



# Guidelines for Safer Surf Clubs

Event Sanctioning  
and Management



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**Guidelines for Safer Surf Clubs – Version 2 (2008/09)**

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# Guidelines for Safer Surf Clubs

## Volume 4: Event Sanctioning and Management

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***Safety First!***



# Introduction

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## **Welcome to the SLSA Health and Safety Guides.**

The four guides in this series are designed to provide you with the tools you need to manage your club or service safely.

The four guides include:

- **Volume 1 – Overview of Health and Safety**
- **Volume 2 – Risk Assessment and Management**
- **Volume 3 – Safe Surf Club Practices and supplementary information**
- **Volume 4 – Event Sanctioning and Management**

Volume 1 will get you started with an overview of health and safety issues within Surf Lifesaving. It will provide you with a snapshot of what you need to do across the many areas of practice and legislation. This guide is aimed at club officers, patrol captains and training officers.

Volume 2 has the theory and tools you need to conduct a risk assessment of your club or service. The guide is designed for the club/service risk assessor.

Volume 3 provides supplementary information such as building evacuation plans, manual handling, hazardous substances etc. along with other information that will assist the safety officer.

Volume 4 provides information on Special Event Sanctioning and Management. It provides the application forms and templates required to gain approval for a special event.

## **Several other resources also accompany this series including:**

- Member information brochure – providing a brief guide on safety and wellbeing for all members
- Safety First! – Awareness posters
- Safety First! – Awareness stickers
- Training Course for Club Safety Officers
- Club Self Audit check list to check if you have complied with organisational requirements.

## **This Guide comes in two sections. The front section covers the following information:**

- What is a special event?
- Deciding on holding a special event
- General guidelines for water events
- General guidelines for land based events (heat guidelines)
- How to apply to conduct a special event

## **The back section of this guide includes the following attachments:**

- Form 1 Special event application form
- Form 2 Activity safety plan
- Form 3 External event organiser declaration
- Form 4 Third party contract
- Form 5 Post event reporting

*The attachments are also included on the SLSA website in a Word format*

## What is a Special Event?

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Surf Life Saving is now involved in many events and activities, many of them involve our core activity of water safety, aquatic sport and public safety. Others are taken on as part of fundraising or social activities.

A “special event” is any event outside the parameters of normal club/branch activity that involves some aspect of surf lifesaving involvement (advice, safety or organisation) Examples of “normal” activity can be considered as:

- Patrols, including operational support activities
- Club surf races and championships
- Club social events and BBQs
- Club members attending carnivals
- Training for SLSA awards and qualifications
- Coaching and officiating activities for members
- Standard Branch/State Carnivals and competitions

Most special events involve members of the public participating in an activity run by the club or a third party, however many may only involve members engaged in non routine activities that require endorsement by the organisation.

Examples of special events include:

- Ocean swims
- Sports events such as triathlons, biathlons or beach volleyball
- Fetes, fun carnivals and public exhibitions
- Aquatic safety supervision away from the clubs patrol area
- Community education programs involving aquatic water safety or instruction
- Non organisational approved surf carnivals, boat events or events using our brand, gear, personnel etc.
- Events conducted outside of the Surf Sports manual
- First Aid posts – for example at concerts or sporting events
- School picnics lifesaving patrols

## Deciding on holding a Special Event

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So you are planning an event? As an organisation with a public safety focus and a strong community reputation, any event we conduct, or are involved with, will be seen as safe, reputable and well organised. The administration around event management in this guide serves to uphold these key community expectations while protecting the organisation and its members.

This section focuses on the organisation's requirements to help you decide if you should/can conduct the event; how to submit a special event application and what other administration is required.

### **Ask: Does the event need insurance cover and will we get it?**

The first question you should ask is: *Can and should I/we hold the event?*

Will the organisation's insurance cover our members and members of the public in the event? Insurance protection for all parties is an important part of participation in an event. Some events are becoming "creative" and insurers may not consider the activity normal for Surf Life Saving and therefore coverage may not be automatically granted.

The best rule of thumb is; if in doubt get advice from your State Centre and if required from the SLSA Insurance Broker, John Provan before you spend time completing the special event forms. John's number is 07 3246 7555. State Centres will take this step if they consider the event beyond our cover when assessing your application, so get in early and get advice. Note any advice received on the application form.

### **Applying to hold a special event**

Once you have decided to make an application for a special event you need to fill in the *Application for Special Event Form (Form 1)*

You will also need to define what your involvement in the special event will be and determine the *Category* (see next page).

Once you know what category of event you are conducting review the *table on page 6 to determine what documents you will need to complete*. The table also lists the *timeframes* for submitting applications.

You should send the initial application (Form 1) to your State Centre to be endorsed. A copy should be retained by the club.

You should follow up with any additional forms as required by the relevant category of event. Alternatively, you can also send all completed forms at the one time if you have completed the documentation.

Events which are to be held of '*National Significance*' must be endorsed by the Australian Council, i.e. Major TV coverage, overseas competitors, interstate competitors, international significance etc.

Events that are *not run by an SLSA Entity* but involve SLSA events/members/equipment/IP (Category F) should follow this guide but also contact their State Surf Sports Manager or SLSA General Manager to obtain a Deed of Sanction as part of the application process.

*No commitment, without reservation, shall be given by SLSA members until final approval is given by the appropriate authority of SLSA.*



## Special Event Categories

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**Step One** is to choose the category of event that you are going to hold by reviewing the categories below.

**Step Two** is to determine which forms/tools you need to fill out by matching the category to the form/tool using column 2 on the next page.

The various types of involvement are categorised as follows:

- **Category A\* – Advisory role only**  
Acting as an official advisor to another person or organisation (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 advisor to another person, or organisation, other than SLSA (i.e. assisting in the safety of supervision of a swim leg or a triathlon, 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 organisation 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 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.
- **Category F – External entity conducting SLSA events**  
An event that is not conducted by a club/branch/state or SLSA and involves SLSA events/members/equipment and/or IP. Examples of events include a surfboat, ironman series or high performance camp etc conducted by a private entity or a group of members not attached to a management entity as the organiser. Such events will need to follow the procedures outline in this guide along with negotiation with the State Surf Sports Manager. Events that operate across borders will require negotiation with the SLSA General Manager of Surf Sports/Operations. A Deed of Sanction will need to be entered.

*\* Depending on the scope, scale and formality of your involvement you may not need to follow all of the special event application process. If the scale of the event/advice is considered to be informal and not of a significant nature simply fill in questions 1, 2 and 3 on the Special Events Application form. Your State Centre will contact you if you are required to submit further information.*

## Application Process and Timing

Applications must be submitted to your State or Territory Centre with appropriate endorsement within the minimum timeframes as shown below. The below matrix also indicates what Event Sanctioning tools/forms need to be filled in for each category of event.

Tools / Forms	Form / Tool required for Categories	Appendix / Form	Recommended Time Frame by event type	Minimum Time Frame	Complete
<b>Application for Special Event</b> This is the main document used when make application for a special event. It may be submitted by fax, mail or email to your state centre (approval required by Branches in NSW/QLD)	A, B, C, D, E, F	1	A/B/ 1 Month C/D/F 3 Months E 14 Days	1 Month prior. (14 days for E)	<input type="checkbox"/>
<b>Activity Safety Plan</b> Provide a copy of the Safety (Risk) Plan as prepared by the club/service covering the scope of the involvement and service the club has been asked to supply	C, D, F	2	1 Month prior	2 Weeks prior	<input type="checkbox"/>
<b>External Event Organiser</b> This appendix should be filled out when an external provider is organising the event. It allows the club/state to explore its due diligence responsibilities prior to committing either entity into a contract for service. A copy of Currency for Public Liability, Professional Indemnity and Personal Accident insurance held by the event organiser must be submitted with the declaration form.	B*, C, F	3	1 Month	2 Weeks prior	<input type="checkbox"/>
<b>Contract for Service</b> This appendix is a draft contract for use when engaged by a third party. The third party, club must co-sign a contract for services, which outlines the roles of the parties in the conduct of the event.  Category F events will need to enter a deed of sanction a minimum of 1 month prior to the event.	A*, B*, C, F	4	1 Month	2 Weeks prior	<input type="checkbox"/>
<b>Event Reporting</b> This appendix is a final report at the completion of the event. The club should provide this report within 14 days of the conclusion of the event.	B, C, D, F	5	14 Days after event	1 Month after event	<input type="checkbox"/>

\* May or may not be requested by your state centre after the initial application has been reviewed.



## General Guidelines for Water Events

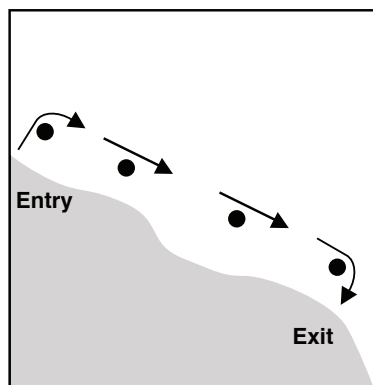
### Course Type and Distance

When planning a course for your race it is important to ensure the following key issues are considered.

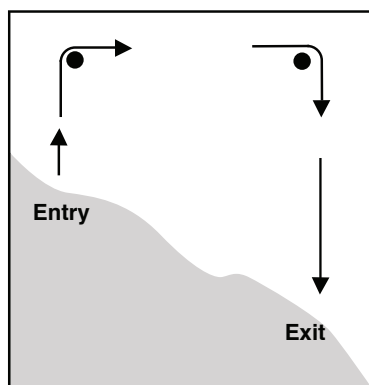
#### Course Type

The type of the course must suit the local environment. It must be friendly to spectators and allow a safe environment for competitors. The following are suggested formats for swim races or swim legs of multi sport events.

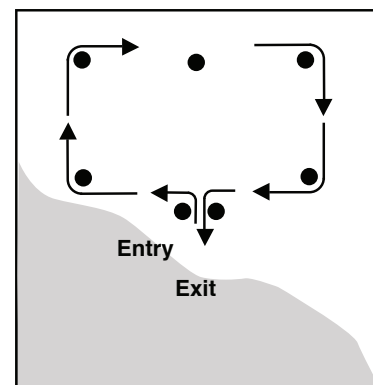
*Straight Line Course*



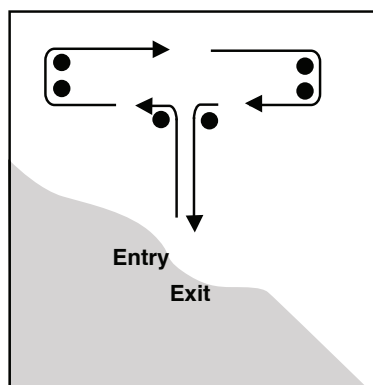
*Inverted "U" Course*



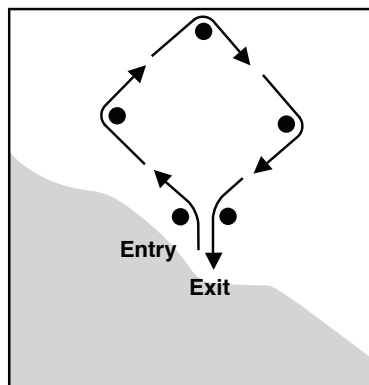
*Box Course*



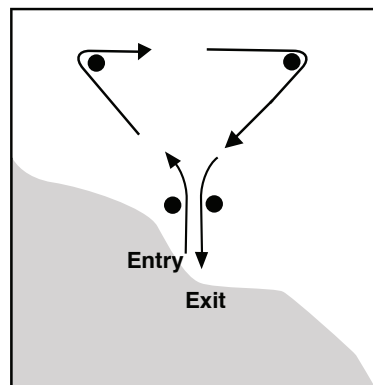
*"T" Shaped Course*



*Diamond Course*



*Triangle Course*



### Course Distance

- The race distance is entirely up to the discretion of the organising committee. It is recommended that mass participation swims are between 1 and 1.4 kilometres. It is extremely important to accurately measure the course to ensure the advertised distance is true.
- Race courses can be measured using a handheld GPS unit and/or Range Finder. Most GPS units are accurate to 10 metres and therefore offer a reliable source of distance. Alternatively mapping software such as OziExplorer™ can be used to mark swim can/buoy waypoints that can then be uploaded to a handheld GPS for accurate laying of buoys

## Special Considerations

When planning the course layout there are a number of special considerations.

### a. Tidal Issues

- The race may be dictated by the tide.
- If the location suffers from a large tidal range there may be a significant change in race distance between high and low tide.
- All day races may need to alter the race buoys to maintain an even race distance as the tide changes.
- Tidal predictions up to twelve months in advance can be found at: <http://www.ntf.flinders.edu.au/>

### b. Current Speed

Locations that experience a rapid current or tidal speed may only have a short window in which to stage the event.

### c. Water Quality

- The position of a course should be dictated by water quality.
- This is a potential major safety/health concern and needs to be considered.
- Courses should not be located near storm water drains or effluent outflows.

### d. Water Safety Access

- There needs to be easy access for water safety.
- IRB's must be able to launch and land on the beach in close proximity of the race start and/or finish.
- Support and medical services need to have access to these IRB's in an emergency situation.
- Additionally shore based water safety spotters need to be able to view the course from vantage points.

### e. Communication

- There needs to be clear communications between water safety and race command.
- If a course is located at the base of cliffs or around bluffs/headlands communications may be affected.

### f. Competitor Safety

- There should be sufficient separation between the Entry and Exit Course Markers to ensure the outgoing and incoming competitors (swimmers and/or paddlers) do not collide.

### g. Geographical Local

- Increased water safety should be provided if an event is conducted around headlands etc where line of sight visibility of the course is restricted.

## Water Safety Ratio Guide

The following are recommended guidelines for water safety ratios and support at multi-discipline and endurance events such as triathlons, biathlons, long distance swims and board/ski paddles, and marathon boat rows.

*Table 1 – Water Safety for Shorter Swim Distances*

Distance		.5km Swim					
Course Shape		U	■	—	▲	◆	T
Numbers*	Craft						
0 – 50	IRB	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
51 – 150	IRB	1	1	1	1	1	1
	Boards	3	3	4	3	3	3
151 – 250	IRB	2	2	2	2	2	2
	Boards	5	6	6	5	5	5
251 – 400	IRB	2	2	3	2	2	2
	Boards	5	6	6	5	5	5
401 – 600	IRB	3	3	4	3	3	3
	Boards	6	6	7	6	6	5
601 – 800	IRB	4	4	5	4	4	4
	Boards	6	6	7	6	6	6
801 – 1,000	IRB	5	5	6	5	5	5
	Boards	7	7	8	7	7	7

\* Numbers of swimmers in the water at any one time.

*Table 2 – Water Safety for Longer Distances*

Distance		1.2km Swim					
Course Shape		U	■	—	▲	◆	T
Numbers*	Craft						
0 – 50	IRB	2	2	3	2	2	2
	Boards	3	3	4	3	3	3
51 – 150	IRB	3	3	5	3	3	3
	Boards	4	4	5	4	4	4
151 – 250	IRB	5	5	7	5	5	5
	Boards	5	6	6	5	5	5
251 – 400	IRB	6	6	8	6	6	6
	Boards	5	6	6	5	5	5
401 – 600	IRB	7	7	8	7	7	7
	Boards	8	8	10	8	8	8
601 – 800	IRB	8	8	8	8	8	8
	Boards	10	10	10	10	10	10
801 – 1,000	IRB	8	8	8	8	8	8
	Boards	12	12	12	12	12	12

\* Numbers of swimmers in the water at any one time.

*N.B. Please note that these ratios are a guide only, and the organisation's special events committee should have the final decision on water safety numbers.*

## General Guidelines for Land Based Events (Heat Guidelines)

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Vigorous exercise places some people at risk of heat illness, especially in hot weather. If untreated, heat illness can lead to the more serious and potentially life-threatening condition of heat stroke. By understanding the causes of heat illness event organizers and anyone involved in sport or physical activity can help prevent heat illness by using the advice provided in the Guidelines to minimize the risks.

Most of the advice to competitors involves simple rules of common sense. Listen to your body and stop or slow down if you feel unwell. This is particularly important for children. Make sure that competitors have access to cool drinking water, wear a good hat and take particular care in the hottest parts of the day or year.

Sports Medicine Australia provides guidelines for conducting events in hot weather.

*Further information is at: [www.sma.org.au](http://www.sma.org.au) under Information / resources or via <http://www.sma.org.au/information/launch.asp>*

The three main documents that will assist land based activity organisers include:

- Playing and exercising safely in hot weather – Fact Sheet
- Policy – Preventing Heat Illness in Sport
- Hot Weather Guidelines

These documents provide advice on:

- Participants risk of heat illness from physical activity in hot weather conditions
- Provide clear cancellation policy for sporting bodies conducting events in hot weather conditions
- Education for event coordinators and participants on methods of minimizing the risk of heat illness and the avoidance of situations that may worsen heat illness.

It is recommended that the Wet Bulb Globe Temperature (WBGT) is the best measure of heat strain currently available. WBGT is not the same as Ambient or “Dry” temperature as the WBGT accounts for levels of humidity, radiation, wind movement and ambient temperature.

WBGT can be measured on site immediately prior to the start of an activity or event using a specific WBGT thermometer. This is done to ensure measurements are reflective of the conditions at which the event is to be conducted.

The Bureau of Meteorology provides daily WBGT forecasts and state forecasts can be found by typing in “Thermal Comfort Observations” into the search field on the BOM website – [www.bom.gov.au](http://www.bom.gov.au)

*Further information is at: [http://www.bom.gov.au/info/thermal\\_stress/#apparent](http://www.bom.gov.au/info/thermal_stress/#apparent)*

# Guidelines for Safer Surf Clubs

## Volume 4: Event Sanctioning and Management

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*Safety First!*



## Appendix 1: Form 1 – Application for Involvement in a Special Event

- This form must be completed, where SLSA Members are involved in any activity and identified as Surf Lifesavers, outside such NORMAL Club/SLSA Carnival activity. These events outside normal Club/SLSA activity might be: Endurance Events, Triathlons, Marathons, Displays and all other events that include a water safety component.
- Please print clearly.
- Please attach additional information if space is not sufficient.

### Privacy

*These personal details are being collected by Surf Life Saving Australia for the purpose of application for involvement in a special event. This information will not be disclosed to third parties. You have the right to access the information held about you by these Surf Life Saving Australia.*

### 1. Event details

Name of event:	
Start date:	Venue:
Start time: AM/PM	Finish time: AM/PM
Conclusion date: <i>(if not the same as start date)</i>	
Type of event <i>(please tick)</i> :	
<input type="checkbox"/> Triathlon	
<input type="checkbox"/> Swim	
<input type="checkbox"/> Marathon	
<input type="checkbox"/> Aquatic safety supervision e.g. Lifeguard / lifesaver water supervision	
<input type="checkbox"/> Community education program e.g. school / community surf awareness lecture	
<input type="checkbox"/> Non-approved surf carnival or event <i>(brief description)</i> _____ _____	
<input type="checkbox"/> Other <i>(brief description)</i> _____ _____ _____	
Are public roads to be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the event been held before?	<input type="checkbox"/> Yes <input type="checkbox"/> No



## 2. Details of the Applying Club/Party *(please fill in all sections to allow ease of contact)*

Name of applying club/clubs:		
Name of applying officer:		
Address:		
Town:	State:	Postcode:
Phone <i>(home)</i> :	Phone <i>(work)</i> :	
Phone <i>(mobile)</i> :	Fax:	
Email:		

## 3. Category of Involvement

Category of involvement <i>(please tick)</i> :		
<input type="checkbox"/> Category A	<input type="checkbox"/> Category B	<input type="checkbox"/> Category C
<input type="checkbox"/> Category D	<input type="checkbox"/> Category E	<input type="checkbox"/> Category F
For category A and B detail the scope/scale and formality of your involvement:  _____  _____  _____		

## 4. Insurance

Attach copy of insurance policy for the event (if applicable). Has the SLSA Insurance Broker provide advice on this event?  <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what was the advice?  _____  _____  _____

## Appendix 1: Form 1 – Application for Involvement in a Special Event *(cont.)*

### 5. SLSA Club Support Details

Name of club:	
Club contact person:	
Other clubs supporting:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	
<b>Water Safety</b>	
Contact person:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	
<b>Medical/First aid</b>	
Contact person:	
Phone <i>(home)</i> :	Phone <i>(work)</i> :
Phone <i>(mobile)</i> :	Fax:
Email:	

### 6. Leg/s to be Assisted/Conducted by the Club/Group

Order and distance of legs:		
		km
		km
		km
		km
		km
		km
Total event distance:		km
General description of involvement:		

*Note: Please supply map of course layout.*

## 7. Number and Age Restrictions of Competitors/Attendees

		Approximate numbers
Competitors/attendees	SLSA members only	
	SLSA members and public	
	Total (max) entries allowed	
Age restrictions	Minimum (years)	
	Maximum (years)	

## 8. Safety Equipment

Lifesaving equipment involved <i>(please indicate number)</i>			
Helicopter rescue service		Jet/ Rib/Offshore rescue boat	
First aid kits		Rescue boards	
Surf skis		Vehicles	
Radios		IRB's	
Air viva units		ATV's	
Defibrillators		RWC's	
Spinal Boards		Other rescue equipment <i>(specify)</i>	

## 9. Number of SLSA Club Officials/Members

Total number of SLSA club officials/members (etc.) involved	
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## 10. Number of Stations

Total number of:	Stations manned by doctors	
	Stations manned by first aid personnel	
	Drink stations	
	Other, please specify _____ _____	
Total stations		

## Appendix 1: Form 1 – Application for Involvement in a Special Event *(cont.)*

### 11. SLISA Instructor / Personnel in Charge *(Only fill out for Category E events)*

Name:		
Address:		
Town:	State:	Postcode:
Phone <i>(home)</i> :	Phone <i>(work)</i> :	
Phone <i>(mobile)</i> :	Fax:	
Email:		
SLISA awards held:		
Type of group <i>(please tick)</i> :	<input type="checkbox"/> Primary school	
	<input type="checkbox"/> Secondary school	
	<input type="checkbox"/> Special needs	
	<input type="checkbox"/> Community group <i>(specify)</i> <hr/>	
No. of participants in the group:		
Special requirements:		

### 12. Other Non-SLISA Persons / Groups Involved

Name of non-SLISA persons / groups involved	
No. of non-SLISA persons / groups involved:	
First aid:	
Marshals:	
Radio communications:	
Other <i>(specify)</i> :	
Total number of persons:	
Are these persons covered by voluntary personal accident insurance? <i>(please tick)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 13. Notification / Permits / Permission

Have you notified and obtained permission / permits from the following bodies? (please tick)		
Police	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local government	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Transport department	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local hospital casualty department notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Local ambulance notified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
		If 'No', when?
Other, please specify		

### 14. SLSA Race Referee / Safety Director

Name of designated race referee on behalf of your club:	
(First name)	(Last name)

### 15. Club Endorsement (to be signed by Club President)

Club name:	
<b>Name, position and signature of club management contact</b>	
Name:	
Position:	
Signature	
Date:	

## Appendix 1: Form 1 – Application for Involvement in a Special Event *(cont.)*

### 16. Branch Endorsement *(if applicable)*

Branch name:	
Name, position and signature of club management contact	
Name:	
Position:	
Signature	
Date:	

### 17. State/Territory Centre Endorsement

State name:		
Name, position and signature of club management contact		
Name:		
Position:		
Signature		
Date:		
Appropriate comments or conditions of approval:		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
<hr/>		
Does the event comply to SLSA conditions for the conducting of special events? <i>(please tick)</i>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If 'No', why not?



## Appendix 2: Form 2 – Activity Safety (Risk) Plan

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The purpose of the activity safety plan is to adequately identify all risks (economic, legal, environmental, reputation and human), that may result in a loss to the club, and decide on a number of strategies that will reduce these risks as low as is practically possible.

Form 2 is a template plan for customisation by clubs/services. Clubs must use this document as the framework to submit their activity safety plan to their state centre. In developing a customised plan the club should consider the following points in identifying, assessing and reducing risk.

- ABSAMP rating (Australian Beach Safety and Management Program beach hazard rating)
- Forecast conditions on day of event
- Worst case scenario conditions that may occur
- Capability and proficiency of event participants
- Equipment/plant/machinery involved in the operating or participating in the event
- Level of competency and experience of personnel in completing service duties
- History of incidents if annual event; including type, frequency and severity of each
- History of incidents of like events; including environment, type frequency and severity

Where suitable plans are not provided by the club, the state centre will request changes or inclusions are completed and within timeframes stated in these procedures.

See the general guidelines for water safety events in this guide and Volume 2 of the Guidelines for Safer Surf Clubs on Risk Assessment and Management.

*A Word document of this form can be downloaded from the SLSA website*

## **Activity Safety (Risk) Plan**

**For**

<Event Name>

<Date>

<Location>

<Club>

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## Appendix 2: Form 2 – Activity Safety (Risk) Plan *(continued)*

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### 1. Confidentiality Notice

The information contained in this Activity Safety (Risk Management) Plan (and any Appendices or Annexure) is STRICTLY CONFIDENTIAL and is only intended for the use of individuals and entities named in section 4.

This document is not to be copied, disseminated or distributed without the express authorisation of [Your Club].

### 2. Context / Scope

#### Purpose

This document describes how [Your Club] will perform the role of managing risks associated with the [Your Event Name]. It defines roles and responsibilities for participants in the risk management process. It discusses how to identify, quantify, and mitigate risks for the [Your Event Name].

[Your Club] recognises various risks are inherent in with the [Your Event Name] and processes must be implemented to reduce or eliminate these risks and hazards.

#### Process

The Activity Safety (Risk Management) Plan is a six-step process:

1. Identify risks.
2. Assess risks.
3. Treat risks.
4. Operating Procedures.
5. Ongoing monitoring and review.
6. Personnel responsible for implementation.

#### Objectives

The objectives of this plan are to:

- Continually evaluate the effectiveness of these processes to ensure performance improvement.
- Identify individuals to oversee the development and implementation of these processes, and to intervene whenever the level of risk becomes to high.
- Communicate issues to appropriate personnel.
- Ensure personnel who participate in safety activities are knowledgeable and capable.
- Distribute, practice, enforce and review risk management policies and procedures as frequently as needed.

#### What is Risk?

The Australian/New Zealand Standard for Risk Management (AS/NZS 4360) define risk as:

***“The chance of something happening that will have an impact upon objectives. It is measured in terms of likeliness and consequences.”***

### The scope of this plan is to:

1. To identify, analyse and prioritise the risks associated with the [Your Event Name].
2. Record these risks on a standard "RISK REGISTER".
3. Develop strategies to mitigate those identified risks by:
  - a. reducing the LIKELIHOOD of those risks occurring and/or,
  - b. reducing the CONSEQUENCES of those risks should they occur.
4. To objectively document these mitigating strategies in standardised "ACTION PLANS".
5. It is intended this Risk Management Plan be the basis of an objective post event debrief at which time both the Risk Register and Action Plans will be revisited and updated as required.
6. Specific sources of risk that are to be addressed in this plan are:
  - Human Factors
  - Environmental Factors
  - External Factors

### 3. Criteria

This Risk Management Plan is prepared using the QUALITATIVE method outlined in AS/NZS 4360.

Risks will be analysed in terms of LIKELIHOOD and CONSEQUENCE in the context of the existing controls.

### 4. Roles / Responsibilities of Stakeholders

The table below sets out the core functions of the various participating stakeholders.

Stakeholder	Core functions
"Your local Council"	<ul style="list-style-type: none"><li>· Approval of event permits.</li><li>· Traffic Management and road safety.</li><li>· Reserve management.</li><li>· By-law enforcement</li><li>· Land controller</li></ul>
"Your Club"	<ul style="list-style-type: none"><li>· Prevention</li><li>· Emergency management coordination.</li></ul>
"Surf Life Saving State Centre"	<ul style="list-style-type: none"><li>· Event insurance</li></ul>
Event Officials	<ul style="list-style-type: none"><li>· In charge of the conduct of the event</li></ul>

### 5. Risk Register

Table 1 has been compiled for identified risks associated with the [Your Event Name] and the actions required.

### 6. Revision

Revision of this risk management plan and all associated documents is to be performed on an annual basis or as required.

Date	Name	Reason for change	Version

Table 1 – Risk Register

Risk		Assessment			Action Required		Personnel Responsible
Source	Description	Likelihood	Consequence	Level of Risk	Treatment / Procedures		
Human Factors							
Pre	Lack of skill / knowledge of event				<ul style="list-style-type: none"><li>• <i>Include Waiver (Appendix B) and declaration on entry form</i> – 'I declare that I have undertaken sufficient training and have acquired a level of fitness necessary to complete this race'</li><li>• Water safety focus on start line looking for poor swimmers</li></ul>		
	Number of participants				<ul style="list-style-type: none"><li>• Number of entrants limited (Rotto Swim)</li><li>• Number of swimmers on course at one time limited (Pier to Pub)</li><li>• Swimmers started in waves of ability – request projected swim time from swimmers</li></ul>		
	Physical capacity of participants e.g: age, fitness, health				<ul style="list-style-type: none"><li>• Swimmers started in waves of ability</li><li>• Water safety focus on age fringes</li></ul>		
	Event duration – exposure				<ul style="list-style-type: none"><li>• Water temperature checked prior to event and swimmers advised (see Triathlon Australia recommendations)</li></ul>		
During	Sunburn/ Heat Stress				<ul style="list-style-type: none"><li>• Shade / sunscreen provided</li><li>• PA announcements on SunSmart</li><li>• Follow guidelines from Dept of Health and Ageing (Playing and exercising safely in hot weather) <a href="http://www.sma.org.au">www.sma.org.au</a> or via <a href="http://www.sma.org.au/information/launch.asp">http://www.sma.org.au/information/launch.asp</a></li></ul>		
	Exposure / hypothermia				<ul style="list-style-type: none"><li>• Monitor swimmers conditions</li><li>• Monitor weather conditions</li></ul>		
	Effects of strenuous exercise				<ul style="list-style-type: none"><li>• Time limits set on event</li><li>• Hydration / food at finish line</li></ul>		
	Illness / inhalation				<ul style="list-style-type: none"><li>• Trained water safety at a ratio of 1:50</li><li>• Access to emergency first aid facilities and treatment</li><li>• Access to emergency services including ambulance and hospitals</li></ul>		
	Remain on course				<ul style="list-style-type: none"><li>• Course identified by markers / buoys</li><li>• Race briefing to advise swimmers of course</li><li>• Water safety to guide swimmers</li></ul>		
	Monitor and communicate with participants				<ul style="list-style-type: none"><li>• Water safety plan implemented</li><li>• Water safety to guide swimmers</li></ul>		
Post	Dehydration				<ul style="list-style-type: none"><li>• Hydration / food at finish line</li></ul>		
	Lost swimmer				<ul style="list-style-type: none"><li>• Finish list reconciled with start list – swimmers unrecorded at finish to be contacted</li><li>• Emergency action plan implemented</li></ul>		

Continued



	Exposure / hypothermia				<ul style="list-style-type: none"> <li>First aid facilities at finish line</li> </ul>	
	Lost support on land				<ul style="list-style-type: none"> <li>Storage facility for swimmers personal items</li> <li>PA system available to assist in finding support crew</li> </ul>	
<b>Environmental factors</b>						
<b>Pre</b>	Hazards on the beach				<ul style="list-style-type: none"> <li>Event personnel check for hazards</li> </ul>	
	Open water or protected water e.g: surf beach or lake / river				<ul style="list-style-type: none"> <li>Determine typical and extreme conditions for location that would cause problems for swimmers e.g: strong currents, large swell / surf</li> <li>Establish safe operating conditions for the event (Rotto Swim 1.5 rule)</li> <li>Establish contingency for event should conditions exceed safe requirements</li> <li>Adjust course location, direction, time, distance</li> <li>Adjust competency for participation</li> </ul>	
	Nature of course e.g: obstructions, boundaries				<ul style="list-style-type: none"> <li>Obstructions manned / policed by water safety</li> <li>Boundaries / hazards set by course markers</li> </ul>	
	Weather conditions including water temperature				<ul style="list-style-type: none"> <li>Weather rating matrix established and monitored</li> <li>Race Committee review conditions as required</li> </ul>	
<b>During</b>	Adverse weather conditions				<ul style="list-style-type: none"> <li>Changes to weather noted and discussed by Race Committee</li> <li>Event conducted within weather rating restrictions</li> </ul>	
	Currents and tides				<ul style="list-style-type: none"> <li>As above</li> </ul>	
	Distance to egress e.g: close to shore / self rescue				<ul style="list-style-type: none"> <li>Generally the closer the swim is to shore / egress the safer the event</li> <li>Increase water safety management for events conducted further from shore</li> <li>Advise swimmers of process for self rescue / withdrawal – report to finish</li> </ul>	
	Nature of course e.g: obstructions, boundaries				<ul style="list-style-type: none"> <li>As above</li> </ul>	
<b>Post</b>	Egress from beach				<ul style="list-style-type: none"> <li>Clearly marked pathway for swimmers leaving water to recovery area</li> <li>Marshalls guiding</li> </ul>	
	Hazards on beach					
<b>External</b>						
<b>Pre</b>	Vehicle traffic and parking					
	Boating traffic					
	Recreational users including surfers, swimmers					
<b>During</b>	Support craft interference					
	Commercial Boating					
	Support craft congestion					
	Recreational users including surfers, swimmers					
<b>Post</b>	Traffic congestion					
	Support craft congestion					

## Appendix 2: Form 2 – Activity Safety (Risk) Plan *(continued)*

Table 2 – Risk Likelihood Descriptors

Likelihood

Descriptor	Description
Rare	The event <b>may occur</b> only in exceptional circumstances.
Unlikely	The event <b>could occur</b> at some time.
Possible	The event <b>might occur</b> at some time.
Likely	The event will <b>probably occur</b> in most circumstances.
Almost certain	The event is <b>expected to occur</b> in most circumstances.

Table 3 – Risk Consequence Descriptors

Consequences

Descriptor	Description
Insignificant	No injuries, Low financial cost, Little impact.
Minor	First aid treatment, Medium financial loss.
Moderate	Medical treatment required, High financial loss, lower level political
Major	Extensive injuries, Major financial loss, medium level political
Catastrophic	Death, Huge financial loss, high level political embarrassment

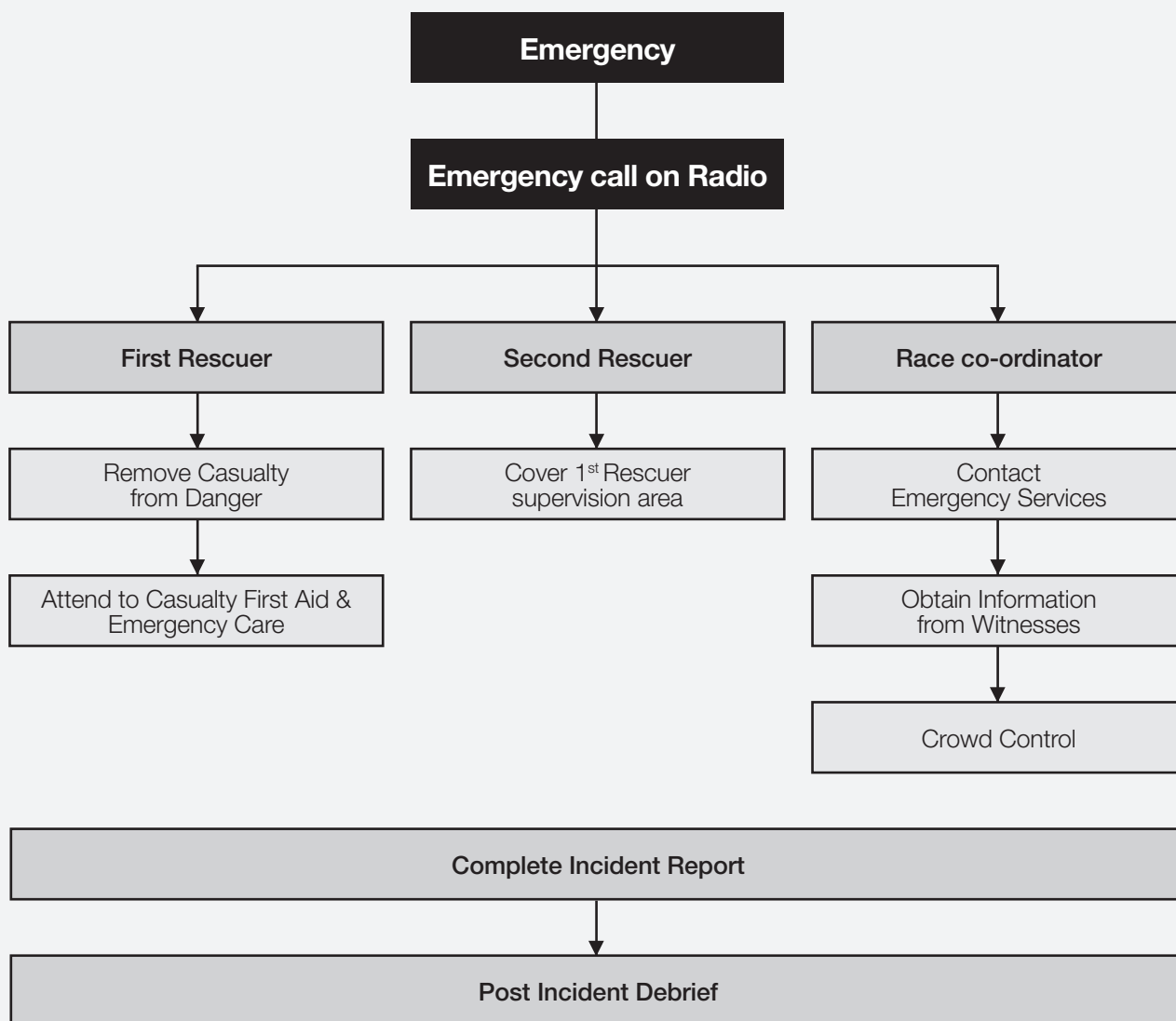
Table 4 – Risk Analysis Tables

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Major
Rare	L	L	M	S	S
Unlikely	L	L	M	S	S
Possible	L	M	S	H	H
Likely	M	S	S	H	H
Almost Certain	M	S	H	H	H

Legend		
H	High Risk	Detailed research and management plan
S	Significant Risk	Senior Management action needed
M	Medium Risk	Management responsibility must be specified
L	Low Risk	Manage by routine procedures

**Example:**

**Major Emergency Response  
Flow Chart**



## Appendix 3: Form 3 – Event Organiser Details Form

- This form must be completed, where a third party is involved in the organisation of a special event that involves the use of Surf Life Saving resources.
- Please print clearly.
- Please attach additional information if space is not sufficient.

### **Privacy:**

*These personal details are being collected by Surf Life Saving Australia for the purpose of application for involvement in a special event. This information will not be disclosed to third parties. You have the right to access the information held about you by these Surf Life Saving Australia.*

### **Event Organiser:**

Event: \_\_\_\_\_

Event Organisers Details: \_\_\_\_\_

Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Address \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Event Directors name: \_\_\_\_\_

Has this event been held before: \_\_\_\_\_ Yes / No

### **Organisation's History of Event Management:**

\_\_\_\_\_  
\_\_\_\_\_

### **Event Director's Experience:**

\_\_\_\_\_  
\_\_\_\_\_

### **Written Approvals:**

I declare that all necessary and appropriate approvals have been obtained from all relevant agencies that issue permits for events.

Please attach a copy of your Certificate of Currency for your Public Liability and Professional Indemnity insurance **(This must be to the minimum value of \$20 million)** and Personal Accident insurance **(This must be to the minimum value of \$5 million)**

Date this form was completed: \_\_\_\_\_

Event Organiser: \_\_\_\_\_

(Print name)

(Signature)

(Position)

Witness: \_\_\_\_\_

(Print name)

(Signature)

(Position)

## Appendix 4: Form 4 – Contract for Service

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Form 4 is a blank contract for service document. This blank contract must be used as a standard agreement for the provision of serviced at non SLS EVENTS. This document has been designed to adequately protect both Surf Life Saving and the club from all areas of risk exposure. The template is designed so that the club can customise the agreement according to the scope of service/involvement.

Even though insurance policies are maintained, state policies have an excess payable on any claim made. The third party (event organiser) or in its absence the club, will be responsible for meeting all State claim excess amounts on any claim made against its policies. The excess amount is \$1,500 per claim.

The agreement also makes provision for clubs to receive a 50% deposit from the event organiser at the time of signing the agreement. It is recommended that clubs should not proceed with service until the deposit has been received.

Clubs must request that the event organiser note the club and state as interested parties on public liability, professional indemnity and personal accident insurances held by them for the event.

## Appendix 4: Form 4 – Contract for Service *(continued)*

This Agreement is dated *[Insert date]*

### Parties

*[Insert name]* Surf Life Saving Club Inc of *[Insert Address]*, (“Club”)

and

The Party Set Out In Schedule Item 1 (“Event Organiser”)

### Recitals

- A. The Event Organiser wishes to conduct the event at the locations and on the dates specified in the schedule (“the Event”).
- B. The Event Organiser requires water safety services in accordance with the requirements set out in schedule item 5 in respect of the Event (“the Services”).
- C. The Club has agreed to provide the Services to the Event Organiser on the terms of this agreement.

### It is agreed as follows.

#### 1. Term

This agreement commences on the date that it is signed by the parties and will continue until one month following the date of the Event unless terminated earlier in accordance with this agreement.

#### 2. The Services

The Club agrees to provide the Services during the Term in accordance with the terms of this agreement.

#### 3. The Fee

In consideration of the Club providing the Services to the Event Organiser, the Event Organiser will pay to the Club the Fee set out in schedule item 6; 50% payable upon signing of this agreement.

#### 4. Warranties

The Club represents and warrants to the Event Organiser that the Services will be carried out in a proper, competent and professional manner by appropriately qualified personnel.

The Event Organiser represents covenants and warrants that:

- a) Notwithstanding anything in this agreement it will be, and will remain, responsible for all obligations and liabilities associated with the Event;
- b) It will at all times remain responsible for the financial viability of the Event and all financial results of the event plan for the Event;
- c) It will provide a copy of the final risk management plan for the Event to the Club at least 6 weeks prior to the date of the Event; and
- e) It has secured all necessary permits, approvals and licences (“Approvals”) from third parties necessary to conduct the Event at the Event location, and that copies of all Approvals will be provided to the Club on signing this agreement.

#### 5. Termination

Either party may immediately terminate this agreement by written notice to the other party on any of the following grounds.

- a) For convenience, on provision of 14 days notice.
  - b) The other party breaches a provision of this agreement and has not remedied that breach within 7 days after service of notice of the breach from the party giving notice of its intention to terminate;
  - c) The Club may terminate this agreement immediately if, in the reasonable opinion of the Club, the Event has been poorly organised to the extent that the Club’s personnel may be placed at risk in providing the Services or any part of them.
  - d) Where the Event Organiser terminates this agreement deposit fees will not be returned.
- #### 6. Club’s Right to Withdraw Services

The parties agree that:

- b) The Club has the right to withdraw its provision of the Services up to and on the day of the Event if at anytime it considers that the Event Organiser, by virtue of its decisions and actions, has or is likely to place at risk the health, safety or livelihood of the Event participants or any Club personnel; and
- c) In the event of the withdrawal of Services under clause 6(a) the Club shall be in no way responsible for any costs or losses incurred by the Event Organiser as a result of the Services being withdrawn, but shall not be entitled to the Fee.

## 7. Insurance

- a) The Event Organiser must secure and maintain throughout the Term both public liability and professional indemnity insurance, noting the interests of the Club for the level of cover specified in schedule item 7, and agrees to provide the Club with a copy of such insurance cover at least three months prior to the date of the Event.
- b) The Club agrees to secure and maintain its own insurance to cover any liability of the Club arising from the provision of the Services by it.
- c) In the event that a claim is made against the SLS State Public Liability Insurance Policy as a result of the States involvement in the sanctioned event, the Event Organiser will be liable to the State Centre for the Public Liability Policy Excess. The amount of the excess will be advised to you.

## 8. Participant Declarations

The Event Organiser agrees to require each participant in the Event to execute a declaration releasing the Club and Surf Life Saving from any liability arising from the Club's provision of the Services in a form acceptable to the Club, and at least incorporating the wording set out in schedule item 8.

## 9. Indemnity

The Event Organiser agrees to indemnify, and keep indemnified the Club and State Centre, their volunteers, members, employees, contractors and agents against all actions, claims and demands (including the cost of defending or settling any action, claim or demand) which may be instituted against the Club and / or SLS State Centre arising out of the breach or performance by the Event Organiser of its obligations under this agreement or the negligence of the Event Organiser, its agents, employees or any sub-contractor or any other person for whose acts or omissions the Event Organiser is vicariously liable and also against any action, claim or demand by the Event Organiser's employees or agents or their personal representatives or dependants arising out of the performance of this agreement.

## 10. Relationship of Parties

Nothing in this agreement shall operate or be deemed to create a partnership, joint venture or association of any kind between the parties or shall render them liable for the debts or liabilities incurred by the other party.

## 11. Governing Law and Jurisdiction

The parties acknowledge that this agreement is legally binding and shall be governed by the laws of the particular State. The parties unconditionally submit in connection with the agreement to the jurisdiction of the Courts of that State.

## 12. Force Majeure

No party shall be responsible or liable to the other party for, nor shall this agreement be terminated as a result of any failure to perform any of its obligations hereunder (with the exception of payment of monies due and owing) to the extent and for the period that such failure results from circumstances beyond the control of the party.

SIGNED for and on behalf of the Club by )  
 [Insert Name] as its duly authorised )  
 representative in the presence of: )

Witness (signature)

Name of witness (please print)

SIGNED for and on behalf of the Event )  
Organiser by *[Insert Name]* as its duly )  
authorised representative in the presence )  
of:

Witness (signature)

Name of witness (please print)

## Appendix 4: Form 4 – Contract for Service *(continued)*

### Schedule

**Item 1 – Event Organiser:**

<Clubs to insert>

**Item 2 – Event:**

<Clubs to insert>

**Item 3 – Event Location:**

<Clubs to insert>

**Item 4 – Event Date(s):**

<Clubs to insert>

**Item 5 – The Services:**

*(please mark services provided with a X)*

Responsible for	X		X		X
Checking for hazards		Design of the course		Crowd Control	
Marking / removing hazards		Setting the course		Briefing / warning competitors	
First Aid		Surveillance and rescue			
Other <i>(please describe)</i> :					

**Item 6 – The Fee:**

< Clubs to insert>

**Item 7 – Insurance Cover:**

State Public Liability, Professional Indemnity and Personal Accident Certificate of Currency

Event Organiser Public Liability, Professional Indemnity and Personal Accident Certificate of Currency



## Appendix 5: Form 5 – Post Event Report

Event: \_\_\_\_\_

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

Location: \_\_\_\_\_

Start time: \_\_\_\_\_

Finish time: \_\_\_\_\_

Total Number of Competitors: \_\_\_\_\_

Approximate Number of Spectators: \_\_\_\_\_

Club Officer/Contact: \_\_\_\_\_

### Summary of Weather Conditions:

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### Rescue/ Incident Report *(Patient Details, Action Taken):*

Complete an SLSA Incident Report Log for each patient. Complete Log overleaf to summarise incidents.

Person Involved	Age	Gender	1 <sup>st</sup> Language	Location of Incident	Time	Equipment Used	IRD#

Incident Report Log completed for each incident: ☐ (Tick for yes)

### General Comments Regarding Event:

---

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Date this form was completed: \_\_\_\_\_

Club Officer: \_\_\_\_\_

*(Print Name)*

\_\_\_\_\_  
*(Signature)*

Club President: \_\_\_\_\_

*(Print Name)*

\_\_\_\_\_  
*(Signature)*

Appendix 5: Form 5 – Post Event Report (continued)

Incident Report Summary (Patient Details, Action Taken):

Complete an SLSA Incident Report Log for each major incident:

Person Involved	Age	Gender	1 <sup>st</sup> Language	Location of Incident	Time	Equipment Used	IRD#

[illegible]

*Safety First!*







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