



# **SURF SPORTS | GUIDE FOR CARNIVAL ORGANISERS**

Version 9, 29 July 2025

## **1. INTRODUCTION**

This document is published by the Surf Life Saving Sydney Surf Sports Committee [SSC] and is prepared as a guide only for the use of referees and carnival organising committees. It is to be read in conjunction with, but not in substitution for the Surf Sports Manual [37th edition]. No inconsistency is intended, but if any exists the Surf Sports Manual is to prevail.

SSC acknowledges the vital role that surf sport competitions play for our members, as they enhance fitness, refine lifesaving skills, and foster a sense of community. Additionally, these events serve as an exciting spectator sport, offering a platform to promote our movement.

We encourage clubs to explore innovative ideas for hosting surf sports events, considering various formats, types, and schedules.

Our primary responsibility is to ensure that competitions are safe, fair, and efficient, which relies heavily on transparent communication with the organising committees of our member clubs.

We invite you to share any concerns or suggestions with the competition committee members, being your best initial contacts.

## **2. SURF SPORTS COMMITTEE CONTACTS**

SSC brings together a team of branch specialists to provide guidance on a wide array of surf sports topics. Their expertise covers essential areas such as water safety, inter-branch teams, surf boats, officiating, equipment, IRBs, R&R, March past, pool competitions, board riding, and various technical matters.

Please refer to the Surf Life Saving Surf Sports page:

<https://surflifesavingsydney.com.au/carnivals-surf-sports/board-of-surf-sports/>

## **3. PLANNING AND ORGANISATION**

### **3.1 SCHEDULING AND PERMISSION**

Clubs planning to organise a carnival should reach out to the appropriate SSC competition committee member, depending on whether the event is intended for seniors or juniors.

Given the packed surf sports calendar, securing the desired date can be challenging, so it is crucial to submit your request for the carnival date as early as possible. Request for SLSS Surf Sports Endorsement

### **3.2 ORGANISING COMMITTEE**

The organising committee plays a crucial role in the logistical planning and execution of the carnival, and it is essential to establish this group early in the process. The SSC will designate both a Referee and/or a Deputy Referee, who will join the committee as members. It is advisable for the committee to



include a diverse range of roles, such as chair, secretary, treasurer, water safety coordinator, workforce coordinator, catering coordinator, logistics coordinator, along with the referee, deputy referee, and additional general committee members.

### **3.3 MEETING SCHEDULE**

A meeting schedule needs to be determined. It is critical that minutes are kept.

### **3.4 SUGGESTED AGENDA ITEMS**

#### **Budget**

- In place? Approved?

#### **Council Approval**

- Sought? Obtained [in writing]?

#### **Sydney Branch Endorsement**

- Request for SLSS Surf Sports Endorsement
- Request for SLSS Support Operations (i.e., Ski/Drones)

#### **Carnival flyer**

- Published? Advertised?

#### **Program**

- Finalised?
- Within 4 hours (SSC suggested time limit)

#### **Water Safety**

- Number of water areas?
- Number of shifts per water area?
- Ratio required? [Nippers plan for minimum 5:1, final number depends on risk assessments on the day]
- Total number required?
- Water safety roster prepared. Published?

#### **IRB Arrangements**

- Number of water areas?
- Number of shifts per water area?
- Number of IRB crews required?
- So, do we require Support from other clubs - seeking written confirmation from other clubs?
- SLS Support Ski in place? Name, Club, and contact details for driver.
- IRB roster prepared. Published?

#### **Work Force**

- Suggested minimum of 10 per shift.
- Suggested minimum of 3 shifts – set up, during carnival and take down.
- Rosters prepared? Published?



## **Time Schedule**

- Workforce report times: set up/during carnival/pack down?
- Branch Duty IRB report?
- Remaining IRB's report?
- Officials breakfast and report?
- Water safety report and briefing?
- Team managers' briefing?
- Marshalling area?
- Carnival commencement?
- Officials, IRB, and water safety morning tea?
- Gear Trailer/s Booked? To be delivered when?
- Delivery driver and contact number?
- Pick up time?

## **Bookings for both gear trailers are made via link:**

- [Request for use of SLSS Equipment/Trailer](#)
- [Request, receive and minute the written confirmation]
- [Request for use of SLSS RWC Equipment](#)
- [Request, receive and minute the written confirmation]
- [Request for use of SLSS Live Heats Phone & iPad Equipment](#)
- [Request, receive and minute the written confirmation]

## **Officials, IRB, Water Safety morning tea and lunch**

- Number required?
- Morning tea delivery time?
- Lunch delivery time.
- Workforce organised?

## **Sponsors' Commitments**

- Banners/feathers/signs organised?
- VIP function to be held?
- Verbal advertising during carnival? Announcer briefed?

## **Registration**

- Entry fees?
- Branch office contacted to assist with online entries.
- Registration desk organised. Opening time for registration/late entries?
- Registrar name and contact details?
- Payment collection: cash float? EFTPOS facility?
- Late Entries??

## **Public Address**

- Booked? Written confirmation?
- Name of PA contractor? Phone contact?
- Set up time?
- Pack down time



### **Radios and Loud Hailers**

- Number of radios required.
- The number of loud hailers required.
- Booked? Written confirmation?
- Contractor - name and phone contact?
- Delivery time/place?
- Pick up time/place?
- A person appointed to manage allocation and collection of carnival radios and loud hailers.

### **Carnival De-brief**

- Room booked?
- Catering?
- Staff?
- Bar opening time?
- Drink tickets/wristbands organised?

### **Tents**

- Number required?
- Obtained?

### **Tables and chairs**

- Number of each required?
- Obtained?

### **Bunting and Barricades**

- Number required?
- Where?
- Organised

### **Stationery**

- Result sheets
- Officials sign on. (to be returned to SLSS Officials Coordinator for sign off)
- Water safety signs on/off?
- IRB's sign on/off?
- Work force signs on.
- Radio register?

### **Medals/prizes**

- To be awarded?
- For what?
- Number required?
- How ordered? How to be obtained/? When?
- How to be presented - in the competition area/in central presentation area?

### **Council Lifeguards and Police**

- Lifeguards advised?



- Name/contact phone for lifeguards' supervisor?
- Police advised?
- Police station phone number.
- Hospital phone number
- Beach Map provided to Council & SLSS

#### **First Aid**

- Sufficient personnel rostered?
- Names, times available, contact details?
- Proposed Location

### **3.5 PLANNING AND ORGANISATION ISSUES FOR THE REFEREE**

#### **Prior to the Carnival**

- In consultation with SSC, ensure the Safety and Emergency Management Coordinator ["SEMC"] is appointed.
- Attend Organising Committee meetings.
- In consultation with relevant SSC competition director, obtain the names of those officials who have nominated for the carnival and make the officials appointments, ensuring sufficient have nominated/are appointed to allow the efficient conduct of the carnival.
- Publish the appointments sufficiently prior to the carnival to allow time to fill any vacancies and deal with issues as to unavailability or transfer of officials.
- Publish the revised appointments list.
- In consultation with the organising committee and SEMC, consider the need for, and if required, prepare a contingency plan.
- Timetable: assist the organising committee to ensure the timetable is appropriate and achievable within the 4-hour SSC recommended time limit

#### **At the Carnival**

- Ensure the efficient and fair conduct of the carnival.
- Arrange and conduct carnival briefings of officials and team managers.
- Ensure areas are correctly laid out as per the Surf Sports manual.
- Prior to the carnival's start, ensure a smooth handover from the organising committee to the competition committee.
- Adjudicate on reports, protests, conduct issues and breaches of rules.
- Chair the competition committee. Suggested makeup:
  - Referee [Chair], Deputy Referee, Organising Committee Chair, SSC Representative

### **3.6 ISSUES FOR THE SEMC**

- Chair of the Safety and Emergency Committee
- Formulate the safety and management plan for the carnival.
- Oversee the conduct of the risk assessments of the competition area.
- Ensure conditions continue to be monitored throughout the carnival.
- Arrange and conduct carnival safety briefings.
- Advise the Competition Committee when satisfied that competition can commence, but not before being satisfied,
  - The risk assessment is complete, and surf conditions are assessed as satisfactory for competition.



- First aid arrangements are satisfactory and in place.
- Water safety and IRB coordinators have confirmed they have enough and are ready for a start.
- There is in place a viable means of rescuing an unconscious patient [ie, a crewed IRB or jet ski is on the water in the competition area]
- Suggested makeup of Safety and Emergency Committee:
  - SEMC [chair], Referee, Deputy Referee, Water Safety Coordinator, IRB Coordinator
  - SMEC to be for all water-based carnivals a minimum of four swimmers each from each gender to conduct the SAR condition of water test for carnival to proceed.

### 3.7 ISSUES FOR THE WORKFORCE COORDINATOR

#### Sydney Branch Gear Trailers

- **Major Carnivals**

The branch trailer/s will arrive at the time agreed between the organising committee and SSC representative. Host club is to supply sufficient workforce [at least 12 is the suggested number] and an ATV to get competition gear to designated spots on the beach and near the water's edge. People are then required [four is the suggested number] with getting the gear into order on the beach [buckets, anchors, buoys, ropes, poles, and containers].
- **Other carnivals**

The branch trailer/s will arrive at the time agreed between the organising committee and SSC representative. Host club is to supply sufficient workforce [at least 6 is the suggested number] and an ATV to get competition gear to designated spots on the beach and near water's edge. People are then required [four is the suggested number] with getting the gear into order on the beach [buckets, anchors, buoys, ropes, poles, and containers].

#### Set Up: Each Water Area

- A recorder's tent, table and two [or more] chairs
- 2 start line poles, 4 flag poles, [if skis] 2 ski pole anchors.
- 1 gear box
- Sufficient spectator fencing to allow a minimum unimpeded 60 x 40 metre competition area [note as to those distances: board rescue start line is 54 metres, ironman sprint track is 30 metres from water's edge]

#### Set up: Sprints

- Sufficient lane ropes for a minimum of 8, 1.5 metre lanes.
- A recorder's tent, table and two [or more] chairs
- 4 x 2-metre poles
- Sufficient spectator fencing to surround the area.
- A relay baton for each lane
- A marshaling tent.

#### Set up: Flag.

- A recorder's tent, table and two [or more] chairs
- A marshaling tent
- 4 poles/star pickets for each proposed pit
- 10 flags for each pit
- 10 lane pegs for each pit



- Sufficient spectator fencing to surround the area.

Note: to allow for more efficient competition and judging SSC recommendations:

- Flag pits be set up end to end to accommodate cascading competition.
- The use of a rope, marked with the offset distances, to ensure the correct placement of the pegs and flags.

### **More Efficient judging**

- There is a significant area between the finish line and the spectator barrier parallel to that finish line. SSC suggests 10 metres. There are no issues with having the side spectator barriers quite close to the competition.

### **Set up: Boats**

- A recorder's tent, table and two [or more] chairs
- Two judges stands [set up a minimum 5 metres outside start flags, which flags are a minimum 23 metres from middle of nearest alley]
- 1 pole, 1 flag corresponding with the turning boy for each alley.
- 2 poles, 1 blue/orange flag for the starting line
- Sufficient beach area to allow for 28 metres either side plus 23 metres for each alley.

### **During competition: All Areas**

- Ensure sufficient water is available for the officials and water safety.
- Deliver morning teas and lunch to officials and water safety.
- Deal with any late-breaking logistical issues.

### **Pack Down: All Areas**

- The carnival organiser is responsible for scheduling a designated time for the Branch Trailer Coordinator to collect the properly packed and loaded trailer at the completion of the event.
- The host club is expected to assemble a work party, ideally consisting of at least six individuals, and to provide an ATV for this purpose.
- All equipment must be returned to the designated branch trailers, properly accounted for, cleaned, and stored according to the lists and photographs provided for each vehicle. This procedure is essential to ensure adherence to vehicle axle-weight regulations.
- Return the competition area to the local council in the condition in which it was found.

## **4. CHAIN OF COMMAND**

**THE SURF SPORTS MANUAL EXPLAINS THE CHAIN OF COMMAND AND DECISION MAKING. IT READS, 1 SCHEDULING AND PERMISSION**

"[at 1.1] If an emergency arises during a competition, correct command and control shall be maintained under the direction of the SEMC.

"During an emergency, any member of SLSA entering the water or handling any rescue gear must only do so at the direction of their SEMC or delegate and/or the direction of the police or emergency authority...

"[at 1.4.3] The Safety and Emergency Committee shall determine the response to hazards as they occur, or otherwise as required, and provide safety advice to the Competition Committee. The sole



responsibility for suspension, cancellation, or relocation of part or all the competition rests with the Competition Committee.

“The decision to enact the contingency plan is the responsibility of the Competition Committee. The Safety and Emergency Management Coordinator is solely responsible to the Competition Committee for recommendations concerning competition safety.



**1. Event Details**

<b>Name of Event:</b>			
<b>Date:</b>		<b>Start Time:</b>	
<b>If over multiple days attach details for each day</b>		<b>Finish Time:</b>	
<b>Provide a detailed description of the event:</b>			
<b>Location: (include details if multi-location event)</b>			
<b>Are public roads to be used:</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNKNOWN
<b>Has the event been held before?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> UNKNOWN
<b>Number of Persons Attending</b>		<b>Number of people participating or being serviced</b>	
<b>Order and Distance of Legs (if applicable)</b>			
			KM
			KM
			KM
			KM
			KM
			KM
<b>TOTAL EVENT DISTANCE</b>			<b>KM</b>
<b>Which legs are SLSC involved in (if applicable)</b>			

## 2. Details of Event Manager/Organisation

Is this a SLS OPERATED SPECIAL EVENT:  YES  NO

If a SLS Operated Event, are any SLS Members receiving any remuneration or reward for their involvement:  
 YES  NO

Is there a jumping castle planned as part of the event (this information is required for insurance purposes):  
 YES  NO

If the special event is being organized by a third party, (for example a triathlon being run by ABC Pty Ltd) enter their details below.

<b>Event Manager or Organisation</b>	
<b>Address:</b>	
<b>Name of Contact:</b>	
<b>Address:</b>	
<b>Office Number:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	

## 3. SLS Level of Involvement

<p>Provide a detailed description of the level of SLSC involvement in the event: <i>(For example, if SLSC members are providing first aid, or water safety or advisory services)</i></p>	
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#### 4. Insurance

**NOTE:** For events not run by SLS, where SLS services are provided, the event organisation’s Public Liability Insurance is applicable. SLS entities should ensure the event organizer has supplied a copy of the PLI Certificate of Currency to the SLS entity. **ALL** special event applications are sent to our insurance provider once the event has been approved by SLSNSW, who may approve or decline PLI cover for the activity at their discretion.

This approval also extends to personal Accident Coverage which only applies to SLS members (ie members of the public participation in SSL events are not coverage for Personal Accident Cover). Additional insurance levies and conditions may apply. Special events **CANNOT** proceed without this insurance approval.

#### 5. SLS Club Details

<b>Name of Club</b>	
<b>Club Contact Person</b>	
<b>Address:</b>	
<b>Office Number:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	
<b>Other Clubs Involved:</b>	
<b>Water Safety (Person responsible at the event)</b>	
<b>Contact Person</b>	
<b>Office Number:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	
<b>Medical/First Aid (Person responsible at the event)</b>	
<b>Contact Person</b>	
<b>Office Number:</b>	
<b>Mobile Number:</b>	
<b>Email Address:</b>	



### 6. Number and Age Restrictions of Competitors/Attendees

		Approximate Numbers
<b>Competitors/Attendees</b>	<i>SLSNSW Members ONLY</i>	
	<i>Public</i>	
	<i>Total (max) entries allowed</i>	
<b>Age restrictions</b>	<i>Minimum (years)</i>	
	<i>Maximum (years)</i>	
<b>Total number of SLSNSW official/members involved in supporting the event</b>		

### 7. Safety Equipment

Lifesaving Equipment Involved ( <i>Please indicate number</i> )			
Helicopter Rescue Service		Jet/RIB/Offshore Rescue Boat	
First Aid Kits		Rescue Boards	
Surf Skis		Vehicles	
Radios		IRB's	
Oxy-Viva Units		ATV's	
Defibrillators		RWC's	
Spinal Boards		Other rescue equipment (specify)	
<b>Other Rescue Equipment:</b>			

### 8. Number of Stations

Total Number of:	
Stations manned by first aid personnel	
Drink Stations	
Other (please specify):	

### 9. Child Safe Information

Total Number of:	
Are children or young people under 18yrs participating or involved in the event?	
<i>If Yes, please complete a SLSNSW Child Safe Activity Planning Guide (CSAPG) prior to this event. <a href="https://www.surflifesaving.com.au/members/resources/slsnsw-child-safe-activity-planning-guide/">https://www.surflifesaving.com.au/members/resources/slsnsw-child-safe-activity-planning-guide/</a></i>	

**10. Other Non-SLSNSW Persons or Groups Involved**

<b>Details of Group</b>	<input type="checkbox"/> <i>Primary School</i> <input type="checkbox"/> <i>Secondary School</i> <input type="checkbox"/> <i>Special Needs</i> <input type="checkbox"/> <i>Community Group/Other (please specify)</i>		
<b>Details of Other</b>			
<b>Number group participants:</b>			
<b>Special Requirements:</b>			
<b>Details of Other Groups Involved:</b>			
<b>First Aid:</b>		<b>No. of Persons:</b>	
<b>Safety Marshals:</b>		<b>No. of Persons:</b>	
<b>Radio Communications</b>		<b>No. of Persons:</b>	
<b>Other (please specify)</b>		<b>No. of Persons:</b>	
<b>Are these persons covered by voluntary personal accident insurance?</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	



**11. Notification/Permits/Permission**

Have you or the event organisers obtained permits or permissions from the relevant bodies; or notified them of the event? (Include details where possible)	
NSW Police Force	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
Local Government/Council:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
Roads and Maritime Services	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
NSW Ambulance Service	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
NSW Fire and Rescue	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
Local Hospital (A&E or Casualty Departments)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	
Other: (Please specify)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE
Details:	
If No, when?	



Consequence by Risk	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Strategic</b>	No stakeholder or lack of public interest, Minor, non-deliberate breach of procedure, contract or regulatory obligations, Little to no cost implications for SLS, No or minimal impact on the environment, No reporting required.	Public and stakeholders uninterested or undecided but accepting of information/decisions, Moderate, non-deliberate, breach of procedure, contract or regulatory obligations, Minimal site impact easily containable, Environmental impact report is required, Regulator imposing a low statutory penalty, Low cost implications for SLS.	Concerns expressed by stakeholders and/or public at a regional level and loss of trust and confidence in operations of a particular issue (non-life threatening, Action results from commercial loss (regulator imposing a moderate statutory penalty, moderate cost implications able to be absorbed by SLS, breach of Contract, regulatory or common law obligations that also includes a deliberate breach of a procedure, contract or regulatory obligation, moderate cost implications able to be absorbed by the organisation), Moderate, temporary damage to habitat or environment, May incur cautionary notice or infringement notice.	Concerns expressed by stakeholders and/or public at a national level by public and loss of trust and confidence in operations on a particular issue, Actions resulting from an impact on the public (the public bringing legal action ;not a class action, regulator imposing maximum statutory penalty, major cost implications that the organisation will need to seek additional funding to meet, major breach of Contract, regulatory or common law obligations that impacts on a individual / discrete organisation of the community), Long term or permanent damage to habitat or environment. Penalties or compliance order incurred, Prosecution for minor infringements.	Sustained and widespread concerns expressed by public or stakeholders and/or including all levels of Government leading to a loss of trust and confidence impacting whole of operations, Actions resulting from an impact on the public (the public bringing class action, major cost implications unable to be met by SLS, major breach of contract, regulatory or common law obligations that impacts on a region of the community), Substantial permanent damage to habitat or environment, Serious or repeated breach of legislation or licence conditions, Cancellation of licence, Prosecution for serious infringement
<b>Operations</b>	Injury requiring first aid, Minor skills impact, Minor damage or vandalism to asset, Minimal impact on noncore business operations. The impact can be dealt with by routine operations, corrective action and training.	Injury or illness requiring medical treatment or becomes a Lost Time Injury, Minor impact to capability, Minor damage or loss <2.5% of total assets, Some impact on business areas in terms of delays, systems quality but able to be dealt with at operational level , process modification and skills development	Injury requiring hospitalisation or an incident requiring specialist medical treatment, Unavailability of core skills affecting services, Damage or loss of <12.5% of total assets, Impact on SLS resulting in reduced performance such that targets are not met. SLS's existence is not threatened, but could be subject to significant review/change to operations.	Single fatality (outside flags), multiple serious injuries, Unavailability of critical skills of personnel, Extensive damage or loss <30% of total assets, Breakdown of key activities leading to reduction on performance, Survival of the project/activity or SLS is threatened.	Single fatality (inside flags), multiple fatalities Protracted unavailability of critical skills/people, Destruction or complete loss of <50% of asset, Critical failure(s) preventing core activities from being performed, The impact threatens the survival of the project or SLS.
<b>Financial (Gain or Loss)</b>	Minor impact on project budget	1% of project budget	1%-5% of project budget	5%-10% of project budget	Exceeds 10% of project budget
<b>Information</b>	Compromise of information otherwise available in the public domain	Minor compromise of information sensitive to internal departments or specific club	Compromise of information sensitive to SLS's operations	Compromise of information sensitive to SLS's interests	Compromise of information significant ongoing impact

Likelihood	Qualitative	Quantitative	Ratio
Almost Certain	Is expected to occur in most circumstances	Has occurred on an annual basis in SLS in the past or the circumstances are in train that will cause it to happen	More than 1 per year
Likely	Will probably occur in most circumstances	Has occurred in the last few years in SLS or has occurred recently in other similar organisations or circumstances have occurred that will cause it to happen in the next few years	Once per year
Possible	Might occur at some time	Has occurred at least once in the history of SLS or is considered to have a 5% chance of occurring in the next few years	1 in 10 years
Unlikely	Could occur at some time	Has never occurred in SLS but has occurred infrequently in other similar organisations or is considered to have a 1% chance of occurring in the next few years	1 in 50 years
Rare	May occur only in exceptional circumstances	Is possible but has not occurred to date in any similar organisation and is considered to have very much less than a 1% chance of occurring in the short term	1 in 100 years

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	<b>Medium</b> 40	<b>High</b> 48	<b>Critical</b> 72	<b>Critical</b> 84	<b>Critical</b> 100
Likely	<b>Low</b> 24	<b>Medium</b> 44	<b>High</b> 56	<b>Critical</b> 80	<b>Critical</b> 96
Possible	<b>Low</b> 12	<b>Low</b> 28	<b>Medium</b> 52	<b>High</b> 76	<b>Critical</b> 92
Unlikely	<b>Low</b> 8	<b>Low</b> 20	<b>Low</b> 36	<b>Medium</b> 64	<b>High</b> 88
Rare	<b>Low</b> 4	<b>Low</b> 16	<b>Low</b> 32	<b>Low</b> 60	<b>Medium</b> 68

Risk Level	Risk Acceptance/Tolerability	Strategic Action Plan/Risk Mitigation Strategy
<b>Low (4-60)</b>	<i>Acceptable with periodic review</i>	Manage by routine procedure
<b>Medium (40-68)</b>	<i>Tolerable with periodic review</i>	Exposure to risk may continue provided it has been appropriately assessed, has been mitigated to "So Far As Reasonably Practicable", and is subject to periodic review to ensure that risk does not increase. It would be appropriate that measures to achieve long term further reduction to the risk be considered.
<b>High (48-56)</b>	<i>Tolerable with continual review</i>	Unnecessary exposure to the risk must be discontinued as soon as it is reasonably practicable and continued exposure would only be considered in exceptional circumstances. Risk controls must be applied as part of a documented risk management plan that is continuously reviewed.
<b>High (76-88)</b>	<i>Intolerable without treatment</i>	Exposure to risk should be discontinued to as soon as reasonably practicable. Risk controls must be applied as part of a documented risk management plan that is continuously monitored and reviewed.
<b>Critical (72-100)</b>	<i>Intolerable</i>	Exposure to this risk would normally be immediately discontinued except in extreme circumstances. The decision to tolerate risk must be made by the Senior Management Group, the CEO and the Board after being subjected to as much risk management rigour as practical, unless dire operational needs preclude so.

**13. Special Conditions or Comments**

Detail any Additional Information or Comments



**14. Club Endorsement**

<b>Name:</b>	
<b>Position:</b>	
<b>Club:</b>	
<b>Date:</b>	
<b>Club Obligations:</b>	The club confirms that involvement in this special event will not adversely impact on any patrol or contractual obligations that exist for the club <input type="checkbox"/>
<b>Signature:</b>	

**15. Branch Notification**

<b>Name:</b>	
<b>Position:</b>	
<b>Branch:</b>	
<b>Date:</b>	
<b>Signature:</b>	

**16. Special Event Permit Reference Number (Admin & Compliance Use Only)**

<b>Name:</b>					
<b>Position:</b>					
<b>Department:</b>					
<b>Date:</b>					
<b>Signature:</b>					
Averaging out the risk rating using the completed risk assessment, detail the overall average risk rating					
<b>Special Event Application</b>					
<input type="checkbox"/>	<b>APPLICATION APPROVED</b>	<input type="checkbox"/>	<b>APPLICATION DENIED</b>	<input type="checkbox"/>	<b>PENDING FURTHER INFORMATION</b>
<b>Special Event Application Approval Number</b>			<b>Date Approval Sent:</b>		