

Circular

Title:	<u>Special Events – Club Self-Assessment Process</u>
Date:	29 September 2022
Document ID:	25, 2022/2023
Department:	Lifesaving and Surf Sports Department
From:	Cam Robbins, Lifesaving Department Manager Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: crobbs@slswa.com.au
Audience:	Club Director of Lifesaving, Club Administrators, Surf Sports Directors, and Club Event Organisers
Summary:	A simplified process toward club involvement in Special Events is adopted. The revised process is designed to provide affiliated clubs with the opportunity to be more responsive and autonomous in relation to lifesaving activities and services they are requested to provide and that are not considered part of standard surf life saving activity and expertise.
Action:	Complete Special Events Club Self-Assessment Process documentation. Correspond with the SLSA insurers to determine if participation in the service or activity will fall within the scope of the SLSA insurance policies and/or whether any additional coverage is required.
Attachments:	Attachment 1: Club Special Event Assessment Form Attachment 2: Adult Participant Waiver Attachment 3: Child Participant Waiver

Please be advised that the processes outlined in Circular 31, 1819 SLSWA EVENT SANCTIONING PROCESS AND INSURANCE LEVY, dated 31 October 2019 are now amended and replaced by this Circular Number 25, date 29 September 2022.

Attached is a simplified self-assessment form that is specific to SLSWA affiliated club lifesaving and surf sport operations. The considerations align to a club when it is considering management, participation, or assistance to a Special Event. A Special Event is any event where Members are involved in any activity and identified as Surf Lifesavers, outside such NORMAL Club/SLS Carnival activity, and/or Non Members are involved. These events outside normal Club/SLS activity might include, for example, Triathlons, Marathons, Displays etc.

The previously adopted SLSA Event Sanctioning procedures will no longer apply to SLSWA affiliated clubs. From this point forward affiliated clubs are to use the attached Club Special Event Assessment Form to determine category of involvement and to guide the range of risk documentation that should be developed and recorded by clubs to deliver services or activities.

It is recognised and understood that clubs have local knowledge and experience that does not require SLSWA oversight or approval, and that any involvement in non-standard surf life saving activity should be considered in consultation with the club's officials, the event/activity owners (if different to the club) and the SLSA liability and indemnity insurers (Marsh Australia).

The simplified process is designed to provide clubs with greater autonomy in the assessment and participation in delivery of non-core lifesaving services and activity and allow the club to be more responsive to their stakeholder needs.

Clubs are no longer required to submit documentation to or receive approval from SLSWA to proceed with delivery of a service to or participation in a Special Event; however, it is recommended clubs document and record their participation.

It is recommended that non-member participants in Special Events are required to complete a waiver as part of the registration process as they will not be covered under the affiliated club's personal accident insurance policy. An example template waiver for both child and adult non-member participants can be found as an Annexure to Club Special Event Assessment Form.

Clubs and monetary reward for water safety personnel

As a reminder SLSA insurers (Marsh Australia) advise that members who receive monetary reward for any role they undertake when assisting the Club to deliver its contracted responsibilities are not covered by the SLSA Member Accident Insurance policy. Clubs must therefore provide suitable workers compensation policy coverage for their staff and comply with the relevant Fair Work and Australian Taxation Office employer obligations including PAYG and superannuation legislation.

If you require assistance with the Special Event Club Self-Assessment Process, please contact SLSWA Lifesaving and Education Development Officer, Dom Cowdell via email (dcowdell@slnwa.com.au).



James O'Toole
Chief Executive Officer

Attachment 1: Club Special Event Assessment Form

Attachment 2: Adult Participant Waiver

Attachment 3: Child Participant Waiver