

# 2020/2021 SURF LIFE SAVING SYDNEY NORTHERN BEACHES CARNIVAL MANAGEMENT AGREEMENT



This agreement is between **Surf Life Saving Sydney Northern Beaches Inc. (The Branch) ABN 31 316 737 307** and

.....Surf Life Saving Club (The Club) ABN.....

In accordance with a resolution of the Branch Board of Management of SLS SNB Inc The Club has been given approval to conduct a surf carnival at

.....beach on .....date.

To facilitate the hosting of the Carnival the Club has appointed..... as Carnival Organiser and has duly authorised him/her to enter into this agreement. The club accepts the responsibility to organize all logistics and set the event up in accordance with all the requirements detailed on the attached Carnival Checklist.

To take responsibility for the conduct of the carnival, SLSSNB has appointed ..... as Carnival Referee. The appointed Carnival Referee accepts responsibility for the conduct of the event.

For all carnivals, the club agrees to pay a set Branch Levy on all entry fees (excluding Lifesaving/First Aid events). This levy is also in effect for any late entries taken.

For **Junior Carnivals**, the levy is \$11.00 per entry (based on \$2 for gear maintenance \$1 for PR, \$1 for Branch Team and \$7.00 for Administration. For **Senior (Opens & Masters)** events the levy is 25% of the Branch endorsed carnival entry fees.

*Failure to comply with the above requirement may jeopardise the conduct of this Carnival.*

2020/2021 Branch Endorsed Carnival Entry Fees	Carnival Entry Fees Set by Host Club for This Event
<b>Boats Carnivals</b> \$23 per Competitor (No Late Entries)	\$ _____
<b>Senior Carnivals</b> \$28 per Competitor (Late Entry \$40)	\$ _____
<b>Junior Carnivals</b> \$23 per Competitor (Late Entry \$35)	\$ _____
<b>Open Fast Fives</b> \$15 per Competitor (No Late Entries)	\$ _____
<b>Lifesaving/First Aid</b> \$5 per Competitor (No Late Entries)	\$ _____
<b>March Past</b> \$90 per team (Late Entry \$100)	\$ _____

For **any deviation** from these Branch Endorsed Entry Fees must be documented above, and **justification must** be provided via email to [surfsportsadmin@surflifesaving.net.au](mailto:surfsportsadmin@surflifesaving.net.au) as an addendum to this Carnival Management Agreement

Carnival Organiser: \_\_\_\_\_

Referee: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Carnival Organiser & Carnival Referee must complete and sign the following check list. No entries will be accepted until copies of all documentation have been received - copies should be sent to [surfsportsadmin@surflifesaving.net.au](mailto:surfsportsadmin@surflifesaving.net.au).**

## CARNIVAL CHECKLIST

NOTE: **REQUIRED** column is to be completed by Branch based on carnival format prior to club completing checklist

REQUIRED	CLUB SUPPLY	BRANCH SUPPLY	ITEM
	✓		<b>Key Carnival Personnel</b> Club must nominate key carnival organizer personnel as listed on attached documents. The list must be sighted by referee and presented to Surf Sports Manager at the Branch office. Carnival organiser (main point of contact) <ul style="list-style-type: none"> <li>• First Aid Coordinator</li> <li>• Power craft coordinator</li> <li>• Logistics/ work party</li> <li>• Catering coordinator</li> </ul>
	✓		<b>COVID-19 Safety Plan</b> The Club must prepare a Covid-19 Safety Plan in accordance with the NSW Government Public Health Orders in place at the time of the carnival. The plan must be made available to the Referee and to the Branch Office one week prior to the event date.
	✓		<b>Layout of Carnival</b> Final layout map of carnival must be finalised and signed off by the referee and organizer at least four weeks prior to the event. It must be presented to the Surf Sports Manager at the Branch Office for publication.
	✓		<b>Radios</b> Club to supply radios as per the Referees requirements depending on the size of the carnival, number of areas. <b>No of radios required</b> _____
		✓	<b>Tents</b> Tents - will be supplied for officials and some marshaling areas from the branch container. Clubs will be required to supply extra tents depending on the size of the carnival and subject the referee's requirements. <b>No of Tents Required</b> _____
	✓		<b>Tables &amp; Chairs (For Officials)</b> One table and three chairs minimum required per recording tent. More may be required depending on the requirements of the referee. <b>No of Tables</b> _____ <b>No of Chairs</b> _____
	✓		<b>Announcers Area</b> An elevated platform or area suitable for the comfortable seating of at least 3 announcers will be required (large carnival only). The announcers stand, or room, must include tables, chairs, and a cover to protect announcers from the elements whilst ensuring that they have clear vision of all arenas at all times. (240v supply) PA system requirements – see below
	✓		<b>PA System</b> Supply, install an adequate PA system and have a qualified technician on "stand by" on site all day (contact for PA system supplier can be obtained from Branch)

Organiser Signature: \_\_\_\_\_

Referee Signature: \_\_\_\_\_

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REQUIRED	CLUB SUPPLY	BRANCH SUPPLY	ITEM
	✓		<b>First Aid</b> First Aid Teams will operate during the carnival until after the last event. The number of teams will be determined by the referee according to the size of the carnival and the SNB carnival management guide. <b>No of First Aid Teams</b> _____ (Roster to be sighted by Surf Sports Administration at Branch Office)
	✓		<b>First Aid Competition - Isolation Area</b> This area must be able to seat 12 competitors and must be well ventilated and secure.
	✓		<b>First Aid Competition</b> Whilst competing clubs will be asked to supply patients it is ultimately the responsibility of the host club to supply patients. The number of patients required will be subject to the referee's requirement. <b>No of Patients required</b> _____
	✓		<b>Power Craft</b> As required by the Carnival Referee pending the size of the carnival. The requirement for major carnivals and/or championships is two IRBs per water area plus a duty boat. <b>No of Power Craft required</b> _____  <b>Power Craft Drivers</b> A full roster of IRB drivers and crew must be available to the carnival referee at least 2 weeks prior to the carnival date. Roster to be sighted by Surf Sports Manager at Branch Office  <b>RWC</b> The Carnival Referee may insist a jet ski be available at this carnival. The jet ski is available from the Branch Office but must be booked at least 6 weeks in advance. In the case where it is double booked, the first event to book the jet ski will have preference. <b>Jet Ski Required Yes / No</b>
		✓	<b>Power Craft Co-Ordinator (Sectional)</b> At all SNB Carnivals an IRB Co-Ordinator will act under the supervision of the Referee and be appointed to supervise the laying of courses prior to and during competition; supervise the water safety aspects of the competition; and liaise with the SEMC to contribute to the safety and welfare of competitors, officials and other personnel.
	✓		<b>Power Craft Organiser (Host Club)</b> Responsible to the Carnival Referee and Power Craft Coordinator, the Host Club/s will appoint an IRB (Host Club) Coordinator responsible for IRB crew roster, rotation and briefing on locations and duties; ensuring IRBs are suitable for service during the competition; and be aware of and contribute actively to ensure the safety and welfare of the IRB personnel. This includes but is not limited to delivering a roster of personnel to ensure sufficient (2) IRBs in water areas at all times. They will need to work with the IRB Coordinator to ensure all needs of the carnival are met. The roster of IRB drivers and crew persons must be sighted by the Surf Sports Manager at the Branch Office.

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Referee Signature: \_\_\_\_\_

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REQUIRED	CLUB SUPPLY	BRANCH SUPPLY	ITEM
	✓		<b>Notify Local Hospitals &amp; Ambulance Service</b> Pre-warn Local Hospitals/Ambulance that a carnival will be conducted (Date, time, estimated number of competitors etc).
		✓	<b>Carnival Competition Equipment</b> As per Competition Manual and as directed by the carnival referee
	✓		<b>Gear Trailer</b> Arrangements are to be made by the host Club with the Branch Office for the delivery of the trailer and container
	✓		<b>Officials Catering</b> Arrangements are to be made for adequate Food and drinks. Water containers to be available at all competition areas so officials can fill up drink bottles as required. Catering is tailored to expected length of carnival. As an example, for a full day carnival - <ul style="list-style-type: none"> <li>✓ Breakfast - Between 6am to 7am</li> <li>✓ Morning Tea – start delivery at 9.00am</li> <li>✓ Lunch - start delivery at 11.30am</li> <li>✓ Afternoon Tea – start delivery at 2pm</li> <li>✓ Drinks and hot food at conclusion of the carnival</li> </ul> See attached brief
	✓		<b>Officials - Parking</b> Arrangements are to be made for parking for officials. Either this is some space saved for officials parking or passes for officials to be able to park free of charge <b>Parking Arrangements</b> _____ _____
	✓		<b>Other Beach Activities</b> Club to advise of any special activities on the carnival day e.g. boat or club presentations, media that may affect the timetable of events at least 2 months prior to carnival to help with the development of the program between organisers and the Referee.  Other activities agreed between organiser and referee _____
		✓	<b>Carnival Entries and Results</b> All entries to Carnivals under the control of Sydney Northern Beaches are to be via the carnival entries system. An entries list will be produced and presented to the host Club on the Friday prior to the event. Entries Close Midnight the Wednesday prior to the Carnival for Open carnivals, & Monday prior for Junior carnivals. Any Late Entries are collected by the host club, and details must be communicated to Branch ASAP.
	✓		<b>Crowd Control</b> The host club will arrange for the segregation of competitors and spectators as directed by the Referee. To be included in the beach layout presented to Branch

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Referee Signature: \_\_\_\_\_

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REQUIRED	CLUB SUPPLY	BRANCH SUPPLY	ITEM
	✓		<b>Backup Beach</b> Club to advise of Back Up Beach to be used if conditions are not suitable at their beach. Club also agrees to provide the work party, IRB/Crew's, and Officials Food and Drink if transferred to Back up Beach. <b>Name of Backup Beach</b> _____
		✓	<b>Carnival Invoices</b> The Branch will produce and mail entry fee invoices on behalf of the hosting club and provide hosting club with a copy of all invoices.
	✓		<b>Equipment Return</b> All equipment to be returned within 3 days of Carnival finishing unless separate arrangements have been made with the Director of Surf Sports.  A club member will be allocated solely to help the Branch Gear Steward to ensure all gear is put back into the container/trailer cleanly and neatly. All Equipment that is damaged or lost will be paid for by the host club.  The assistant gear steward is _____ and will assist the gear steward from the start of the carnival to the end of the carnival and direct his/her members to ensure gear is handled correctly .
	✓		<b>Results</b> Host Club will provide office space, power and internet access point for Branch Appointed carnival recorder
	✓	✓	<b>Site Visit</b> Organiser and Referee to walk beach with Council Beach Inspector (if required) for sighting of Carnival Areas.

# Surf Life Saving

Organiser Signature: \_\_\_\_\_ Referee Signature: \_\_\_\_\_