



Waimarama Surf Life Saving Club

(Inc.)

P.O. Box 858
HASTINGS
NEW ZEALAND

LIFEGUARDING

Minimum Patrol Hours

Operational Policy Adopted:	October 2009	Moved:	Phil Harman
		Seconded:	Darrin McCormack
Next Review date:	September 2010		

1. Background

- Waimarama Surf Lifesaving Club requires that members of the Club who are wishing to compete for the club at both regional and national level are required to undertake a minimum of 25 patrol hours per season.

2. Guidelines

- To be eligible to attend the SLSNZ National Champs a Club member / athlete / lifeguard must do a minimum of 25 hours of voluntary patrol during the season and prior to the New Zealand Surf Life Saving entry cut off date for those National Champs.
- To be eligible to attend the Northern Regional Champs at the end of January, 15 hours of the required season's 25 hours must be completed prior to the New Zealand Surf Life Saving entry cut off date for this competition.
- To be eligible to attend the NZ Surf League at the beginning of February, 15 hours of the required season's 25 hours must be completed prior to the naming of the District team on the 13th January 2010.

- In circumstances where the member / lifeguard / athlete is going to be out of district (either in NZ or Aus) they may request permission from the Board to complete patrol hours at another host club where they are patrolling / training / competing.
- The Board will give permission provided a minimum of 10 hours is completed at Waimarama and the balance done at the host club who will provide written confirmation of these hours prior to the New Zealand Surf Life Saving entry cut off date for the competition to be attended.
- It is the sole responsibility of the individual member to ensure that their name and patrol hours are recorded on the patrol captains report and that these hours are true and correct.
- The Board retains the right to waiver these conditions in exceptional circumstances should a written submission be made to the Board by a member within the below specified time frames:
 - The written submission to the Board is required a minimum of ten days prior to the New Zealand Surf Life Saving entry cut off date for the competition to be attended and must be submitted on the official application form.
 - Only the information contained in the written application to the Board will be considered to determine a right to waiver the policy.
 - Any submission received after the ten day cut off period will not be considered by the Board.

Noel Houston
Chairman

OPERATIONAL PROCESS

In order to ensure this policy is duly carried the following operational process has been developed:

Communication

The Club acknowledges its responsibility to ensure its membership is aware of this policy. To achieve this, the following actions will be taken:-

- Signage identifying policy criteria will be displayed in a clearly visible area in the Waimarama Surf Life Saving Clubrooms.
- This policy, and any subsequent amendments, will be accessible via the Waimarama Surf Life Saving Club website.
- Inclusion of key points from this policy will be included in the Waimarama Surf Life Saving Club member handbook. This handbook will be distributed to all existing members at the commencement of each season and will be provided to any new members upon receipt of their membership form.

Process to Manage Policy

- Patrol reports to provided to Club Manager in a timely fashion. Patrol reports are to be clearly and fully completed.
- Patrol reports will be entered into the Surf Life Saving New Zealand database on a weekly basis. Individual patrol hours will also be recorded through this database.
- Monthly tally reports will be posted at the Waimarama Surf Life Saving Club Clubrooms.
- Club Manager will provide Director of Lifeguarding and Surf Sports Director with a monthly report detailing membership fee status and patrol hours.
- End of season total tallies will be individually posted out.
- Club Manager and Chairman will review member status against policy criteria three weeks prior to the Northern Regional Championships and SLSNZ National Championships. A plan of action will be developed for any members in breach of the criteria in consultation with their relevant Coaches.
- As indicated in the policy coaches/members are eligible to apply for dispensation via written submission to the Waimarama Surf Life Saving Board of Directors.