



A Guide for Carnival Organisers

Surf Sports Committee, Surf Lifesaving Sydney Branch

[Version 5, 14/1/2020]

1. Introduction

This document is published by the Sydney Branch, Surf Sports Committee ["SSSC"] and is prepared as a guide only for the use of referees and carnival organising committees. It is to be read in conjunction with, but not in substitution for the Surf Sports Manual [36th edition]. No inconsistency is intended, but if any exists the Surf Sports Manual is to prevail.

SSSC recognises the importance of surf sport competition to our members. It keeps them fit, improves their lifesaving skills and encourages camaraderie. As an awesome spectator sport, it also provides opportunity to advertise our movement.

SSSC encourages clubs to consider holding surf sports events and to think outside the square in terms of the number of events, the type of events and the scheduling.

Our role is to facilitate safe, fair and efficient surf sport competition. Critical to that role is open and frank communication with organising committees of our member clubs. Feel free to raise issues with us. Best first contacts are the respective competition directors.

2. SSSC Committee Contacts

Your committee and the 2019-2020 officer holders are:

Director	Amy Somes	0414869194
Deputy Director	Greg Pierce	0423884263
Senior Competition Director	Carlo Villanti	0419612459
Junior Competition Director	Michael Day	0417278696
Secretary	Tracey Green	0414651343

SSSC enlists a number of our branch experts to advise on the full range of surf sports topics [including water safety, inter-branch team, surf boats, officials, equipment, IRB's, R&R, March past, pool competition, board riding and technical issues].

3. Planning and Organisation

3.1 Scheduling and Permission

Clubs seeking to hold a carnival, need to contact the relevant SSSC competition director, depending on whether the proposed event is aimed at seniors or nippers.

The surf sports calendar is a busy document and it may be difficult to accommodate requested dates. It is important your nomination for the proposed carnival date be communicated as early as possible.

3.2 Organising Committee

The organising committee is responsible for the logistical pre-planning and operational delivery of the carnival. It needs to be formed at an early stage.

SSSC will appoint the Referee and Deputy Referee, both of whom will become members of the organising committee. We suggest the organising committee consider a membership that looks something like this: chair, secretary, treasurer, water safety coordinator, workforce coordinator, catering coordinator, logistics coordinator, referee, deputy referee, general committee members.

3.3 Meeting Schedule

A meeting schedule needs to be determined. It is critical that minutes are kept.

3.4 Suggested Agenda Items

3.4.1 Budget

- o In place? Approved?

3.4.2 Council Approval

- o Sought? Obtained [in writing]?

3.4.3 Sydney Branch Endorsement

- o Obtained? On branch calendar?

3.4.4 Carnival flyer

- o Published? Advertised?

3.4.5 Program

- o Finalised?
- o Within 4-hour SSSC suggested time limit

3.4.6 Water Safety

- o Number of water areas?

- o Number of shifts per water area?
- o Ratio required? [Nippers plan for minimum 5:1, final number depends on risk assessments on the day]
- o Total number required?
- o Water safety roster prepared? Published?

3.4.7 IRB arrangements

- o Number of water areas?
- o Number of shifts per water area?
- o Number of IRB crews required?
- o Seek written confirmation from all rostered clubs?
- o Branch Duty IRB in place? Name, Club and contact details for duty driver and crew
- o IRB roster prepared? Published?

3.4.8 Work Force

- o Suggested minimum of 10 per shift
- o Suggested minimum of 3 shifts – set up, during carnival and take down
- o Rosters prepared? Published?

3.4.9 Time Schedule

- o Workforce report times: set up/during carnival/pack down?
- o Branch Duty IRB report?
- o Remaining IRB's report?
- o Officials breakfast and report?
- o Water safety report and briefing?
- o Team managers' briefing?
- o Area marshalling?
- o Carnival commencement?
- o Officials, IRB and water safety morning tea?

3.4.10 Gear Trailer

- o Booked? To be delivered when?
- o Delivery driver and contact number?
- o Pick up time?

- o Bookings for both gear trailers are made via email to the Branch Office: admin@surflifesavingsydney.com.au

[Request, receive and minute the written confirmation]

3.4.11 Beach Trailer

- o Booked? To be delivered when?
- o Delivery driver and contact number?
- o Pick up time?

[Request, receive and minute the written confirmation]

3.4.12 Officials, IRB, Water Safety morning tea and lunch

- o Number required?
- o Morning tea delivery time?
- o Lunch delivery time?
- o Workforce organised?

3.4.13 Sponsors Commitments

- o Banners/feathers/signs organised?
- o VIP function to be held?
- o Verbal advertising during carnival? Announcer briefed?

3.4.14 Registration

- o Entry fees?
- o Branch office contacted to assist with online entries?
- o Registration desk organised? Opening time for registration/late entries?
- o Registrar name and contact details?
- o Payment collection: cash float? EFTPOS facility?

3.4.15 Public Address

- o Booked? Written confirmation?
- o Name of PA contractor? Phone contact?
- o Set up time?
- o Pack down time?

3.4.16 Radios and Loud Hailers

- o Number of radios required?
- o Number of loud hailers required?
- o Booked? Written confirmation?

- o Contractor - name and phone contact?
- o Delivery time/place?
- o Pick up time/place?
- o Person appointed to manage allocation and collection of carnival radios and loud hailer?

3.4.17 Carnival De-brief

- o Room booked?
- o Catering?
- o Staff?
- o Bar opening time?
- o Drink tickets/wristbands organised?

3.4.18 Tents

- o Number required?
- o Obtained?

3.4.19 Tables and chairs

- o Number of each required?
- o Obtained?

3.4.20 Bunting and Barricades

- o Number required?
- o Where?
- o Organised

3.4.21 Stationery

- o Result sheets [available from branch office]?
- o Officials sign on?
- o Water safety sign on/off?
- o IRB's sign on/off?
- o Work force sign on?
- o Radio register?

3.4.22 Medals/prizes

- o To be awarded?
- o For what?

- o Number required?
- o How ordered? How to be obtained/? When?
- o How to be presented - in competition area/in central presentation area?

3.4.23 Council Lifeguards and Police

- o Lifeguards advised?
- o Name/contact phone for lifeguards' supervisor?
- o Police advised?
- o Police station phone number?
- o Hospital phone number

3.4.24 First Aid

- o Sufficient personnel rostered?
- o Names, times available, contact details?
- o Proposed Location

3.5 Planning and Organisation issues for the Referee

3.5.1 Prior to the Carnival

- o In consultation with SSSC, ensure the Safety and Emergency Management Coordinator [“ SEMC”] is appointed
- o Attend Organising Committee meetings
- o In consultation with relevant SSSC competition director, obtain the names of those officials who have nominated for the carnival and make the officials appointments, ensuring sufficient have nominated/are appointed to allow the efficient conduct of the carnival
- o Publish the appointments sufficiently prior to the carnival to allow time to fill any vacancies and deal with issues as to unavailability or transfer of officials
- o Publish the revised appointments list
- o In consultation with the organising committee and SEMC, consider the need for, and if required, prepare a contingency plan
- o Timetable: assist the organising committee to ensure the timetable is appropriate and achievable within the 4-hour SSSC recommended time limit
- o Assess whether the venue has sufficient space to safely accommodate the proposed events?

3.5.2 At the Carnival

- o Ensure the efficient and fair conduct of the carnival

- o Arrange and conduct carnival briefings of officials and team managers
- o Ensure areas are correctly laid out as per Surf Sports manual
- o Prior to the carnival's start, ensure a smooth handover from the organising committee to the competition committee
- o Adjudicate on reports, protests, conduct issues and breaches of rules
- o Chair the competition committee. Suggested makeup:
Referee [Chair], Deputy Referee, Organising Committee Chair, SSSC Representative

3.6 Role of the SEMC [to be read in conjunction with point 13.28, 36th Edition Surf Sports Manual]

- o Chair the Safety and Emergency Committee
Suggested makeup of Safety and Emergency Committee:
SEMC [chair], Referee, Deputy Referee, Water Safety Coordinator, IRB Coordinator
- o Formulate the safety and management plan for the carnival
- o Oversee the conduct of the risk assessments of the competition area
- o Ensure conditions continue to be monitored throughout the carnival
- o Arrange and conduct carnival safety briefings
- o Advise the Competition Committee when satisfied that competition can commence, but not before being satisfied,
 - The risk assessment is complete and surf conditions are assessed as satisfactory for competition
 - First aid arrangements are satisfactory and in place
 - Water safety and IRB coordinators have confirmed they have sufficient numbers and are ready for a start
 - There is in place a viable means of rescuing an unconscious patient [ie, a crewed IRB or jet ski is on the water in the competition area]
- o Advise via Surfcom
 - Their name and radio call sign [practice is the call sign will be the short name of the carnival followed by "SEMC", eg, "Sydney Branch SEMC" or "Waverley Shield SEMC"]
 - Confirmation of the start time and anticipated finish time
 - Number of competitors
 - Type and number of water safety and first aid personnel in attendance

- Ensure any calls for assistance or ambulance attendance are sent through directly to State Operations Centre [“SOC”]
- Sign off at end of the event

3.7 Role of the Workforce Coordinator

3.7.1 Sydney Branch Gear Trailers

- Major Carnivals

Branch trailers arrive at 5.30am. Host club is to supply 15 people to help branch gear steward to get competition gear to designated spot near water's edge. People are then required [four is the suggested number] to assist with getting the gear into order on the beach [buckets, anchors, buoys and rea gear]

- Other carnivals

Branch trailers arrive at 6am. Host club is to supply 8 people to help branch gear steward to get competition gear to designated spot near water's edge. People are then required [four is the suggested number] to assist with getting the gear into order on the beach [buckets, anchors, buoys and area gear]

3.7.2 Set Up: Each Water Area

- A recorder's tent, table and two [or more] chairs
- 2 start line poles, 4 flag poles, [if skis] 2 ski pole anchors
- 1 gear box
- Sufficient spectator fencing to allow a minimum unimpeded 60 x 40 metre competition area [note as to those distances: board rescue start line is 54 metres, ironman sprint track is 30 metres from water's edge]

3.7.3 Set up: sprints

- Sufficient lane ropes for a minimum 8, 1.5 metre lanes
- A recorder's tent, table and two [or more] chairs
- 4 x 2-metre poles
- Sufficient spectator fencing to surround the area
- A relay baton for each lane
- A marshalling tent

3.7.4 Set up: flags

- A recorder's tent, table and two [or more] chairs
- A marshalling tent
- 4 poles/star pickets for each proposed pit

- 10 flags for each pit
- 10 lane pegs for each pit
- Sufficient spectator fencing to surround the area.

Note: to allow for more efficient competition and judging SSSC recommends:

- Flag pits be set up end to end to accommodate cascading competition
- The use of ropes, marked with the offset distances, to ensure correct placement of the pegs and flags
- To allow more efficient judging, that there be a significant area between the finish line and the spectator barrier parallel to that finish line. SSSC suggests 10 metres. There are no issues with having the side spectator barriers quite close to the competition.

3.7.5 Set up: Boats

- A recorder's tent, table and two [or more] chairs
- Two judge-stands [set up a minimum 5 metres outside start flags, which flags are a minimum 23 metres from middle of nearest alley]
- 1 pole, 1 flag corresponding with the turning boy for each alley
- 2 poles, 1 blue/orange flag for the starting line
- Sufficient beach area to allow for 28 metres either side plus 23 metres for each proposed competition alley

3.7.6 During competition: all areas

- Ensure sufficient water is available for the officials and water safety
- Deliver morning teas and lunch to officials and water safety
- Attend to any late-breaking logistical issues

3.7.7 Pack Down – All Areas

- Branch Gear Steward will radio workforce coordinator for assistance. It is expected a work party of a minimum four people will be provided. All gear is to be returned to the branch trailers, accounted for, hosed down and replaced in the trailers in accordance with the lists inside each vehicle [this is critical to ensure compliance with vehicle axle-weight laws]
- Return the competition area to the local council in the condition in which it was found.

4. Chain of Command

The Surf Sports Manual explains the chain of command and decision making. It reads,

“[at 1.1] If an emergency arises during a competition, correct command and control shall be maintained under the direction of the SEMC.

“During an emergency, any member of SLSA entering the water or handling any rescue gear must only do so at the direction of there SEMC or delegate and/or the direction of the police or emergency authority...

“[at 1.4.3] The Safety and Emergency Committee shall determine the response to hazards as they occur, or otherwise as required and provide safety advice to the Competition Committee. The sole responsibility for suspension, cancellation or relocation of part or all of the competition rests with the Competition Committee.

“The decision to enact the contingency plan is the responsibility of the Competition Committee. The Safety and Emergency Management Coordinator is solely responsible to the Competition Committee for recommendations concerning competition safety.”

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