



# BP SURF RESCUE NORTH ISLAND CHAMPIONSHIPS

PAEKAKARIKI BEACH  
15-16 FEBRUARY 2020

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BUILDING MORE COMPETENT AND CAPABLE LIFEGUARDS

## EVENT ENTRY CIRCULAR

Surf Life Saving New Zealand



## Event Overview

The BP Surf Rescue North Island Championships has a proud history of being one filled with hard, fast, and action-packed racing. The second largest Inflatable Rescue Boat racing competition on the Surf Life Saving calendar, crews from throughout the country will line up to showcase their surf skills, fitness and experience amongst their pairs.

The competition includes several events, requiring varying levels of technical skill and physical fitness. With surf and weather conditions constantly changing, the competition has proved to be one of the most exciting competitions of the Surf Life Saving calendar.

Making its first appearance at Paekakariki Beach, along the picturesque Capital Coast, we invite you to celebrate the skills and experience of some of Surf Life Saving New Zealand's very best IRB Crews as they compete for their friends and against their fellow athletes.

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## Entry Circular

This document provides you with all the information you need to know in order to enter this event. While it contains the typical logistical information surrounding the event, it also incorporates very important details that an athlete, parent and/or guardian must be aware of before entering themselves or their child into this event.

## Entry Information

Entries may be made using the SLSNZ Online Event Entry System. Your club has access to this system and will process your entries. Following the close of entry as detailed below entry fees will be invoiced directly to your club for payment prior to the competition.

|                             |   |
|-----------------------------|---|
| Entries Open:               | 10:00am, 1 December 2019  |
| Entries Close:              | 10.00am, 3 February 2020  |
| Entry Fee:                  | \$50.00 per event (inclusive of GST)  |
| Eligibility of Competitors: | Please refer to <a href="#">Policy SPS008</a> for Event Entry Eligibility.<br>The event entry system will not allow competitors to enter events if they have not meet the requirements before close of entry. |

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## Event Rules

This event will be conducted under the rules contained in the following documents.

**[SLSNZ Surf Sport Competition Manual](#)**, including any additional amendments as detailed on the website and any additional requirements as communicated by the Event Management Committee. Please note that the Manual has recently been updated to the 9<sup>th</sup> Edition (V3).

Additionally members entering this event are bound by the following rules:

- [SLSNZ Constitution](#)
- [SLSNZ Regulations](#)
- [SLSNZ Code of Conduct](#) (Note: The Event Management Committee reserve the right to exclude competitors from further competition for poor or 'un-sportsman like' behaviour. This also applies to parents, managers and supporters)
- [SLSNZ Equipment Specifications Manual](#)
- [Drug Free Sport New Zealand](#)
- [SLSNZ Sport Policies](#)
  - [SPS001 - Junior Surf Officials Ratio](#)
  - [SPS002 - Surf Officials Ratio](#)
  - [SPS003 - Medals and Points Allocation](#)
  - [SPS004 - Camera and Video Devices in Surf Life Saving](#)
  - [SPS005 - Communication and Video Devices on Surf Life Saving Equipment](#)
  - [SPS006 - Gender Equity](#)
  - [SPS007 - Competition Safety Requirements](#)
  - [SPS008 - Event Entry Eligibility Policy](#)
  - [SPS009 - Competition Entry Fee Refunds](#)
  - [SPS010 - IRB Racing Personal Protective Equipment](#)
  - [SPS011 - Surf Boat Personal Protective Equipment](#)
  - [SPS012 - Process for Reviewing the Surf Sports Competition Manual](#)
  - [SPS013 - Silver Fern and Naming of Teams](#)
  - [SPS014 - SLSNZ High Performance Teams and Squads Selection Policy](#)
  - [SPS015 - Event Management and Officials Appointments Policy](#)

Copies of these documents are available from the SLSNZ website.

## Age Groups

Age group is determined by the competitor's age at midnight on 30<sup>th</sup> September 2019. For example, if you were 23 on the 30<sup>th</sup> September 2019, you are not eligible to compete in the Under 23 division.

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## Team Substitutes

All team substitutes must be registered in some capacity in the competition. This is to ensure compliance with SLSNZ Sport Policy SPS008: Event Entry Eligibility.

An athlete that has entered into an event is capable of acting as a team substitute, with consideration to the applicable role and required qualifications i.e. Driver or Crewman. An athlete who is not entered into an event who wishes to be eligible as a team substitute must be entered as either a Driver or Crewman Team Substitute.

In accordance with SLSNZ Sport Policy SPS008: Event Entry Eligibility, no late entries for a team substitute will be accepted unless considered to be an 'exceptional circumstance' pursuant to Section 8 of the policy.

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## Important Times

### Saturday 15 February 2020

|              |   |
|--------------|---|
| Start Time:  | 9:00am                                    |
| Prizegiving: | 30 minutes after the conclusion of racing |
| Low Tide:    | 8:27am – 0.7m                             |
| High Tide:   | 3:09pm – 1.6m                             |

### Sunday 16 February 2020

|              |   |
|--------------|---|
| Start Time:  | 8:00am                                    |
| Prizegiving: | 30 minutes after the conclusion of racing |
| Low Tide:    | 8:54am – 0.7m                             |
| High Tide:   | 3:52pm – 1.5m                             |

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## Events

The following events and divisions will be held at the competition (listed in no particular order):

### **Under 19 Men Division:**

- Single Rescue
- Assembly Rescue
- Mass Rescue
- Tube Rescue

### **Under 19 Women Division:**

- Single Rescue
- Assembly Rescue
- Mass Rescue
- Tube Rescue

### **Under 23 Men Division:**

- Single Rescue
- Assembly Rescue
- Mass Rescue
- Tube Rescue

### **Under 23 Women Division:**

- Single Rescue
- Assembly Rescue
- Mass Rescue
- Tube Rescue

### **Open Men Division:**

- Single Rescue
- Assembly Rescue
- Mass Rescue
- Tube Rescue
- Team Rescue

### **Open Women Division:**

- Single Rescue
  - Assembly Rescue
  - Mass Rescue
  - Tube Rescue
  - Team Rescue
-



## Event Programming

The Draft Programme can be found in [Appendix One](#) of this entry circular. Please note that the Draft Programme is subject to change due to a dependence upon the number of entries and surf/weather conditions.

The event draw will be available online [here](#) from 12:00pm Friday 14 February 2020. No paper copies will be made available. Please note that lane draws may change during the event as a result of scratchings.

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## Results

Results will be posted on a noticeboard and be available online [here](#) as events are completed.

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## Site Plan

The draft Site Plan can be found in [Appendix Four](#) of this entry circular. Please note that the Site Plan is subject to change due to a dependence upon the number of entries and surf/weather conditions.

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## Event Photography

Applications need to be made to the Event Assistant to gain access to the Competition Arena in order to use cameras or video devices. Applications need to be made prior to the start of the event and must be submitted by 10:00am on the 1 February 2020. The Application Form can be found in [Appendix Three](#) of this entry circular.

### Media accreditation:

There are two levels of accreditation:

1. Media

Journalists and photographers working directly for, or contracted to, local, national and international media outlets including TV, radio, newspapers, magazines and websites.

2. Club Photographers

Photographers appointed or contracted by a participating club to produce imagery. Only one Club Photographer can be appointed or contracted per club.

Only applications from Surf Life Saving Members and Media Agencies will be accepted for consideration (No public or non-members will be given access to the Competition Arenas to take photos, this includes parents of members who do not hold a membership themselves).

If access is gained then a Lanyard and Vest will be issued and must be worn at all times.

SLSNZ reserves the right to refuse access to the arenas.

By entering this event Athletes and Team Management agree to SLSNZ using images and video taken during the competition for media and marketing purposes. Athletes and Team Management also agree by entering into this event that SLSNZ or second party contractors are allowed to fly drones above Competitors and Team Management throughout the event.

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## Event Safety

### Pre-Existing Medical Conditions

All participants **and officials** with a pre-existing medical condition must complete and submit a 'Pre-Existing Medical Conditions Declaration' form prior to the close of entries. These forms are to be submitted to the Event Assistant (Scott Bicknell) by email to [scott@bicknellconsultants.com](mailto:scott@bicknellconsultants.com). However, participants are encouraged to submit these as early as possible. Once submitted, the forms will be reviewed by SLSNZ and a decision will be made on whether a 'Competitor Waiver' form is required to be completed.

These forms are available through the website [here](#).

### Competition Safety Plan

The Competition Safety Plan will be made available through the website [here](#) prior to the event commencing. The document is also available for viewing in the Event Management Area during the event. The missing person at sea reflex tasking can be found in **Appendix Two** of this entry circular.

### Competition Safety Vests

The wearing of high visibility vests will be mandatory at this event. Supplying safety vests is a club responsibility and must be in line with the SLSNZ guidelines for safety vests. This information can be found [here](#).

### Parent, Guardian, Coach, Team Manager and Club Obligations

It is the responsibility of clubs, through their coaches and manager, to ensure that each individual competitor is competent to **safely** compete in the conditions that prevail on any given day.

It is therefore the clubs responsibility to ensure that competitors who are not yet competent to compete in the prevailing conditions are withdrawn from an event rather than expose them to unnecessary risk or potential harm by encouraging or coercing competitors to compete, particularly against their will. Please refer to statement (e) of the **Agreement to be bound by the Manual** section of the **Surf Sports Competition Manual**. The Manual can be found [here](#).

It is the expectation of the organisers that all clubs will only permit competent competitors to compete in an event.

### Warm Up on Friday 14 February 2020

Please note that all SLSNZ rules and regulations apply on Friday 14 February 2020, as they do during the event. Please ensure compliance and follow the instructions of Event Management Staff.

### **Return to Shore Procedure**

Situations have arisen in past events where craft and or people have been stranded on the IRB race course in the direct path of rapidly approaching IRB crews, whom are unaware of the hazard that lies ahead due to the inability to see the stranded craft/person due to sea conditions, which poses significant risk to people and craft.

The purpose of this procedure is to put in place systems to help identify these situations and immediately draw competitor's attention to the need to immediately 'throttle back' and proceed with caution, in order to prevent potential collisions and harm to people and craft.

1. **EMC/nominated officials** - Upon identifying that a person and or craft are stranded within the race arena, the following actions must be implemented as soon as practicable.
  - a. Have the starter activate the all-round RED flashing light atop of the starter pole.
  - b. Raise and wave a RED flag on shore in the affected lane, in direct line of sight of the returning IRB Driver.
  - c. Raise and wave a RED flag from an attending water safety craft.
  
2. **Drivers** – Upon sighting the red flashing light or waving of a red flag, drivers must throttle back and proceed to shore, unless directed to provide assistance by the designated water safety crew.

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## **Dune and Environment Protection**

As per all our events dune and environment protection is the responsibility of everyone and as Surf Life Saving members please make sure you look after our beaches and sand dunes. If you see anyone walking through the dunes or placing equipment in areas they shouldn't be please advise them to remove it or inform event management. Please make sure all rubbish is placed in the bins supplied or taking with you.

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## **Communications**

Event Management utilise a variety of tools to keep you updated with the latest event information and news. These include:

[The SLSNZ Website](#)

[Facebook](#)

[Twitter](#)

[Instagram](#)

Please note that the SLSNZ Website will provide the latest event information at all times.

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## Key Contact

If you have any queries or concerns, please feel free to contact the Event Assistant.

Scott Bicknell  
Event Assistant  
BP Surf Rescue North Island Championships  
Surf Life Saving New Zealand

m 027 327 7339  
e [scott@bicknellconsultants.com](mailto:scott@bicknellconsultants.com)

## Draft Programme

**Saturday 15 February 2020**

**Start Time:** 9:00am  
**Prizegiving:** 30 minutes after the conclusion of racing  
**Low Tide:** 8:27am – 0.7m  
**High Tide:** 3:09pm – 1.6m

| Water Arena          | # Races | Progressions                    |
|----------------------|---------|---------------------------------|
| <b>Mass Rescue</b>   |         |                                 |
| U19 Women - Round 1  | 1       |                                 |
| U19 Men - Heats      | 2       | 1-3 to A Final / 4-6 to B Final |
| U23 Women - Round 1  | 1       |                                 |
| U23 Men - Heats      | 2       | 1-3 to A Final / 4-6 to B Final |
| Open Women - Round 1 | 1       |                                 |
| Open Men - Heats     | 2       | 1-3 to A Final / 4-6 to B Final |
|                      |         |                                 |
| U19 Women - Round 2  | 1       |                                 |
| U19 Men – B Final    | 1       |                                 |
| U23 Women - Round 2  | 1       |                                 |
| U23 Men – B Final    | 1       |                                 |
| Open Women - Round 2 | 1       |                                 |
| Open Men – B Final   | 1       |                                 |
|                      |         |                                 |
| U19 Women - Round 3  | 1       |                                 |
| U19 Men – A Final    | 1       |                                 |
| U23 Women - Round 3  | 1       |                                 |
| U23 Men – A Final    | 1       |                                 |
| Open Women - Round 3 | 1       |                                 |
| Open Men – A Final   | 1       |                                 |
|                      |         |                                 |
| <b>Team Rescue</b>   |         |                                 |
| Open Men - Heats     | 3       | 1-4 to Semi-Finals              |

| <b>Water Arena</b>   | <b># Races</b> | <b>Progressions</b>             |
|----------------------|----------------|---------------------------------|
| <b>Tube Rescue</b>   |                |                                 |
| U19 Women - Round 1  | 1              |                                 |
| U19 Men - Heats      | 2              | 1-3 to A Final / 4-6 to B Final |
| U23 Women - Round 1  | 1              |                                 |
| U23 Men - Heats      | 2              | 1-3 to A Final / 4-6 to B Final |
| Open Women - Round 1 | 1              |                                 |
| Open Men - Heats     | 2              | 1-3 to A Final / 4-6 to B Final |
|                      |                |                                 |
| U19 Women - Round 2  | 1              |                                 |
| U19 Men - B Final    | 1              |                                 |
| U23 Women - Round 2  | 1              |                                 |
| U23 Men - B Final    | 1              |                                 |
| Open Women - Round 2 | 1              |                                 |
| Open Men - B Final   | 1              |                                 |
|                      |                |                                 |
| U19 Women - Round 3  | 1              |                                 |
| U19 Men - A Final    | 1              |                                 |
| U23 Women - Round 3  | 1              |                                 |
| U23 Men - A Final    | 1              |                                 |
| Open Women - Round 3 | 1              |                                 |
| Open Men - A Final   | 1              |                                 |

**Sunday 16 February 2020**

Start Time: 8:00am  
 Prizegiving: 30 minutes after the conclusion of racing  
 Low Tide: 8:54am – 0.7m  
 High Tide: 3:52pm – 1.5m

| <b>Water Arena</b>     | <b># Races</b> | <b>Progression</b>              |
|------------------------|----------------|---------------------------------|
| <b>Assembly Rescue</b> |                |                                 |
| U19 Women - Round 1    | 1              |                                 |
| U19 Men - Heats        | 2              | 1-3 to A Final / 4-6 to B Final |
| U23 Women - Round 1    | 1              |                                 |
| U23 Men - Heats        | 2              | 1-3 to A Final / 4-6 to B Final |
| Open Women - Round 1   | 1              |                                 |
| Open Men - Heats       | 2              | 1-3 to A Final / 4-6 to B Final |
|                        |                |                                 |
| U19 Women - Round 2    | 1              |                                 |
| U19 Men – B Final      | 1              |                                 |
| U23 Women - Round 2    | 1              |                                 |
| U23 Men – B Final      | 1              |                                 |
| Open Women - Round 2   | 1              |                                 |
| Open Men – B Final     | 1              |                                 |
|                        |                |                                 |
| U19 Women - Round 3    | 1              |                                 |
| U19 Men – A Final      | 1              |                                 |
| U23 Women - Round 3    | 1              |                                 |
| U23 Men – A Final      | 1              |                                 |
| Open Women - Round 3   | 1              |                                 |
| Open Men – A Final     | 1              |                                 |
|                        |                |                                 |
| <b>Team Rescue</b>     |                |                                 |
| Open Men – Semi-Finals | 2              | Top 3 to A Final                |
| Open Women - Final     | 1              |                                 |
| Open Men - Final       | 1              |                                 |

| Water Arena          | # Races | Progression                     |
|----------------------|---------|---------------------------------|
| <b>Single Rescue</b> |         |                                 |
| U19 Women - Round 1  | 1       |                                 |
| U19 Men - Heats      | 2       | 1-3 to A Final / 4-6 to B Final |
| U23 Women - Round 1  | 1       |                                 |
| U23 Men - Heats      | 2       | 1-3 to A Final / 4-6 to B Final |
| Open Women - Round 1 | 1       |                                 |
| Open Men - Heats     | 2       | 1-3 to A Final / 4-6 to B Final |
|                      |         |                                 |
| U19 Women - Round 2  | 1       |                                 |
| U19 Men - B Final    | 1       |                                 |
| U23 Women - Round 2  | 1       |                                 |
| U23 Men - B Final    | 1       |                                 |
| Open Women - Round 2 | 1       |                                 |
| Open Men - B Final   | 1       |                                 |
|                      |         |                                 |
| U19 Women - Round 3  | 1       |                                 |
| U19 Men - A Final    | 1       |                                 |
| U23 Women - Round 3  | 1       |                                 |
| U23 Men - A Final    | 1       |                                 |
| Open Women - Round 3 | 1       |                                 |
| Open Men - A Final   | 1       |                                 |

## Missing Person at Sea - [Officials Reflex Tasks](#)

The continuous sounding of air horns & whistles, and waving of flags to competitors, **confirms** that a **competitor is missing at sea**.

**OFFICIALS'** response and responsibilities.

1. Immediately close and clear the water arena of competitors and craft, by...
2. The continuous sounding of air horns & whistles, and waving of flags to competitors, until all competitors are out the water.
3. With the assistance of supporters immediately clear competitor's equipment from the beach within the affected arena/s then keep supporters and all competitors, who are **not** part of the competitor search party (CSP), out of the affected arena/s.
4. Arena Referees (AR) with assistance of officials and team managers/coaches, assemble the designated CSP into orderly lines, with fins & goggles/masks, ensuring each are "buddied up," and with lifeguard (LG) support, (preferably 1X10). LGs must have fins and a tube.
5. Arena Referees (AR) to 'standby' on their allocated radio channels for instructions from the Event Safety Officer (ESO) who will confirm the location and timing for the deployment of the CSPs.
6. When requested, deploy the CSP to sea, then observe and monitor progress of the CSP and their safety. AR to provide feedback to ESO only where necessary and only as radio traffic permits. AR should continue to 'standby' their radios for further information and instructions.
7. Officials may be called upon by the ESO to call for volunteers, (qualified LGs, whom are competent swimmers, and whom have fins, goggles/mask, and preferably a wetsuit vest) from supporters, who are able and willing to take part in the search upon completion of a suitable briefing, to form supporters search parties (SSP). Officials may only deploy SSP after cleared to do so by the ESO or their delegate, and only when the ESO or their delegate is satisfied that the SSP have been adequately briefed of their roles, safety procedures, and the potential hazards and risks.



## Missing Person at Sea - Managers/Coaches Reflex Tasks

The continuous sounding of air horns & whistles, and waving of flags to competitors, **confirms** that a **competitor is missing at sea**

**TEAM MANAGERS/COACHES'** response and responsibilities.

1. Team managers to check that their competitors are all accounted for.
2. Assign only competent lifeguards (LG) to the competitor search party (CSP) with fins and goggles/masks, and direct them to their Coach or Arena Referees (AR) in the affected arena/s.
3. Coaches to report immediately to the AR in their assigned arena and organise their CSP in line/s, ensuring that they are 'paired up' while awaiting instructions from the AR.
4. CSP should be sorted into lines with the most capable athletes closest to the water and least capable furthest from to the water. Coaches to remind CSP that when in the water, searchers will take turns at diving under water to search, while the their buddy makes sure they are safe and that their buddy returns to the surface.
5. Coaches/Team managers must should know the number and names of their CSP prior to entering the water and ensure that they are all accounted for prior to leaving the water and or search party.
6. Team Managers/Coaches and the CSP must follow the instructions of the AR and officials at all times to ensure that the search is implemented in a coordinated manner. If competitors do not feel confident or capable of implementing a search they must withdraw from the CSP, ensuring that they notify their buddy and coach/team manager before leaving the water and or CSP.

## Missing Person at Sea - [Supporters Reflex Tasks](#)

The continuous sounding of air horns & whistles, and waving of flags to competitors, **confirms** that a **competitor is missing at sea**.

**SUPPORTERS'** response and responsibilities.

1. Immediately leave the beach area closest to the water, taking all equipment that you can, to provide clear open access to the water arena by officials and search parties.
2. Only re-enter the arena area, if required, to continue to remove craft and equipment from the arena.
3. Then please remain outside the arena and the designated search zone until instructed or permitted to do so by officials or an announcement by the event management group over the public address system.
4. If you are a qualified and refreshed lifeguard, a competent swimmer, and have fins and goggles/mask with you, and preferably a wetsuit vest, you may wish to consider making yourself available, to join a support search party. If you meet all these requirements, please report to an official in the affected arena/s with the equipment detailed above, and follow their instructions as directed.

## Missing Person at Sea - [IRB Reflex Tasks](#)

Upon hearing rescue, rescue, rescue or the continuous sounding of air horns & whistles, and waving of flags to competitors, **confirms** that a **competitor is missing at sea**.

**IRB CREWS'** response and responsibilities.

1. **One crew** to immediately return to shore and pick up the LKP (pink) buoy and place this at the **Last Known Position** of the missing person.
  2. Once the LKP is in the correct position, the crew person must enter the water with life jacket, at the LKP, and allow themselves to drift in the direction of the prevailing current, while maintaining their distance from the shoreline.
1. **All other Crews** - Immediately remove all competitors from all arenas, regardless of the race completion.
  2. Position the IRBs on the ocean side of the break zone and LKP and stand by on your assigned radio channel for further instructions.
  3. Monitor progress of the competitor search party in the water, and provide immediate assistance if required.
  4. If the missing person is found, immediately return to the designated position on shore. The Tower.

## Media Accreditation Application Information

There are two levels of accreditation:

### 1. Media

Journalists and photographers working directly for, or contracted to, local, national and international media outlets including TV, radio, newspapers, magazines and websites.

### 2. Club Photographers

Photographers appointed or contracted by a participating club to produce imagery. Only one Club Photographer can be appointed or contracted per club.

Media and individuals seeking accreditation for the events must:

- Complete the application form and submit it to the Media Manager no less than 10 days prior to the start of the event.
- Provide a clear and suitable head and shoulders photograph.
- Sign in with the Media Manager or Event Manager on site at the start and end of each competition day.
- Wear their provided laminated accreditation pass and high visibility vest at all times in the competition arenas and return to the Media Manager or Event Manager at the conclusion of the event and agree not to share or provide passes or vests to anyone else.
- Agree to abide by event safety, access rules and instructions from Surf Life Saving New Zealand staff and officials. Anyone who fails to self-regulate or follow these will be asked to leave the arenas.

Rules:

- Accredited Media and Club Photographers can only operate within three metres of the arena barriers or within two metres of craft if they are stacked inside the water arena barriers.
- They are permitted to operate anywhere outside of these zones but are not permitted inside of team tents without invitation.
- Interview requests with Surf Life Saving New Zealand staff, officials, volunteers, event staff or athletes must be requested through the Media Manager or Event Manager at least two hours prior.
- Official Media will have priority to conduct interviews.
- Requests for camera or video devices to be attached to athlete crafts must be made prior to the start of the event or day of the event if the event is multiple days.
- The only exception to the above is Surf Life Saving New Zealand's Media Manager and official event photographer who have free access to all areas.

Inappropriate use of cameras and video devices at events:

- Event organisers reserve the right to ban anyone found to be using cameras or video devices inappropriately at any events, trainings or activities.
- Event organisers will notify the appropriate authority (ie Police) if they suspect that a person is using cameras or video devices inappropriately.
- Surf Life Saving New Zealand reserves the right to cancel accreditation if a person is charged with the misuse of cameras and/or video devices by the appropriate authority.

Surf Life Saving New Zealand reserves the right to grant media accreditation at its discretion. Any questions or queries should be directed to the Event Assistant.

## Media Accreditation Application Form

Event Name: \_\_\_\_\_

Full name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Address: \_\_\_\_\_

Applying for:

- Media: Please state agency name: \_\_\_\_\_
- Club Photographer: Please state club: \_\_\_\_\_

Attendance days Y/N:

- Day 1: \_\_\_\_\_
- Day 2: \_\_\_\_\_
- Day 3: \_\_\_\_\_
- Day 4: \_\_\_\_\_

I confirm that I have read and understood this application agreement and agree to the terms and conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please email your completed and signed application form together with a clear head and shoulders photograph (1MB in size) to the Event Assistant



## Site Plan

