



CIRCULAR
22 August 2011

ID: C11020
TO: Club Secretary, Club Captains, Club Presidents, Competition Officers, BoSS
FROM: Michael Schetter, Surf Life Saving SA
SUBJECT: Expression of Interest for Clubs to Host Carnivals

Expressions of interest are now invited from Clubs to host the following carnivals and or events during the coming season. Dates and or carnivals not listed below have either been allocated, will be negotiated or are State based carnivals:

- Allocations for call events listed are by application and the most suitable beach/water conditions will dictate.
- Submissions must be made to the Board of Surf Sports through SLSSA as requested below.
- Final decisions on Carnival Hosts remain with the Board of Surf Sports.

Clubs wishing to host carnivals need to ensure that they adhere to the conditions outlined in the Club Administration Manual (copy of information attached below), host the Carnival in accordance with the Australian Surf Sports Manual No 3. 33rd Edition (Revised) August 2010 and have the necessary resources including:

- Patrol members and equipment separate from normal club obligations to provide carnival patrol coverage. Where appropriate St John Ambulance may also be in attendance. This would be arranged by the Host Club.
- Beach conditions suitable for conducting events to ensure safety of all concerned and minimise possible injury to competitors and be appropriate for the specific carnival type.
- Qualified IRB drivers and crew to operate a minimum of 2 IRB's (minimum of 4 persons, and where necessary relief crews) who are capable of laying swim and craft cans in all type of conditions.
- Capacity to provide all Carnival Officials, IRB/RWC/ Jet Boat/ Helicopter Crew/water cover with adequate drinks/ lunch appropriate to the weather condition of the day. The provision of fluids throughout the duration of the carnival must be maintained, particularly in hot weather conditions.
- A workforce of a minimum of 10 persons (1 person to be the club coordinator) to set up, relocate and dismantle carnival arenas, in coordination with State Gear Steward, appointed Carnival Referee and any other nominated officers.
- A Carnival Committee must be established per carnival and comprise the Chief Referee, Carnival Referee, Water Safety Officer and a minimum of three host Club members. Additional members can be added if required. This committee should meet as necessary leading up to the carnival to ensure all organisational aspects have been covered.
- Sufficient toilet facilities to cater for large numbers of competitors and visitors to carnival venue.
- Provision of food and drink outlets.
- Where beach access is restricted by Local Government or other such agency, towing vehicles are to be provided to enable transfer of club trailers by the host club.
- Capacity to obtain appropriate approvals.

Please note that a cash incentive may be negotiated for clubs to host senior carnivals in appropriate surf conditions as well as Senior and Masters State Titles. Clubs will be required to enter into an Agreement with SLSSA. Expressions of interest are to be returned to Carly Hogg at Surf Life Saving SA as per below.

E.O.I CLOSE 5:00 pm – Wednesday 14th September 2011



Expression of Interest Form – Carnival Host

CLUB: _____ CLUB CONTACT PERSON: _____

CONTACT NUMBER: _____ EMAIL: _____

Please **number in priority order**.

Priority	JUNIOR CARNIVALS-HOSTS REQUIRED	
	Sun. 20 th November 11	Carnival No. 1
	Sun. 4 th December 11	Carnival No. 2
	Sun. 15 th January 12	Carnival No. 3
	Sun. 19 th February 12	Carnival No. 4
	Sat. 3 rd March 12	Junior Qualifying Carnival for State Championship
	Sat. 17 th and Sunday 18 th March 12	Junior State Championship
SENIOR CARNIVALS-HOSTS REQUIRED		
	Sun. 27 th November 11	Carnival No. 1
	Sun. 11 th December 11	Carnival No. 2
	Sun. 12 th February 12	Carnival No. 3
	Sun. 4 th March 12	Senior Qualifying Carnival for State Championship
	Sat. 10 th and Sun. 11 th March 12	Senior State Championship
MASTERS STATE CHAMPIONSHIPS		
	Sat. 25 th and Sunday 26 th February 12	Masters State Championships

Please note: Surf Rescue State Championships (First Aid, Champion Patrol, Champion Lifesaver, R&R) will be allocated via negotiations with the relevant Referee and BoSS and EOI will be called soon.

Please complete Expression of Interest form and return to Carly Hogg by

Wednesday 14th September 2011

- Email; carly.hogg@surfrescue.com.au
- post to PO Box 108 Torrensville SA 5031
- drop off at 219 Henley Beach Road, Torrensville.



SPECIFICATIONS FOR CLUBS HOSTING STATE CHAMPIONSHIPS EVENTS

SLSSA:

- Pays for the cost of the luncheon for SLSSA guests only.
- Pays for the cost of medallions, engraving and all other trophies.
- Is responsible for all sponsorship allocations.
- Provides all carnival gear free of charge, on the understanding that any gear lost or damaged and not subject to insurance claim, will be replaced by the host Club.
- Provides the public address system.
- Undertakes all processes relating to carnival entry and receives all carnival entries and entry fees.
- Provides host Club payments where appropriate.
- Will secure Aquatic Activity Licence from the Department for Transport, Energy and Infrastructure.

The host Club:

- Pays for the luncheon for all Competition Officials plus the official host Club guests. (Refer section on catering for Competition Officials.)
- Receives all profit from the sale of refreshments and catering.
- SLSSA has entered into an agreement with Sports Centre to allow them to exclusively provide clothing and merchandise at carnivals. The host Club will receive a guaranteed rebate plus a percent of sales as well as the opportunity to sell sponsorship on appropriate items. All merchandise and clothing must incorporate major State sponsor logos as identified and supplied by the General Manager.
- Upon consultation with the General Manager, Clubs must provide a certain number of car parking spaces for sponsors, if required.
- Must erect all sponsorship tents as requested by the General Manager or such nominated person.
- All other aspects will be as for full carnivals – details following.



SURF CARNIVALS – host Club requirements

All Carnivals must be conducted in accordance with the Australian Surf Sports Manual No 3. 33rd Edition (Revised) August 2010. Along with obligations outlined below Clubs must ensure beach conditions are suitable for conducting events to ensure safety of all concerned and minimise possible injury to competitors.

Carnival Committee

A Carnival Committee must be established per carnival and comprise the Chief Referee, Carnival Referee, Water Safety Officer and a minimum of three host Club members. Additional members can be added if required. This committee should meet as necessary leading up to the carnival to ensure all organisational aspects have been covered.

Local Council approval

This is the responsibility of the host Club and Council approval should be applied for at least 8-10 weeks prior to the carnival.

Aquatic Activity Licence

This is the responsibility of the host Club and needs to be applied for in accordance with the directions from the Department for Transport, Energy and Infrastructure. Information can be found at www.transport.sa.gov.au under Licences and Certificates.

Notify Emergency Services

This is the responsibility of the host Club. The local Police Station, as well as the District Police Station, Metropolitan Fire Service and Ambulance should be advised simply as a matter of courtesy.

Carnival speeches, etc

This ceremony will be kept to a minimum and one speaker only should be introduced. Following on this, if the carnival is being sponsored, a representative of the sponsor will be given the opportunity to make a brief speech and/or presentation.

Public address system

SLSSA provides the public address equipment for use at carnivals. Clubs must provide an electric power point, unless other arrangements are made with the State Gear Steward.

Trophies

Presentation of trophies must be coordinated with the Carnival Referee.



Publicity

This will normally be handled by SLSSA by way of media releases, etc. Any assistance from Clubs would be appreciated but it is essential to copy SLSSA with any relevant correspondence.

Sponsorship

SLSSA shall totally control all sponsorship matters in relation to carnivals and in essence will require a clean beach devoid of sponsor/s signage. That is, the host Club shall not place or execute any advertising, signage, sponsorship or promotional activity without first gaining the approval of the General Manager.

The host Club work force must erect all sponsorship tents as requested by the General Manager or such nominated person.

SLSSA sponsorship obligations, negotiated from time to time, shall take precedence over all other sponsorship arrangements.

Guests

The Club is at liberty to invite their own guests. The General Manager will formulate a list of SLSSA guests, sponsors, etc if necessary.

Equipment

The Club is not expected to provide any gear or equipment other than seating for the SLSSA and / or Club sponsors. There may also be a requirement for the host Club to provide some patrol equipment (e.g. rescue boards and tubes).

Carnival Patrol

As per above ensuring that patrol members and equipment are separate from normal Club obligations. Where appropriate, St John Ambulance may also be in attendance. This would be arranged by the Host Club.

Patrol Hours

Please note that NO PATROL HOURS CAN BE CLAIMED for members setting up the carnival arena. Patrol hours will only commence once the carnival is under way.

Personnel

Adequate water cover for juniors in particular, is paramount as set out in the Junior Administration Handbook which is updated annually and as outlined in the SLSA Water Safety Policy, Policy 1.1:

<http://www.slsa.com.au/default.aspx?s=adminresources&id=44>).

Unless water cover is adequate the Carnival Referee, at his/her discretion, may cancel events and areas.



A Club must provide qualified IRB drivers and crew to operate a minimum of 2 IRB's (minimum of 4 persons, and where necessary relief crews) who are capable of laying swim and craft cans in all type of weather conditions.

Two hours prior to the commencement time, the Club must supply sufficient members to set up the carnival arena and to lay out all the equipment/gear for the Sectional Referees (including cans in the water), and all sponsorship signage and equipment must be erected as requested by the General Manager or such nominated person. A workforce of a minimum of 10 persons (1 person to be the Club Coordinator) to set up, relocate and dismantle carnival arenas, in coordination with State Gear Steward, appointed Carnival Referee and any other nominated officers.

A Club Official who can make decisions and organise any other requirements, if needed. It must be remembered that these personnel requirements must take precedence over other activities, i.e.: gate, stall manning and competition.

Carnival Gear

It is the responsibility of the host Club to contact the State Gear Steward at least one week prior to the carnival to make appropriate arrangements.

There is no charge for the hire of the gear although any replacements not covered by insurance will be the responsibility of the Club. The host Club must ensure at least ten members are made available to the Gear Steward at the completion of the carnival to assist with packing the gear.

Rain insurance

This would be the responsibility of the host Club, if required.

Car parking

There is no obligation on Clubs to provide a separate area for officials, although this is highly desirable if space permits.

Support Facilities

The Club should also be aware of and seek to provide at their cost:

- Sufficient toilet facilities to cater for large numbers of competitors and visitors to the carnival venue.
- Provision of food and drink outlets.
- Where beach access is restricted by Local Government or other such agency, towing vehicles are to be provided to enable transfer of Club trailers by the host Club.

Queries

Should be directed to the Chief / Carnival Referee.