



# CARNIVAL AGREEMENT

For the conduct of the

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This agreement is signed between  
Surf Life Saving Lower North Coast Branch Inc.  
and

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for the purposes of conducting the above mentioned SLSLNC Surf Sports event.

The date (s) are confirmed as: \_\_\_\_\_

The venue is confirmed as: \_\_\_\_\_

The alternate venue is confirmed as: \_\_\_\_\_

## **Declaration**

Please sign below and return a copy to Surf Life Saving Lower North Coast Branch Inc.

I have read the SLSLNC Carnival Agreement and agree to abide by all terms contained within.

\_\_\_\_\_  
Host Club

\_\_\_\_\_  
Director of Surf Sports  
SLSLNC

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

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

## **Introduction**

All SLSA competitions held within the Lower North Coast Branch are to be authorised by the Branch and are to be controlled by SLSA officials appointed by the Branch.

This agreement is issued in order to achieve the following objectives:-

- Ensuring that Branch retains responsibility for the conduct of carnivals
- Ensuring the safety of competitors
- Sharing the demands for resources between competing clubs
- Providing the opportunity for competitors to properly display their skills
- Allowing the demonstration of the organisational efficiency of the host club and the Branch
- Promoting Surf Life Saving in general

## **Application of this Agreement**

This agreement applies to all carnivals and events, both Senior and Junior, sanctioned by and conducted in the Lower North Coast Branch. The Event Coordinator will liaise with and report to the Director of Surf Sports.

## **Venues & Backup Beach**

The Branch Board Of Surf Sports will recommend to Branch the dates, venues and back up beaches for all carnivals, competitions and events.

## **Programs**

The Branch Board of Surf Sports will recommend to Branch, the program for all carnivals, competitions and events.

## **Carnival Entries**

All carnival entries are to be forwarded to the Director of Surf Sports.

## **Event Coordinator**

Upon being allocated a carnival, the host club will forthwith appoint an Event Coordinator and shall advise the Director of Surf sports, in writing, of the appointment giving the name, address, phone number (and fax number where available) of the Event Coordinator. The Event Coordinator will be the point of formal contact between the host club and Branch.

## **Beach Conditions**

The Event Coordinator shall monitor the condition of the carnival venue in the time leading up to the carnival and shall advise the Director of Surf Sports of any change in conditions which could necessitate moving the carnival to the back up beach, cancelling any or all events, or postponing the carnival.

The Event Coordinator shall, if requested, take part in beach inspections prior to the carnival with the Director of Surf Sports and Carnival Referee in order to determine the condition of the venue and or reach agreement on the carnival layout.

### **Approvals/Notifications**

The Director of Surf Sports will ensure that proper notification is given, and that all necessary approvals are sought from any authority having control of the carnival venue or being integral to the proper and safe running of the carnival, including, but not being restricted to :-

- Local Council
- NSW Police
- NSW Maritime
- NSW Ambulance Service
- Local Hospital
- Local Media (Radio / Press / TV)

Notifications are to be made at least fourteen (14) days prior to the carnival, and all required approvals are to be received at least seven (7) days before the carnival.

### **Event Safety Plan**

The Director of Surf Sports shall be responsible to ensure that an Event Safety Plan is provided.

### **Carnival Committee**

Should it become necessary to review the venue or progress of the carnival, the Director of Surf Sports will call a meeting of the Carnival Committee consisting of the Carnival Referee, Deputy Carnival Referee(s), Sectional Referees and Event Coordinator (as constituted by the Association's Competition Manual).

The Event Coordinator will be responsible for advising visiting clubs of any change of venue or cancellation and shall advertise on local radio and erect such signs as may be necessary to inform traveling competitors and spectators.

The club located on the back up beach shall appoint a Liaison Officer who shall have the authority to liaise with the Director of Surf Sports regarding arrangements relating to a change of venue.

### **Work Parties**

The Event Coordinator shall arrange for a work party of approximately 5 people to be on duty for the full duration of the carnival. The Event Coordinator shall provide the Director of Surf Sports, at least seven (7) days before the date of the carnival, with a copy of the work party roster showing names and times of attendance of the work party members. The roster shall indicate all arrangements relating to the set up of beach and water areas.

If the host clubs deems it appropriate, they will at their own cost provide appropriate outfitting for workforce ensuring that there is no conflicting sponsorship on the clothing.

**Patrol**

The Event Coordinator shall provide the Director of Surf Sports with a written copy of the host club's patrol roster for the day(s) of the carnival at least seven (7) days before the date of the carnival.

**Branch Gear Trailer**

The Event Coordinator shall be responsible for transporting the Branch gear trailer to the carnival venue and for setting up the beach and water areas to the Carnival Referee's satisfaction. The Event Coordinator shall arrange for the gear to be collected, washed, dried and packed into the trailer at the end of the carnival. The Event Coordinator shall advise the Director of Surf Sports, in writing, of any missing or defective gear.

**Branch PA System**

The Event Coordinator shall be responsible for transporting the Branch public address system to the carnival venue and for erecting it to the Carnival Referee's satisfaction. The Event Coordinator shall arrange for the system to be taken down and packed up at the end of the carnival. The Event Coordinator shall advise the Director of Surf Sports, in writing, of any missing or defective components of the system.

**Radios**

The Director of Surf Sports shall arrange for all radios to be available i.e. for contact between the Referee, Sectional Referees IRB's and the Announcer.

**Club House Facilities**

The Event Coordinator shall arrange for the hosts club's first aid room to be operational for the duration of the carnival. The Event Coordinator shall arrange for a room to be available in the host club, for the duration of the carnival, for officials meeting and debriefing, team managers briefings and meetings of the Disputes Committee and the Disciplinary Committee.

**Shade Tent**

The Event Coordinator shall arrange for the supply and erection of a Recorder's tent complete with sides, table and chairs as well as a shelter (club area, tent, marquee etc.) for water safety, first aid and workforce personnel. Such shade tents shall have no conflicting signage.

The Director of Surf Sports will provide shelter for VIP's and Officials, with the Event Coordinator responsible to arrange for the erection of such shelters.

**Merchandising**

SLSLNC will hold all merchandising rights to any SLSLNC event unless otherwise agreed. The host club shall hold concession rights for all food and beverage sales and raffles.

**First Aid**

The Event Coordinator shall arrange for a qualified first aider(s) to be on stand by with a first aid kit for the duration of the carnival.

**Catering**

The Event Coordinator shall be responsible for the catering for all officials, water safety personnel and IRB crews at the carnival.

The Event Coordinator will provide to the Director of Surf Sports, at least seven (7) days before the date of the carnival, a preliminary catering menu and quote for officials including some or all of the following (depending on time and length of event): morning tea, lunch and afternoon tea.

If deemed applicable by the Director of Surf Sports, the Event Coordinator will provide, at least seven (7) days before the date of the carnival, to the Director of Surf Sports a preliminary catering menu and quote for any VIP luncheon required. Advice of any such luncheon shall be supplied by the Director of Surf Sports at least fourteen (14) days before the date of the carnival.

Workforce catering is at the host Club's expense.

The host club will provide a post event function for officials, the details of which shall be provided by the Director of Surf Sports.

**Non Compliance**

Should the Event Coordinator fail to provide all information as outlined in this document by the nominated times, the Director of Surf Sports shall notify the Branch President. The Branch President shall convene a meeting of the Branch Executive which shall decide, without necessarily having any further reference to the host club, to abandon, postpone or shift the carnival as it sees fit.

**Buoy Laying**

The buoys will be laid by the Branch Buoy Laying Team under the direction of the Carnival Referee and the Water Safety Coordinator. The Team will also be responsible for:-

- unpacking all necessary water equipment from the branch gear trailer
- adjustment of buoys during the carnival
- retrieval of buoys after the carnival
- repacking of water equipment into the branch gear trailer

**Fuel**

The Event Coordinator shall ensure that all fuel required for all aquatic and terrestrial vehicles associated with the conduct of the event as deemed necessary by the Carnival Referee is supplied. Costs incurred shall be subsequently invoiced to the Branch.

### **Powercraft Coordinator**

The host club shall appoint a Powercraft Coordinator who shall be responsible to the Carnival Referee for:-

- Coordination of the transport of IRBs to and from the water's edge
- Washing down of craft
- Refuelling of craft
- Washing down of buoys etc.
- Maintenance of radio systems

The Powercraft Coordinator will liaise with the Carnival Referee to ensure that the required number of IRB's are available and that all boats are fully operational and are fully crewed.

### **Sponsorship Conditions**

Event specific sponsorship / identification will be organized by SLSLNC. No local sponsorship may be promoted which directly impinges upon national, state or branch sponsorship agreements.

Sponsor identifications on the beach, clubhouse or any building associated with the host club is to be **clear** of any conflicting sponsor identification for the entire event.

### **Presentations**

The Event Coordinator will arrange for the supply and erection of an appropriate presentation dais / area. The Director of Surf Sports shall provide all prizes, medals and or trophies.