



This guide has been developed to ensure all SNB Surf Sports events are run as professionally as possible with the competitors' enjoyment and safety as the paramount concern

Carnival Guide

Surf Life Saving Sydney
Northern Beaches

Version: September 2019

Surf Life Saving Sydney Northern Beaches Carnival Guide

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Guide Background

The Surf Life Saving Sydney Northern Beaches Board of Surf Sports (BoSS) has one main objective for surf sports on the northern beaches and that is to improve the sport as whole across all SNB clubs. The delivery of events is one area the BoSS continues to look for improvements in order to increase competitor satisfaction, increase safety standards, and ensure the efficient running of every event. The BoSS has developed this guide to ensure all events are run as professionally as possible with the competitors' enjoyment and safety as its paramount concern.

This document provides a guideline for Carnival Organisers and Carnival Referees to ensure that all SNB carnivals are conducted as efficiently and as safely as possible. This document breaks down each aspect of a carnival in areas so they can be addressed by the relevant carnival committee members of the host club.

There are a number of templates for rosters in each of the areas. You will notice that rosters will need to be presented to the Branch Office prior to each carnival being opened on the carnival entries system, this is to ensure that no part of the organisation of the carnival has been overlooked.

A key responsibility of both the Carnival Organiser and the Carnival Referee is to ensure that a Carnival Management Agreement has been completed in full, signed and returned to the Branch Surf Sports Administration prior to the entry portal opening for the particular carnival/ event.

It must be clarified at this point the process as to how SNB carnivals are run -

1. SNB Clubs apply to SLSSNB to host a carnival
2. The SLSSNB Board of Surf Sports (represented by the SNB Director of Surf Sports) approves the event
3. Carnival Management Agreement and Checklist is signed by both the host club and the SLSSNB appointed Carnival Referee.
4. SLSSNB opens entry system for club and competitor entries
5. Responsibilities for the running of a carnival are as follows –
 - a. The host clubs arrange for all logistics associated with hosting the event
 - b. The SLSSNB appointed Carnival Referee supervises all officials' appointments and personnel required to conduct the event
 - c. The host club is responsible on the day to ensure the event is set up and serviced
 - d. The SLSSNB appointed Carnival Referee is responsible on the day for the conduct of the event.

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Guidelines for Referees

Mentoring

Every year the BoSS looks to mentor all new and existing officials with the end goal of improving the running of carnivals, retaining more of our officials and encouraging more officials to gain their accreditation. Wherever possible, we will try to appoint a designated mentor for each area. If numbers do not permit this then the role may be shared by Referees and Sectional Referees and in each area.

- Mentors need to be approachable, honest, ethical, consistent, competent and respected by others.
- Mentors provide direction, recognition, support, empowerment, mentoring/coaching, a positive working environment, fair treatment, feedback, information and leadership
- Mentors clarify roles, goals and objectives, expectations, responsibilities and provide behavioural guidelines.

Practical ways to assist new officials include:

- Make the Sectionals aware of any new officials in their area. Encourage Sectionals to ask the new officials what experience they have, give them any assistance required, ask a more experienced official to keep an eye on them for the day and make sure they feel welcome.
- Wherever possible, appoint officials to positions they nominated for. This is particularly the case for officials at Nipper Carnivals. If necessary, suggest that positions be rotated during the day.
- Encourage attendance from every official at the officials' briefing prior to the Carnival commencement. This is the perfect opportunity to introduce Sectional Referees, Liaison Officers, Announcers, ESO, Carnival Organiser, First Aid, etc. This is also the time to inform all officials of what is expected of them and any special arrangements or conditions relevant to the Carnival.
- Encourage all officials to come to the debrief at the conclusion of the carnival. It is the perfect opportunity to get paperwork signed, meet other officials and discuss the day's events and to receive positive feedback.
- Ask about any special dietary requirements and make sure the Carnival organiser is prepared.

Officials Sign on Sheet

Some form of sign on sheet for all officials attending a carnival will be provided by Sectional Referees similar to way it's done at State and to be returned to the Referee at the end of the Carnival. It is hoped that this will stop the practice of leaving the beach before the end of the carnival, and also provide a means of feedback on the performance of those officials in each area, with the goal of identifying new senior officials, and continuing to improve the performance of all officials.

Conduct on the Beach

It is extremely important to remember that we are all volunteers.

- Give the competitors the benefit of the doubt.
- The early Nipper Carnivals should be a learning exercise for both new officials and competitors. It may be necessary to explain the rules and put an extra competitor through to the next round. These carnivals need to be a positive experience for both officials and competitors.

Referee's Checklist

3 months before Carnival

- ☐ Together with the Club Carnival Organiser complete the carnival management agreement and return to branch office to Branch Office
- ☐ Ensure Local Council Approval held
- ☐ Parking Arrangements for officials & Competitors have been investigated
- ☐ If major carnival, has Band been booked for March Past, if no Band ensure a CD Player been sourced and music is available.
- ☐ Ensure radios have been ordered as per requirements set on the carnival management agreement.
- ☐ Ensure PA System has been booked
- ☐ Beach Layout finalised

6 weeks before Carnival

- ☐ Have meeting with Club Carnival Organiser/s on site to ensure the following position are filled;
 - First Aid Coordinator
 - Power Craft Coordinator
 - Catering Coordinator
 - Work Party Coordinator, Registration/ Administration Coordinator
- ☐ Carnival Program finalised taking into account tides
- ☐ Public bathing areas set & Patrols on carnival day scheduled on top of carnival patrol
- ☐ Sectional Referees in all areas to be chosen and contacted to ensure that they are available. Seek their assistance to allocate Officials for key positions within the various Sections
- ☐ Contact Branch for up to date list of availability of Officials for particular Carnival

3 weeks before carnival

- ☐ Power craft – roster completed to satisfy the water safety requirements
- ☐ First Aid – roster finalised and enough equipment available
- ☐ Work Party – roster finalised
- ☐ Catering – all in line with the carnival management agreement: menu set, special requirements taken into consideration, timing of food delivery has been conveyed
- ☐ Competition gear – Gear Steward contacted, and arrangements made for delivery of container/ trailer
- ☐ Administration – contact made with branch office to pick up entries on the Friday before each carnival
- ☐ Officials – ensure availability of Safety and Emergency Management Coordinator (SEMC), sectionals and key personnel, once confirmed populate the rest of the list with available officials. Officials draft appointments to be sent out to clubs
- ☐ Water safety – ensure clubs are aware of their responsibilities to water safety particularly for Junior carnivals

In the week leading up to the carnival

- ☐ Final appointments list sent to clubs
- ☐ Final information to competitors/ officials/ clubs to be sent out
- ☐ Ensure entries and late entry forms collected by host club
- ☐ Monitor conditions and liaise with host club if there are any concerns
- ☐ Walk the beach with council lifeguard (if required at that beach) and carnival organiser to ensure there are no problems

Carnival Administration

Each carnival is different in regard to the events held, the number of competitors, the layout of the beach but the processes for running an event are the same with the carnival organiser being the person that makes the carnival happen. This does not mean the organiser does everything themselves, it means that the organiser appoints the right people to manage each of the individual areas listed separately in this guide.

The Carnival organiser is ultimately responsible for the organisation of the entire carnival and he/she is to delegate all the jobs that are mentioned in each area of this guide. On top of those roles there are a numerous task that need to be completed months out from the carnival

Sponsors need to be sourced, Applications need to go to council, risk assessments need to be sorted, dates have to be confirmed with Branch, and many other roles. Attached to this guide is a generic Work in Progress (WIP) of the tasks that need to be completed and how far in advance each task should be completed. The carnival organiser is ultimately responsible and will need to ensure all admin tasks are completed in a timely manner.

An Organising committee needs to be formed with roles assigned for each of the following areas, with an overall carnival organiser leading the team. The organiser should be able to talk to the head of each area in order to know that all tasks are completed as part of the overall event management plan. An example WIP is supplied with this document to aid in the organisation of a carnival.

- Logistics/ Operations
- First Aid
- Power Craft
- Catering
- Parking and Storage
- Registration

Each leader needs to develop a roster of volunteers to fulfil the requirements set by the overall carnival organiser and the main event management plan. This varies between each area and specific expertise will obviously be needed for each area. (IRB drivers needed for power craft, senior first aid/ ARTC/ Spinal for first aid).

The roles for these people need to be clearly defined so when a volunteer steps on the beach they know what is expected of them, who they report to and how long they will be needed for.

As a host club the requirements will differ according to the type of carnival being conducted. The referee and ESO as appointed by the BoSS will know exact requirements for each type of carnival and in some cases, this may change in the lead up to the carnival due to environmental factors such as wind, surf etc. Attached to this document is a guide to volunteer numbers required in each area. The tables under each section show the minimum required number of volunteers/crafts – this needs to be confirmed by the carnival referee and signed off by both parties.

The roster templates listed under each section must be presented to the Branch. This ensures all aspects of the carnival have been addressed and should anything happen to the organiser someone else knows exactly who is

rostered to work where and at what time, they will also have the contact number for each person on the roster should someone be running late or is missing altogether.

Attached to this document is an example run sheet for a carnival which should be used on the day to ensure all tasks are completed on time and nothing has been overlooked.

Logistics/ Operations

The carnival cannot run effectively without a proper work party to set up, adjust, pack down the beach as well as respond to calls from areas for more equipment, patient transport when required, delivery of food and water to activities. The number of people required at different times of the day will vary, more people are required at the start and the finish with less number required during the day. There are special roles that need to be assigned for the work parties and a blueprint for the beach layout is essential to avoid confusion and increase efficiency during the set up. Some generic site maps have been included with this guide stating the basic set up for each competition area including tent placement, area required for the event, and basic requirements in that area.

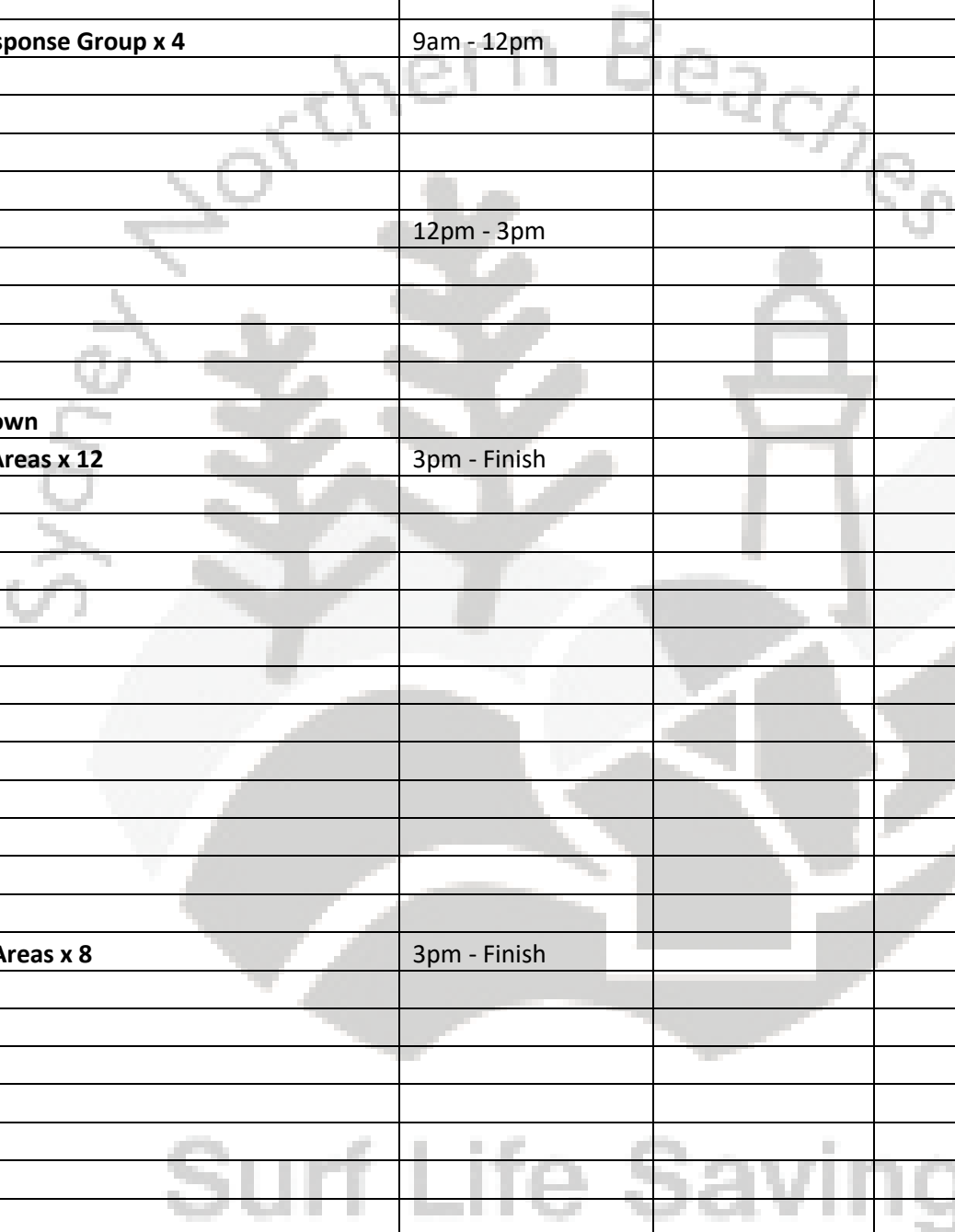
The Carnival Organiser needs to appoint a Work Party Organiser. The Work Party organiser needs to be across the event management plan and run sheet to ensure he /she rosters people according to what needs to be done during the day as well as having a couple of other people on stand-by. A roster should be developed at least 4 weeks out from the carnival to ensure that there are no gaps, it allows time to find replacements or search for extra volunteers from the club's database.

There should be two people rostered specifically as ATV operators (more if the carnival is larger and more than one ATV is required) and these two people should have a radio each so they can be contacted immediately if required. Breaks need to be factored in but should not be around busy times such as set up and pack up and when food and drink needs to go out to officials. Catering times can be seen in the table on the catering area of this document.

The Host Club's work Party is responsible for a number of duties on the day which must be done early and efficiently commencing with laying out the beach. This can be done the night before the event. The Branch has specs for the size of each area so it can be marked out accordingly, it also shows where tents should be erected in regards to each area. The placement of these areas will be up to the organising committee together with the carnival referee.

On the day of the event, the work party should be able to grab the site map for the area(s) they are setting up and should be able to place tents and equipment in each area as required without consultation. All water equipment should be delivered to specific areas where the power craft team will take over and place the cans and anchors under the instruction of the power craft organiser. A colour guide as to how the cans should be laid in each area will be supplied by the power craft coordinator to each IRB driver. The drivers will be well aware of how to set up the courses after doing the can laying course prior to the start of the season.

When setup is completed the work party can be reduced in numbers for the duration of the carnival until its completion. The work Party is now responsible for any adjustment of equipment and transporting gear and food/water to the different competition areas. At the end of the carnival, it is the work party's responsibility to clear the beach and return all gear and equipment to the gear container in the same condition it was received by the host club. That means lines cleaned and coiled properly, buoys washed down, lines and anchors washed down, all sand



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First Aid

A carnival will not start and will come to a stop if first aid personnel and equipment are not readily available to every area in a carnival. For big carnivals, there will need to be stand-alone First Aid Stations in remote areas of the carnival (i.e. boats or under 8s), in addition to a central First Aid area from which roving teams can operate.

This Central Area will obviously need to be in the middle of a number of competition areas, so they are able to attend to emergencies as quickly as possible. It will need to be clearly signposted, visible and its location known to officials, competitors and team managers.

The minimum requirement for First Aid personnel at SNB carnivals will be a current Provide First Aid Certificate and ARTC qualifications or higher. People working in a boat specific area will also need to have a Spinal Management Certificate. This is higher than previously required but we are putting the safety of all SNB competitors as one of the top priorities in surf sports competition.

The Host club is responsible for first aid at their carnival meaning they must have sufficient numbers to satisfy the requirements set in table below according to the number of competition areas and also the distance between these areas. Full Junior Carnivals require three separate First Aid tents/areas to cover the spread of the carnival. Open carnivals can usually have two areas, one for the boats and one for the rest of the carnival if the water areas and beach areas are all within close proximity. For larger carnivals the roster below would need six first aid personnel instead of four in the main area or for larger carnivals it may require two First Aid areas in the main competition area of four people rostered at all times. The exact number of first aid personnel is to be set by the Carnival referee who is ultimately responsible for the conduct of the carnival.

Carnival	First Aid Areas required
Boat Only	1 Area
Ironman/ Craft Carnival	1 Area
Small Open Carnival	2 Areas
Large Open Carnival	3 Areas
Junior Carnival	3 Areas
NOTE: more areas may be required pending conditions and land area required to run the carnival properly	

First aid personnel will need to be contactable by radio by the referee or sectional referees when they are required so each First aid tent (or roving team) will need a radio. The first aid team should always be on the main carnival frequency unless they are specifically tied down to one area (i.e. boats) in which case they will need to stay on the specified frequency. The First Aid team needs to work in conjunction with the Safety and Emergency Management Coordinator (SEMC).

The Host club will nominate a first aid coordinator who will look after all aspects of first aid including rostering, ensuring equipment is available and in date, ensuring all those involved knows their role. An example of a first aid roster is shown below which would vary according to size of the carnival and if there any remote areas operating.

Below is a table illustrating an example of a roster for a carnival. Each person will need to be confirmed to ensure they will be there. By drawing up the roster at least four weeks in advance it gives the First Aid Coordinator time to ensure all gaps are filled. Some people may choose to do more than one shift but by limiting it to three-hour shifts, it allows people to do something else with their day which will probably results in more volunteers. Host clubs can help fill the first aid positions by putting on an extra patrol (or two) on top of the normal patrol, where members can count their time as patrol hours.

Sample First Aid Roster - Chart to be populated with names

First Aid Roster - Open Carnival			First Aid Roster - Full Junior Carnival			
	Boat Area x 4	Main Area x 4		North Area x 4	Middle Area x 4	South Area x 4
7am - 9am			7am - 9am			
9am - 11am			9am - 11am			
11am - 1pm			11am - 1pm			
1pm - 3pm			1pm - 3pm			

Power Craft

This is an essential requirement of each carnival. IRBs are used to set up, pack up and adjust buoys that make up the water area as well as being the key water safety vessel at every carnival. From 2013/14 for all Branch and Major Carnivals (or as required by the carnival Referee) there is a minimum requirement of two power craft for every water area, one of which must be an IRB.

The club is responsible for sourcing the right number of IRBs for their particular carnival according to the number of water areas. A roster must be produced showing two IRBs in each water area throughout the day with the driver and crew not to exceed more than two continuous hours in water at any one time. The table below shows the number of required IRBs, drivers/crews according to the number of water areas at the carnival. This is in addition to the Duty boat that is responsible for adjusting the cans during the carnival. The Branch will provide a duty boat and a power craft coordinator for every carnival, the power craft coordinator may be a member of the host club for smaller carnivals.

The role of the branch appointed Power craft coordinator is to ensure the integrity of the water courses (cans are set in the right spot and moved whenever required) at all times and to coordinate the power craft in each area to ensure the proper conduct of a carnival. The roster for drivers/crewpersons will be provided to the coordinator by the club appointed power craft organiser.

Water Areas	IRBs	Drivers/ crew
1	2	2 & 2
2	4	4 & 4
3	6	6 & 6
4	8	8 & 8
5	10	10 & 10

Host clubs will be required to have trained people at the carnival to conduct the setting and adjusting of the cans. The Branch will provide training courses and any club wishing to host a carnival will need to send people to these courses before their carnival is approved by the BoSS. The Branch Power craft Coordinator will be running these courses in the off-season and will be assessing each person after the session to ensure they are competent. Training will also occur at local carnivals to ensure there are sufficient people capable of doing this essential job.

The Power craft organiser for the host club is responsible for the rostering of Drivers and Crew to ensure there are two IRBs in each area at all times below is a table illustrating how this should be done.

Sample Power Craft Roster - Chart to be populated with names

Water Area 1

Time	Driver 1	Crew 1	Driver 2	Crew 2
7.30am - 9.30am				
9.30am - 11.30am				
11.30am - 1.30pm				
1.30pm - 3.30pm				

The Power craft organiser should have contact details for each driver/ crewmember in the event of someone not being there on time. There should also be provision for a reserve driver/crew throughout the day. There should ALWAYS be a spare motor available in case of a breakdown and a spare hull.

Catering

Officials volunteer their time to run each carnival, without their help the carnival would not go ahead. It is imperative that officials are looked after so that they come back to your carnival the following year. In recent years there have been occasions where officials have not returned to carnivals because the catering was not to the standard required. The timing of the food delivery is also very important with officials often on the water's edge from 7am and the power craft guys on the water from 6am.

There needs to be a catering manager working with a small team of volunteers to make sure that everything is bought prior to the carnival and ready to go on the day of the carnival. Some of the catering can be done the day before the carnival as long as there are no perishables involved. Anything that needs to be done fresh should be

done on the day of the event by the catering team and added to what was prepared earlier (cakes slices, whole fruit, chips etc.)

Minimum standards have been developed by the officials' panel in regard to food and water for each carnival. Please see table below for delivery start times. They are early to ensure the last people have their food before they get hungry or start wondering where the food is. This will ensure that they remain happy throughout the day. Please keep in mind that there are some officials that have special dietary requirements, these requirements will be conveyed to the host club after the appointments have been finalised.

It is important to have a menu for the carnival, so you know what is being sent out to officials and also to ensure you have enough food and water for the officials, the power craft personnel and the work party. The menu can be decided from the table below and numbers for each area should be confirmed at the start of the carnival, this means anybody can act as a replacement catering manager should something happen to the first person. If it is written down, anybody can take over.

The table shows examples of what should be given out at a carnival. Consideration should be given to officials who may not eat bread or have allergies and there should be an alternative available such as a salad for lunch or some snacks that are gluten free etc.

Type	Examples	Time delivered
Breakfast	Cereal, toast, coffee, milk, juice, tea, sugar, butter, spreads, bowls, spoons, knives, cups	In clubhouse from 6.30am for officials. Power craft can pick up something from BBQ after the water set-up
Morning Tea	Cakes/slices, muesli bars, lollies, fruit, chips, water, juice	start at 9.30am
Lunch	Sandwiches, Rolls, Salads, cakes, slices, fruit, water, juice	start at 11.30am
Afternoon Tea	lollies, soft drinks, sports drinks, water	start at 2pm if carnival is still going
Post Carnival	pies, sausage rolls, BBQ Chicken rolls, warm soup for cold wet days especially for power craft, sandwiches	at the conclusion of the carnival in the club house. Food should come out in waves as the different areas finish

Rather than packing a bag for each individual person you may find it easier to carry tubs/baskets with food on the back of the ATV and officials can choose what they like thus eliminating any wastage. This is up to the Host club to decide.

Water is the biggest concern for officials during a carnival especially on the hotter days. Bottles of water should be provided to each official either at the start of the day or during morning tea at 8.30am. Water containers should also be put in each officials' tent in all competition areas to ensure water is readily available at all times.

Officials are encouraged to bring their own drink bottles to every carnival but there are always some that forget thus the need for bottles of water or even paper cups available.

In the afternoon when the carnival goes longer than anticipated, officials and especially power craft personnel need either a soft drink or sports drink or lollies to help increase their sugar levels. These things will be appreciated by those in need of an energy lift. Something as simple as an Esky full of water bottles and soft drinks/ sports drinks and a basket/bag with some lollies going on the back of the ATV and people can take something if they like. This will reduce wasted food which in turn will keep costs down as well as keep everyone happy.

Parking and Storage

Traffic control for bigger carnivals is extremely important especially at the start of the day where clubs and competitors arrive with all their gear and equipment. Consideration needs to be given to trailer parking, drop-off point for competitors, officials and VIP parking, general parking and traffic control in and out of the car park.

The Host club needs to appoint a traffic control manager to lead a team of volunteers on the day of the carnival. There are a number of different roles that should be assigned to ensure maximum efficiency in the car park and drop off areas.

There should be people at the entrance to the car park directing cars to the area in which they will need to park or directing them to the craft drop off area. This person will be regulating the amount of traffic in the car park at any one time to avoid blockages or accidents which could occur if there are too many competitors/ spectators walking from their cars to the competition area across the car park.

From here there needs to be someone directing cars to the correct parking spaces, especially if parking on a reserve with no marked spaces. This will allow the club to utilise as much space as possible and still create space for cars leaving at a later time. It stops people from double parking or parking on a flower bed/ path etc.

At the drop off area, a person will be responsible for ensuring cars simply drop off gear/ people as quickly as possible and then move on. This could be coupled with trailer parking in some cases but if not, then somebody will need to look after trailer parking in the same manner as the competitor parking.

Carnival Officials volunteer their time to run your carnival and need to be looked after in particular when it comes to parking. There needs to be an area where they are able to park, and passes should be given to them to ensure they park for free. Some will have stickers which give them free parking but others from outside the area will need a temporary pass which can be attained from the local council. The best format in this case is to have a specific area set up for Officials and VIP parking with one person looking after this area on their own. This will only be needed until 9am for beach officials as the rest of the carnival officials generally start by 8am at most carnivals. If there are VIPs arriving for a lunch function, then someone would need to ensure some spaces are left clear for the late arrivals.

The area where gear is stored – which would be mostly trailers will need to be secure and if it is a two-day carnival, special security measures will need to be taken to guarantee the safety of clubs' gear and equipment. In regard to

craft/boat storage there also needs to be a designated area on the beach for this in addition to trailer storage on the reserve/ car park. This need be included in a site map and is touched on in more detail in the administration section of this document as the carnival organiser is tasked with how the beach is set up and where each area will be placed (in conjunction with the carnival referee).

As with all areas in this document it is essential that all these roles are identified by the Parking and Storage manager and a roster is made up with 4 weeks' notice to ensure there are enough volunteers to fill the roster for the required period. This will usually be the first three hours in the morning but in the case of Boat carnivals with block racing, the second lot of boat trailers will not arrive until 11am for a 12pm start. This will vary from carnival to carnival, the Carnival organiser will have these details available to the Parking and Storage manager at least 4 weeks prior to the carnival to ensure the roster is filled correctly.

Sample Parking Roster - Chart to be populated with names

Parking & Storage		
All report to the Parking and Storage Manager - Peter 0412 xxx xxx		
Role	Name	Time
Entrance		5.45am - 9am
		5.45am - 9am
Car Park Ushers		5.45am - 9am
		5.45am - 9am
Drop off/trailer storage		5.45am - 9am
		5.45am - 9am
		11am - 12pm (boats 2nd wave)
		11am - 12pm (boats 2nd wave)
Officials/ VIP area		5.45am - 9am
		5.45am - 9am
		11am - 12.30pm (VIP function)
		11am - 12.30pm (VIP function)

Registration

It is imperative that all aspects of the registration process go to plan especially for Junior Carnivals where there can be up to 1300 children (between the ages of 7 and 14) and their parents trying to register at the same time.

The Host club needs to assign a registration manager who can then recruit people to help with the registration on the day. The registration manager will be responsible for collection of entries and wristbands from the Branch Office on the Friday prior to their carnival, developing a process for registering people on the day and communicating this

process to registration volunteers, recruitment and rostering of registration volunteers, cash float for late entries and late entry forms.

Clubs are responsible for taking payment for late entries on the day of the carnival. There have been too many clubs who have to be chased for months for late entry payments and this can cause angst between competing clubs and the host club as well as the Branch office who chase the payment on behalf of the club. The registration manager must collect payment from the competitor on the day of the carnival but they must also collect a late entry form so the competitor can be entered into the system properly and they are covered by insurance. Club managers will still need to sign off on competitors' late entries so that we can be sure that they are in fact members of the club and proficient prior to them competing.

Competitors will approach the registration area at the start of the day to mark their name off and receive their coloured wristband. The wristband allows officials to identify competitors by their age group and acts as a "receipt" so officials know that the competitor is actually entered into the carnival. The most efficient way is to have signs above the registration tables with age groups clearly marked so that competitors can approach the correct table and get their age specific wristband. A generous amount of space between tables allows competitors to get their wristbands and then move away from the tables quickly, whereas if no space is left, then it becomes very congested and slows the whole process down.

The roster should be created at least 4 weeks in advance so that there is enough time to fill it and find replacements should people drop out prior to the carnival. It is best to have someone who may have done the role before working with someone new at the job. The roster should state the time the volunteer will be working and in what area

Sample Registration - Chart to be populated with names

Registration - Briefing for all registration volunteers @ 6am		
Table 1		
U8s		6.15am - 9.30am
Table 2		
U9s		6.15am - 9.30am
U10s		6.15am - 9.30am
Table 3		
U11s		6.15am - 9.30am
U12s		6.15am - 9.30am
Table 4		
U13s		6.15am - 9.30am
U14s		6.15am - 9.30am

Sample Radio Allocation Sheet for Major Carnival

Position	Name	Signature	Returned
Carnival Referee			
SEMC			
Appeals			
Water Referee			

Water 1 Area Referee			
Water 2 Area Referee			
Water 3 Area Referee			
Water 1 Area Marshal			
Water 2 Area Marshal			
Water 3 Area Marshal			
Water 1 Liaison			
Water 2 Liaison			
Water 3 Liaison			
Beach Referee			
Beach Liaison			
Beach Marshall			
Beach Chief Judge			
Boat Referee			
Boat Tower 1			
Boat Tower 2			
Boat Chief Judge			
Boat Liaison			
Boat Recorder			
Boat Marshal			
Announcer			
Announcer			
Power Craft coordinator - SNB			
Power Craft coordinator - Club			
IRB driver			
IRB driver			
IRB driver			
IRB driver			
IRB driver			
IRB driver			
Jet Ski			
First Aid - Coordinator			
First Aid			
First Aid			
Carnival Organiser			
Gear Steward			
Work Party Manager			
Work Part 2IC			
ATV driver 1			

ATV driver 2			
Catering			
Carpark Coordinator			
Carpark Attendant			
Registration			



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Carnival Layout Examples

