



## SURF SPORTS COMMITTEE SURF LIFESAVING SYDNEY BRANCH

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# A Guide for Carnival Organisers

Version 1 7/8/2017

## 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 [35th 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 2017-2018 officer holders are:*

<b>Director</b>	Wayne Druery	0490081273
<b>Deputy Director</b>	Greg Pierce	0423884263
<b>Senior Competition Director</b>	Carlo Villanti	0419612459
<b>Junior Competition Director</b>	Michael Day	0417278696
<b>Secretary</b>	Tracey Green	0414651343

*SSSC has enlisted 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 in the first instance, 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 accomodate requested dates. Please get in with a nomination for the proposed carnival date 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. Here is a suggested template for committee membership..*

<b>Position</b>	<b>Name</b>	<b>Email</b>	<b>Phone</b>
Chair			
Secretary			
Treasurer			
Water Safety Coordinator			
Workforce Coordinator			
Catering Coordinator			
Logistics Coordinator			
Referee			
Deputy Referee			
Committee Members			

### **3.3 Meeting Schedule**

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

### **3.4 Suggested Agenda Items**

*SSSC suggests the organising committee should consider,*

*3.4.1 Budget - In place? Approved?*

*3.4.2 Council Approval: Sought? Obtained? In writing?*

*3.4.3 Sydney Branch endorsement: Obtained? On branch calendar?*

*3.4.4 Carnival flyer: Published? Advertised? Where advertised?*

*3.4.5 Program Finalised? Within 4-hour SSSC limit?*

*3.4.6 Water Safety:*

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

*3.4.7 IRB arrangements:*

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

- IRB roster prepared? Published?

#### 3.4.8 Work Force:

- Suggested minimum of 10 per shift
- Suggested minimum of 3 shifts
- Rosters prepared? Published? Examples below:

Carnival Set Up Workforce Roster - Report at ____ am/pm		
	Name	Contact Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Carnival Work Force Roster - Report at ____ am/pm		
	Name	Contact Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Carnival Pack Down Workforce Roster - Report _____ am/pm		
	Name	Contact Details
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

#### 3.4.9 Time Schedule

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

#### 3.4.10 Gear Trailer

- Booked and to be delivered when?

- *Delivery driver and contact number?*

- *Pick up time?*

*[It is suggested written confirmation be obtained]*

#### *3.4.11 Beach Trailer*

- *Booked and to be delivered when?*
- *Delivery driver and contact number?*
- *Pick up time?*

*[It is suggested written confirmation be obtained]*

#### *3.4.12 Officials, IRB, Water Safety morning tea and lunch*

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

#### *3.4.13 Sponsors Commitments*

- *Banners organised?*
- *VIP function?*
- *Verbal advertising during carnival arranged?*

#### *3.4.14 Registration*

- *Entry fees?*
- *Branch office contacted to assist with online entries?*
- *Registration desk organised? Opening time for registration/late entries?*
- *Registrar name and contact details?*
- *Float?*
- *EFTPOS to be used?*

#### 3.4.15 Public Address

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

#### 3.4.16 Radios and Loud Hailers

- *Number of radios required?*
- *Number of loud hailers required?*
- *Booked? Written confirmation?*
- *Contractor - name and phone contact?*
- *Delivery time/place?*
- *Pick up time/place?*
- *Person appointed to manage allocation and collection of carnival radios and loud hailers?*

#### 3.4.17 Carnival De-brief?

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

#### 3.4.18 Tents

- *Number required?*
- *Obtained?*



#### *3.4.19 Tables and chairs*

- *Number of each required?*
- *Obtained?*

#### *3.4.,20 Bunting and Barricades*

- *Number required?*
- *Where?*
- *Organised?*

#### *3.4.21 Stationery*

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

#### *3.4.22 Medals/prizes*

- *To be awarded?*
- *For what?*
- *Number required?*
- *How ordered? How to be obtained/? When?*
- *How to be presented - in competition area/in central presentation area?*

#### *3.4.23 Council Lifeguards and Police*

- *Lifeguards advised?*
- *Name/contact phone for lifeguards supervisor?*
- *Police advised?*

- *Police station phone number?*
- *Hospital phone number?*

#### *3.4.24 First Aid*

- *Sufficient personnel rostered?*
- *Proposed Location?*

### **3.5 Planning and Organisation issues for the Referee**

#### *3.5.1 Safety and Emergency Management Coordinator [“SEMC”].*

- *In consultation with SSSC, appoint the SEMC*

#### *3.5.2 Attend Organising Committee meetings*

#### *3.5.3 Officials Appointments*

- *In consultation with SSSC, 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 [for suggested templates see schedule 1]*
- *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*
- *Publish the revised appointments list*

#### *3.5.4 Contingency Plan*

- *In consultation with the organising committee and SEMC, consider the need for, and if required, prepare a contingency plan*

#### *3.5.5 Timetable*

- *Assist the organising committee to ensure the timetable is appropriate and achievable within the 4-hour SSSC time limit*
- *Assess whether the venue has sufficient space to safely accommodate the proposed events?*

## 4. At the Carnival

### 4.1 Issues for the Referee

- *Ensure the efficient and fair conduct of the carnival*
- *Arrange and conduct carnival briefings of officials and team managers*
- *Ensure areas are correctly laid out [See schedule 3 for distances]*
- *Prior to the carnival's start, ensure a smooth handover from the organising committee to the competition committee*
- *Adjudicate on reports, protests, conduct issues and breaches of rules*
- *Chair the competition committee. Suggested makeup:*

#### Competition Committee

Referee [Chair]

Deputy Referee

Organising Committee Chair

SSSC Representative

### 4.2 Issues for the SEMC

- *Chair the Safety And Emergency Committee*
- *Formulate a safety, search, rescue and contingency plan*
- *Arrange for the conduct of initial risk assessment of the competition area*
- *Ensure conditions continue to be monitored throughout the carnival*
- *Arrange and conduct carnival safety briefings*
- *Advise the Competition Committee when satisfied that competition can commence particularly ensuring,*
  - *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 [a crewed IRB or jet ski is on the water in the competition area]*

### **4.3 Chain of Command - SEMC/Safety and Emergency Committee/ Competition Committee**

*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.”*

*Suggested makeup of Safety and Emergency Committee:*

## Safety and Emergency Committee

SEMC [Chair]

Referee

Deputy Referee

Water Safety Coordinator

IRB Coordinator

### **4.4** *Issues for work force coordinator*

#### *4.4.1 Set Up: Each Water Area*

- *A recorder's tent, table and two [or more] chairs*
- *2 x start line poles, 4 x flag poles, [if skis] 2 x ski pole anchors*
- *1 x 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]*

#### 4.4.2 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 poles
- Sufficient spectator fencing to surround the area
- A relay baton for each lane
- A marshalling tent

#### 4.4.3 Set up: flags

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

#### 4.4.4 Set up: Boats

- A recorder's tent, table and two [or more] chairs
- Two judges stands [set up a minimum 5 metres outside start flags, which flags are a minimum 23 metres from middle of nearest alley]

- 1 x pole, 1 x flag corresponding with the turning boy for each alley
- 2 x poles, 1 x blue/orange flag for the starting line
- Sufficient beach area to allow for 28 metres either side plus 23 metres for each

#### 4.4.5 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

#### 4.4.6 Pack down: all areas

- All gear removed from the branch trailers is 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.

## SCHEDULE 1

### SUGGESTED OFFICIAL REQUIREMENTS

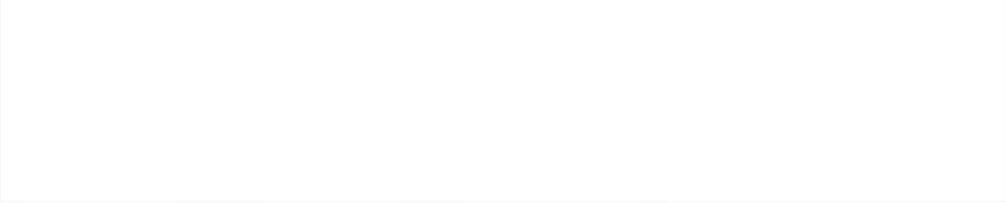
#### Example 1

<b>Central Officials</b>
<i>Carnival Referee</i>
<i>Deputy Referee</i>
<i>SEMC</i>
<i>Appeals [minimum x3]</i>
<i>Central Control [suggest x3]</i>
<i>IRB Coordinator</i>
<i>Water Safety Coordinator</i>
<i>Scrutineers [suggest x2]</i>
<i>Announcer/s</i>

#### Example 2

<b>Water Sectional Officials</b>
<i>Sectional Referee</i>
<i>Chief Judge</i>
<i>Course Supervisor/Statistician</i>
<i>Marshall</i>
<i>Check Marshalls [x2]</i>
<i>Starters [x2]</i>
<i>Course Judge</i>
<i>Judges [x4]</i>
<i>Recording Judges [x2]</i>





## SUGGESTED OFFICIAL REQUIREMENTS

### Example 3

<b>Flags Sectional Officials</b>
<i>Sectional Referee</i>
<i>Chief Judge</i>
<i>Marshall</i>
<i>Check Marshalls [x2]</i>
<i>Starters [x2 for each pit]</i>
<i>Judges [x3 for each pit]</i>
<i>Recording Judges [x2]</i>

### Example 4

<b>Boats Sectional Officials</b>
<i>Sectional Referee</i>
<i>Chief Judge</i>
<i>Course Supervisor/Statistician</i>
<i>Marshall</i>
<i>Check Marshalls [x2]</i>
<i>Starters [x2]</i>
<i>Course Judges [min x2]</i>
<i>Judges [x6]</i>
<i>Recording Judges [x2]</i>

## SUGGESTED OFFICIAL REQUIREMENTS

Example 5:

<b>March Past</b>
<i>Sectional Referee</i>
<i>Chief Judge</i>
<i>Marshall</i>
<i>Check Marshalls [x2]</i>
<i>Judges [min x8]</i>
<i>Recording Judges [x2]</i>

Example 6:

<b>Beach Sprints Sectional Officials</b>
<i>Sectional Referee</i>
<i>Chief Judge</i>
<i>Marshall</i>
<i>Check Marshalls [x2]</i>
<i>Starters [x2]</i>
<i>Course Judge</i>
<i>Judges [x6]</i>
<i>Recording Judges [x2]</i>

## SUGGESTED OFFICIAL REQUIREMENTS

Example 7:

<b>R &amp; R Sectional Officials</b>
<i>Sectional Referee</i>
<i>Chief Judge</i>
<i>Marshall</i>
<i>Check Marshalls [x2]</i>
<i>Starter [Commands]</i>
<i>Judges [x12]</i>
<i>Recording Judges/Timekeepers [x2]</i>

## SCHEDULE 2

### SUGGESTED WATER SAFETY ROSTER

Example 1

Water Safety Roster				
Time	Role	Water 1 U9-U10	Water 2 U11-14	
8.30am - 10.30am	Board 1			
	Board 2			
	Tube 1			
	Tube 2			
	Tube 3			
	Tube 4			
	Tube 5			
	Tube 6			
	IRB Driver			
	IRB Crew			
	11am - 1pm	Board 1		
		Board 2		
Tube 1				
Tube 2				
Tube 3				
Tube 4				
Tube 5				
Tube 6				
IRB Driver				
IRB Crew				

## SUGGESTED WATER SAFETY ROSTER

### Example 2

Water Safety Roster		
Time	Role	Water 3 - U8's
8.30am - 10.30am	Tube 1	
	Tube 2	
	Tube 3	
	Tube 4	
	Tube 5	
	Course Marker 1*	
	Course Marker 2*	
	Course Marker 3*	
<p>* Note: the three members who make up the course markers, should wear distinctive apparel and are not counted in the water safety numbers.</p>		

## SCHEDULE 3

### SOME COMPETITION DISTANCES - WATER

Water Events	Age Category	Distance
Surf Race	U9 - U10	70 metres*
	U11 - U14/Masters	120 metres*
	U15 - Open	170 metres to front string* 50 metres again to string of 4
Belt		120 metres*
Rescue Tube [variations] and Board Rescue		120 metres*
Boats		400 metres*
Board and Board Relay	U9 - U10	100 metres to front cans* 10 metres again to apex
	U11-U13	170 meters to front cans* 10 metres again to apex
	U14	220 metres to front cans* 10 metres again to apex
	U15 - Masters	250 metres to front cans* 15 metres again to apex
Ski	U17 - Open	300 metres to front cans* 15 metres again to cans
Double Ski	U17 - Open	350 metres to front cans* 15 metres again to apex
Ski and Double Ski	Masters	250 metres to front cans* 15 metres again to apex
Ski Relay	U17 - Masters	250 metres to front cans* 15 metres again to apex
Iron [same for Cameron and Taplin]	U11 - U17	120 metres to front string* 50 metres again to string of 4
	U 19 - Masters	120 metres to front string* 50 metres again to string of 4 50 metres again to front ski cans 15 metres again to apex

[\*] = Distances are minimum required for competition and are measured from knee depth

## SOME COMPETITION DISTANCES - BEACH

Events	Age Category	Distance
Sprints	U8 - U14/Masters	70 metres*
	U15 - Open	90 metres*
Flags	U8 - U14/Masters	15 metres*
	U15 - Open	20 metres
March Past	Pegged out rectangle minimum 60 x 20 metres, allowing a further 6 metres minimum border	

[\*] - need to allow sufficient room for marshalling and run off. Allow 1.5 metres between lanes.