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## CIRCULAR

### 20 December 2011

**ID:** C11052

**TO:** Club Presidents, Club Secretary, Persons in Charge of Patrols, Club Captains

**FROM:** Ashlee Biddle, Surf Life Saving SA

**SUBJECT:** Special Events Applications – Reminder

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Clubs are to be reminded that any activity that involves some aspect of surf lifesaving involvement (advice, safety or organisation) outside of the parameters of a normal club/branch is classed as a 'special event' and a special event application form needs to be completed and forwarded to SLSSA.

**Special Event Applications must be sent to:**

Ashlee Biddle, Lifesaving Development Officer

E: [ashlee.biddle@surfrescue.com.au](mailto:ashlee.biddle@surfrescue.com.au)

P: PO Box 108, Torrensville SA 5031

F: 8354 6999

Surf Life Saving is 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.

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

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.*

[Click here to read/download the Guidelines for Safer Surf Clubs, Event Sanctioning and Management resource](#) (see page 12 – 18 for Special Event Application Form)