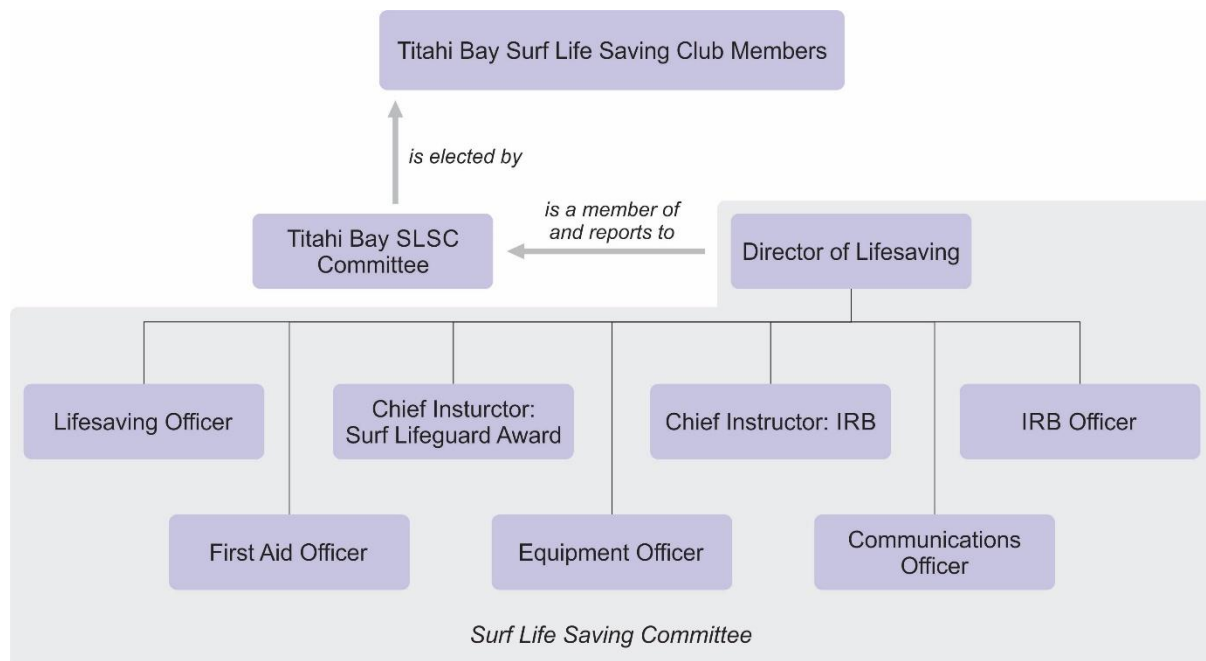


Surf Life Saving Committee: Roles and Responsibilities

This document outlines the roles and responsibilities of members of the Titahi Bay Surf Life Saving Club 'Surf Life Saving Committee'. This Committee is managed by the Director of Lifesaving, who reports to the Titahi Bay SLSC Committee, which is elected by the members at the Annual General Meeting (AGM).

The structure of the Surf Life Saving Committee is outlined below, and the roles and responsibilities of each position are detailed on the following pages.





Director of Lifesaving

Nick Mulcahy | 027 780 0096 | nick.mulcahy.nz@gmail.com

- Titahi Bay SLSC Committee member (reports to and updates the Titahi Bay SLSC Committee on all surf lifesaving matters)
- Manages the Surf Life Saving Committee
- Signs off the Patrol Operations Manual in conjunction with the Lifesaving Officer
- Manages the Surf Life Saving Agreement with Surf Life Saving New Zealand in conjunction with the Lifesaving Officer
- Manages the Surf Life Saving Strategy at Titahi Bay SLSC in conjunction with the Surf Life Saving Committee
- Manages the Beach and Surf Conditions Reports in conjunction with the Communications Officer
- Manages the Surf Life Saving Calendar in conjunction with the Surf Life Saving Committee
- Manages the surf lifesaving updates in the Member News, in conjunction with the Communications Officer
- Manages media enquiries in conjunction with the Communications Officer
- Completes the Surf Life Saving Report for the Titahi Bay SLSC Annual Report
- Responsible for ensuring safety practices are well integrated within surf lifesaving operations and surf lifesaving training at Titahi Bay SLSC, so as to limit any additional risks posed to members and members of the public
- Sits on the Capital Coast Local Lifesaving Committee
- Where relevant to surf lifesaving and public safety, liaises with other groups and organisations, i.e. Surf Life Saving New Zealand, Porirua City Council, Greater Wellington Regional Council, Wellington Water, and Coastguard Mana

Lifesaving Officer

Nick Mulcahy | 027 780 0096 | nick.mulcahy.nz@gmail.com

- Reviews and updates the Patrol Operations Manual (POM); signs off the POM in conjunction with the Director of Lifesaving
- Manages the Surf Life Saving Agreement with Surf Life Saving New Zealand in conjunction with the Director of Lifesaving
- Develops and manages the Patrol Roster and Patrol Schedule
 - Ensures that all patrol teams have a sufficient mix of skills and experience to provide an effective service
 - Contacts all patrol members to ensure that they are patrolling and discuss their development, or organises for others to contact patrol members, i.e. Patrol Captains
 - Liaises with the Chief Instructor: Surf Lifeguard Award to ensure all newly qualified surf lifeguards are included on the Patrol Roster and supported during their first season
- Appoints and meets with the Patrol Captains and Vice Patrol Captains to discuss the season ahead and the patrol teams; maintains ongoing contact throughout the season



- Manages the operation of patrols over the season to ensure surf lifesaving standards remain exceptional
- Organises and delivers the Surf Lifeguard Award and IRB Drivers Award Refreshers, alongside the Chief Instructor: Surf Lifeguard Award and Chief Instructor: IRB
- Manages the surf lifesaving equipment in conjunction with the Equipment Officer, and ensures any need for new equipment is identified, in particular:
 - Rescue tubes
 - Rescue boards
 - Radios
 - Water safety signs (beach conditions sign)
 - Red and yellow flags, swimming not advised flag, and BP flag
 - Other equipment as required
- Responsible for ensuring all equipment is well maintained so as to limit any additional risks posed to members using the equipment or members of the public, i.e. handles are maintained on rescue boards

Chief Instructor: Surf Lifeguard Award

Nick Mulcahy | 027 780 0096 | nick.mulcahy.nz@gmail.com

- Responsible for organising and managing the instruction of the Surf Lifeguard Award and Patrol Support Award candidates
- Responsible for ensuring appropriate safety is in place for all training sessions
- Maintains communication with the candidates and the candidates' parent(s) and/or guardian(s) as required
- Organises and manages other instructors to assist; provides development pathways for other instructors, i.e. encourages them to attend the Instructors Course as well as successfully pass four (4) candidates to gain their Instructor: Surf Lifeguard Award qualification
- Books swimming lanes at Arena Aquatic Centre for the candidates (04 237 1521); Titahi Bay Surf Life Saving Club has an account
- Submits candidates to the respective exams; ensures all paperwork is completed
- Manages the instruction of the Board Rescue Module and Rock Swimming and Navigation Module
- Encourages members to upskill in other awards run by Surf Life Saving New Zealand, i.e. Intermediate Lifeguard Award, Senior Lifeguard: Patrol Captains Award



Chief Instructor: IRB

DJ Stapleton | 027 237 5610 | djstapleton@hotmail.co.nz

- Responsible for organising and managing the instruction of the Senior Lifeguard: IRB Drivers Award and IRB Crewpersons Module candidates
- Responsible for ensuring appropriate safety is in place for all training sessions
- Maintains communication with the candidates and the candidates' parent(s) and/or guardian(s) as required
- Organises and manages other instructors to assist; provides development pathways for other instructors, i.e. encourages them to attend the Instructors Course as well as successfully pass four (4) Senior Lifeguard: IRB Drivers Award candidates to gain their Instructor: IRB Award qualification
- Submits candidates to the respective exams; ensures all paperwork is completed
- Works closely with the IRB Officer
- Encourages members to upskill in other awards run by Surf Life Saving New Zealand, i.e. Marine VHF Radio Operators Certificate
- Assists with the instruction of IRB candidates at development sessions throughout the Capital Coast, i.e. Riversdale IRB Development Weekend; encourages candidates from Titahi Bay SLSC to attend

IRB Officer

Jeff Chapman | 021 268 7800 | jeffchapman@xtra.co.nz

- Ensures that sufficient fuel (unleaded 91) and outboard marine oil are available for use at all times, premixed to the appropriate ratio
- Manages the IRB equipment and liaises with the Equipment Officer to ensure any need for new equipment is identified, in particular:
 - IRB hull(s)
 - Engines
 - Lifejackets
 - Foot pumps
 - IRB training in progress signs
 - Black and orange cones, and black and orange buoys
 - Other equipment as required, i.e. compressor, fuel storage cabinet
- Ensures the IRB shed has functional storage
- Responsible for ensuring all equipment is well maintained so as to limit any additional risks posed to members using the equipment or members of the public, i.e. prop guards are secured



First Aid Officer

J'Adoube Elkington | 027 817 8213 | jadoube.elkington@gmail.com

- Manages the first aid equipment and liaises with the Equipment Officer to ensure any need for new equipment is identified, in particular that:
 - First responder packs are clean, stocked, and available for use
 - Oxygen is available and filled as required
 - Defibrillator is available and serviced as required
 - Spinal board is available with spider straps
 - Other relevant equipment is identified and discussed with the Equipment Officer
- Encourages members to upskill in first aid courses
- Provides assistance to the Chief Instructor: Surf Lifeguard Award in instructing first aid components on relevant courses, as well as assessing members during the Surf Lifeguard Award Refresher
- Organises first aid courses for members of Titahi Bay SLSC as required

Equipment Officer

Mike Kelly (Snr) | 021 069 9535 | mkekellynz@live.com

- Manages the grant application process for new surf lifesaving equipment in conjunction with the Director of Lifesaving and Titahi Bay SLSC Committee (approval is required from the Committee prior to applying for relevant grants), in particular:
 - Liaises with the Lifesaving Officer, IRB Officer, and First Aid Officer to identify any equipment that is required, and the associated priority of each piece of equipment
 - Develops a prioritised plan for applying for grants, i.e. immediate to three years, in liaison with each of the personnel outlined above
 - Identifies relevant grants and funding sources that could be utilised
 - Sources quotes for the relevant equipment
 - Discusses the proposed plan with the Director of Lifesaving, and presents the plan to the Titahi Bay SLSC Committee for approval
 - Completes the application form(s) with the Titahi Bay SLSC Committee once approved
- Provides support to the Lifesaving Officer, IRB Officer, and First Aid Officer to maintain equipment as required
- Keeps an eye out for new technology and other equipment that could be utilised to improve surf lifeguarding services at Titahi Bay, in conjunction with the Director of Lifesaving, Lifesaving Officer, IRB Officer, and First Aid Officer



Communications Officer

Georgia McLaren | 027 819 6130 | georgia.mclaren@surflifesaving.org.nz

- Ensures all Patrol Captains Report Forms, Incident Report Forms, Patient Report Forms and any other data is recorded in the Patrol and Memberships (PAM) database
- Manages the surf lifesaving updates in the Member News in conjunction with the Director of Lifesaving
- Manages the Beach and Surf Conditions Reports in conjunction with the Director of Lifesaving
- Manages media enquiries in conjunction with the Director of Lifesaving
- Ensures the Rescue of the Month applications are submitted as required