

Terms of Reference: Lifeguard Coordinator

1. Purpose

These Terms of Reference (ToR) define the role, responsibilities, and delegated authority of the Lifeguard Coordinator for Whanganui Lifeguard Services Inc. This role is critical to ensuring the delivery of safe, effective, and high-quality lifesaving services at our beach, supporting the recruitment, retention, and development of lifeguards and patrol support, and upholding the Club's vision, mission, and values. The position ultimately contributes to the Surf Life Saving New Zealand vision: "No one drowns on our beaches."

2. Reporting Structure

The Lifeguard Coordinator reports directly to the Governance Board of Whanganui Lifeguard Services Inc. Day-to-day guidance and Board communication will be through the assigned Board Buddy.

3. Key Objectives

The primary objectives of the Lifeguard Coordinator are:

- Lifesaving Operations: To oversee the planning, coordination, and safe delivery of all lifesaving patrols and related services.
- Volunteer Engagement: To recruit, retain, and support volunteer lifeguards and patrol support personnel, fostering a positive and inclusive club culture.
- Training & Development: To coordinate training opportunities and pathways to develop and maintain lifeguard skills and qualifications.
- Standard Operating Procedures: To develop and implement the Club Standard Operating Procedures (CSOPs) in alignment with SLSNZ National Standards.

4. Delegated Authority and Responsibilities

The Lifeguard Coordinator is delegated the authority to undertake all powers reasonably necessary to achieve the above objectives, within the strategic direction and budget set by the Governance Board. Specific responsibilities include, but are not limited to:

- Club Standard Operating Procedures (CSOPs): Develop, deliver, and educate members on CSOPs in alignment with SLSNZ National SOPs. Monitor performance against CSOPs and report issues to the Board.
- Patrol Management: Develop and coordinate the seasonal volunteer and paid patrol roster. Ensure patrol teams are assigned with a qualified first aider and IRB driver. Liaise with Patrol Captains and respond to patrol breaches.
- Training & Qualifications: Work with the Chief Examiner to enrol candidates for Surf Lifeguard Awards, Patrol Support, and IRB refreshers. Nominate assessors

and set up refresher opportunities for lifeguards and patrol support. Promote SLSNZ online courses and support candidate follow-ups.

- Assets & Equipment: Complete a Lifesaving Asset Management Plan and recommend equipment purchases within the approved budget. Ensure lifesaving and first aid assets are maintained at a level appropriate to club needs.
- Health & Safety: Ensure SiteDocs are completed before each patrol and education session. Ensure all instructors, patrol captains, and vice captains over 18 are police vetted and have completed the SLSNZ Safeguarding Children online module.
- Communications: Ensure patrol personnel have access to the Surf Patrol App and SiteDocs. Submit Rescue of the Month information to the National Lifesaving Manager. Maintain social media related to lifesaving activities and share key updates with the Chairperson.
- Events & Outreach: Liaise with external groups to deliver water safety sessions (e.g., local schools). Support Search and Rescue operations as required, ensuring facilities and equipment are available.
- Budget & Reporting: Prepare the annual Lifesaving budget for Board approval. Approve expenses within the agreed budget and report financial matters to the Treasurer and Board. Provide regular updates on patrol operations, training activities, and key issues or achievements

5. Limitations of Authority

The Lifeguard Coordinator has no authority to:

- Operate outside the strategic objectives or budget set by the Governance Board.
- Commit the Club to significant financial expenditure beyond the approved budget without prior written Board approval.
- Enter into contracts or agreements on behalf of the Club without explicit Board authorization.
- Make decisions that contravene the Club's constitution, policies, or New Zealand law.

6. Budget and Financial Management

The Lifeguard Coordinator will operate within an annual budget approved by the Governance Board. All financial transactions must adhere to the Club's financial policies and procedures. Any requests for additional funding or significant unbudgeted expenditure must follow the Delegation of Authority Policy, including discussion with the Board Buddy and a formal proposal to the Board.

7. Review and Amendment

These Terms of Reference will be reviewed annually by the Governance Board in consultation with the Lifeguard Coordinator and may be amended as required to reflect

changes in club strategy, operational needs, or regulatory requirements. Any amendments must be approved by the Governance Board.