

Circular

Title:	Expressions of Interest to run/host SLSWA Surf Sports Carnivals/Championships in 2023/24
Date:	15 June 2023
Document ID:	08, 2023/2024
Department:	Surf Sports
From:	Surf Sports Email: surfsports@skswa.com.au
Audience:	Surf Sport Directors, Club Administrators and Club Executives
Summary:	This circular is calling for an Expression of Interest from SLS clubs to run and host Surf Sports carnivals and championships in the upcoming 2023/24 season.
Action:	Clubs are required to complete an online booking form and submit by 5pm Monday 26 June 2023 .
Appendix:	Host Club Event Checklist

1. SLSWA Series Events

There are opportunities for clubs to run or host interclub carnivals, throughout the upcoming season. Where possible SLSWA would like these events to be fully run and managed by the nominated club. SLSWA will assist where required and as identified during discussions with the club running the event, with the exception of the Championships where SLSWA would provide additional support.

Below are the current dates where clubs could run/host SLSWA Series Events. These dates have been determined based off SLSWA's draft planning calendar and are subject to change.

Little Nippers

1. A Little Nipper Carnival on Sunday 3 December 2023; and
2. A Little Nipper Carnival on Sunday 7 January 2024.

Nippers

1. A Nipper Carnival on Sunday 10 December 2023; and
2. A Nipper Carnival on Sunday 14 January 2024.

Youth & Open

1. A Youth/Open Carnival on Saturday 11 November 2023,
2. A Youth/Open Carnival on Saturday 26 November 2023,
3. A Youth/Open Carnival on Saturday 20 January 2024; and
4. A Youth/Open Carnival on Sunday 11 February 2024.

Surf League

1. A Surf League on Saturday 4 November 2023; and
2. A Surf League on Saturday 3 February 2024.

Surf Boats

1. A Surf Boat Carnival on Sunday 5 November 2023,
2. A Surf Boat Carnival on Sunday 26 November 2023,
3. A Surf Boat Carnival on Sunday 10 December 2023,
4. A Surf Boat Carnival on Sunday 14 January 2024,
5. A Surf Boat Carnival on Sunday 11 February 2024; and
6. A Surf Boat Carnival on Sunday 25 February 2024.

Surf Life Saving Championships

1. The Lifesaving Championships on Sunday 4 February 2024,
2. The Rescue Championships on Saturday 10 February 2024; and
3. The Short Course Surf Boat Championships on Sunday 17 March 2024.

Clubs interested in running/hosting a series event on one or more of the nominated dates above are asked to complete an online booking form by visiting <https://www.trybooking.com/CJCCJ>. Please press "Book Now", purchase a ticket and then complete the online questions by 5pm Monday 26 June 2023.

The attached checklist, **Appendix 1: Club Event Checklist**, has been designed to assist clubs in running a Surf Sports Event. Clubs may wish to review this list before committing to running an event.

Club Payments

Payments to clubs will be negotiated per event based on whether the club host, partially run or fully run the event. As a guide, clubs who nominate to fully run a carnival may collect and keep the event entry fees. Entry fees (per competitor) have previously been priced at,

\$15 for Little Nippers
\$20 for Nippers
\$25 for Youth and Open

These events will have associated branding requirements in line with SLSWA partner obligations and as such clubs may also receive a payment to brand the event. This payment will be negotiated with each club.

Club Payments

For each of these events a host club fee will be negotiated with clubs based on what they can provide towards the setup, event safety, management, catering, and pack down of the event.

3. Club Run Events

We are aware that several clubs have an interest in running their own event and/or series. These events are often very popular as they provide additional opportunities to our athletes. Often the success of these events is dependent on where they are placed in the calendar. As such, we encourage clubs to discuss potential dates with the SLSWA Surf Sports Team to ensure the best possible outcome for the club and members.



James O'Toole
Chief Executive Officer



Appendix 1 – Club Event Checklist

The following checklist has been designed to assist clubs who are planning to run an event. As this is a working document, please add additional items where required.

Timeline	Task	Yes	No	N/A	Completed
PRIOR					
Minimum one month prior	Confirmed date of the event				
	Book beach with Local Authority				
	Advise SLSWA for inclusion on calendar.				
	Appoint Club Coordinator – circulate to SLSWA & clubs.				
	Appoint Carnival Referee – liaise with SLSWA if required.				
	Appoint Club Event Safety Coordinator				
	Event on SLSWA SurfTec System – discuss with SLSWA.				
	Determine additional equipment required – organise.				
	Determine PA requirements – book.				
	Fundraising opportunities – catering and merchandise				
	Event co-sponsor – advise SLSWA in writing if wanting to co-sponsor the event.				
Min. one week prior	Obtain list of competitors from each club				
	Based on list, determine club’s Official’s requirements – circulate				
	Based on list, determine club’s Water Safety requirements – circulate				
	Catering for Officials and Water Safety				
EVENT DAY					
Day of the event	Club Coordinator / Event Safety Coordinator present				
	Risk assessment undertaken by Event Safety Coordinator				
	Set up Crew organised – arena, tents, sound (club to provide sound).				
	Safety briefing				
	Catering on beach for Officials and Water Safety				
	Pack up Crew organised.				
	Catering in club for Officials and Water Safety				
POST EVENT					
Within one week	Complete any incident reports.				
	Return of any equipment borrowed.				
	Publish results.				
	Invoice participating clubs if charged.				