

## **OVERNIGHT STAY POLICY**

### **APPROVED BY THE RAGLAN SLSC BOARD**

#### **1 Overview**

- 1.1 Due to the distance between Raglan and the nearest major city (Hamilton), the Raglan Surf Lifesaving Club (the Club) has a number of members staying overnight at the Club on a regular basis.
- 1.2 Many of the Club's members are under the age of 18, so the Club needs to put standards in place to ensure that these members are safely and adequately supervised.
- 1.3 The requirements under this policy are in addition to the requirements applicable to the Club and Members by law and under the SLSNZ Regulations and Policies (the Regulations), in particular:
  - (a) SLSNZ Regulation 5 ([Member Protection Regulation](#));
  - (b) The Member Protection Guidelines are issued and amended from time to time.
  - (c) Raglan SLSC Code of Conduct.

#### **2 Definitions**

- 2.1 **"Senior Guard"** means a person who is a member of the RSLSC and is a qualified lifeguard who has completed three years of exemplary surf lifesaving patrol activity.
- 2.2 **"Approved Senior Guard or Approved Adult"** means a person who is 25 years of age or older, is a member of RSLSC, has undergone Police vetting in accordance with the Member Protection Guidelines, and has been approved by the Board to supervise Minors.
- 2.3 **"Minor"** means a person who is under the age of 18 years.
- 2.4 **"Club Members"** all paid members of the club including international guards.
- 2.5 **"Paid SLSNR Employee"** a person who is paid by SLSNZ or SLSNR to undertake lifesaving or education services.

#### **3 Aims**

- 3.1 To establish standard rules and protocols for overnight stays of all members and supervision of Minors.
- 3.2 To ensure the safety of all Club members, including Minors, staying overnight at the Club.
- 3.3 To ensure that the Club meets the standards set out in the Regulations.
- 3.4 To ensure the club meets its requirements of our lease with WDC for the use of the land.

#### **4 General**

- 4.1 No Minor may stay at the Club unless a parent or caregiver of that Minor has signed a disclosure form. **See Appendix 1.**
- 4.2 Club members may only stay at the club if they are doing so for lifesaving activities as stated in our lease. This would require the person wishing to stay the night to have activities the day following or the day of their intended stay.
- 4.3 All club members wishing to stay overnight at the club for other lifesaving activities must inform the Clubhouse Manager or the Clubhouse Co-ordinator. (For example Beach Education, Unscheduled Training)
- 4.4 All members must obey the 2022 Raglan SLSC Alcohol Policy, Alcohol is not to be consumed after 11pm
- 4.5 It is recommended that Approved Adults complete the Safeguarding Children Module in their first season.
- 4.6 Every user of the clubhouse is responsible for maintaining the facilities cleanliness, this includes limiting food to the main room and deck to prevent rodent issues.
- 4.7 The club is monitored by CCTV at all times and all users are being recorded.

4.8 The last person leaving the club must ensure that the club is left clean and tidy including perishable food removed from fridges and all rubbish taken out. Ensure the club is secured with all lights off.

## 5 **Minors aged under 14**

5.1 No Minor aged under 14 years may stay overnight at the Club, unless their parent/guardian is a patrolling lifeguard, or Approved Adult who is also staying at the time. However, where the Club management organises a special event or occasion, Minors aged under 14 years may stay overnight under the direct supervision of a parent/caregiver.

## 6 **Overnight stay requirements for Minors**

6.1 Minors and their parents are responsible for ensuring an Approved adult is available to supervise with the assistance of the Patrol Manager and Chair of Volunteer Management when required. Approved Adults and minors staying overnight must be agreed 48 hours before the patrol/activity.

6.2 From 9pm until 6am the Minor must stay in the clubroom house, unless accompanied by an Approved Adult.

6.3 The approved adult will ensure that minors sleep in single sex rooms. Minors need to always obey this rule. The club may organise events where people stay in the main room, this situation will be managed by physical separation between males and females.

6.4 The Minor may only leave the clubrooms without the Approved Adult during the non-patrolling hours between 5-9pm and 6-11am on the condition that such Minor:

- (a) Gains permission from the Approved Adult, after informing him/her of the intended destination, and time of return.
- (b) Carries an operational mobile phone or radio.
- (c) Complies with all relevant laws, including with regard to transport (e.g. restricted licence requirements); and
- (d) Complies with any other requirements specified by the Approved Adult.
- (e) The Minor must ask the Approved Adult before entering the water outside patrol hours. The Approved Adult may determine the degree of supervision required and specify any other conditions with Approved Adults seeking advice from any Senior Guard present if they are not a qualified lifeguard themselves or do not have sufficient knowledge of the Minors surf survival abilities. The Minor must comply with any such conditions.

## 7 **Supervision ratios for overnight stays**

7.1 **Minors staying overnight:** There will be at least one Approved Adult present and supervising per 7 Minors staying overnight.

7.2 **Ratios:** Where it appears that this ratio may be exceeded, before the weekend the Patrol manager must inform Voluntary Management and attempt to resolve the numbers. If that isn't possible overnight stays for Minors will not be available. If ratios become an issue on the night the Approved Adult(s) present must either arrange for an additional Approved Adult to be present or refuse to allow any additional Minors to stay overnight

7.3 **Supervision ratios for activities outside the clubroom:** In respect of activities carried out outside the clubhouse, the following supervision ratios will apply (unless the Approved Adult present determine that higher ratios of Approved Adults to Minors should apply in a given situation):

- (a) **Low-risk land based activities:** For any activity that does not involve entering the water but which is unanimously agreed by Approved Adult present to be low-risk (which may include, by way of example, a light or medium intensity walk), there will be at least one Approved Adult / Senior Lifeguard present and supervising per 7 Minors;
- (b) **Higher risk land based activities:** For any activity that does not involve entering the water but which is unanimously agreed by Approved Adults present to be higher risk or which is not unanimously agreed by Approved Adults present to be low-risk (which may include, by way of example, a high intensity tramp or rock climbing), there will be at least one Approved Adult present and supervising per five Minors;

(c) **Water activities:** For any activity that involves one or more Minors entering the water, there will be at least one Senior Lifeguard present and supervising per five Minors in the water (provided that any Minor who is accompanied in the water on a one-on-one basis by a buddy who is a lifeguard will not count towards this ratio).

## **8 Responsibilities of any Approved Senior Guard or Approved Adult**

8.1 The Approved Adult must:

- (a) comply with all relevant requirements of the Regulations and policies.
- (b) carry an operational mobile phone at all times;
- (c) remain in a state in which he/she is able to make good judgements; and
- (d) inform minors under his/her supervision if he/she is leaving the clubrooms for any period of time, and provide contact details (provided that an Approved Adult will not leave the clubroom if this would result in a breach of the supervision ratio requirements above).

## **9 Overnight stays for Paid SLSNR Employee's**

9.1 All employees must comply with the club's venue agreements. Including overnight stay clauses, the employer must notify the club when this is required outside of paid lifeguard service.

## **10 Consequences of failure to meet the requirements under this policy**

10.1 A board member can request that the Minor leaves the club premises for the evening. They must be able to do this safely by either themselves or a parent/caregiver.

10.2 The Club allows Minors to stay overnight as a privilege, not a right. Any breach of this policy or of any law (including any law relating to the possession or use of drugs or the consumption of alcohol) by a Minor may result in a loss of this privilege. The final decision will be made by the Board.



## APPENDIX ONE

### RAGLAN SLSC PARENTAL/GUARDIAN CONSENT FORM - EMERGENCY CONTACTS - RISK DISCLOSURE AND OVERNIGHT STAYS AND SUPERVISION OF MINORS

Name of Minor (under 18 years)

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Details of Overnight Stay and Club Activities:

Location: Raglan Clubhouse and Raglan Beaches

Start date: Post AGM 21<sup>st</sup> Aug 2024

Finish date: 20<sup>th</sup> Aug 2025

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#### MEMBER INFORMATION FORM

Please complete these details:

Name:

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Address:

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Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Age: \_\_\_\_\_

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Medical History:

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Required Medication:

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Medic Alert number (if applicable) \_\_\_\_\_

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**EMERGENCY CONTACT DETAILS** (please provide at least two sets of contact details)

**Contact 1:** Emergency Contact

Name: ----- Relationship -----

Address:

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Day Phone: ----- Evening Phone: -----

Mobile: ----- Email: -----

**Contact 2:** Alternative Contact

Name: ----- Relationship -----

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Address:

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Day Phone: ----- Evening Phone: -----

Mobile: -----

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**To Be Read and Signed by Parent/Caregiver of Minor**

**Parental/Guardian Consent**

I agree to my child staying overnight at the Raglan SLSC Clubhouse and participating in the associated activities.

I have read the Club's policy "2024 Raglan SLSC Overnight Stay Policy" and have received sufficient information on the management of my child.

I understand my child will be under the care of:

**Chair Volunteer Management – Approved Adults and Approved Senior Guards**

I also understand there is a duty of care on the authorized Club members to provide the degree of care towards Minors in their care that could be expected from a careful and prudent parent.



I commit that if a situation arises which requires my child to be removed from the club, I will be available to collect or arrange collection within a reasonable timeframe.

I expressly authorize the Raglan SLSC to seek and administer medical treatment in the case of an emergency and to take whatever steps they consider appropriate in the case of any emergency (e.g. safety, security issues).

#### Acknowledgement of Risk

I understand there are risks associated with involvement in Club activities and that these risks cannot be completely eliminated. I understand that the Raglan SLSC will identify any foreseeable risks and seek to minimize those risks.

Name:

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Signature:

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Date:

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## APPENDIX TWO

### RAGLAN SLSC APPROVED ADULT FORM

I consent that I have read and understood this policy and the member protection policy. I meet the requirements and agree to be an Approved Adult for the 2024/2025 Season. I also consent to my name and phone number being shared with parents/guardians of Minors.

Name of Approved Adult (Over 25 years)

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Details of Overnight Stay and Club Activities:

Location: Raglan Clubhouse and Raglan Beaches

Start date: **Post AGM** **21<sup>st</sup> Aug 2024**

Finish date: **20<sup>th</sup> Aug 2025**

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### MEMBER INFORMATION FORM

Please complete these details:

Name:

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Address:

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Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Age: \_\_\_\_\_ Email: \_\_\_\_\_

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Name:

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Signature:

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Date:

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