whether the risk and/or its magnitude is acceptable or tolerable.

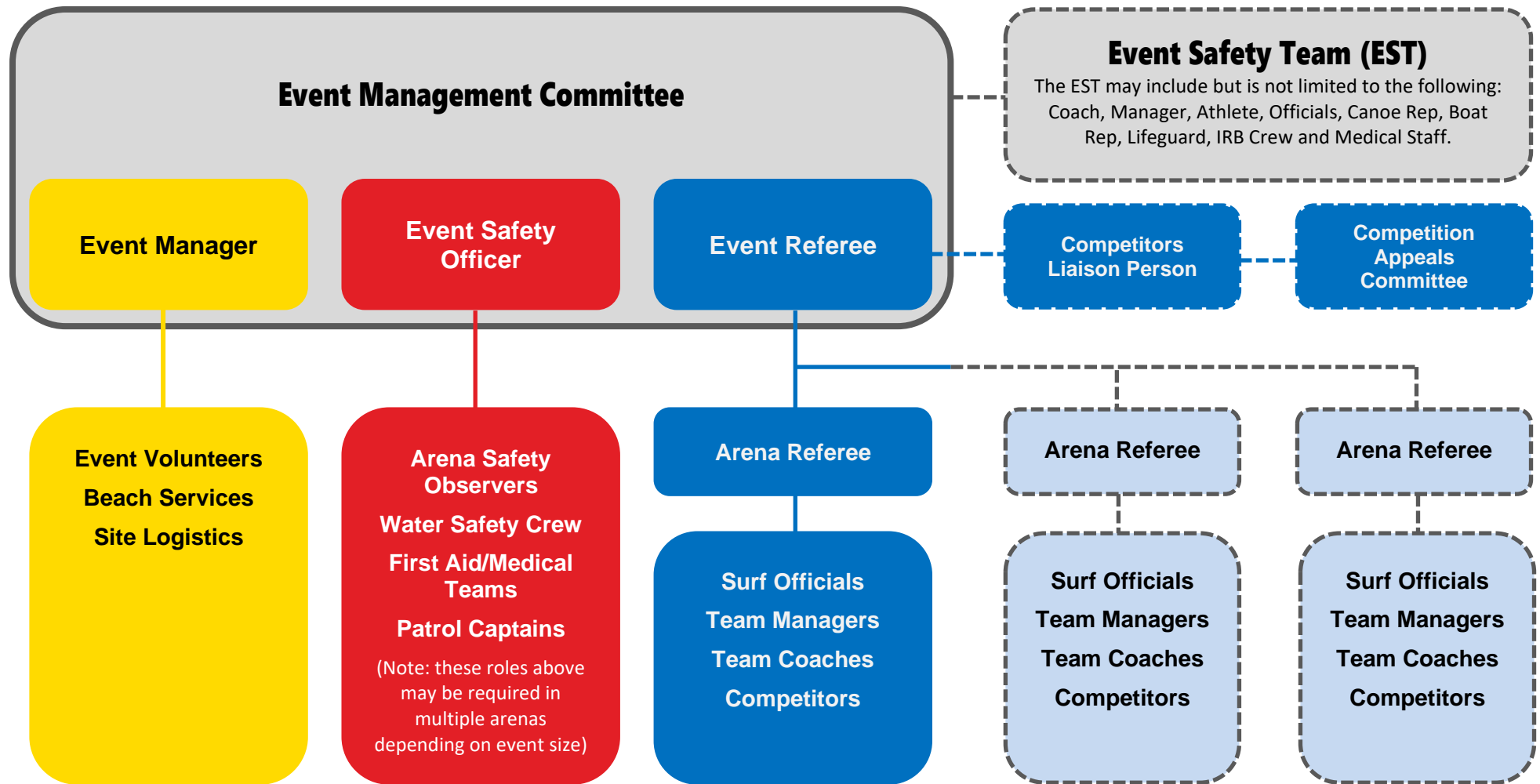
Risk Management

Is the process of modifying risk by applying one or more control measures to reduce or manage the risk to an acceptable level. The residual risk is that risk remaining after the risk management is applied.

Critical Incident / Emergency Response Plans

The Event Manager should be familiar with the emergency management procedures contained in the host Club's Standard Operating Procedure (CSOP). If an emergency arises during competition, the emergency management procedures as outlined in the host Club's CSOP should be considered in conjunction with the Emergency Response Plans contained within the Competition Safety Plan.

Event Management Committee/Competition Personnel Structure



Event Manager (EM)

Appointment of Event Manager

SLSNZ will appoint an Event Manager for each surf competition. SLSNZ will maintain a record of all appointed Event Managers, along with details of their relevant knowledge, skills, experience and competency, in order to define over time, the standard of the knowledge, skills, experience and competency required of Event Managers.

Role of the Event Manager

The Event Manager is responsible for all aspects of the competition. The Event Manager leads the Event Management Committee with the support of the Event Referee (ER) and the Event Safety Officer (ESO). The EM in conjunction with the ER, jointly support the ESO and contribute to the safety management of the competition. Taking into consideration the size and scope of the competition, as well as the likely hazards and their potential risks, the EM may also be the ESO, or the ESO may be an additional person appointed by the EM. In either case, the operational requirements of the EM remain the same.

Event Manager Competencies

In addition to other operational competencies, the EM should ideally have one or more of the following;

- Surf Lifeguard Award qualified.
- Current/Refreshed surf first aid accreditation.
- Experience as a lifeguard.
- Experience as a patrol captain / senior lifeguard.
- Experience as a safety officer at competitions.
- Risk Management qualifications or relevant experience; and/or experience in public safety role (i.e. Police, Search & Rescue, Paramedical etc.)

And in addition demonstrate their competency in the following safety management procedures and processes:

- Accurately populate the SLSNZ Competition Safety Plan template, in accordance with the provisions set out in Section 3.
- Apply the risk assessment procedures contained within this Manual, to the requirements of the appointed competition.
- Apply knowledge of SLSNZ specific risk management strategies with regard to competitions.
- Apply knowledge of operational decision-making processes relating to safety considerations at competitions.
- Demonstrate knowledge of how to implement the critical emergency response plans, e.g. missing person at sea.
- Comply with any relevant legislation and local by-laws, regulations and council requirements.

Competency may be demonstrated through recognition of prior learning, on-the-job experience or through completion of a formal training programme.

Competition Preparation and Planning

Prior to the submission of the Competition Safety Plan by the EM, and where the EM is a separate person to the ESO, they should ideally meet to discuss and prepare the competition safety plan including all its elements, and in particular, the provision and conduct of the water safety crew, first aid and medical support, communications protocols, critical incident response plans contained within this Manual as well as any other safety matters.

The Event Management Committee must review the competition safety plan prior to commencement of a competition. Upon completion of this review, the EM must complete and sign the Competition Safety Checklist in conjunction with the ESO and ER. If the EM and ESO are the same person, then sign off by the EM and ER is permitted. It is highly recommended to use local knowledge when developing the competition safety plan and when assessing risks on the day. The EMC can call on any number of people with the appropriate skills and knowledge to assist with decision making.

Event Managers Position Description Template	
Appointed by:	SLSNZ – National Sports Manager
Reports to:	SLSNZ – National Sports Manager
Authority:	Member of the Event Management Committee (EMC)
Purpose of role:	Implementation of the Competition Safety Plan including management of water safety crew, shore based first aid/medical services, execution of risk assessments during the competition.
Duties of the Event Manager	
Pre-Competition	<ul style="list-style-type: none"> Review and endorse the Competition Safety Plan developed in conjunction with the EMC; Provide input to ensure appropriate safety and risk considerations are factored in to the competition; Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan. Arrange provision of agreed safety resources (i.e. lifeguard team, first aid/medical services, doctor etc); and Participate in pre-competition safety preparedness briefings/activities
At Competition	<ul style="list-style-type: none"> Execute agreed Competition Health & Safety Plan; Continually assess conditions and make the Event Safety Officer and Event Referee aware of any changes to risk levels; Monitor other competition site related safety factors and take action to mitigate identified risks (i.e. exposed tent pegs, holes on beach, wind lifting tents etc); Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting; and
Post Competition	<ul style="list-style-type: none"> Discuss the competition with both water safety and first aid/medical teams regarding how the competition went from a safety perspective; Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and Provide any safety / risk management learning's to SLSNZ in accordance with SLSNZ's policy of continuous improvement.

Event Safety Officer (ESO)

Appointment of Event Safety Officer

SLSNZ will appoint an Event Safety Officer (ESO) for all competitions.

Role of the Event Safety Officer

The ESO leads the safety management for the competition with the support and input of the Event Manager (EM) and the Event Referee (ER), before, during and after competition. Taking into consideration the size and scope of the competition, as well as the likely hazards and their potential risks, the ESO may also be the EM, or the EM may be an additional person appointed by the ESO. In either case, the operational requirements of the ESO are the same. The ESO may also use Arena Safety Observers in each arena to assist with identifying risks before and during competition.

Event Safety Officers Competencies

The ESO must demonstrate their competency in two or more of the following safety management procedures and processes_Understand the CSM and know what their role is compared to the event you are to manage. – This is mandatory to have.

- Surf Lifeguard Award qualified and experienced lifeguard.
- Current/Refreshed surf first aid accreditation.
- Experience as a patrol captain / senior lifeguard.
- Experience as a safety officer at competitions.
- Risk Management qualifications or relevant experience; and/or experience in public safety role (i.e. Police, Search & Rescue, and Paramedical etc.
- Event Safety Coordinators course
- CIM's 2
- Accurately populate the SLSNZ Competition Safety Plan template
- Apply the risk assessment procedures contained within this Manual, to the requirements of the appointed competition.
- Apply knowledge of SLSNZ specific risk management strategies with regard to competitions.
- Apply knowledge of operational decision-making processes relating to safety considerations at competitions.
- Demonstrate knowledge of how to implement the critical incident response protocols e.g. missing person at sea.
- Comply with any relevant legislation and local by-laws, regulations and council requirements.
-

Competency may be demonstrated through recognition of prior learning, on-the-job experience or through completion of a formal training programme.

Competition Preparation and Planning

Prior to the submission of the Competition Safety Plan by the EM, and where the EM is a separate person to the ESO, they should meet to discuss and prepare the competition safety plan including all its elements, and in particular, the provision and conduct of the water safety crew, first aid and medical support, communications protocols, critical incident response plans contained within this Manual as well as any other safety matters.

The Event Management Committee must review the competition safety plan prior to commencement of a competition. Upon completion of this review, the EM must complete the Competition Safety Checklist, which must then be reviewed by the ESO and ER. If the EM, ESO and ER are independently satisfied with the CSP and CSC each must sign the CSC. If the EM and ESO are the same person then sign off by the EM and ER is permitted. Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan.

Event Safety Officer Position Description Template	
Appointed by:	SLSNZ – Event Manager
Reports to:	Event Manager
Authority:	Member of the Event Management Committee (EMC)
Purpose of role:	Implementation of the Competition Safety Plan including management of water safety crew, shore based first aid/medical services, execution of risk assessments during the competition.
Duties of the Event Safety Officer	
Pre Competition	<ul style="list-style-type: none"> • Review and endorse the Competition Safety Plan developed by the Event Manager; • Provide input to ensure appropriate safety and risk considerations are factored in to the competition; • Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan. • Arrange provision of agreed safety resources (i.e. lifeguard team, first aid/medical services, doctor etc); and • Participate in pre-competition safety preparedness briefings/activities
At Competition	<ul style="list-style-type: none"> • Execute agreed Competition Health & Safety Plan; • Check the weather forecast and marine forecast for the competition site in the days leading up to the competition and on the day of the competition. Discuss any identified risk factors identified in the forecast with the Event Manager; • Manage provision of the water safety crew (including rostering, equipment and communications); • Manage provision of the competition first aid / medical service ensuring any external providers are inducted into communications and operational protocols in accordance with the Competition Health & Safety Plan; • Liaise with the clubs lifeguard service that may be on duty to ensure safety of the public; • Continually assess conditions and make the Event Manager and Event Referee aware of any changes to risk levels; • Submit a conditions threat assessment to the Event Management Committee before commencement of racing on any given day and subsequently every two hours during the competition;

	<ul style="list-style-type: none"> • Monitor other competition site related safety factors and take action to mitigate identified risks (i.e. exposed tent pegs, holes on beach, wind lifting tents etc); • Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting; and • Ensure the water safety crew and first aid / medical teams are completing their incident reports during the competition.
Post Competition	<ul style="list-style-type: none"> • Discuss the competition with both water safety and first aid/medical teams regarding how the competition went from a safety perspective; • Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and • Provide any safety / risk management learning's to the Event Manager in accordance with SLSNZ's policy of continuous improvement.

Arena Safety Observers (ASO)

Role of the Arena Safety Observer

The ASO's assess the safety of an arena and would be generally by put in place for multi arena events that require additional support to the ESO.

Arena Safety Observer Competencies

The ASO must demonstrate their competency in two or more of the following safety management procedures and processes understand the CSM and know what their role is compared to the event you are to manage. – This is mandatory to have.

- Surf Lifeguard Award qualified and experienced lifeguard.
- Current/Refreshed surf first aid accreditation.
- Experience as a patrol captain / senior lifeguard.
- Experience as a safety officer at competitions.
- Risk Management qualifications or relevant experience; and/or experience in public safety role e.g. Police, Search & Rescue, Paramedical etc.
- Event Safety Coordinators course.
- CIM's 2.
- Accurately populate the SLSNZ Competition Safety Plan template.
- Apply the risk assessment procedures contained within this Manual, to the requirements of the appointed competition.
- Apply knowledge of SLSNZ specific risk management strategies with regard to competitions.
- Apply knowledge of operational decision-making processes relating to safety considerations at competitions.
- Demonstrate knowledge of how to implement the critical incident response protocols e.g. missing person at sea.
- Comply with any relevant legislation and local by-laws, regulations and council requirements.

Competency may be demonstrated through recognition of prior learning, on-the-job experience or through completion of a formal training programme.

Competition Preparation and Planning

Prior to the competition the ESO should ideally meet to discuss the competition safety plan including all its elements, and in particular, the provision and conduct of the water safety crew, first aid and medical support, communications protocols, critical incident response plans contained within this Manual as well as any other safety matters.

The Arena Safety Observers duties

- Identify potential casualties / at risk participants or public and report to the ESO and the Arena Referee throughout the competition.
- Identify hazards and manage risks in an immediate sense (craft, weather, people etc) and report these to the ESO and Arena Referee throughout the competition.

- Record statistical information about the safety of the arena which may include by not limited to:
 - Number of DNF's
 - Number of injuries
 - Potential incidents or near misses
 - Time taking to complete events/races
 - Number of DNS's
- Discuss the competition with the ESO regarding how the competition went from a safety perspective;
- Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and
- Provide any safety / risk management learning's to the Event Safety Officer in accordance with SLSNZ's policy of continuous improvement.

Event Referee (ER)

Appointment of Event Referee

The Event Manager will appoint an Event Referee (ER) for all competitions. The Event Referee cannot be the same person as the EM or ESO.

Role of the Event Referee

The ER leads and manages the officials to deliver a safe, efficient and fair competition across all arenas for all competitors. The EM will appoint one or more Arena Referees (AR) as required who are delegated to lead and manage a safe, efficient and fair competition for all competitors within a designated arena. The ER is supported by the ESO, EM and AR to provide effective safety management in all arenas before, during and after the competition.

Event Referee Competencies

The ER should ideally have one or more of the following:

- Surf Lifeguard Award qualified.
- Surf Officials Qualification.
- Current/Refreshed surf first aid accreditation.
- Experience as a lifeguard.
- Experience as a patrol captain / senior lifeguard.
- Experience as a safety officer at competitions.
- Risk Management qualifications or relevant experience; and/or
- Experience in public safety role (i.e. Police, Search & Rescue, and Paramedical etc.)

In addition demonstrate their competency in the following safety management procedures and processes:

- Accurately populate the SLSNZ Competition Safety Plan template.
- Apply the risk assessment procedures contained within this Manual, to the requirements of the appointed competition.
- Apply knowledge of SLSNZ specific risk management strategies with regard to competitions.
- Apply knowledge of operational decision-making processes relating to safety considerations at competitions.
- Demonstrate knowledge of how to implement the critical emergency response plans e.g. missing person at sea.
- Comply with any relevant legislation and local by-laws, regulations and council requirements.

Competency may be demonstrated through recognition of prior learning, on-the-job experience or through completion of a formal training programme.

Competition Preparation and Planning

The Event Referee as part of the Event Management Committee must review the Competition Safety Plan prior to commencement of a competition. Upon completion of this review, the ER must review the completed Competition Safety Checklist and if independently satisfied with the CSP and CSC, must sign the CSC. Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan.

Event Safety Officer Position Description Template

Appointed by:	Event Manager/Referee
Reports to:	Event Manager/Referee
Authority:	Member of the Event Management Committee (EMC)
Purpose of role:	Implementation of the Competition Safety Plan including management of water safety crew, shore based first aid/medical services, execution of risk assessments during the competition.
Duties of the Event Referee	
Pre Competition	<ul style="list-style-type: none"> • Review and endorse the Competition Safety Plan developed by the Event Manager; • Provide input to ensure appropriate safety and risk considerations are factored in to the competition; • Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan. • Arrange provision of agreed safety resources for officials. • Participate in pre-competition safety preparedness briefings/activities
At Competition	<ul style="list-style-type: none"> • Execute agreed Competition Health & Safety Plan; • Continually assess conditions and make the Event Manager and Event Safety Officer aware of any changes to risk levels; • Monitor other competition site related safety factors and take action to mitigate identified risks (i.e. exposed tent pegs, holes on beach, wind lifting tents etc); • Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting
Post Competition	<ul style="list-style-type: none"> • Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and • Provide any safety / risk management learning's to the Event Manager in accordance with SLSNZ's policy of continuous improvement.

Water Safety | Medical Personal

Competition Water Safety

The EM in consultation with the ESO will appoint a Water Safety Officer (WSO) for competitions. The ESO and WSO may be the same person for small events. For competitions with multiple arenas and or complex competitions, e.g. regional IRB competition, the ESO must be a different person to the WSO.

IRB Drivers and Crew

All IRB drivers and crew must hold current qualifications and refreshed, while having the required knowledge skills and experience to safely operate their craft and perform the duties required of them in a competition environment and in the prevailing environmental conditions.

The Water Safety team's duties

- Patrol allocated competition arenas within the agreed service times;
- Identify potential risks to participants or members of the public;
- Identify hazards and manage risks in an immediate sense (craft, weather, people etc);
- Retrieve people from the water and return them to the beach as required;
- Support buoy laying / arena set up including any changes needed during the competition;
- Transport patients to allotted buoys as needed by arena referees;
- Retrieve equipment, returning it to the beach as appropriate.

Safety management plan for the immediate safety of swimmers

- A victim will be approached by the closest available lifeguard when either they raise their hand or are in obvious distress;
- Lifeguards will assess the severity of the situation and determine whether further assistance is needed;
- If support needed, then the lifeguard on the scene at that time will call for the assistance of the nearest IRB rescue boat and immediately start administering first aid if possible;
- If the situation is deemed an emergency, the lifeguard will immediately make a radio call to the land based water safety coordinator;
- The lifeguard will then transport the victim to the agreed emergency rendezvous point (see map and rendezvous location information in this document) where an advanced paramedic will be stationed and ready;
- Upon getting the emergency call from the water the advanced paramedic or primary care officers will ring for back up if needed and instruct the ambulance and police to meet at the emergency rendezvous point;
- Upon reaching the rendezvous point, the event lifeguards will hand over the patient to the first aid / medical team and offer to provide any incident support as needed.

Emergency Medical Personnel

Emergency medical personnel must hold current qualifications for their positions and intended duties. Advanced Surf First Aid is recommended as the minimum qualification for medical personnel, particularly for those leading competition emergency medical response teams. Surf First Aid qualified personnel may assist Advanced Surf First Aid qualified personnel. A ratio of at least one suitably qualified medical person per arena, for competitions on the event calendar, with a minimum of two per competition is required.

Competitor Safety & Equipment

Mandatory Use

It is mandatory to wear high visibility vests in all competitions were held in the ocean, rivers or lakes with the only exception being IRB Competitions as participants wear PFDs. A high visibility vest is not permitted over top of a PFD.

Recommended Use

It is highly recommended that all members wear high visibility vests in training or activities in open water environments deeper than knee level.