

# Memorandum of Understanding

## Greater Auckland Aquatic Action Plan (GAAAP)

Aktive - Auckland Sport & Recreation (Aktive)

&

School {INSERT SCHOOL NAME}

&

Regional Sport Trust {INSERT NAME}

&

Swim Provider {PROVIDER NAME}



## The Greater Auckland Aquatic Action Plan Memorandum of Understanding

**Date:** -DD/MM/20YY

**School Term:** {Insert relevant Term}

**Parties School** ("School")

**and**

**Regional Sport Trust** ("RST")

**and**

**Swim Provider** ("Swim Provider")

**and**

**Active - Auckland Sport & Recreation** ("Funder")

Active - Auckland Sport & Recreation will act as the Greater Auckland Aquatics Action Plan Project Facilitator ("GAAAP Facilitator").

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### **Background:**

The Greater Auckland Aquatics Action Plan (GAAAP) is an initiative financially supported by Auckland Regional KiwiSport Fund, Water Safety New Zealand and Foundation North.

The GAAAP aims:

- a) To have 'More kids in the water'.
- b) To invest in the provision of a minimum number of quality water skills for life sessions per child which incorporate best practice water safety skills.
- c) To establish/secure future investment to enable ongoing delivery to GAAAP targeted school populations.
- d) To preserve existing and acquire more water space for learn to swim opportunities.
- e) To establish/collate an 'Aquatic Roadmap' to highlight additional aquatic based activities along with classroom based learning and knowledge acquisition opportunities. (e.g. Beach Education, Water sense, Riversafe, Safe boating, FlippaBall etc.).



## As the Funder, we require the School to:

1. Work with the local Regional Sports Trust Coordinator to identify an appropriate Swim Provider to deliver the provision of the Water Skills for Life Services to your School<sup>1</sup>
2. Confirm that the School has an active Health and Safety policy registered with the Ministry of Education and that the School has had a minimum of 2 health and safety audits in the past year.
3. Confirm the Swim Provider working with the School is using qualified and police-vetted staff to deliver this programme. The GAAAP programme must be delivered by instructors holding a recognised swimming qualification from either AUSTSWIM, Swimming New Zealand or SwimEd<sup>2</sup>
4. Take steps, so far as is reasonably practicable, to ensure the health and safety of the School students, staff and assistants attending each session.
5. Elect a School representative to work directly with the Regional Sports Trust Coordinator (or, where appropriate, the GAAAP Facilitator) and Swim Provider on behalf of the school.
6. Return GAAAP feedback forms at completion of lessons.
7. Communicate directly with the GAAAP Facilitator **immediately** i.e. within 4 hours after hospitalisation, medical attention or emergency services being called to any notifiable events as detailed under Section 25 of Health and Safety at Work Act 2015
  - (a) the death of a person; or
  - (b) a notifiable injury or illness) or
  - (c) a notifiable incident
8. Confirm that the Swim Providers the School has chosen to deliver GAAAP, provides the Water Skills for Life Services as described<sup>3</sup> in accordance with the following minimum criteria:
  - 8-10 lessons for each student;
  - Each lesson to be a minimum of 25 - 30 minutes' duration;
  - Instruction will occur in the water where appropriate;
  - Instructor to student ratios will not exceed 1:10.

## As the Funder, we require the Swim Provider to:

9. Sign a statutory declaration with a Justice of Peace (JP) or lawyer present to confirm that all staff that are delivering GAAAP are police-vetted and have a clean slate and can work with children. This document must be attached as part of this MOU<sup>4</sup>
10. Provide information of the qualifications held by the staff teaching the GAAAP Programme, by registering to [NZRRP](#) (New Zealand Register of Recreation Professionals) website to update your staff's swim teach qualifications to enable Aktive – Auckland Sport & Recreation to look up current qualifications in order to sign off on the MOU.

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<sup>1</sup> Refer to Schedule 3

<sup>2</sup> Refer to Schedule 2

<sup>3</sup> Refer to Schedule 1

<sup>4</sup> Attach as Appendix 1



11. The GAAAP programme must be delivered by instructors holding a recognised swimming qualification from either AUSTSWIM, Swimming New Zealand or SwimEd. Please provide a name list of the swim instructors that will participate in the GAAAP programme<sup>5</sup>.

### Term of MOU:

12. The term of this MOU is for **one** school term of **10 GAAAP Water Skills for Life Services lessons** for each **year 3-6 student**.
13. This MOU may be terminated by a party if at any time:
- there is a change in circumstance of a party due to an event outside its reasonable control that means the obligations outlined in this MOU and appendices cannot reasonably be met; or
  - if any party materially fails to perform its obligations specified in this MOU and appendices.

### Fees:

14. Aktive will pay for Water Skills for Life Services at the following rate :

**School pool / portable pool delivery:** **\$40.00** per hour per instructor plus GST

**Administration:** School Pool / Portable pool delivery **\$25.00** per hour for one administrator plus GST Maximum of 2 hours per school

**Data Entry:** School pool / portable pool delivery **\$25.00** per hour for one data entry clerk - based on one class entered every thirty minutes plus GST (minimum of one hour) E.g. Eight classes should take approximately four hours to enter on the database.

**Auckland Council pool delivery:** **\$40.00** per hour per instructor plus GST

**Privately operated pool delivery:** **\$4.00** per child per lesson plus GST Administration, data capture and data entry included

**Travel Costs:** School Pool / Portable pool delivery **\$0.73cents** per kilometre (no GST) Travel remunerated for one vehicle travelling from the swim provider pool to the school pool and return.

### Invoicing:

All invoices need to be addressed to: Aktive – Auckland Sport & Recreation, Eden 4, Level 3, 14- 18 Normanby Rd, Mt. Eden, Auckland and sent to [jacqui.johnston@aktive.org.nz](mailto:jacqui.johnston@aktive.org.nz). All invoices received on or before the 15th of each month will be paid by the 20th. Invoices received after the 15th will be processed the following month. Invoices will not be paid if data has not been entered and a signed MOU submitted before GAAAP lessons commenced.

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<sup>5</sup> Attach as Appendix 2



**Data capture:**

15. For each student receiving Water Skills for Life Services the School (Class Teacher) will work with the Provider (Swim Instructor) to record the student's participation and skill development clearly, as follows:
- Prior to delivery of the Swim & Survive Services the School will send to the Provider a list of participating students by class;
  - At each swim & survive lesson, the Class Teacher & Swim Instructor will jointly complete an attendance record for each participating student. Both the Teacher and Instructor must sign off the attendance record;
  - At the first and last swim & survive lesson, the Class Teacher & Swim Instructor will jointly complete a skill assessment for each participating student. Both the Teacher and Instructor must sign off the assessment form;
  - The Provider will ensure that the assessment forms and attendance records are entered into the GAAAP database and retain the original hard-copies for audit purposes.





Auckland Sport & Recreation

**SIGNED** for and on behalf of

**[Insert local RST Name]**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

**SIGNED** for and on behalf of

**[Insert School name]**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

**SIGNED** for and on behalf of

**[Aktive] ('Project Facilitator')**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

**SIGNED** for and on behalf of

**[ Insert Swim Provider Name ]**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
Position



## SCHEDULE 1

An online resource kit, with an explanation on the shift of emphasis from swimming skills to Water Skills for Life, details of what to look for when assessing the skills, example videos/photos and FAQs is available [here](#). Free professional development is available to all GAAAP schools and providers. Please contact the project facilitator [jacqui.johnston@akive.org.nz](mailto:jacqui.johnston@akive.org.nz) to book in these sessions.

# WATER SKILLS FOR LIFE

all students should have these skills by age 13

To demonstrate competence in water safety, by Year 8 students should be able to perform combinations of these skills. See the bottom of the chart about combining the skills to check competence.

Get videos and information at [www.watersafety.org.nz](http://www.watersafety.org.nz)  
Read about teaching the skills in the guide that goes with this poster.



Perform skills with and without goggles • with or without clothes • in shallow and deep water  
 • in cold and warm water • in simulated and in situ environments • as part of aquatic activities and sports

### Getting in and out of the water safely

- Get in and out of the water safely in any environment
- Perform this sequence with a buddy watching:
  - check the depth of the water
  - check that the area is safe
  - jump into deep water
  - float on back for **1 minute** to control breathing
  - return to edge and exit



### Orientation in the water

- Horizontal rotation (front to back and back to front)
- Horizontal to vertical rotation and vice versa (front or back to upright and return)
- Vertical rotation (half rotation and full rotation) around the body's vertical axis

### Submersion getting under the water

- Get under water, open eyes and control breathing
- Pick up an object from under water
- Dive from a horizontal position in the water and move under water for a slow count to five

### Safety of self and others

- Float and signal for help with and without a flotation aid
- Do a reach rescue and a throw rescue with a buddy
- Perform this sequence:
  - correctly fit a lifejacket
  - do a step entry into deep water
  - float in the H.E.L.P. position
  - with a couple of buddies or a group form a huddle, return to edge and get out

### Personal buoyancy staying afloat

- Float, then regain feet
- Control breathing while floating on back for at least 1 minute
- Scull head-first and/or scull feet first for at least 3 minutes
- ★ Tread water for at least 3 minutes in deep water
- Perform this sequence:
  - in deep water, correctly fit a lifejacket
  - then tread water, scull, float, or a mixture, for at least 3 minutes
  - while controlling breathing
  - then return to edge and get out of the water
- Perform this sequence for at least 5 minutes:
  - signal for help
  - while treading water, sculling, floating, or a mixture
  - and while controlling breathing

### WATER SAFETY AND AWARENESS

- Recognise an emergency for yourself or others. Know who to call for help and how
- Know, understand, and respect water safety rules, hazards and risks for closed environments such as pools
- Know, understand, and respect water safety rules, hazards and risks for natural environments such as beaches, rivers, offshore, and lakes
- Know, understand, and respect water safety rules, hazards and risks for water activities such as swimming, water sports, and boating
- Know how and why to make safe decisions for yourself and others
- Recognise hypothermia and know how to treat it

### Propulsion moving through the water

- Move 15m through the water non-stop, using any kind of propulsion
- Move through the water in environments of all kinds (currents, waves, depth - in situ or simulated)
- ★ Move 50m and/or 3 minutes non-stop, confidently and competently - using any form of propulsion on their side, front, back, or a mixture
- ★ Move 100m and/or 5 minutes non-stop, confidently and competently - using any form of propulsion on their side, front, back or a mixture\* (as in skill above)

### HOW TO CHECK WHETHER STUDENTS ARE COMPETENT IN WATER SAFETY

Student chooses **two sets of 5** of the 21 skills to perform in sequence. \* Each set must include at least one of the three 'starred' skills. They should be able to perform the 5 skills in continuous sequence, preferably in open water.

*One of the New Zealand Water Safety Sector's Goals is for every New Zealander to have the opportunity to develop water safety knowledge and skills. Take into account a student's cognitive (mental), emotional, social, cultural and physical development. Student health and safety always takes priority.*

## SCHEDULE 2



Skills Active can support workplaces with managing and provide evidence of qualification is through [The New Zealand Register of Recreation Professionals \(NZRRP\)](#) as once a swim teacher is awarded their National Certificate in Rec & Sport, Aquatics - Swim Education this will show up on NZRRP. The search will show qualification and the date it was awarded. **The qualification doesn't expire however currency does and at the present moment it is not an NZ requirement to stay current however long term this may change with increasing Health and Safety Requirements.**

NB: At this stage, only qualifications that have a Re-Registration / currency requirement show up on this database e.g Swim Education, Pool Lifeguard, Outdoor Instructor and very soon Fitness.

Please find some links below that might be useful

- [NZRRP Website](#)
- [ActiveCV Website](#)
- [Skills Active Aquatics Qualifications](#)
- [Learning Support Advisors](#)

If any workplace or organisation would like some help setting up their ActiveCV or would like a demo, then they just need to contact with one of our Northern Learning Support Advisors who would be more than happy to help out with this.







# Key Contacts Regional Sport Trust's

Local RST staff will be able to provide support for GAAAP within their regions.

**CLM Counties Manukau** Barry Rhodes [barry@clmnz.co.nz](mailto:barry@clmnz.co.nz)

**Harbour Sport:** Jenny Lim [jennyl@harboursport.co.nz](mailto:jennyl@harboursport.co.nz)

**Sport Waitakere:** Pauline Butt [pauline.butt@sportwaitakere.co.nz](mailto:pauline.butt@sportwaitakere.co.nz)

**Sport Auckland:** Georgina Gatenby [georginag@sportauckland.co.nz](mailto:georginag@sportauckland.co.nz)

## **GAAAP Project Facilitator:**

Jacqui Johnston

Email: [jacqui.johnston@active.org.nz](mailto:jacqui.johnston@active.org.nz)

Phone: 0275 484 614



## Copy of Statutory Declaration



## Appendix 2

### List the swim instructors that will participate and teach the GAAAP programme

(Ensure that the swim teachers you list have their details entered on the NZRRP website)

FIRST NAME	LAST NAME	QUALIFICATION CURRENT Y/N



## Appendix 3

# GAAAP programme Booking form

<p>Water Skills for Life BOOKING CONFIRMATION</p>
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<b>DATE:</b>	
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<b>PROVIDER:</b>		
<b>Contact person</b>	<b>Email:</b>	
	<b>Phone:</b>	
<b>SCHOOL:</b>		
<b>Contact person</b>	<b>Email:</b>	
	<b>Would your school like to receive teacher PD?</b>	Yes / No

<b>BOOKING DETAILS:</b>			
<b>START DATE:</b>		<b>FINISH DATE:</b>	
<b>Venue of Lessons:</b>		<b># School Classes:</b>	
<b># Students:</b>		<b># Swims per student:</b>	
<b># Students with physical disability</b>			

<b>SIGNATURES:</b>		
<b>Provider:</b>	<b>Name</b>	<b>Signature</b>
<b>School:</b>	<b>Name</b>	<b>Signature</b>
<b>Regional Sport Trust:</b>	<b>Name</b>	<b>Signature</b>

<b>RETURN TO:</b>		
<b>Harbour Sport</b>	<b>Jenny Lim</b>	<a href="mailto:JennyL@harboursport.co.nz">JennyL@harboursport.co.nz</a>
<b>Sport Waitakere</b>	<b>Pauline Butt</b>	<a href="mailto:pauline.butt@sportwaitakere.co.nz">pauline.butt@sportwaitakere.co.nz</a>
<b>Sport Auckland</b>	<b>Georgina Gatenby</b>	<a href="mailto:georginag@sportauckland.co.nz">georginag@sportauckland.co.nz</a>
<b>Counties Manukau</b>	<b>Barry Rhodes</b>	<a href="mailto:barry@clmz.co.nz">barry@clmz.co.nz</a>

