



Application for Involvement in a "SPECIAL EVENT"

This form must be completed, where Association Members are involved in any activity and identified as Surf Lifesavers, outside such NORMAL Club/Association Carnival activity. These events outside normal Club/Association activity might be: Endurance Events, Triathlons, Marathons, Displays and all other events that include a water safety component.

IN BRIEF

1. The Associations personal accident and public liability insurance policies are generally only valid for those activities considered to fall within the somewhat normal activities of Clubs and the Association.
2. The form is issued in duplicate, with the original (white) copy to be completed in typed or block letters, suitably endorsed by the Branch (QLD/NSW) and forwarded to State/Territory Centre. However events which are to be held of 'National Significance' must be endorsed by Australia Council, i.e. Major TV coverage, overseas competitors, interstate competitors, international significance etc. Green Copy to be retained by Club.
3. Association organisers are requested to be conversant with the SLSA Multi Discipline Endurance Events Manual and in particular the recommended guidelines for conducting such events.
4. **No commitment, without reservation, shall be given by Association members until final approval is given by the appropriate authority of the Association.**

The various types of involvement are categorised as follows:

- **Category A – Advisory Role Only**

Acting as an official Adviser to another person or Association (etc) in the safety aspects of an event, but not including any actual participation by Club members, equipment etc.

- **Category B – Assisting an Event**

Assisting as an official Adviser to another person, or Association, other than the SLSA (i.e. assisting in the safety of supervision of a swim leg or a triaquathon, etc).

- **Category C – Conducting an Event (for another organisation)**

Being responsible for the organisation of an event in its entirety, but upon behalf of a person or Association other than the SLSA (i.e. assuming full organisation control for a fee for services etc).

- **Category D – SLSA Event**

A Surf Life Saving Club, Group, Branch or State/Territory Centre acting as a promoter and organiser of the full event, either with or without sponsor involvement.

- **Category E – Aquatic Safety Supervision / Community Education Program**

A Surf Life Saving Club, Group, Branch, State Centre, Professional Lifeguard or Proficient and appropriately qualified SLSA member acting as an official advisor and / or assisting in the safety or supervision of an aquatic safety program, e.g., school or community group supervision at a beach.

Timetable of Application

Applications must be submitted to State/Territory Centre with appropriate endorsement within the minimum timetables as shown below:

1. **Category A or B Events**

Minimum of one (1) month before scheduled date of event.

2. **Category C or D Events**

Minimum of three (3) months before scheduled date of event.

3. **Category E events**

Minimum of Fourteen (14) days prior to the scheduled date of the event.

STATEMENT OF RESPONSIBILITY

Every Club, Group (i.e., HRS, JRB etc) Branch, State/Territory Centre or even a group of members becoming involved, by any manner, in the organisation of a triaquathon, triathlon, marathon boat race, ski race, display, marathon ironman event, or similar activity, have a very grave responsibility to the Association, the Competitors, Officials, Volunteers and even themselves and their families.

Surf Life Saving Australia Limited does have a \$20 million Public Liability policy cover and a compulsory Personal Accident Insurance cover for its members (NSW & QLD, WorkCover) and even volunteers under approved conditions and for approved events.

The validity of the Association Insurance's for members, volunteers and the community will hinge on approval by the Insurance Brokers, through Australian Council, of all events considered outside normal Club/Association Activity.

Failure to ensure the Association Insurance's are appropriate and valid may lead to serious legal litigation and compensation claims against Club Members, Officials and possibly the Club. They may be held personally responsible.

There are numerous cases at present of competitors (and even individual Officials) taking legal action against organisers and individuals for injuries sustained during the conduct of events.

Contrary to popular belief, Clubs and other sections do require Association permission to conduct 'special events' and entries must be lodged through the normal SLSA channels and carry the endorsement of the entrants Club, Branch, State/Territory Centre and so to the Australian Council.

The specially designed insurance policies of the SLSA for Public Liability, Personal Accident or members are very effective policies, but irresponsible actions of Clubs or Members outside of the Association's systems may well void all cover.

WATER SAFETY RATIO GUIDELINES FOR MULTIDISCIPLINE AND ENDURANCE EVENTS

Single discipline events such as marathon surf boat and surf ski races, and multidiscipline contests such as ironman competitions are now also regular events on the SLSA competition calendar.

The following are recommended guidelines for water safety ratios and support at multi-discipline and endurance events as approved.

For events considered normal, safety guidelines as per other policies and SLSA manuals are to be maintained.

1. Medical Station to be provided at finish area
2. Medical Stations must be situated at every changeover point and a maximum of 4 km apart in a run section. These stations must provide:
 - Shaded areas
 - Drinks and food
 - First Aiders with kits and large amounts of ice
 - Equipment eg resuscitation unit(s)
 - Communications eg radio or telephone
3. Minimum water safety
 - A maximum of five (5) swimmers/paddlers per surf ski
 - A maximum of four (4) swimmers/paddlers per board
4. Minimum ratio guidelines for powercraft (IRB)

| | | |
|-----------------------|---|----------------------|
| 0 – 25 competitors | - | 1 powercraft / IRB |
| 26 - 50 competitors | - | 2 powercraft / IRB's |
| 51 - 75 competitors | - | 3 powercraft / IRB's |
| 76 - 150 competitors | - | 5 powercraft / IRB's |
| 151 – 300 competitors | - | 7 powercraft / IRB's |
| 301 – 500 competitors | - | 8 powercraft / IRB's |
4. Mobile phones and/or other communications are to be available. There is no need to have both radio and phones if other support systems are in place eg if there is radio contact with the radio room then this will negate the need for a mobile phone.

APPLICATION FOR INVOLVEMENT IN A SPECIAL EVENT

1. EVENT DETAILS

NAME OF EVENT _____

START DATE _____ VENUE _____

START TIME _____ am / pm FINISH TIME _____ am / pm

CONCLUSION DATE (if not the same as start date) _____

TYPE OF EVENT:

Triathlon Swim Marathon

Aquatic Safety Supervision e.g. Lifeguard / Lifesaver Water Supervision

Community Education Program e.g. School / Community Surf Awareness Lecture

Non-approved Surf Carnival or event (brief description) _____

Other (brief description) _____

ARE PUBLIC ROADS TO BE USED? YES NO

HAS THE EVENT BEEN HELD BEFORE? YES NO

2. NAME OF APPLYING CLUB/CLUBS _____

NAME OF APPLYING OFFICER _____

TELEPHONE BUS: () _____ FIRST NAME _____ SURNAME _____
PRIV: () _____

ADDRESS: _____ Postcode: _____

3. CATEGORY OF INVOLVEMENT:

CATEGORY A CATEGORY B CATEGORY C

CATEGORY D CATEGORY E

4. INSURANCE - *Attach copy of insurance policy for the event.*

5. SLSA CLUB SUPPORT DETAILS

NAME OF CLUB: _____

CLUB CONTACT PERSON: _____

OTHER CLUBS SUPPORTING: _____

PHONE: (H) _____ (W) _____

WATER SAFETY

NAME: _____

PHONE: _____

MEDICAL / FIRST AID

NAME: _____

PHONE: _____

OTHER: _____

**6. LEG/S TO BE ASSISTED/CONDUCTED BY THE CLUB/GROUP:
ORDER AND DISTANCE OF LEGS -**

_____ KM

_____ KM

_____ KM

_____ KM

TOTAL EVENT DISTANCE _____ KM

GENERAL DESCRIPTION OF INVOLVEMENT _____

Note: Please Supply Map of Course Layout

| | |
|-----------------------------------|--------------|
| 7. COMPETITORS / ATTENDEES | Approx. Nos. |
| SLSA MEMBERS ONLY | _____ |
| SLSA MEMBERS AND PUBLIC | _____ |
| TOTAL (MAX) ENTRIES ALLOWED | _____ |
| AGE RESTRICTIONS | |
| MINIMUM (YEARS) | _____ |
| MAXIMUM (YEARS) | _____ |

| | |
|---|----------------------------|
| 8. SAFETY EQUIPMENT- | |
| LIFESAVING EQUIPMENT INVOLVED – (indicate number) | |
| HELICOPTER RESCUE SERVICE _____ | OFFSHORE RESCUE BOAT _____ |
| INFLATABLE RESCUE BOATS _____ | RESCUE BOARDS _____ |
| SURF SKIS _____ | VEHICLES _____ |
| RADIOS _____ | FIRST AID KITS _____ |
| AIR VIVA UNITS _____ | |
| OTHER RESCUE EQUIPMENT (Specify)- _____ | |

9. TOTAL NUMBER OF SLSA CLUB OFFICIALS / MEMBERS (ETC) INVOLVED _____

10. TOTAL NUMBER OF:
STATIONS MANNED BY DOCTORS _____

STATIONS MANNED BY FIRST AID PERSONNEL _____
 DRINK STATIONS _____
 OTHER SPECIFY _____
TOTAL STATIONS _____

Note: Only fill out if in Category E..

12. SLSA Instructor/Personnel in Charge:

Name: _____
 Phone (B) _____ (H) _____
 Address: _____
 SLSA Awards Held: _____

Type of Group: Primary School Secondary School
 Special Needs
 Community Group (Specify) _____

No. of Participants in the Group: _____

Special Requirements: _____

13. OTHER NON-SLSA PERSONS/GROUPS INVOLVED

FIRST AID _____
 MARSHALS _____
 RADIO COMMUNICATIONS _____
 OTHER - SPECIFY _____
TOTAL NUMBER OF PERSONS _____

ARE THESE PERSONS COVERED BY
 VOLUNTARY PERSONAL ACCIDENT INSURANCE? YES NO

14. NOTIFICATION / PERMITS / PERMISSION

| HAVE YOU NOTIFIED & OBTAINED PERMISSION/PERMITS FROM THE FOLLOWING BODIES? | YES | NO | If 'No' When ? |
|--|--------------------------|--------------------------|----------------|
| POLICE | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| LOCAL GOVERNMENT | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| TRANSPORT DEPT | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| LOCAL HOSPITAL CASUALTY DEPARTMENT NOTIFIED? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| LOCAL AMBULANCE NOTIFIED ? | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| OTHER? PLEASE SPECIFY | _____ | | |

