



CARNIVAL AGREEMENT

This agreement is between Surf Life Saving Lower North Coast Branch Inc. (the Branch) and Surf Life Saving Club (the Club) to conduct a surf carnival at Beach on

To enable the Club to host the carnivalhas been appointed as Carnival Organiser and is authorised to enter into this agreement.

To officiate the conduct of the Carnival the Branch has appointed..... as Carnival Referee.

The Club accepts responsibility to organise the venue and the carnival logistics and to liaise with the Carnival Referee who will coordinate with the Branch Director of Surf Sports.

Carnival Organiser:

Carnival Referee:

.....
(Please print name)

.....
(Please print name)

Signature:

Signature:

.....

.....

Date:

Date:

BRANCH CARNIVAL CHECKLIST

Key Carnival Personnel	
	The Carnival Organising Committee shall consist of at least the following members: <ul style="list-style-type: none"> *Carnival Organiser *First Aid Coordinator *Power Craft Coordinator *Logistics/work party coordinator *Catering Coordinator *Officials parking and gear storage coordinator
Back Up Beach	
	Depending on conditions the Club to advise back-up beach: <ul style="list-style-type: none"> *If required the Club is to provide Work Party, IRBs and IRB crews, plus a coordinator to transfer equipment including Officials food and drinks to the back-up beach. *Back-up beach must appoint a Liaison Officer to coordinate with Carnival Referee for the transfer of the Carnival
Carnival Layout	
	Final layout of the Carnival including event plan, presentation dais, Patrol area, and crowd control plan must be finalised and provided to the Carnival Referee four (4) weeks prior to the event.
First Aid	
	Club to provide First Aid teams and a roster to the Carnival Referee seven (7) days prior to the Carnival
Approvals and Notifications	
	The following notifications and approvals must in place fourteen (14) days: prior to the event: <ul style="list-style-type: none"> *Local Council *NSW Police Local Area Command *NSW Maritime *NSW Ambulance Service *Local Hospital *Local Aboriginal Land Council *Local Media - Radio/TV/Press
Patrols	
	The Club will provide a copy of the Patrol Roster for the duration of the Carnival seven (7) days prior to the Carnival
Branch Gear Trailer Radios and PA System	
	<ul style="list-style-type: none"> *The Carnival Organiser shall be responsible for liaising with the Branch Gear Steward to gain access to the Branch gear shed and the transporting of all equipment inclusive of the Branch PA System needed for the Carnival. *At the completion of the Carnival the Carnival Organiser will ensure that all equipment is taken down, washed and returned to the Branch gear shed. Any items missing *Any items missing or damaged must be notified to the Branch Director of Surf Sports within seven (7) days of the completion of the carnival.
Club House Facilities	
	<ul style="list-style-type: none"> *The Carnival Organiser shall arrange for the Club's first aid room to be operational for the duration of the carnival. *The Carnival Organiser shall also arrange for a room to be available in the host Club for the duration of the carnival, for officials meeting and debriefing, team managers briefing and debriefings and meetings of the Carnival Disputes Committee and the Carnival Disciplinary Committee.
Power craft	
	<ul style="list-style-type: none"> The Power Craft Coordinator will be responsible for the following: *To provide a roster of Power Craft operators for the duration of the carnival

	<p>*To provide for the Carnival Referee, Power Craft operators to set and retrieve buoys for all water course areas.</p> <p>*A minimum of two IRBs and duty boat per water area</p> <p>*Refuelling and wash down areas</p> <p>*Set, retrieve and wash equipment from all water areas</p> <p>*Maintenance of rescue craft radios</p> <p>*To consult with SLS LNC Branch Director of Life Saving four (4) weeks prior to the Carnival to ensure that an RWC roster is prepared to comply with the requirements of the Carnival Referee.</p>
Fuel	
	The Carnival Organiser will ensure fuel supplies will be available for all aquatic and terrestrial vehicles. Cost of fuel to be invoiced to the Branch
Sponsorship	
	The Carnival organiser will ensure that all Branch sponsorship material especially at the Presentation dais, be displayed without interference from conflicting sponsors.
Officials Catering	
	<p>Arrangements to be made for adequate food and drinks. Water containers made available at all competition areas to replenish drink bottles. Meal breaks as follows:</p> <p>*Breakfast - briefing in designated area within clubhouse</p> <p>*Morning tea - delivered to all competition areas including judge in boats</p> <p>*Lunch - delivered to all competition areas including judge in boats</p> <p>*Afternoon tea - delivered to all competition areas including judge in boats</p> <p>*Post Carnival - debriefing drinks and hot food</p> <p>*A menu and costs for catering should be submitted to the Carnival Referee seven days prior to the Carnival, and should include costs of food and drink per person for any VIPs and sponsors. (Clubs are expected to provide food and drinks to Officials and VIPs at cost price)</p>
Tents and Marquees	
	<p>*Provide shade tents and marquees with tables and chairs for recording and marshalling as may be required by the Carnival Referee. Provide a designated area</p> <p>*Provide a designated marquee with a table, chairs and access to 240v power supply for the Carnival announcer.</p> <p>*Make available to the Carnival Referee a shaded area that can be used for VIPs and sponsors.</p>