

**OVERNIGHT STAY AND SUPERVISION POLICY FOR MINORS
APPROVAL BY THE RAGLAN SLSC BOARD AS AT 22 JANUARY 2022**

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 general requirements applicable to the Club and Members at law and under the Surf Life Saving New Zealand Regulations (the Regulations), in particular:

- (a) Regulation 5 (Member Protection Regulation);
- (b) The Member Protection Guidelines issued and amended from time to time under Regulation 5; and
- (c) The Code of Conduct.

2. Definitions

Senior Guard means a person who is 19 years of age or older, is member of the RSLSC and is a qualified lifeguard who has completed three years of exemplary surf life saving patrol activity.

"Approved Senior Guard or Approved Adult" (ASGoAA) means a person who is 21 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.

"Minor" means a person who is under the age of 18 years.

2 Aims

2.1 To establish standard rules and protocols for the overnight stay and supervision of Minors.

2.2 To ensure the safety of all Club members, including Minors, staying overnight at the Club.

2.3 To ensure that the Club meets the standards set out in the Regulations.

3 General

3.1 No Minor may stay at the Club unless a parent or caregiver of that Minor has signed a disclosure form as required under SLSNZ policy-Appendix 6 Parental Consent, Emergency Contacts and Risk Disclosure for Minors. This form has been modified

to suit Raglan requirements and can be obtained from the Clubhouse Co-Ordinator. See Appendix 3.

4 Minors aged under 14

4.1 No Minor aged under 14 years may stay overnight at the Club, unless that parent 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.

5 Overnight stay requirements for Minors aged 14–15 Years

5.1 Overnight stay at the Club is not permitted for a Minor aged 14-15 years, unless he/she is accompanied by a parent or caregiver, who must provide direct supervision of the Minor during his/her stay. The Patrol Manager of the relevant patrol must be notified in writing of this arrangement by 9pm, the night before the intended stay.

5.2 Parents and caregivers must be financial members of the Club.

5.3 Where a Minor aged 14-15 years has parent/s who have arranged for another parent or ASGoAA to provide direct supervision of that Minor, this must be in writing such as email, and must state who the supervisor will be and what dates this supervision relates to. The notification must be dated and signed. These written records are filed and maintained by the Board member in charge of Volunteer Management. A parent or ASGoAA can supervise up to five 14-15-year-old Minors.

5.4 Where a Minor aged 14-15 years is not staying overnight he/she may stay at the Clubhouse until 10pm for the purposes of a shared meal and participation in evening activities, as long as there is a Senior Guard or Approved Adult present.

6 Overnight stay requirements for Minors aged 16–17 Years

6.1 A Minor aged 16-17 years may only stay overnight at the Club with the prior permission of an ASGoAA who will be staying overnight at the Club that same night. The patrol manager of the relevant weekend's patrol must be notified of the supervision arrangements. This notice must be received by the patrol manager by 9pm on the night before the intended stay.

If the Patrol Manager is unable to find an Approved Adult/Approved Senior Guard to supervise Minors on any given night no Minors are allowed to stay over on that night.

6.2 From 10pm until 6am the Minor must stay in the clubroom, unless accompanied by an ASGoAA.

6.3 The Minor may only leave the clubrooms without the ASGoAA during the non-patrolling hours between 5-10pm and 6-11am on the condition that such Minor:

(a) gains permission from the ASGoAA, after informing him/her of the intended destination, and time of return;

(b) carries an operational mobile phone;

(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 ASGoAA.

6.4 The Minor must ask the ASGoAA before entering the water outside patrol hours. The ASGoAA may determine the degree of supervision required and specify any other conditions with AAs 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.

Supervision ratios for overnight stays

6.5 **Minors aged 14-15 staying overnight:** Each Minor aged 14-15 years will be directly supervised by their parent or caregiver. Where a Minor aged 14-15 years has a signed agreement from their parent, whereby another parent or ASGoAA is authorized to provide supervision, then that parent must provide the direct supervision of that Minor. With agreement of all relevant parties a parent or ASGoAA can supervise the overnight stays of up to five 14-15-year-old Minors.

Minors aged 16-17 staying overnight: There will be at least one ASGoAA present and supervising per 10 Minors aged 16-17 staying overnight. Where it appears that this ratio may be exceeded, the ASGoAA(s) present must either arrange for an additional ASGoAA to be present or refuse to allow any additional Minors to stay overnight.

6.6 **Supervision ratios for activities outside the clubroom:** In respect of activities carried out outside the clubhouse, the following supervision ratios will apply (unless the ASGoAA present determine that higher ratios of ASGoAAs 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 ASGoAA present to be low-risk (which may include, by way of example, a light or medium intensity walk), there will be at least one ASGoAA present and supervising per ten Minors;

(b) **Higher risk land based activities:** For any activity that does not involve entering the water but which is unanimously agreed by ASGoAAs present to be higher risk or which is not unanimously agreed by ASGoAAs 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 ASGoAA present and supervising per four Minors; and

(c) **Water activities:** For any activity that involves one or more Minors entering the water, there will be at least one ASGoAA present and supervising per four 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).

7 Responsibilities of any Approved Senior Guard or Approved Adult

7.1 The ASGoAA must:

- (a) comply with all relevant requirements of the Regulations;
- (b) carry an operational mobile phone at all times;
- (c) remain in a state in which he/she is legally able to drive and make good judgements; and
- (d) inform 16-17-year olds under his/her supervision if he/she is leaving the clubrooms for any period of time, and provide contact details (provided that a ASGoAA will not leave the clubroom if this would result in a breach of the supervision ratio requirements above).

8 Consequences of failure to meet the requirements under this policy

8.1 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 1

EXCERPTS FROM THE REGULATIONS OF SLSNZ

5. MEMBER PROTECTION REGULATION

5.1 Purpose

5.1.1 SLSNZ is committed to providing the safest possible environment for all its Members to participate and compete in Surf Life Saving.

5.1.2 SLSNZ and Clubs have an obligation to protect Members from physical and psychological harm when engaged in Surf Lifesaving activities. All practicable steps must be taken to keep individuals safe.

5.1.3 This Regulation aims to protect all Members, including Minors, from Harassment, Discrimination, Child Abuse and other forms of inappropriate behaviour from those people who are bound by this Regulation.

5.1.4 This Regulation also sets out the SLSNZ Code of Conduct (attached at Appendix 1) that applies to all Members, persons and organisations bound by this Regulation.

5.2 SLSNZ Member Protection Guidelines

5.2.1 All Members, persons and organisations bound by this Regulation are strongly advised to follow the SLSNZ Member Protection Guidelines that give best practice guidance to Clubs and Members. This Guideline will be reviewed and updated regularly and approved by the Board.

5.3 Commencement Date

5.3.1 This Membership Protection Regulation shall take effect and come into force on 15 December 2013.

5.4 Misconduct

5.4.1 No Member, or person or organisation bound by this Regulation, shall engage in:

(a) Harassment;

(b) Discrimination; and/or

(c) Child Abuse.

5.5 Complaints Procedure – SLSNZ

5.5.1 Subject to the Constitution, any individual or organisation that considers a Member, or any other person bound by this Regulation, has engaged in Harassment, Discrimination and/or Child Abuse or breached the Code of Conduct may make a complaint to the Board who may, in its sole discretion, refer the complaint to a Judiciary Committee in accordance with the Constitution or the relevant authorities.

5.6 Complaints Procedure – Clubs

5.6.1 If a Club Committee considers any member of a Club has engaged in Harassment, Discrimination and/or Child Abuse, or breached the Code of Conduct, the Club Committee may refer the matter for investigation and/or determination in accordance with that Club's constitution and/or any applicable rules.

5.7 Definitions

5.7.1 The following words and phrases used in this Regulation shall mean as follows:

"Abuse" means a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse, and insults.

"Child" means a person who is under the age of 18 years.

"Child Abuse" involves conduct which puts a child at risk of harm (usually by adults, sometimes by other children) and often by those that the child knows and trusts. Child Abuse can take many forms, including verbal and physical actions and by failing to provide basic care. Child abuse may include:

(a) Physical abuse by hurting a child or a child's development, or which causes any intentional non-accidental injury of a child (e.g. hitting, shaking, or other physical harm; giving a child alcohol or drugs; or training that exceeds a child's development or maturity).

(b) Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography, or inappropriate touching or conversations).

(c) Emotional abuse by ill-treating a child and damaging a child's self-worth (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).

(d) Neglect (e.g. failing to give food, water, shelter, or clothing or to protect a child from danger or foreseeable risk of harm or injury).

"Discrimination" means treating or proposing to treat someone less favourably because of a particular characteristic in the same or similar circumstances in certain areas of public life (direct discrimination), or imposing or intending to impose an unreasonable requirement, condition, or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics (indirect discrimination). The characteristics covered by this Regulation include:

(a) sex, which includes pregnancy and childbirth and breastfeeding;

(e) marital status which means being:

i. single; or

ii. married, in a civil union, or in a de facto relationship; or

iii. the surviving spouse of a marriage or the surviving partner of a civil union or de facto relationship; or

iv. separated from a spouse or civil union partner; or

v. a party to a marriage or civil union that is now dissolved, or to a de facto relationship that is now ended;

(f) religious belief;

(g) ethical belief, which means the lack of a religious belief, whether in respect of a particular religion or religions or all religions;

(h) colour;

(i) race;

(j) ethnic or national origins, which includes nationality or citizenship;

(k) disability, (subject to section 49(3) of the Human Rights Act 1993 which states it is not discrimination to exclude any person from a competitive sporting event or activity if that person's disability is such that there would be a risk of harm to that person or to others if that person were to partake in that competitive sporting event or activity and it is not reasonable to take that risk), which means:

i. physical disability or impairment;

ii. physical illness;

iii. psychiatric illness;

iv. intellectual or psychological disability or impairment;

v. any other loss or abnormality of psychological, physiological, or anatomical structure or function;

vi. reliance on a guide dog, wheelchair, or other remedial means;

(l) the presence in the body of organisms capable of causing illness;

(m) age;

(n) political opinion, which includes the lack of a particular political opinion or any political opinion;

(o) employment status which means:

i. being employed; or

ii. being a recipient of a benefit or an entitlement under the applicable legislation;

(p) family status, which means:

- i. having the responsibility for part-time care or full-time care of children or other dependants; or
- ii. having no responsibility for the care of children or other dependants; or
- iii. being married to, or being in a civil union or de facto relationship with, a particular person; or
- iv. being a relative of a particular person;

(q) sexual orientation, which means a heterosexual, homosexual, lesbian, or bisexual orientation; and/or

(r) physical features.

“Minor” means a person who is under the age of 18 years.

“Personnel” means all staff, employees, contractors, volunteers and support personnel (including coaches, managers, chaperones and officials) of SLSNZ and/or Clubs who agree to be bound by this Regulation.

“Harassment” means any type of comment, conduct or gesture directed towards a person or persons because of a particular characteristic (see those characteristics listed in the “discrimination” definition above) of that person or persons (including the person or persons’ level of empowerment relative to the harasser), which is offensive, abusive, belittling, threatening, humiliating, malicious, or degrading, and includes Sexual Harassment. The behaviour must be unwelcomed and the sort of behaviour a reasonable person would recognise as unwelcome. Such behaviour may be verbal, physical, deliberate, or unsolicited. It may be one incident or a series of incidents, and may include:

(a) behaviour which is intimidating, hostile, abusive, and/or an abuse of power and authority;

(s) verbal abuse or threats;

(t) unwelcome remarks, jokes, innuendoes, or taunting about a person’s body, attire, ethnic or national origin, (and any of those characteristics listed in the “discrimination” definition above);

(b) the display of pornographic, racist, or other offensive or derogatory pictures;

(u) practical jokes which cause awkwardness or embarrassment;

(v) unwelcome invitations or requests, whether indirect, or explicit, or intimidating;

(w) leering or other gestures;

(x) condescension or patronisation which undermines self-respect;

(y) unnecessary physical contact such as touching, patting, pinching, or punching; and/or

(z) physical assault.

“Sexual Harassment” means behaviour that has a sexual element, that is unwelcome, has a detrimental effect, and that could reasonably be expected, in the circumstances in which it occurs, to offend, humiliate, or intimidate the person or people at whom it is directed. Sexual harassment may include:

(a) unwanted sexual attention of a persistent or abrasive nature made by a person who knows, or ought to reasonably know, that such attention is unwarranted and/or inappropriate;

(b) a sexual solicitation or advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the sexual advance;

(c) a reprisal, or a threat of implied threat of reprisal, for rejecting a sexual solicitation or advance; and/or

(d) a course of abusive and unwelcome conduct or comment made on the basis of sex or sexual orientation when it has the purpose or effect of creating an intimidating, hostile, or offensive environment which the person works.

Sexual harassment is not appropriate comments; behaviour based on mutual attraction; friendly banter which is mutually acceptable; or constructive coaching and feedback.

APPENDIX 2

CODE OF CONDUCT-RAGLAN SLSC

GENERAL

All Members, persons and organisations bound by this Regulation must meet the following requirements in regard to their conduct during any activity held or sanctioned by SLSNZ and in any role they hold within SLSNZ:

- 1 Respect the rights, dignity and worth of others.
- 2 Be fair, considerate, and honest in all dealings with others.
- 3 Be professional in, and accept responsibility for, their actions.
- 4 Make a commitment to providing quality service.
- 5 Be aware of, and adhere to the Constitution, Regulations, policies and procedures of SLSNZ as well as the rules of Surf Life Saving, including national and international guidelines which govern Surf Life Saving.
- 6 Ensure that any physical contact with others is appropriate to the situation and necessary for the particular Surf Life Saving activity.
- 7 Refrain from any form of Harassment, Discrimination, and/or Child Abuse of others.
- 8 Refrain from any behaviour that may bring SLSNZ into disrepute.
- 9 Provide a safe environment for the conduct of Surf Life Saving activities.
- 10 Show concern and caution towards others.
- 11 Be a positive role model.
- 12 Understand the repercussions if they breach, or are aware of any breaches of, the Regulations or this Code of Conduct.
- 13 Report any alleged breaches of the Regulations or this Code of Conduct in accordance with the Constitution and the Regulations. Reports of breaches and/or inappropriate behaviour can be made to Board Members, Patrol Captains, Welfare Officers and Peer Support Officers.

SPECIFIC - COACHES

In addition to the general requirements all coaches will also:

- 1 Be responsible for matters concerning the coaching, training and development of surf lifesavers.
- 2 Maintain a 'duty of care' towards others and be accountable for matters relating to training and competition.
- 3 Ensure competitors understand and abide by the principles of fair play.
- 4 Maintain or improve their current accreditation.
- 5 Seek continual improvement through performance appraisal and on-going coach education.
- 6 Keep all relevant qualifications up to date.

SPECIFIC – MANAGERS / CHAPERONES

In addition to the general requirements all managers/chaperones will also:

- 1 Be responsible for the overall welfare and well-being of team members and officials.
- 2 Maintain a 'duty of care' towards team members and be accountable for matters relating to management of any squad or team.
- 3 Foster a collaborative approach to the management of any squad or team.

SPECIFIC – OFFICIALS

In addition to the general requirements all officials will also:

- 1 Conduct themselves in a professional manner relating to language, temper and punctuality.
- 2 Resolve conflicts fairly and promptly through established procedures in accordance with the Constitution and the Regulations.
- 3 Maintain strict impartiality.

4 Assist others to develop good attitudes, skills and knowledge relating to Surf Life Saving.

5 Promote and assist in the education of other coaches.

SPECIFIC – PARTICIPANTS

In addition to the general requirements all participants will also:

1 Not be aggressive.

2 Respect the talent, potential and development of fellow participants and competitors.

3 Care for and respect any equipment provided to them.

4 Be frank and honest with their coach concerning illness and injury and their ability to train fully.

5 At all times avoid intimate relationships with any coach, manager, chaperone or official.

6 Conduct themselves in a professional manner relating to language, temper and punctuality.

7 Cooperate with coaches and staff in the development of programs to adequately prepare them for competition at the highest level.

APPENDIX THREE

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

Name of Minor (under 18 years)

Details of Overnight Stay and Club Activities:

Location: Raglan Clubhouse and Raglan Beaches

Start date: **Labour Weekend** **22nd Oct 2022**

Finish date: **Easter Weekend** **10th April 2023**

MEMBER INFORMATION FORM

Please complete these details:

Name:

Address:

Telephone: _____ Mobile: _____

Age: _____

Family Doctor

Name: _____ Telephone: _____

Address: _____

Medical History:

Required Medication:

Medic Alert number (if applicable) _____

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

Contact 1: Emergency Contact

Name: _____ Relationship _____

Address:

Day Phone: _____ Evening Phone: _____

Mobile: _____

Contact 2: Alternative Contact

Name: _____ Relationship _____

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Address:

Day Phone: _____ Evening Phone: _____

Mobile: _____

To Be Read and Signed by Parent/Caregiver of Minor

Parental 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 on “Overnight Stay and Supervision of Minors (Approved by Raglan SLSC Board 12.3.21) and have received sufficient information on the management of my child.

I understand my child will be under the care of:

Volunteer Management Chair – 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 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:

Signature:

Date:
