

# MLSC

Standard Operating Procedure (SOP)

## EVENT WORKPACK GUIDELINES

THE INFORMATION

NEEDED TO PLAN, SUBMIT APPLICATIONS

AND RUN

A

CARNIVAL OR SPECIAL EVENT

COL TANSLEY (SAFETY OFFICER)

1 February 2010 (Issue-1)

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**Attachment:** 00 Event Workpack Checklist (To be Workpack cover page)

## INTRODUCTION:

**The scope** of this Standard Operating Procedure (SOP) is to be a guide to organising an Event (Special Event or Carnival) by the person/s delegated by the club to perform the task.

**The purpose**, being to supply the required information, in the form of an “Event Workpack”, which be a guide to submitting the appropriate applications, for the approval and go ahead of the event.

**List of Known Club Event** - The following are known annuals events held by the MLSC, they are listed in order of happening:

Manly Junior Carnival	King of The Harbour Ski Paddle
Manly Carnival	Cole Classic Ocean Swim
Manly OceanSwim/Biathlon	Soft Sand Classic run

**Planning an Event**, a new or a repeat one, it is most important that the following situations are addressed:

**A Preliminary list of planned events with dates** to be submitted to the Manly Council no later than June of each year (the earlier the better)

**Establish the key players** in the organising of an event, and keep all informed

**Always confirm** the availability of the planned date/s and location/s, before proceeding with any further arrangements (check with SLS, Councils, Maritime, etc)

**Know the requirements** for staging an Event (read with SLS, Councils, Maritime, etc, guideline)

**Confirm Insurance and liability cover**

**Prepare Supporting paperwork** as early as possible, for the required inclusion in the “Event Proposal and Applications”, The council must be submitted at least two month prior to the event, and its approval needed for inclusion in other applications and agreements

**Event Approval.** It is **STRONGLY** advised not to open entry applications until the Event has formally been approved

It is important to understand the requirements of staging an Event. While the whole thing may seem complicated, it’s much the same as performing many other tasks, they can be simplified by “**READ THE INSTUCTIONS**”. In this case the guidelines put out by the appropriate authority, stating with SLISA, Council, Maritime, etc

## **GET THE PAPERWORK MOVING AS EARLY AS POSSIBLE**

### **The Workpack,**

The Workpack is put together as a step by step guide for the Event Organiser (or delegated person) to prepare for and stage an Event.

This Procedure is the Workpack, make a copy of this document and as progress through the Event staging process, filing each Event generated document in (behind) the appropriate section of the Procedure/workpack.

The Sections/steps, in order, are:

- 00 Event Check List (Cover page for Workpack - see attachment)
- 01 Event Workpack & Guidelines
- 02 Event Workpack Contents
- 03 Event Action Plan
- 04 Event Management Plan
- 05 Curses & Layout Plans
- 06 Insurance
- 07 Activity Safety (Risk) Plan
- 08 Council Event Proposal Application & Approval
- 09 Aquatic Licence Application & Approval
- 10 Advisory Letters
- 11 SLS Special Event Application
- 12 Hardware, Equipment, Services & Incidentals
- 13 Misc Items (anything not covered above)
- 14 Event Finances
- 15 Event Wash-Up Report (and Start Point for next years Event)

After the Event, add Work to Club Administration files

**AND**

**Open new Workpack for next years Event**

### **REFERENCE DOCUMENTATION:**

- **SLSA Guide to Safer Surf Clubs, Vol-4 Event Sanctioning & management**
- **SLSA Organising Ocean Swim Events;**
- **Council Event Proposal Guidelines (Manly Council);**
- **Special Events Waste Management Plan (Manly Council);**
- **Aquatic Licence Guide & Form (NSW Maritime); and**
- **THE PREVIOUS YEAR EVENT DOCUMENTATION**

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## **02- EVENT WORKPACK CONTENTS**

00 Event Workpack Checklist (To be Workpack cover page)

### **Event Organising and Planning**

01 Event Workpack & Guidelines (this Document)

02 Event Work Pack Contents

02a Event Action Plan

### **Supporting Documentation**

03 Activity Management Plan (Club Event Organiser, not Carnivals)  
Operation & Risk Management Plan (Other Event Organiser)

04 Event layout/course plans

05 Insurance - Certificate of Currency

06 SLS Activity Safety (Risk) Plan (Non-Carnival)

SLS Risk Assessment & Development Safety Strategies (Carnivals)

### **Applications & Approval (to & from Local Authorities)**

07 Council Event Proposal or equivalent

08 Aquatic Licence (Not Required)

### **Advisory Letters**

09 Police, Hospital, Ambulance and Transport

### **Application or Agreement & Approval (to & from SLS)**

10 Application for Involvement in a Special Event (non-Carnival)

Carnival Management Agreement (carnival)

### **Hardware & Miscellaneous**

11 Equipment, Services and Incidentals

### **Misc Items**

12 Anything not covered above

### **Event Finances**

13 Event Finances (income/expenses, purchasing reimbursement, etc)

### **Conclusions**

14 Post Event Report (Wash-up)

## **03 EVENT ACTION PLAN**

**To be Completed**

## **04 EVENT MANAGEMENT PLAN**

**NON-CLUB EVENT: Operation & Risk Management Plan**

**CLUB EVENT: Activity Management Plan (Carnivals Optional)**

### **General Information**

The purpose of these Event Management Plans is to give clear overview of the event, the responsibilities, and requirements, to those organising, assisting (Volunteering) and those who need to know. With the aim of achieving a safe and successful event for all involved, competitors, support team and spectators alike.

### **The Activity Plan should include:**

- Purpose for Plan
- Key Personnel & Emergency Contacts
- Event Overview
- Course and Layout maps
- Insurance
- Risk Assessment
- Event Support Team and Responsibilities
- Decision making process
- Weather and conditions assessment
- Event Contingency
- Pre-Event Briefing & Announcements
- Post Event wrap-up and Report

### **COMMENTS:**

**IMPORTANT:** This Plan being a supporting Document to all Event applications, needs to be started at least four months prior to the Event

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## **05 COURSES & LAYOUT PLANS**

### **General Information**

The purpose of these map/s is to clearly identify the courses and off course layout arrangements for the event, for use by those involve, for Event application submissions and for participant information on the day of the Event.

Layout maps to include such things as, beach set-up, first aid, BBQ, merchandising, registration, information, etc

### **The maps that are required**

- Water course with Buoy location identified
- Run Courses with street locations identified
- Contingency (back-up) course
- Beach & off course layouts (see comments)

### **COMMENTS:**

**IMPORTANT:** These map/s being a supporting documents to all Event applications, needs to be started at least four months prior to the Event

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## **06 EVENT INSURANCE**

### **General Information**

The purpose for obtaining this documentation is to confirm that the insurance cover is appropriate for the Event, covering all aspect of Event, volunteers and competitors. Certificates of Currency are required with all Event application submissions.

If other Organisations running or involved in the Event, Then insurance cover needs to be verified with insurers, this could mean inclusion in the SLSNWS policy or other parties own insurance.

### **The Insurance documents that are required**

- SLSNSW Certificate of Currency
- Other Certificates of Currency, if required (see comments)

### **COMMENTS:**

**IMPORTANT:** These Certificates of Currency being supporting documents to all Event applications, needs to be started at least four months prior to the Event

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## **07 EVENT RISK MANAGEMENT PLANS**

**NON-CARNIVALS - SLS Activity Safety (Risk) Plan**

**CARNIVALS - SLS Risk Assessment & Development Safety Strategies**

### **General Information**

The purpose of these Risk Management Plans is to identify any hazards associated with the Event, categorise and document the action/s that will be taken to minimise the risks, with the aim of achieving a safe and successful event for all involved, competitors, support team and spectators alike.

Both these Risk Plans are standard forms from SLS, and it's just a matter of filling in the appropriate one for the type of Event

**The Activity Plan should include:** (see comments)

- General Information about the event
- Identified Hazards
- Risk Factors for those Hazards
- Actions to Minimise the Risks

**COMMENTS:**

**IMPORTANT:** This Plan being a supporting Document to all Event applications, , needs to be started at least four months prior to the Event

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## **08 COUNCIL EVENT PROPOSAL & APPROVAL**

### **General Information**

The purpose of this Proposal is to compile a detailed description of the Event for submission to the local Council/s, requesting its approval to take place,

For Help, refer to Council guidelines, available from the Council/s or on their web site/s: [www.manly.nsw.gov.au](http://www.manly.nsw.gov.au) and [www.warringah.nsw.gov.au](http://www.warringah.nsw.gov.au)

### **The Proposal should include:**

- Event Name & Organisers
- Date/Time (Start Finish & Bump Times)
- Outline of Event
- Event Fees, Revenue raising & Prizes
- Anticipated Attendance (Event team, Competitors, Spectators)
- Location, Layout & Courses (description & maps)
- Structures (to be placed or erected)
- Security & Medical Support
- Catering, Beverages & Liquor Licence
- Toilets (Portable, Club, etc)
- Parking Requirements & Traffic Management
- Public Address System
- Sponsors, Signage & Promotional Activities
- Entertainment
- Event Operation & Risk Manage plans
- Waste Management (can be a statement include in this Proposal)
- Insurance
- Any Attachment (e.g. Insurance, Management Plans, Maps, e
- Event Organiser to Endorse & Date Proposal

**Approval Document** - When receiving Event Approval document, Organiser (or delegate) reads, signs and returns copy to Council as requested

### **COMMENTS:**

**IMPORTANT:** This Council Event Proposal/s (if more than one Council involved) **MUST BE** submitted at the latest, three months prior to the Event.

**Any Problems contact Club Email:**[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742

## **09 AQUATIC LICENCE APPLICATION & APPROVAL**

### **General Information**

The purpose of this Application is to compile a detailed description of the Event for submission to NSW Maritime, requesting approval of a Aquatic Licence for it to take place. An Aquatic licence is not required for all Events, only those using areas under authority of NSW Maritime (e.g. Ocean, Harbour) with the exception of SLS Carnivals, which at this time do not require a licence.

For Help, refer to NSW Maritime guidelines, available from NSW Maritime offices or on their web site/s: [www.maritime.nsw.gov.au](http://www.maritime.nsw.gov.au)

(Council Approval **MUST** be obtained before this application can be made)

### **The Application should include:)**

- A completed "Application for an Aquatic Licence" form
- A covering letter
- Clubs "Authorised Representative" confirmation letter
- Council Event Approval letter (Cover page)
- Event Management & Risk Plans
- Location, Layout & Course Maps
- Insurance - Certificate/s of Currency

### **COMMENTS:**

**IMPORTANT:** This Aquatic Licence Application **MUST BE** submitted at the latest, two month prior to the Event. **BUT** most important, is to check the availability of the required Event area

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## **10 ADVISORY LETTERS**

### **General Information**

The purpose of these Letters is Advise the appropriate local authorities of the on coming Event, They should NOT be sent (faxed) until all Proposals and/or Applications have approved, BUT directly after the final approval has been received. These letters are a requirement of SLS, and for all types of Events

Club Administration has standard letter format

(Council & Aquatic Approval SHOULD be obtained before these letters be sent)

### **The Letter are to: (those applicable)**

- Ambulance Service
- Local Hospital
- Local Police
- Transport Department(only, if impact on public transport demands)

### **COMMENTS:**

**IMPORTANT:** These letter are a requirement of SLS and need to be reference as been sent in the SLS Event applications or agreements.

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

# **11 SLS EVENT APPROVAL OR AGREEMENT**

**NON-CARNIVAL: Application for Involvement in a Special Event**

**SLS CARNIVAL: Carnival Management Agreement**

## **General Information**

The purpose of these Documents is to give clear overview of the event, the organisation, responsibilities and requirements to SLS, for final approval for the Event to go ahead. These documents can not be submitted until all other proposals and applications have been approved

Both these documents are standard forms from SLS, and it's just a matter of filling in the appropriate one for the type of Event

## **The Application or Agreement should include:**

- A completed Application or Agreement form
- Event Management & Risk Plans
- Course and Layout maps
- Insurance - Certificate/s of Currency
- Council Approval letter (Copy of cover page)
- Aquatic Licence where applicable (copy of licence cover page)

**Approval Document** - SLSNSW Event Endorsement Document **MUST** be received prior to commencement of the Event, if not contact SLSNSW or SLSSNB for confirmation.

## **COMMENTS:**

**IMPORTANT:** These Documents should be sent to SLSSNB directly after all applications/Proposals have been received **BUT** not before. Carnival **CAN NOT** start taking entries until SLS has received and Endorsed the Event.

**Any Problems contact Club Email: [www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## **12 EVENT HARDWARE**

### **General Information**

The purpose of this section of the Workpack is to give a general overview, in the form of a list of the equipment, service, and incidentals, with any associated information that is required for staging the Event.

### **COMMENTS:**

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## **13 EVENT INFORMATION**

### **General Information**

Anything relating to the Event, but has not been covered by any previous sections of this Workpack.

### **COMMENTS:**

**Any Problems contact Club Email: [www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

## 14 EVENT FINANCES

### **General Information**

The purpose of this section of the Workpack is to give a general overview of the Event Finances Management and for accountability.

All purchasing of items, services, etc **MUST** be done in accordance with the club purchasing procedure, that's using Purchase Order Forms

### INPUT

- Sponsors
- Entry fees
- Food & drink stall
- Club merchandising

### OUTPUT

- Equipment
- Catering
- Trophies
- Services
- Incidentals

### COMMENTS:

On completion of event, get financial statement from treasurer.

**IMPORTANT** Copy of PURCHASING & REINBURSMENT procedures follow

**Any Problems contact Club Email: [www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

# **PURCHASING & REIMBURSEMENT PROCEDURE – 18 March 2003**

**When making a purchase it is IMPORTANT the a Purchase Order is completed and filed as a reference to all purchase transactions for accounting and traceability**

**It is IMPORTANT that to complete all sections of the form and clearly specify the requirements of the purchase, (e.g. make, model, size, colour, etc)**

**ANY PROBLEMS, consult with club administration (club office)**

## **Purchasing Procedure**

- 1. Obtain Purchase Order form from Purchase Order folder (held in club Office)**
- 2. From purchase order folder, listing page (front of folder) take the next consecutive number for reference of the purchase (e.g. order number 00197).**
- 3. Complete all sections of form**
- 4. Put copy of form into purchase order folder**
- 5. Send/take order to supplier (Mail, Phone, Fax, email or in person)**
- 6. Record in Purchase Order Folder, on purchase listing page, the details of the purchase  
(e.g. PO#: 00197 / Date: 14/01/03 / Supplier: Burton/Item: Ski/Order Type: Fax)**

## **Reimbursement Procedure (of personal expenditure)**

- 1. Obtain Reimbursement form from Purchase Order folder (held in club Office)**
- 2. Complete**
- 3. Attach receipts and submit to club administration for processing and payment.**

## **15 EVENT CONCLUSIONS**

### **General Information**

This section of the Workpack is to give a remind to carry out a wrap-up meeting, recording the minutes and add to the Event file (this Workpack) for future reference.

### **COMMENTS:**

**IMPORTANT** - Start Plan next years Event, taking into consideration thing learnt from previous years and wrap-up reports with

**Any Problems contact Club Email:[www.manlylsc.com](http://www.manlylsc.com) or phone 9977 2742**

**(00) CHECKLIST FOR:**

