



# Manly Life Saving Club

## Standard Operating Procedure (SOP)

# EVENT OPERATIONAL PLAN

**COL TANSLEY (VP SAFETY)**

**20 December 2010 - Issue-1**

**(Approved at December 2010 Management Committee Meeting)**

FOR:

On:

MLSC Event Plan Approved by:

Name:

Position (Event):

Signature:

Date:

For Information Contact Club Administration:

Phone: 02 9977 2742 Fax: 02 9977 6101 Email: [www.admin@manlylsc.com](mailto:www.admin@manlylsc.com).

# CONTENTS

- 1 Introduction**
- 2 Event Details & Requirements**
  - Action Plan
  - Overview
  - Risk Assessment
  - Location, Course and Layout maps
  - Insurance
  - Applications
- 3 Event Management & Records**
- 4 Event Organisation and Responsibilities**
  - Organiser
  - Committee
  - Team
  - Competitors
  - Participants
- 5 Event Support**
  - Equipment
  - Communications
  - Water Safety
  - Beach Safety
  - Road Safety
  - Medical Support
- 6 Decision making process**
- 7 Event Risk Assessment**
  - Overall (pre event)
  - Conditions (on the day)
- 8 Pre-Event Information, Announcements & Briefings**
- 9 Event Contingency**
- 10 Event Cancellation**
- 11 Emergency Action Plan**
- 12 Post Event wrap-up and Report**

## **Apendix**

- 1 MLSC Event Action Plan Form (Example)**
- 2 MLSC Event Overview Form (Example)**
- 3 MLSC Event Planning Form (Example)**
- 4 MLSC Event Personnel & Duties Form (Example)**
- 5 MLSC Event Equipment List Form (Example)**
- 6 MLSC Conditions Assessment Report Form**
- 7 MLSC Risk Warning Statements (Swim/Run/Paddle)**
- 8 MLSC Emergency Action Plan Flowchart**
- 9 MLSC MLSC Emergency Situation Report form**

## 1. Introduction

The purpose of this MLSC Event Operational Plan is to give clear overview of the running of a club event, the responsibilities, and requirements, to those organising, assisting (Volunteering) and those who need to know. This document is to be used in conjunction with the appropriate SLS "Risk Plan, with the aim of achieving a safe and successful event for all involved, competitors, support teams, volunteers and spectators alike.

**The plan** is a standard operation plan for all special events and carnivals staged by the MLSC, using the relevant parts plan for the type of event.

**Types of Events** -The events covered in this section of the plan are those most commonly staged by the club over the past few years, them being:

- Carnivals
- Ocean Swims
- Ocean Ski Paddles
- Beach Runs
- Biathlon (Ocean Swim & Road Run
- IRB Premiership (Racing)

**Definitions** of key words used in this document:

- Event - Carnival or Special Event
- Officers - All those with dedicated positions in the event team
- Officials - All those adjudicating in the event
- Volunteers - All those helping in the general duties
- Team - All Officers, Officials and volunteers
- Task Groups - Teams within the Team (water/beach/road/1<sup>st</sup> Aid)
- Competitor - All those competing in the event
- Participant - All those in the event (event team & competitors)

## **2. Event Details and Requirements**

This is information and documentation need for event applications.

As each document is completed, include in the appropriate section of the Event Workpack or attach to this Operation plan as required.

### **Action Plan**

The initial planning, the first meeting, confirming a preliminary schedule and the requirements for the event, complete Action Form (**Example-Appendix-1**) and include in Workpack, section 12

### **Overview**

The details of the event needed for Event applications, complete Event Overview Form" (**Example-Appendix-2**) & include in Workpack, section 12

### **Event Risk Assessment**

A risk Assessment is a requirement for all Events and applications, they are carried out, by completing the appropriate SLS, preformatted risk plan, from one of the following depending upon the type Event:

- SLS Activity Safety (Risk) Plan (Special Event)
- Risk Assessment & Development of Safety Strategies (Carnival)

When completed, include copy in Workpack, section 7.

### **Event Location, Course and Layout plans**

These plans are required for all applications, when completed, include copy in Workpack, section 5.

### **Insurance**

The Event Organiser (Manly Surf Club) shall effect and maintain at his/its own expense a public liability policy, of not less than \$10 million, with an APRA approved insurer, in respect of the event in the name of the organiser and noting the interest of the Council in respect of liability to the public in the event of death or bodily injury or damage to property

arising out of any accident or other event which may occur in the course of the organiser's activities. The coverage being under the blanket cover of SLSNSW Certificate of Currency

These Certificates of Currency are required for all applications, when obtained include copy in Workpack, section 6.

**IMPORTANT:** Insurance **MUST** be checked as suitable for each individual Event

### **Event applications**

All required applications will be submitted, approved and term/conditions agreed prior to the event, if not the event **cannot** go ahead.

All application will be accompanied by this MLSC Event Operational Plan and other required and request information.

## **3. Event Management & Records**

**The Management** (planning) of the Event, is done in-accordance-with the MLSC, Standard Operating Procedure "Event Guidelines & Workpack",

**Records** will be maintained of all Event documentation, schedules, applications, approvals, assessments, and any other information relating to the event, this will be in the form of a Workpack, it then becoming the official record of the Event for current and future reference.

## **4. Event Organisation and Responsibilities**

### **The Organiser**

Upon the MLSC decision hold an event, the Event Organiser is the person, who by nomination or volunteering, is approved an appointed by the club management committee to manage the event on the behalf of the club

**Responsibilities** - The Organiser shall coordinate all activities leading up to the to the event day, which includes, producing a schedule event, applications, personnel, equipment, sponsorship, promotion, entries and safety. These actives shall be recorded on an "Event Planning Form (**Example-Appendix-3**) and include in Workpack, section 12

## **Event Committee**

The Event Committee shall be the event managers on the day, they will be appointed during the pre-organising period, who and actual positions shall be identified and recorded when known, on the event Personnel & Duties Form (**Appendix-4**) and include in Workpack, section 12

**Responsibilities** - The committee shall oversee the event, be the final decision makers on any arising issues, primary task being:

- management of all event teams and volunteers
- Assess weather, water and course condition
- Ensuring course is correctly layout and hazard free
- Ensure participants are briefed on their responsibilities & conditions.
- Adjudicate on rule and requirements.
- Ensure that in compliance with agreements and safety requirements.

## **Team**

The Event Team will be made up of volunteering club members and where applicable personnel from outside organisations. The Event Team will be made up of three primary groups, those appointed to official positions (Officers), those adjudicating the event (Officials) and helpers on the day (Volunteers). The appointed Officers, positions and tasks will be documented (**Example Appendix-3**), both Officers and Volunteers are to sign the attendance register on the day, both documents, then becoming official records, for current and future use.

### **Primary Task Group:**

- Administration (Applications, sponsorship, records, etc)
- Event Control (Volunteers, information, registration, & briefings)
- Water Safety (Safety & Course Set-Up)
- Beach Safety (Safety & Course Set-Up)
- Road Safety (Safety & Course Set-Up)
- Medical (First Aids Teams and support)
- General duties (Assist with set-up, Catering, BBQ's, merchandise, etc)

Those members of the Event Team in specialised areas (IRB's, water safety, first aid, etc) will be qualified and currently proficient in those tasks.

## **Responsibilities**

**Prior to the event** - All Event Team members will have been assigned tasks, instructed in these tasks, will be supplied the appropriate equipment to carry them out and will be made aware of the possible event risks, the Event Risk Assessment Plan and Emergency Action Plan.

It then being their responsibility to fulfil their assigned tasks, which again will be reinforced at the pre event briefing on the morning of the event

**During the event** - All Event Team members are to notify a Event committee member, preferably via their assigned team leader, of any potential or existing hazards and immediate dangers or emergency situations.

It's the safety team's (water/beach/road) decision to remove a competitor from the event who is considered to be incapable of completing the course, for whatever reason.

Any competitor removed or seen withdrawing from the event must report or be reported to the Event Registration, preferably via a team leader, advising of withdrawal, the person's name and given number, or hand in tag where applicable..

All Safety team members are to advise their team leader of any primary first aid incidents, with progress reports and drop off point/s (see event layout plan) of the patient, this information to be passed on, followed with updates if required to an Event Member

**Post Event** - Put gear away and clean up site to pre event condition.

## **Event Competitors**

**Responsibilities** - All competitors will perform within the rules, respect others involved and importantly be responsible for their own safety.

**Special Events** - If after taking in all the event information and listening to the event briefings, a registered competitor with any concerns for their safety (e.g. personal ability, weather/sea conditions, etc), should consider their situation and not take part if any doubt. Any competitor

not starting or pull out of the event must report their action to the event organisers.

**Carnivals** - If for any reason (e.g. personal ability, weather/sea conditions) a registered competitor and/or a parent/guardian of a junior competitor has any concerns for their safety, they may pull out of the event without recrimination. In the advent of this happening, the competitor will report their decision to pull out to their competition captain, who in turn will assess the situation and then report it to the carnival committee for final assess and action.

### **All Participants**

**Responsibilities** - All participants, at all times, shall work within the conditions of the events approving authority/s, the event rules, clubs Safety Policy and respective Codes of Conduct.

## **5. Event Support**

### **Equipment**

The following, will be the primary equipment used for the event, a detailed list of all gear requirements, including the following. Then recorded on a Event Equipment Form (**Example - Appendix-5**) and included in the Workpack, section 12.

- Radios (charged/full battery and spare battery);
- Fully equipped IRB/s with full tank of fuel, with Diver and Crewman;
- First aid posts, manned and equipped (tent/s and clubhouse);
- Appropriate weather protection
- Food and Water supply;
- Central control (information/registration/ late entries)
- Course and road gear

### **Communications**

Radio Communication is a vital key to the safety of the participants.

The Radio Officer will ensure all radios are operational, oversee the distribution, collection, management of the radios and channel assign channels as advised by Event Committee.

## Water Safety

All the safety team personnel, vessels and support craft will operate under the directions of the event Water Safety Team Leader, for the duration of the event.

**Support Craft** - The Manly Life Saving Club will supply the support craft. The primary support craft on the day being IRB's, but may include, but not limited to: Rescue Boards, Racing Boards, Surf Skis, Rescue Tubes, Surf Life Saving Offshore Rescue Boat, Surf Life Saving Jet Ski and Surf Boats.

### **Tasks:**

- Be aware of all associated risk (Event Risk Plan)
- Assess and report weather and water conditions
- Set and clear up course, lay buoys, marker, etc
- Continual surveillance of participants, condition and potential hazards
- Carry out rescues in-accordance-with standard SLSA procedures
- Administer (initial) first aid, to participant in the water

### **Special Considerations**

- Consideration to reduce wake against and none obstruction of the competitors should be maintained throughout the whole event
- IRB's to transport any patients to designated drop of area, exception being in an extreme emergency - e.g. participant in cardiac arrest
- The IRB's will be available for any rescues during the event

## Beach Safety

All the safety team personnel and support vehicles will operate under the directions of the event Beach Safety Team Leader, for the duration of the event.

**Support Vehicles** - The Manly Life Saving Club will supply any support vehicles, trailers, ATV's, etc, required for the event. They will operate in-accordance-with legal and SLSA requirements.

### **Tasks:**

- Assess and report weather and beach conditions
- Set and clear up course/s, lay cones, markers, barricades, etc

- Continual surveillance of participants, condition and potential hazards
- Administer (initial) first aid, to all participants in need

### **Special Considerations**

- Consideration not to obstruct competitors in any way should be maintained throughout the whole event.
- Arrange to transport any patients to designated drop of area, exception being in an extreme emergency - e.g. in cardiac arrest

### **Road Safety**

All the safety team personnel and support vehicles will operate under the directions of the event Beach Safety Team Leader, for the duration of the event.

**Support Vehicles** - The Manly Life Saving Club will supply any support vehicles, trailers, ATV's, etc, required for the event. They will operate in-accordance-with legal and SLSA requirements.

### **Tasks:**

- Report any changes in weather and/or road conditions
- Set and clear up course/s, lay cones, markers, barricades, etc
- Carry out traffic control
- Continual surveillance of participant, condition and potential hazards
- Administer (initial) first aid, to participants in need

### **Special Considerations**

- Consideration not to obstruct participants in any way should be maintained throughout the whole event
- Arrange to transport any patients to designated drop of area, exception being in an extreme emergency - e.g. in cardiac arrest

### **Medical Support**

The Medical Support, being qualified First Aiders, stationed on all Beaches or area used for the event (see event Layout plan), backed up by qualified Manly LSC members and the Manly Council Lifeguard services if required. Also local ambulance, Manly hospital A&E and Manly police station will be notified of the event prior to race day.

The First Aiders shall operate from land base stations, providing primary first aid to all event participants as required. If needed, any patients can be moved from the First Aid tent into Manly LSC for further treatment.

The First Aid incident escalation process for incidents starting with water safety where applicable will be as follows:

1<sup>st</sup> Water Safety, 2<sup>nd</sup> First Aiders, 3<sup>rd</sup> Contact SurfCom, 4<sup>th</sup> Ambulance

**All First Aid treatments will be recorded in the MLSC Incident log.**

If any personnel are transported to hospital, the Event Committee should be notified for follow up.

**All general public First Aid incidents** are not the responsibility of the event First Aiders, they will be dealt with by the MLSC patrols, Manly Council Lifeguards or by attending the local medical centre or hospital.

## **6. Decision making process**

All decisions leading up to and for the duration of event shall be resulting from the Event Risk Plan and the conditions assessment/s on the day.

### **Responsibility**

**The Committee** - Upon completion of the conditions assessment, the Event Committee will review, discuss and action the assessment result accordingly, the go ahead, the contingency plan or cancelation. **All decisions will be made, only after consultation with the senior duty Council Life Guard.**

**The Event Team** - will be advised of the Event Committees decision and action accordingly.

## 7. Event Risk Assessment

### **Overall Risk Assessment (pre event)**

The overall event Risk Assessment must be carried out by completing the appropriate SLS, preformatted risk plan, which will be one of the following.

- SLS Activity Safety (Risk) Plan (Special Event)
- Risk Assessment & Development of Safety Strategies (Carnival)

This document must be completed early in the event planning stages, as it has to be included with all event applications (e.g. Council, Maritime, SLS),

Once the risk assessment is completed, agreed to and endorsed by the Event committee on the behalf of the MLSC, the document, then becoming an official record, for current and future reference.

### Conditions Assessment

**Leading up to Event** - For about a week prior to the event, observe local weather forecasts, for some idea of expected conditions on the day.

**On the day** - An initial visual assessment of weather, surf, beach and/or road conditions will be carried out about 2 hours prior to the actual event, under the direction of an Event Committee Member, with the assistance of the appropriate event Safety Teams (e.g. water /beach /road) and consultation with the senior duty Council Life Guard.

This type of assessment will be repeated at least twice more before the event start, the final one been completed and a decision made least 15 minutes prior to the start, and the results recorded on the following MLCS form:

- MLSC Event Conditions Assessment Report Form (**Appendix-6**)

Once the Conditions assessment is completed, agreed to and endorsed by an Event committee member on the behalf of the MLSC, the document, then becoming official record of the event conditions at the time of assessment, for current and future reference.

**Ongoing assessment** - From the time of the final pre-event assessment, all conditions will be continually be observed by all Event Team members throughout the event, reporting any changes to an Event Committee member for possible reassessment (repeat final assessment procedure), then action accordingly. Any changes to the event, resulting from a reassessment will be passed on to the competitors via the appropriate safety teams who will have been briefed on the current situation and actions being taken.

## **8. Pre-Event Information, Announcements and Briefings:**

**Information** - All the information about the event will have been available on the MLSC and Event websites, in the weeks leading up to the event. On the day all the same information plus any changes shall be displayed on noticeboards around the administration and briefing areas. The displayed information shall including, start times and locations, registration, courses, conditions, safety issues and risk statements.

Also an information stall will be set up in the event administration area, where any question relating to the event will be answered.

**Announcements** - All announcement shall be made prior to and throughout the event (times agreed with Council) via a PA system and/or by megaphone/s. The announcements shall include event information and updates, safety issues (e.g. sun protection care), sponsorship, any other relevant data, the competitor's pre event briefings, and event cancelation if applicable.

**Event Team Briefing** - Following the decision of the Event Committee, whatever it is, all Officer shall assembled and briefed on the outcome, if to go ahead, shall advise on the conditions, courses and their responsibilities reaffirmed, and any question answered. This information will be passed onto those volunteers in their charge.

**Competitors Briefing** - All competitors shall be briefed immediately before the start of their individual event. The briefing shall include event instruction, the course being used, the event weather and sea conditions, known hazards if any and the appropriate "Risk Warning Statement" read out.

**Risk Warning Statements** - One of the three Risk Warning Statements (**Appendix-7**), shall cover the type (swim, run, paddle) of event identified in Section-1 of this plan. In the case of Biathlons, both swim/run statements shall be used.

## **9. Event Contingency**

**The Plan** - In the advent of poor conditions for the type of event being held, where possible, a back up course has been pre-planned and included with all event applications. The alternative location being better suited to the event on the day, in the case of swim events being more protected and/or safer entry and exit to and from the water.

**The decision** - If after going through the "decision making process (Section 5 of this plan), the Event Committee's decision to take the Contingency option can be made from the final pre-event assessment or a reassessment where the start has been delay or there has been a change in conditions.

**The action** - Upon the Event Committee confirming the Contingency action, the Official shall be advised in their pre-event briefing and set-up accordingly.

The competitors shall be update on the current situation over the PA system at regular intervals or as they happen.

## **10. Event Cancellation**

**Prior to Event day:** Entrants notification by press, websites and/or from entry form information (email, sms, etc)

### **Prior to the Start of the Event**

If the event is cancelled prior to the start due to weather and water conditions being categorised as too dangerous, the Event Committee to ensure that all the event participants are notified on the situation

If the event is cancelled, there will be no re-run scheduled.

## **During the Event**

If the event is cancelled during the race due to weather, water, heat, incident conditions being re-categorised as too dangerous or for any other reason the Event Committee will ensure that all event participants are notified on the situation, via by safety team members and the Emergency Action Plan shall come into effect, if needed.

## **11. Emergency Action Plan**

### **Emergency Situation**

If a situation arises that has been assessed as "Emergency Situation" in accordance with the Event Risk Assessment and/or any other situation that could be dangerous or life threatening to all event participants and general public, then the Emergency Action Plan shall be put into effect.

**THE PLAN: Refer to Emergency Action Plan Flow Chart (Appendix-8)**  
**Possible Risks associated with MLSC events**

- Change weather and surf conditions
- Marine life, shark attacks and sighting, stingers, etc
- Lost swimmer, drowning.
- Major accident, water/beach/road, life threatening or disabling
- Other - Natural disaster or civil unrest warnings

**Decision Making Process:** As Section-5 of this plan

### **Responsibilities:**

**The Event Committee** shall appoint a committee member or appropriate person (Emergency Controller) to take control of the emergency, for the event organisation, and advise all team members of the action and situation.

**The Emergency Controller** shall carry out and coordinate the emergency plan, starting by advising outside authorities (Surfcom & Council Life Guards), working together to resolve the emergency situation and in turn the continuation or cancellation of the event.

Where required, shall ensure that all relevant documentation (e.g. reassessments, reports, witness statements, etc) be retained and included to with the event records (the workpack).

**REMEMBER: Complete an Emergency Report (Example - Appendix-9)**

**The Safety Teams**, under the directions of the Emergency Controller shall carry out searches, mass rescues, attend to incident/accident and other tasks relating to the emergency, for which they have been trained to do.

**All participants** will be under the directions of the Emergency Controller, but will only be involved in an Emergency activity/s, as directed, if and when required.

## **12. Post-Event**

**Carry Post-Event wash-up** meeting and record in documented report, will be included Club event files for future reference

# EVENT ACTION PLAN

APPENDIX- 1

Event approved (name): Available (y/n):

Event Organiser (name):

Event Workpack: Issued (Original in Office) Date:

Event Committee: Organiser

Name : Position :

Name : Position :

Event Meeting Schedule: Schedule next, at each meeting (take minutes)

Event Application Data:	Operation Plan	Completed (y/n):
(Supporting Documents)	Risk Plan	Completed (y/n):
	Overview	Completed (y/n):
	Schedule	Completed (y/n):
	Officers/Duties	Completed (y/n):
	Equipment list	Completed (y/n):
	Course & Layout	Completed (y/n):
	Insurance	Completed (y/n):
	Sponsors	Completed (y/n):

Event Applications:	Council	Submitted (y/n):	Approved (y/n):
	Maritime	Submitted (y/n):	Approved (y/n):
	SLS	Submitted (y/n):	Approved (y/n):

Pre-Event Tasks:	Promotion & PR	Completed (y/n):
	Entry Form & Registration	Completed (y/n):
	T-Shirts, Trophies	Completed (y/n):
	Catering	Completed (y/n):
	Volunteers	Completed (y/n):

On the Day Tasks:	Reminders	Volunteer Sign-on Briefing
		Weather & Conditions Assessment
		Competitors Briefing, Safety statement

Post-Event Tasks:	Reminders	Wash-up, within a week of the event
-------------------	-----------	-------------------------------------

**MLSC EVENT OVERVIEW FORM (EXAMPLE ONLY)**

APPENDIX- 2

EVENT DATA	DETAILS
<b>Name</b>	
<b>Date</b>	
<b>Times</b>	
<b>Description</b>	
<b>Type</b>	
<b>Purpose</b>	
<b>Category</b>	
<b>Location</b>	
<b>Organisers</b>	
<b>Requirements</b>	
<b>Attendees</b>	
<b>Competitors</b>	
<b>Safety</b>	
<b>Additional Info</b>	

## MLSC EVENT PLANNING FORM (EXAMPLE ONLY)

APPENDIX- 3

EVENT NAME:

DATE:

This strategy for planning and running of the event has been produces to work in parallel with the MLSC procedure 'Event Guidelines and Workpack'. (each event committee meeting should be minuted)

DATE	ACTION	BY (Name)	DONE
<b>FROM TIME OF LAST EVENT OR ANTICIPATED NEW EVENT</b>			
	Get Club Managements approval		
	Initiate Event Committee and have first meeting		
	Committee members must be aware of the MLSC procedures, requirements and responsibilities that go along with planning and running an event		
	Confirm dates and times		
	Advise local authorities (e.g. Councils, Maritime, SLS)		
	Start producing application/s paper work (Workpack)		
<b>SIX MONTHS PRIOR TO THE EVENT</b>			
	Ensure that the above actions have at least started		
	If necessary, call second Event Committee meeting		
	Report status to Club Management Committee		
	Prepare 'Workpacks' for presentation at 4 month meeting		
	Call meeting as required, clear up many queries		
<b>FOUR MONTHS PRIOR TO THE EVENT</b>			
	Event Committee Meeting for progress report & action: - Present workpack for comment and revision - Finalise Council application for submission - Start to plan finer details		
	Submit Council application and respond to any queries		
<b>THREE MONTHS PRIOR TO THE EVENT</b>			
	Event Committee Meeting for progress report & action: - Council application status and resulting problems - Progress and resulting issues		
	Once the needed Council approval has been received & signed off, the other required applications can progress,		
	If Required, submit application for Aquatic Licence, if not required , SLS application can be submitted		
<b>TWO MONTHS PRIOR TO THE EVENT</b>			
	Event Committee Meeting for progress report & action: - application/s status and resulting problems - Progress and resulting issues		
	If required, once the needed Aquatic Licence approval has been received , the SLS application can progress.		
	Submit SLS application, if not already done so		
	Upon approval of all application, entry registration can start		
<b>ONE MONTH PRIOR TO THE EVENT</b>			
	Event Committee Meeting for progress report & action: - All application should now be completed - Entry registrations started - All event need being action and finalised		
<b>TWO WEEKS PRIOR TO THE EVENT</b>			
	Event Committee Meeting for progress report & action: - Sort out last minute issues - Produce Event Running sheet cover the run up to & on the day actionsd - All event now having being action and finalised		
<b>TWO DAYS PRIOR TO THE EVENT</b>			
	Event Committee Meeting (including all event officers) - A final briefing, including a run down on the event, expected condition s, risk awareness, task and responsibilities. - And any queries answered		
<b>WITIN A WEEK FROM THE CONCLUSION OF THE EVENT</b>			
	Event Committee Meeting for Event Wrap-up		

**MLSC EVENT PERSONNEL & DUTIES FORM (Example Only)**

**APPENDIX-4**

**EVENT NAME:**

**DATE:**

OFFICER (name)	POSITION	TASKS
<b>PRE-EVENT</b>		
<b>ADMINISTRATION</b>		
<b>COMMITTEE</b>		
	Event Organiser	Manages the overall planning and running of the event
	Event Director	Actions the plan and running of the event
	Safety Director	Determines and manages the risk associated with the event
<b>COMMITTEE SUPPORT</b>		
	Club Admin	Overall supervision and primary club contact
	Club Safety	Event records, applications and compliancy
<b>EVENT SUPPORT</b>		
	Publicity	Event promotion, media, flyers, etc
	Sponsorship	Find sponsors
	Registration	Set up and manage entry registration system
	Supply	- Arrange trophies, Event T-shirts, swim cap, etc - Arrange Event gear, buoys, cons, barricades, etc - Arrange Result recording and time keeping equipment
	Catering	Organise and manage food/drink for competitor and volunteers
	Merchandising	Organise and manage purchase promotion and sales
	Volunteers	- Organise and Manage volunteers (general duties) - Organise and Manage volunteers (water safety)
<b>OFFICIALS</b>		
	Referee	Adjudicates over event rules and regulations
<b>COMMUNICATIONS</b>		
	Radio	Hire and manage radios
<b>WATER SAFETY</b>		
	Director	Manage, set-up and safety teams
<b>BEACH SAFETY</b>		
	Warden	Manage, set-up and safety teams
<b>ROAD SAFETY</b>		
	Warden	Manage, set-up and safety teams
<b>ON THE DAY</b>		
<b>EVENT CONTROL (under the control of the event director)</b>		
		Volunteer (and water safety) sign-on, managed by appointed officer
		Volunteer (and water safety) assignment , managed by appointed officer
		Set up, managed by appointed officer/s
		Information, managed by appointed officer
		Registration, managed by appointed officer
		Merchandise, managed by appointed officer
		BBQ, managed by appointed officer
		Results and time keeping, managed by appointed officer
		Event marshalling , assigned volunteer
		Food and drink, assigned volunteer
		Clean up, managed by appointed officer/s
<b>GENERAL DUTIES</b>		
	(Volunteers)	Assist with above on-the-day tasks as assigned

**MLSC EVENT EQUIPMENT Form (EXAMPLE ONLY)**

**APPENDIX- 5**

**EVENT NAME:**

**DATE:**

DATE	ACTION	BY (Name)	DONE
<b>WATER</b>			
	IRB, maned, fuelled		
	Buoys, ropes, chain and anchors		
	Fuel		
	Tubes, boards, surf boats, Jet Ski		
<b>BEACH</b>			
	Fencing, barricades, Star posts, Tape and Banners		
	Tables Chairs		
	Tents and sun shades		
	Tools, hammers, bashers, shovels, rakes and brooms		
	ATV		
<b>ROAD</b>			
	Fencing, barricades, c, Tape cones and Banners		
	Tables Chairs		
	Tents and sun shades		
	Tools, hammers, bashers, shovels, rakes and brooms		
	ATV		
<b>COMMUNICATION</b>			
	Radios		
	Public Address System		
	Megaphones		
<b>ADMINISTRATION</b>			
	Pens , pencils and paper		
	Tables Chairs		
	Tents and sun shades		
	Notice boards		
<b>SPONSORSHIP</b>			
	Banners		
	Media (TV van)		
<b>CATERING</b>			
	Tables Chairs		
	Tents and sun shades		
	BBQ's		
	Fruit, Food and drink (Competitors, officials and volunteers)		
	Water containers		
<b>VOLUNTEERS AND OFFICIALS</b>			
	Water Safety – Rash vest		
	T-shirts		
	Sun Cream		
<b>TROPHIES AND COMETITORS ITEMS</b>			
	Prizes and Trophies		
<b>STARTING, TIMING AND RESULT RECORDING EQUIPMENT</b>			
	Starting pistol		
	Timing equipment		
	Result recording equipment		

**MLSC Event Conditions Assessment Form**

**ADDENDIX-6 (1of2)**

Prior to the event, the following information on weather, sea, beach and/or road conditions shall be recorded (where not applicable state NA) and compared to assessment tables, thereby ensuring that the condition are acceptable for the event to proceed.

**EVENT NAME:**

**DATE:**

<b>WEATHER CONDITIONS (all events)</b>		
Air Temperature/Humidity (Current and forecasted high)		
Wind (Direction/Strength)		
Type (Sunny/Overcast/Raining/Stormy/Electrical)		
Natural Disaster Warning (Tsunami/Earth Quake) (yes/no)		
<b>SEA CONDITIONS (Carnivals/Swims/Biathlons)</b>		
Tide Times (High/Low)		
Temperature (Current/Forecasted)		
Swell (Direction/Size)		
Waves (Breaking/?????) (add types)		
Location of (Rips/Currents/gutters)		
Pollution (Level/Debris)		
Hazards (Stingers/Shark Sighting)		
Natural Hazards, located and identified (Rocks/Seaweed/Sandbars)		
<b>BEACH CONDITIONS (carnivals/Swim/Sand runs)</b>		
Natural Hazards, located and identified (Rocks/banks/holes/erosion)		
Man made Hazards, identified and Cleared, glass/Debris. (yes/no),		
Prepared to suit above conditions and as required for event		
<b>ROAD CONDITIONS (Biathlons)</b>		
Natural Hazards, located and identified (Rough/surfaces/potholes)		
Man made Hazards, identified and Cleared, glass/rubbish (yes/no)		
Prepared to suit above conditions and as required for event (yes/no)		
<b>GENERAL CONDITIONS (all events)</b>		
Course layout and visibility of buoys and/or Cones (yes/no)		
Ability to patrol course, provide effective risk management (yes/no)		
<b>COUNCIL LIFEGUARDS (all events)</b>		
Conferred with Council Lifeguards (yes/no)		
Beach Status (open or closed / if close, reason)		

## 1. Temperature/Humidity

## ADDENDIX-6 (2of2)

Ambient temperature	Relative humidity	Risk of Heat Illness	Recommended management for sports activities
15 - 20		Low	Illness can occur in distance running. Caution over-Motivation.
21 - 25	Exceeds 70%	Low-moderate	Increase vigilance. Caution over-motivation.
26 - 30	Exceeds 60%	Moderate	Moderate early pre-season training. Reduce intensity and duration of play/training. Take more breaks.
31 - 35	Exceeds 50%	High-very high	Uncomfortable for most people. Limit intensity, take more breaks. Limit duration to less than 60 minutes per session.
36 and above	Exceeds 30%	Extreme	Very stressful for most people. Postpone to a cooler Conditions (or cooler part of the day) or cancellation

## 2. Sea Conditions

Conditions	Description	Decision	Action Required
GOOD	Fine, wind <5knts, little swell, up to 1m	Event runs as advertised.	Standard Event process.
MARGINAL	Stronger winds 6-10knts, larger swell 1-1.5m and testing surf	Event runs as advertised.	Swimmers warned of difficult conditions Announcement asking swimmers who are not strong in surf to consider retiring from the swim.
HEAVY	Strong winds 10-15knts, large swell 1.5-2.0m	Event runs.	Extensive warning announcement. Swimmers whose 1K pool time is more than 15 minutes asked to consider retiring from the swim.
UNSAFE	Very strong winds 15knts+ and large swell 2.0m+	Event is cancelled.	Cancellation of event is communicated via all means of communication/media.

## 3. Water Temperature

Water temperature	Normal water Temperatures for Eastern Coast of Australia 19 to 23 degrees C	
Water temperature (Sun, Heat, Cold)	The temperature of recreational water bodies should be in the range 16-34°C. Recreational water users should be educated to reduce exposure to ultraviolet radiation (UVR) particularly during the middle of the day	Exposure to cold water (<16°C) can result in hypothermia (excessive heat loss) or a shock response. Prolonged exposure to waters >34°C may result in hyperthermia (heat exhaustion/heat stress). Levels of UVR vary throughout the day with a maximum occurring during the 4 hours around noon.

## 4. All Other Conditions

Event Risks	As assessed in "Event Risk Assessment Plan"
-------------	---

Remember not only to take players into account but also umpires, officials and volunteers.

## 5. Result of Assessment

Having reviewed both pre-event and on-the-day assessments, the decision is to:

Proceed with Event		Use contingency plan		Cancel Event	
--------------------	--	----------------------	--	--------------	--

EVENT COMMITTEE MEMBER:

Name:

Signature:

Date:

Time:

## **SWIMMERS – RISK WARNING STATEMENT**

IRBs and support craft will be patrolling the course for the duration of the Event.

If a swimmer feels unable to go on, they should attract the attention of the water safety personnel for assistance.

However, please note that the organisers of this Event cannot guarantee your safety.

Warning is given to all entrants that the Event is a demanding event.

Possible risks include exhaustion, drowning, sandbars, being hit by a boat, object or person, shark attack or marine stinger, and the environment.

Swimmers enter at their own risk, are responsible for their own physical condition and are urged to train and have a medical check prior to entry.

A swimmer deemed incapable of completing the course may be brought to shore by the water safety at any time.

Any swimmer who does pull out of the event must notify officials on the beach and return their timing chip or ID strap immediately.

While in the water, all swimmers must comply with the directions of the water safety personnel, council Lifeguards and/or local authorities.

It is the swimmers responsibilities to know their ocean swimming ability and limitations.

Each swimmer is responsible for making a decision on their own safety based on the course conditions prior to swimming in this Event.

## **RUNNERS/WALKERS – RISK WARNING STATEMENT**

Life savers and volunteer marshals will line the course for the duration of this Event.

If a runner/walker feels unable to go on, they should attract the attention of a marshal for assistance.

However, please note that the organisers of this Event cannot guarantee your safety.

Warning is given to all entrants that the Event is a demanding event.

Possible risks include overexertion, accidents with other competitors / spectators, dehydration and other causes.

Runners/walkers enter at their own risk, are responsible for their own physical condition and are urged to train and have a medical check prior to entry.

A runner/walker deemed incapable of completing the course may be taken out of the event at any time.

Any runner/walker who does pull out of the event must notify officials on the beach and return their timing chip or ID strap immediately.

While on the run/walk course, all runners/walkers must comply with the directions of the marshals, council Lifeguards and/or local authorities.

It is the runner's/walker's responsibilities to know their ability and limitations.

Each runner/walker is responsible for making a decision on their own safety based on the course conditions prior to running in this Event.

## **PADDLERS – RISK WARNING STATEMENT**

IRBs and support craft will be patrolling the course for the duration of the Event.

If a paddler feels unable to go on, they should attract the attention of the water safety personnel for assistance.

However, please note that the organisers of this Event cannot guarantee your safety.

Warning is given to all entrants that the Event is a demanding event.

Possible risks include exhaustion, drowning, sandbars, being hit by a boat, object or person, shark attack or marine stinger, and the environment.

Paddlers enter at their own risk, are responsible for their own physical condition and are urged to train and have a medical check prior to entry.

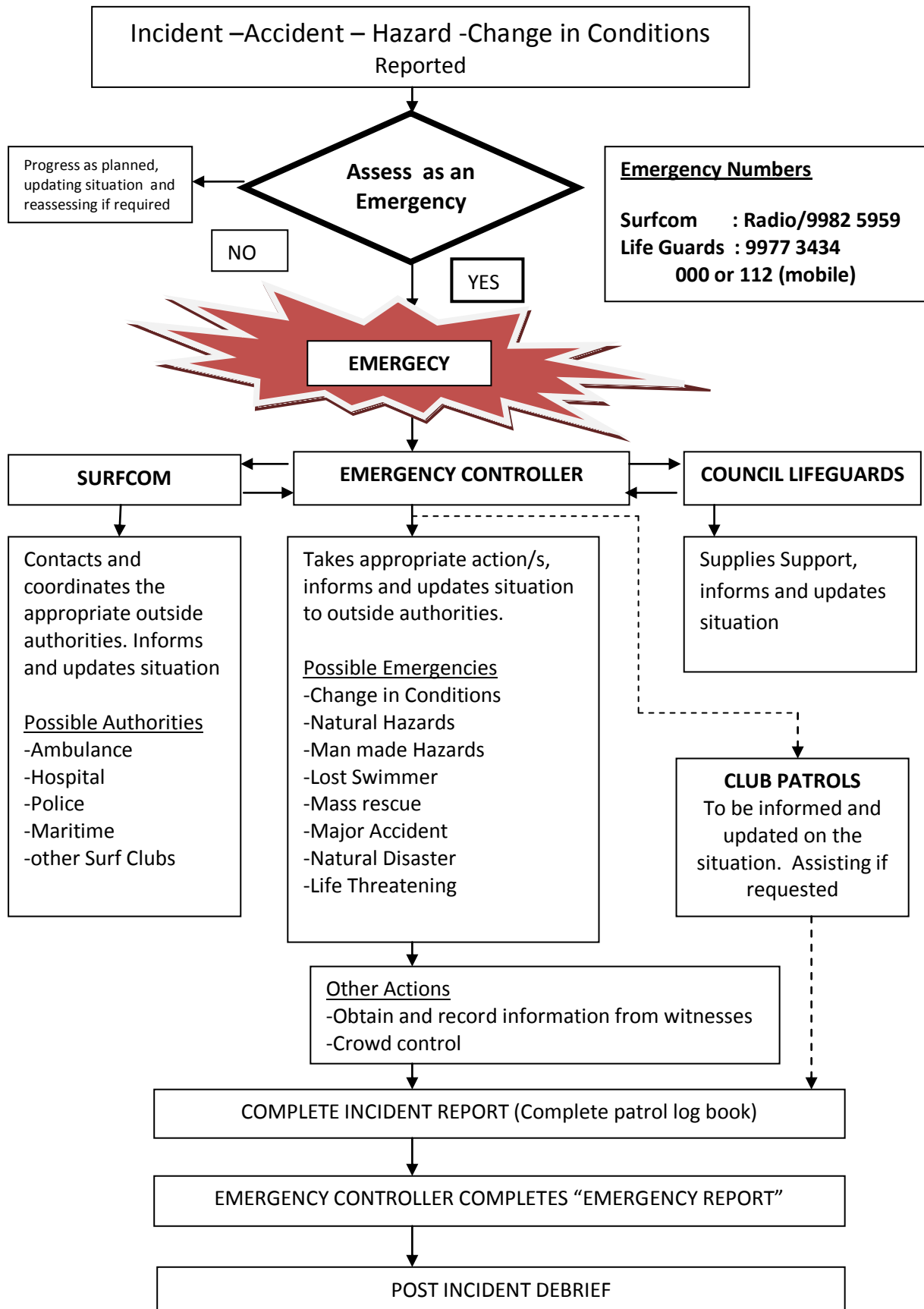
A paddler deemed incapable of completing the course may be brought to shore by the water safety at any time.

Any paddler who does pull out of the event must notify officials on the beach and return their timing chip or ID strap immediately.

While on the water, all paddlers must comply with the directions of the water safety personnel, council Lifeguards and/or local authorities.

It is the paddler's responsibilities to know their ocean paddling ability and limitations.

Each paddler is responsible for making a decision on their own safety based on the course conditions prior to paddling in this Event.



<b>EMERGENCY REPORT</b>	
<b>LOCATION:</b>	<b>DATE:</b>
<b>CIRCUMSTANCE (Event/Non-Event):</b>	
<b>CONDITIONS (Weather/Sea):</b>	
<b>EMERGENCY:</b>	
<b>ACTION (Brief): (attach full report)</b>	
<b>OUTCOME:</b>	
<b>RECOMMENDATIONS:</b>	
<b>EMERGENCY CONTROLLER - Name:</b> <b>Signature:</b>	<b>Date:</b>