



Surfing Events Manual

A guide for professional event management

Surfing Events manual 2020 – Index

Introduction.....	Page 2
Objectives	Page 3
Event Management & check-list	Page 4
Contest administration check-list.....	Page 5
Contest equipment overview.....	Page 6
Event staffing in detail.....	Page 6
Event finances – Budgets.....	Page 12
Example budget.....	Page 14
Event Risk management.....	Page 15
Shark Risk Management.....	Page 19
Contest safety (Pre-contest briefing - First aid – Insurance.....	Page 19
Pre-planning tables.....	Page 21

Introduction:

Overview

Events are the backbone of every successful club. They are a chance for members to interact, compete, support each other, and strive to reach their individual and group goals. From volunteers and judges to competitors and spectators, these events should provide fun, safe, and entertaining experiences that everyone can enjoy and look forward to.

Benefits of running a successful event:

- Club members get to experience competition surfing
- Revenue is generated through contest entry fees, sponsor involvement, raffles, BBQs etc
- Opportunities for volunteer club members to gain valuable experience by actively engaging in certain committee roles (e.g. judging panel)
- Potential to enhance the club profile through publicity and media exposure
- Potential to attract new members and retain existing members

The advantages of having a basic event plan

By having a plan in place for your event, you will be organised, confident and prepared to handle any adversities that may arise. These can range from simple logistics such as having enough car parks to more serious concerns like safety and first aid.

By planning for risks, you can develop contingency plans to pre-empt potential problems or threats and ensure you are not caught unprepared.

What should your club include in your event plan?

The included checklists in this manual will help you to 'tick off' necessary elements needed to bring a successful event together. This is a guide only and can be added to or simplified to fit the size and scope of your event. Some of these tasks will also be ongoing and span across multiple stages of the event-planning process.

Every event is unique. Different location, different environment, different marketing goals, different sponsors, different demands from local authorities.

Surfing Australia is committed in developing the standard of competitive surfing nationally as well as improving the quality of event officials and the practice of event management.

This manual is designed as a basic guideline for quality event management no matter how small the event. Some information will be extremely relevant to local competitions, but also expands on the procedures and information needed to organise and run larger professional events.

The structure that is in place for these much larger events is extensive and covers every aspect of professional competitions. There are very important standards and responsibilities that need to be discussed with your National or State Sporting Organisation when considering promoting and organising larger events.

In the current climate of change we are seeing at the moment, the relevance of having the appropriate standards in place when organising events cannot be underestimated, insurance, sanctioning, safety/WHS procedures, certain environmental mitigation, health requirements and general event administration is of paramount importance.

The Event Director/Promoter/Club must bring all the elements of promotion, communication, and contest administration together. This involves a great deal of pre-event planning and good delegation of duties throughout the event.

Objectives

This Event Manual has been produced with the following objectives:

- To assist organisers/promoters in the planning and execution of a successful regional and national events.
- To provide in detail the standards and responsibilities applicable to Regional and National events.
- To provide promoters with a clear understanding of the best practice requirements for organising an event.
- To provide the clear checklists and guidelines to assist and support the event management process.
- To clarify the role and responsibilities of the organiser and key stakeholders of the event.

Event management

The event checklist is to be used as a guide for you to check off all relevant information for your event, once you have attended to the task it can be crossed off the list.

The timing and order of each task will be relevant to the event being conducted.



General Information Checklist on Event Management

- Conceptualise the Event - Including brainstorming methods
- Mechanics of organising Event - Including Committees, subcommittees, structure, and checklists
- Stakeholder's involvement- Volunteer involvement, government authority etc. Including satisfying their requirements
- Approvals and Permits
- Budget and financial control
- Contact details of Event co-ordination team
- Contractors and a designated contact for all contractors
- Equipment and maintenance
- Mechanics of how to run the Event - Communication methods, logistics.
- Running sheet and logistics for all possible situations
- Security
- Sponsor approach, appreciation, and involvement
- Media Overview including general relationships on-site and servicing of media pre and post Event including a sample press release
- Risk Management and Insurance measures including emergency response
- Regular review and monitoring of Event organisation, policies and procedures
- Management of Spectators - Parking, entrances and exit strategies, local business awareness
- Creative and novel aspect of the competition - Media, merchandising, competition set-up.
- Event Merchandising
- Entertainment apart from the competition
- Celebrities-VIP's presence and involvement in the Event

Basic Contest administration checklist.

There are many aspects to a contest and a checklist approach will help significantly. Every contest has unique areas and some of these aspects may not be included in these checklists and budget.

They are only to be used as a guide to greater efficiencies when organising and running an event.

- Entry forms / Invitations - Surfers, VIPs”, Sponsors, Councillors.
 - Competitors and judges meeting venue.
 - Bookings - Transport, accommodation, venues, entertainment.
 - Permits - Council, Police, Health, water authority.
 - Catering - permits, contractors, royalties.
 - Insurances - Public indemnity, accident, and equipment insurance.
Certificate of Currency
 - Generator/Power facilities.
 - Trophies.
 - First aid items and facilities.
 - Transport of equipment.
 - Security - for cash collection and water and event site.
 - PA system/contractor.
 - Telephones and lines.
 - Media releases – pre-event, launch, website updates daily reports.
 - Hire - Tents, site sheds, tables, chairs, toilets, onsite materials.
 - Advertising
 - Printing - Shirts, competition vests, flyers, stickers, passes & promo material.
 - Timing disc or flags/Timer and siren.
 - Competitors pack
 - Signage - Banners, General signs, scoreboard,
 - Cleaning arrangements/contractors
 - Contest Personnel - See event staffing.
 - Sanctioning – National/State office
-
- General contest administration materials - Stationery, heat and tabulation sheets, clip boards, pens, stapler, heat draws, receipt books, hobby forms, entry forms, certificate of currency (COC)
 - General contest materials - Ropes, string, tape, zip ties, blades, star pickets, garbage bins, petrol, binoculars, power leads.

Contest Equipment Overview

- Please refer to specific event areas' requirements for the allocation of equipment.
- Clipboards - Approximately 12 - 15 needed for use by judges plus staff.
- Competitor's Showers
- Competitor's Surfboard Racks
- Copy Machines (main machine + back up machine)
- Copy Paper and Toner
- Portable Electricity Generator (3.5KW)
- Fax machines
- Food & Drinks
- Judging Partitions
- Media Information Kits
- Miscellaneous Items - Pens, pencils, staplers, staples, staple gun, tape, glue.
- Monitors & Cabling (XVGA monitors only for Scoring System relay)
- Paper towels & Glass cleaner
- Portable Toilets - If there are insufficient toilets at the events site then extra portable toilets must be provided for use by the public. Designated toilets should be available for use by event staff only (minimum 4).
- Security Passes
- Tables & Chairs
- Two-Way Radios
- Electronic Event Timer



Event Staffing in detail:

Event staffing is a very important aspect of a successful event. One person cannot do everything, and the most successful events are those where the responsibilities are shared evenly throughout the crew, though it is necessary to have one person to overlook the whole proceedings.

Please note below are job descriptions for a state or national level event, therefore not all positions will need to be covered in a local or regional event. A suggested list of roles is included below.

Tour Representative/Manager

To aid the Contest Director in rule definition, provide the correct seeding for each round of competition, arbitrate any major problems between the surfers and the event and provide some biographical information for the event media liaison people. Works closely with the Contest Director and Media Officer.

Event Coordinator

To create and control the event mood as decided on by the event sponsors, prepare the event format and schedule and ensure that everyone is contributing towards the event and doing their assigned tasks. Reports directly to the event sponsors and liaises with the national association.

Contest/Technical Director

To ensure the surfing aspect of the event runs on schedule and according to the rules and that staff are not making any errors. The contest director reports to the Event Co-coordinator and works with the Tour Representative and Head Judge. The contest Director posts daily event schedule and technical information on the official notice board.

Media Officer

Media Officer to write daily social posts and press releases on the event. Distributes media releases to media database and uploads releases onto the website. Works closely with the Digital/TV crew and assists general media onsite with general information as needed. Reports to the Tour Manager.

Digital Photographer

Appointed to take quality digital photographs of the event and distribute select photographs with captions to social/media database. Reports to the Event Manager.

Head Announcer

Primary job is to bring the event concept to the spectators in an entertaining and instructive fashion and to lead the Assistant Announcer in getting the surfing information from the competitors bio's and computer scoring system to the spectators and surfers. The Head announcer reports to the



Event Coordinator and Contest Director and works with the Head judge for general competition announcements and information.

Assistant Announcer

Works on the computer where applicable and keeps scoring and biographical information coming, on cue with the Head Announcer and reports to the Head announcer.



Head Judge

Assembles the group of judges, operates the Head Judges computer terminal (if provided) and positions the priority buoy or sets the Primary Take-off Zone in consultation with Priority judge (if using the priority system)



The Head Judge cannot overrule the judging panel's decision concerning interferences unless the majority of judges did not see the incident. Reports to the Contest Director.

Judging Panel



The judging panel usually consists of experienced and judges in training. The Judging panel establish the interpretations of both the Interference Rules and the Judging Criteria. They provide a consistency in the judging decisions from heat to heat and in the application of the rules. All judges must operate respectfully under the guidance of the Head judge and experienced senior judges. Judges report to the Head

Judge, who in turn reports to the Tour Manager and Contest Director.

Priority Judge

The Priority Judge is a highly experienced judge capable of long hours of maintaining concentration and providing consistency in priority calls. Priority is a

very important aspect of modern-day competition and correct priority decisions reflect on the results in a wide range of aspects.

Computer Operator

The computer operator provides a complete computer scoring system that is designed for the judging panel. There are a variety of scoring systems on the market with each having unique operating systems.



The Computer Operator usually sets up the hardware such as scoring screens/monitors and the electronic priority system (if being used) Extra scoring screens can be used for the competitors area, media, VIP and other areas throughout the event site.

Priority Operator & Spotter

If a priority operator/spotter is required for the judging panel it is usually a judge in training, their role is calling the colours of the competitors as they are paddling to catch the wave EG. Red paddling....Red UP) and operating the manual priority board by changing the colours of the manual priority system.



Reports to the Contest Director and gets directions from the Head Judge.

Beach Marshall

The Beach Marshall ensures that all competitors are checked-in for their heats,



have the correct vest colours and are briefed with the event rules. The event will provide a Rule Book for the Beach Marshall, together with a list of the following information: heat time, number of scoring waves, maximum number of waves, location of the timing discs/flags and Priority system.

The Beach Marshall should inform the surfers about the Judging criteria, Priority

Rules and general contest information such as staying in a prone position after heat has finished, when to paddle out (5 minute mark) and where to wait for the

start of the heat. The Beach Marshall usually operates the timing disc/flags. Timing discs/flags must be green until 5 minutes remaining, yellow until the end of the heat and one horn to start a heat and two horns to finish the heat.

The Beach Marshall reports to the Contest Director and receives instructions on the Judging Criteria and rules from the Head Judge.

Tabulator

In all manually judged heats, the Tabulator receives the score sheets from the Judging Panel and tabulates them in accordance with the rules. In computer scored heats the Tabulator collects the manual heat sheets from the judges and double checks against the official computer scores/results.

In non-computer judged heats, the Tabulator must do the following:

1. Check the wave count of each judge's sheet.
2. Check for any missed waves. Provide an average score using the other judges scores if a wave has been missed.
3. Check for interferences. If there is a majority call from the judges (3 of 5) then the interference penalties apply.
4. Circle/highlight best two scoring waves of each colour.
5. Add up tally best two scoring waves.
6. Record each judge's placing's of the surfers on the Master/Tally sheet
The highest combined two wave total is first, second highest total is second etc.

Always try to use different coloured ink to the Judges, if possible.

Assistant Tabulator

The Assistant tabulator works with the Tabulator to speed manual calculation of results and the checking of the competitors' results. He or she reports to the Tabulator. Must check the Tabulation in the same order, with emphasis on all placing's and calculations. Most mistakes occur because one of the surfer's best waves is missed. Whenever a mistake is found and the adjustment is made, make sure the placing's are changed if necessary. Always try to use different coloured ink to the judges.

Work Crew

The work crew are used to set-up and take down (bump in – bump out) the event site. Tents, scaffolds event structures and sponsor activations as well as event promotional banners, signage etc. The work crew usually reports to the Contest Director.

Security Beach and Water

Qualified security personnel are contracted by the Event to fulfil the broad range of security requirements that need to be provided. To keep the competition and official areas free from unauthorised entry by non-competitors and spectators and to keep the site secure overnight. Security personnel should ensure that all Event Areas are protected from theft and damage to onsite equipment; any unruly persons are managed in a professional manner. Security will operate 24hours around the clock throughout duration of the event. Security reports to the Contest Director.

Water security are usually based on jet-ski's and patrol the competition line-up to help with managing the free surfers and keeping the competition area clear. Water security are also involved in protection and provide a safe environment from sea-life that may present a danger to the competitors and general beach users.

Medical/First aid

Qualified medical staff or first aid officer to be onsite throughout the entire duration of the event in case of medical emergency and to provide medical/therapeutic treatment to competitor's on call at the event.

Catering Staff

Catering staff appointed by the event are to supply ample meals, snacks, bottled water, and variety of drinks to the competition staff, surfers and public with breakfast and lunch each day of competition to be supplied for event staff. Meals and snacks should be healthy and nutritious.

Event Finances – Budget:

Creating a budget may not sound like the most exciting thing in the world to do, but it is vital in keeping the financials of your event in order. Before you begin to create your budget, it is important to realise that to be successful you have to provide as much detailed information as possible.

Ultimately, the result will be to show where your revenue is coming from, how much is there and where it is all going on expenses.

Pre-event Budget

A pre-contest budget is essential prior to approaching potential sponsors for an event. You must know an accurate and realistic figure for a sponsor's investment. A sponsor will not provide an open-ended commitment. Obviously, as an event gets closer, many estimated items will become known – giving you a clearer view of your finances.

Your original estimates must be made on reliable information so that final costing's confirm rather than alter your original figures.

Below is a check list to aid when constructing the event budget, sponsorships, grants etc. Be sure to only record income that has been confirmed, not "anticipated". Record this total income as a monthly amount.

Your original estimates must be made on reliable information so that final costing's confirm rather than alter your original figures.

Below is a check list to aid when constructing the event budget.

Expenditure:

- Accommodation – Competitors, Officials, Sponsors, Media.
- Catering costs - During competition for officials, media, VIPs' and surfers. Opening ceremonies and presentations.
- Transport - Trucks, 4WDs', Officials, VIPs'.
- Insurance - Public Liability, accident insurance and equipment insurance.(see national office)
- Security - Water security (council lifeguards, contractors) event security night and day.
- Permits - Beach, Council, water authority and Liquor.
- Cleaning - Site cleaning after event.
- Trophies - Production and engraving

- Telephone lines - For media and administration
- PA system - Hire or contractors, generator supplied? Own insurance?
- On site equipment hire - Tents, site sheds, Hockers (large free standing tents), shading, fencing barricades, scaffolding , rubbish bins, power source, Fridges, toilets, etc.
- Signage - Onsite banners, score boards, signs (parking, toilets, dangerous areas)
- Security deposits - may be needed for councils, hired premises, equipment etc.
- Wages - For contractors and contest personnel.
- Sanction fees - Payable to the national office.
- Prize monies
- Competition vests, Tee shirts and promotional materials - For surfers, officials, VIPs' media and public sales.
- Basic contest materials - Ropes, string, tape, zip ties, scissors, blades, paint, star pickets, petrol etc.
- Administration costs - Postage, stationery, entry forms, passes, photocopies, heat sheets, tally sheets, pens, folders, flyers, receipt books, Tax forms, Hobby statements etc.
- Other relevant hire costs unique to your event - Tables, chairs, sirens, timing system.

Revenue:

There can be several layers of sponsorship. Naming, Major and Presenting sponsors usually feature in all Media ads, media backdrops for interviews and the commentary booth and surfer's competition vests.

- **Naming rights sponsor** which feature heavily in the event/series logo plus **Major rights sponsors** which feature below the logo and are part of the overall logo "lock-up"
- **Presenting rights sponsor** for each individual event (Could be local government or Tourism agency)
- **Minor sponsors** which could feature in onsite signage, T-shirts ect.
- **Product sponsors** these are usually free product for athletes such as accommodation, food, and drinks etc.
- Revenue generated by media partners
- Revenue achieved from selling promotional t-shirts and other items.
- Catering and liquor royalties.
- Government or council sponsorship/grants
- Competition fees/entry money.
- Door entry to presentation and special entertainment nights.

When you have drafted your budget, the “sponsorship” revenue is the balancing item.

Small Event budget

REVENUE

<i>Series Investment into Event</i>	\$0.00
<i>Entry fees</i>	\$0.00
<i>Sponsorship</i>	\$0.00
Total Revenue	\$0.00

EXPENDITURE

Personnel

Contest Director / Coordinator	\$0.00
Judges X 4	\$0.00
HJ	\$0.00
Beach Marshall	\$0.00
Site Crew x 4	\$0.00
Computer Operator	\$0.00
Lifeguard	\$0.00

Media/Communications

Media Director & Photography	\$0.00
Communications (phone/fax)	\$0.00
Commentators x 2	\$0.00
Press launch/presentation	\$0.00

Equipment

Contest site preparations (tents/chairs/tables/leads/power boards)	\$0.00
Vehicle Hire	\$0.00
PA/Generator	\$0.00
Computer Hire	\$0.00

Essential Items

NGB Management / Administration Fee	\$0.00
Event manager	\$0.00
Officials Catering	\$0.00
Officials accommodation	\$0.00
Trophies	\$0.00
Banners	\$0.00
T-Shirts	\$0.00
Fuel	\$0.00
Insurance	\$0.00
Contingency (local permits etc)	\$0.00

Total expenditure	\$0.00
Total revenue	\$0.00
Outcome	\$0.00

Event Risk Management

As part of a national event your National Governing Body plays an important part in the continued development of our sport. With this, come certain responsibilities regarding safety and contest administration.

You have a liability as an Event Organiser to participants, members of the public and staff generally given you are inviting the world at large to view your event. You owe them a duty of care to take all safety precautions possible to prevent all kinds of injury occurring. Therefore, you need good effective risk management for your event.

To provide an environment that is safe and friendly, it is important that your event organising Committee is committed to managing risk effectively.

This commitment can be demonstrated in the Event Risk Management Policy. This Policy articulates your NGB's focus on managing risk.

The Policy should be:

- Signed by the NSO President or Managing Director
- Posted on the contest website

Duty of Care – Safety

This duty places an obligation on the management of the event to take reasonable and practicable efforts to manage obvious hazards and ensure the safety and welfare of anyone that is part of the contest structure.

This duty extends to people affected by the event during the contest.

This duty applies in:

- Surf safety
- Public safety
- The safety of your competitors

Most significant risks that affect contest activities are likely to fall under these areas.

The event should adopt a proactive risk management approach to managing these risk categories.

This Guide can assist in applying this process.

Sound risk management practices can help ensure that the organisation understands these laws and continually meets its obligations in this area.

Obligations that are usually placed by your Insurer.

This should be done even if such claims have not actually been made, but an accident has occurred.

Contest safety

Given hosting contests are 'core businesses for your organisation, setting some minimum contest safety standards is important in addressing the events duty of care.

This includes:

- Assessment of surf and weather conditions and forecasts
- Understanding the hazards that may affect surfer or public safety
- Providing appropriate Pre-Contest Briefings
- Providing appropriate contest equipment
- Providing adequate medical care including equipment and qualified first aiders
- Ensuring all surfers are competent and not placed in situations beyond their skill level

These are explored in more detail below:

Assessment of Surf and Weather Conditions and forecasts

The surf and weather conditions undoubtedly present some of the biggest challenges to surfer safety.

While we need good waves to compete; as swell, sea, wind and water currents increase so, can the safety risks to surfers.

It is very important that the Contest Director and Head Judge document the conditions observed, and the surf and weather forecast before the contest starts. If the conditions are unsuitable for some standards of surfer.

These contest officials are responsible for ensuring that the event only occurs under appropriately safe conditions, and that those conditions are monitored closely throughout the contest.

Appropriate action should be taken if the contest conditions deteriorate and the welfare of surfers is likely to be compromised.

It is advisable that this assessment of sea and weather conditions be documented as part of the Pre-Contest Readiness Inspection.

Shark Risk Management

Unlike many sports, our sport operates in an uncontrolled and, at times, uncontrollable environment, the ocean. There have been an increased number of shark attacks in recent years. The explanation for this is unknown. Whilst various explanations have been offered by experts, there is no clear explanation for why this has occurred. This Policy attempts to address managing the risk of shark attacks through a variety of different measures, but the reality is that the risk will remain.

This policy applies to surfing events conducted by Surfing Australia and the States. Surfing Australia encourages all affiliated Boardriders clubs to comply with this policy.

NB. The Surfing Australia Shark risk management policy is included in the current rule book.

Shark smart principles

From time to time State Government departments and other organisations issue guidelines for shark safety. Surfing Australia has had regard to these guidelines in developing this policy. It is to be noted that guidelines vary significantly across Australia and regard needs to be made for specific circumstances and knowledge in particular locations. Examples of shark smart guidelines are as follows:

- Avoid areas with signs of baitfish or fish feeding activity
- Do not rely on the presence of dolphins to indicate the absence of sharks
- Avoid running events where animal, human or fish waste enter the water
- Obey lifesavers' and lifeguards' advice, and heed all sign and safety warnings
- Avoid running events after dusk, at night, or before dawn as these times may be more dangerous

In all shark incidents the Police and emergency services acts as the

first point of call for the event organiser. If a shark incident occurs the event organiser should call the emergency number **000**.

Shark sighting in or close to the competition

In the event of a shark sighting in or close to the competition area, the following actions are to be implemented.

- The competition should be suspended.
- The competition area should be closed.
- All surfers should leave the water until such time as the shark is no longer in the area and the situation is deemed safe.
- The competition may recommence once the situation is deemed safe.
- If it is observed that the shark is a very small, shark which is unlikely to present danger to competitors or other swimmers, or is of a nature which is non-threatening to competitors or other swimmers, the Contest Director only may determine to continue the event.
- It is not required that all shark sightings be reported however it is recommended that sharks that cause suspension or cancellation of the event should be reported. In Western Australia there is a specific 24 hour phone line which is 08 9442 8600. In all other states the local lifeguards and or local council should be notified.
- It is a matter for all event organisers as to whether they record a log of shark sightings. In many cases it may serve no useful purposes, but it is a matter for individual event organisers to make its own determination. Event organisers may report shark sighting to Taronga Park Zoo who record shark sightings for scientific research purposes.

Shark attack in or close to the competition area

In the event of shark attack in or close to the competition area the following steps shall be taken:

- Immediately clear the water – horn blasts/P.A/whistle blasts.
- Initially, jet-ski operators to be directed to negate any immediate threat. After an attack, jet-ski operators to assist in bringing victim to shore
- If jet-ski is not present, event coordinator to contact local SLSC, Lifeguard and SES to assist in negating any immediate threat and assisting to bringing victim to shore
- Event Manager to call 000 or Emergency Services
- Senior First-Aid Officer to stabilize the victim until ambulance arrives
- Event staff to direct ambulance to emergency access point

Interruption of competition

In the event of any heat having to be stopped by a shark sighting as decided by the Contest Director, Head Judge or Event Manager, the following procedures are to be adopted:

- Head Judge to stop heat and start continuous horn blasts or whistle blast and moving of timing disc/flags to heat off position.
- Use public address system to communicate to surfers to get out of the water immediately or if public address system is unavailable use a whistle to notify surfers of the risk.
- If available, communicate with jet skis to remove surfers from the competition area to safety.
- When it is determined by the Contest Director that conditions are again safe, the heat will restart with the time left from when the heat was stopped unless the Head Judge deems that conditions have changed or that fair competition between the surfers would be compromised. In these situations, the heat will restart for the full time period.
- Where an incident occurs that deems a heat may be re-surfed, the heat will be called as “under review.” The relevant surfers will be notified immediately, and should a re-surf be declared, the results earned in the heat that caused the re-surf will be substituted by the re-surf heat results for official purposes.
- Officials decision about how the heat will be restarted or re-run is final and there is no right of appeal.

Pre-contest briefing

A Pre-Contest Briefing should be conducted by the Contest Director for all surfers taking part on the day of the contest.

Items to cover might include:

- Schedule of the day’s Contest - times and locations
- Expected swell and tide conditions for the contest
- Preferred paddle out locations
- Beach, reef, ocean and land hazards identified
- Provision of water, shade and amenities
- Designated first aid officer/s for the Contest and first aid equipment

First Aid

At least one first aid qualified person must attend every contest.

The event/NGB should keep a copy of the first aid qualifications held by staff members for their records.

During contests the first aid officer must be available to all competitors, contractors, staff and the public and they all should have access to appropriate first aid facilities, including a well-stocked guide, spinal board and basic resuscitation equipment.

Does your club have event insurance?

The insurance provided in your Boardrider club affiliation package covers you for your club rounds, however, for any other event you club is hosting, please contact your state association for guidance.

While prevention of accidents is the ultimate of risk management, there are occurrences where accidents do happen regardless of all safety measures.

The public liability insurance which could be a mandatory requirement of your license needs to cover risks specific to surfing. Be aware of exclusions that may be in the policy.

Professional indemnity insurance indemnifies the insured against claims for compensation for breach of professional duty by reason of any negligence by way of act, error, omission, or advice. This can apply to event organisers, judges and other professional in the sport. Breach of professional duty is excluded under public liability.

Pre-planning

Task	Due Date	Completed
Council Permission		
Insurance		
Risk Management Policy and Plan		
Alternate Beaches		
Liaise with Sponsor		
Liaise with Council		
Liaise with Lifeguards		
Budget		

Pre-event / Planning Stage

Task	Due Date	Completed
Accommodation		
Amenities		
Permits		
Booking Fee		
Catering		
Contact List of Event Organisers		
Directions		
Emergency Call Out		
Emergency Services, vehicles etc		
Maps & Directions		
Entertainment		
Equipment Hire		
Equipment List		
First Aid		
Communications / Marketing / Promotions		
Notify Local Authorities		
Sound System/Music/PA System		
Local Marine Authority		
Parking		
Personnel (Judges, First Aid, Work Crew etc.)		
Power		
Public Transport Schedules and Info		
Radio		
Security		
Signage		
Site Layout		
Sponsors		
Transport		
Waste Removal		
Water Safety		
Website & Social Media Information Updates		

During Event

Task	Due Date	Completed
Accident Report Booklet on Site		
Amenities monitored (cleaned, cleared etc).		
Entry Fees Paid		
First Aid Officer Present		
Event Set Up		
Conditions Checked and Assessed		
Commentators, Security, Judges Present		
Ongoing Liaising (When Appropriate) With: Lifeguards, Public, Media, Emergency Services, Maritime Authority etc)		
Presentations		

Post Event

Task	Due Date	Completed
Waste Removal		
Event Packed Down		
After Party		
Equipment Returned		
Post Event Evaluation		
Event Activation Reports		
Press Release / Media		
Thank You Letters (sponsors, council, volunteers etc)		