



EVENT WATER SAFETY APPLICATION FORM

Event organisers interested in having Surf Life Saving New Zealand (SLSNZ) provide event water safety services for an aquatic event, must complete this form and email it to event.safety@surflifesaving.org.nz.

Application Process

1. The Applicant completes the Application Form below and emails this to SLSNZ, at least 8 weeks prior to the start of the event. Applications received less than 8 weeks prior to events may be declined or incur a late penalty fee.
2. SLSNZ will review applications and email an initial offer of service to the applicant, which will provide an estimate of the likely cost and time to produce an Event Water Safety Management Plan.
3. The applicant may choose to accept or decline the initial offer of service, within the time frame provided by SLSNZ. SLSNZ may decline late responses to offers of service.
4. Upon acceptance of the offer of service within the required time frame, SLSNZ will produce a draft Event Water Safety Management Plan, along with a quotation to implement the Event Water Safety Management Plan using qualified and experienced lifeguards.
5. The Applicant may choose to either decline SLSNZ's proposal to implement the Event Water Safety Management Plan as quoted, in which case SLSNZ will send an invoice for the production of the Event Water Safety Management Plan only. If the applicant accepts the quotation to implement the Event Water Safety Management Plan within the time specified by SLSNZ, SLSNZ will proceed to implement the Event Water Safety Management Plan as specified in the quotation.
6. Upon completion of the event, SLSNZ will issue an invoice for the work quoted and any additional expenses required by the event organisers on the day of the event.

For more information, contact Surf Life Saving New Zealand's National Event Water Safety Manager on event.safety@surflifesaving.org.nz

APPLICATIONS CHECK LIST

Please ensure that you supply all the information requested, as incomplete applications may be declined. The following application check list should be used to ensure that your application is complete.

- Completed application form.
- A detailed map of the area in which the event/activity will take place, ensuring that the aquatic activity area is clearly marked.
- A copy of the event safety management plan for the non-aquatic activities, which clearly identifies;
 - likely hazards, associated risks and potential control measures of these
 - event specific emergency response procedures, if any
 - operational limitations e.g. weather limitations
 - the roles, responsibilities and number of event personnel, including qualifications where applicable and/or necessary
 - the event communication plan and procedures
- A copy of the applicant's Public Liability insurance policy, clearly identifying details of the insurer, the total insurance cover, any exclusions and the policy commencement and expiry dates.
- Schedule of events, where two or more activities are planned.

For more information, contact Surf Life Saving New Zealand's Event Water Safety Manager on event.safety@surflifesaving.org.nz

CONTACT INFORMATION

ALL FIELDS MUST BE COMPLETED			
Contact Person		Phone Number	
Position		Email address	
Event Company Name:			
Your purchase order # (required for invoicing purposes)			
Email address for invoice			
Postal address			
EVENT/RACE MANAGER (IF DIFFERENT FROM ABOVE)			
Contact Person		Phone Number	
Position		Email address	
CLEARANCE / MISSING PERSON COORDINATOR			
Contact Person		Phone Number	
Position		Email address	

EVENT INFORMATION

ALL FIELDS MUST BE COMPLETED				
Name of event				
Date(s) of event	Start date:		End date:	
Event times	Start time:		End time:	
Postponement date	Start date:		End date:	
Location of event				
Water quality	Has Local/Regional Council tested the Water Quality? Y / N			
Event schedule				
Requested start/finish time for Lifeguards on Water	Start time:		End time:	
Size of course	e.g. 100m, 1000m			
Do you require SLSNZ to set your water course?	Yes/no			
Have you used SLSNZ before?	Yes / No (Please circle)			
Do you have a preferred surf club?	(If yes add club name)			

DESCRIPTION OF EVENT (PLEASE USE SEPARATE SHEET IF NECESSARY)	
What is the purpose of your event: i.e. why are you holding it?	
Describe the event: What will people be doing at your event?	
Type of Event	(e.g. Swim, Triathlon, other please explain)
Participant numbers	(Approx.)
Participants ability	(e.g. novice, experienced)

EVENT FIRST AID INFORMATION

FIRST AID PROVIDER DETAILS	
Who has been engaged to provide First Aid / Medical support?	
Contact person	
Phone number	
ON SITE FIRST AID CONTACT DETAILS – if different from above	
Contact person	
Phone number	
Where will the service be located at the venue? Mark on map.	
What hours will the service be open and available?	
What are the qualifications of the provider(s)	
Maps or diagram of where service be located at the venue	Attach to the returned SLSNZ Enquiry Form

NOTIFICATION/PERMITS/PERMISSION	
Have you obtained permits or permissions from the local relevant bodies; or notified them of the event? (Include details where possible)	
Local/Regional Council:	
Contact Person	
Phone Number	
Harbourmaster:	
Contact Person	
Phone Number	
Local Medical Centre	
Address	
Phone Number	
Other: (Please specify)	
Contact Person	
Phone Number	

Other information

An event specific Aquatic Safety Management Plan is based on a number of factors, including but not limited to, the geographical location, complexity and the number of participants involved in the event. The **indicative costs** for developing an event specific Aquatic Safety Management Plan are as detailed below:

- a) **Limited complexity** (e.g. swim 100 m offshore around designated objects) for a small number of participants (e.g. 1-200); an event specific Aquatic Safety Management Plan will cost **\$375.00 + GST**
- b) **Moderate complexity** (e.g. swim 500 m between two bays, and around designated objects) or moderate number of participants (e.g. 200-500); an event specific Aquatic Safety Management Plan will cost **\$750.00 + GST**
- c) **Complex events** (e.g. swim 1500 m through the harbour, around designated objects, and/or within the paths of recreational vessels) and/or including large numbers of participants (e.g. over 500); an event specific Aquatic Safety Management Plan will cost **\$1500.00 + GST**

Note: a late penalty fee of \$250 may apply where applications fail to meet the time frames specified by SLSNZ.

Fees to implement Event Water Safety Management Plans, may include the following items and rates;

- \$60 per hour for a Water Safety Coordinator
- \$180 per hour for an inflatable rescue boat (IRB), crewed by a qualified IRB driver and a qualified surf lifeguard as crewperson
- \$180 per hour for rescue water craft (RWC) i.e. jetski with rescue sled, crewed by a qualified RWC operator
- \$40 per hour for a surf lifeguard with a board or ski
- \$40 per hour for a surf lifeguard with a rescue tube
- \$25 per VHF Radio per day
- Travel costs and time to attend events greater than 30km from the supporting SLS club

Local authority permissions

Please ensure that you contact the appropriate district, regional or city council well in advance of your event to discuss any requirement they may have, and ensure any local authority restrictions and/or access to and from your site are clearly indicated in your application.

APPLICATION DECLARATION

Applicants must complete this section.

I,, declare the following;
(type or clearly print full name of applicants representative)

- i. I am authorised to act as the applicant for the purpose of this event
- ii. Information provided in this application is true and correct and accurately reflects the purpose and type of event for which we seek event water safety assistance.
- iii. I understand that if any details are found to be incorrect, SLSNZ may decline or withdraw their offer of service and/or implementation of the Event Water Safety Management Plan at their sole discretion, with limited notice.
- iv. The applicant, and their associated event personnel agree to work with SLSNZ personnel to prevent harm to any person involved with the event, as well as those impacted by the event.
- v. The applicant will ensure that SLSNZ personnel are not unnecessarily prevented from carrying out the duties and tasks specified in the Event Water Safety Management Plan or from taking additional actions as deemed necessary by SLSNZ personnel on the day of the event to prevent harm to any person involved with the event, as well as those impacted by the event.
- vi. The applicant agrees to pay all fees and charges upon receipt of invoice, within 14 days.
- vii. On the day of the event, the applicant recognises and accepts that SLSNZ's appointed personnel, particularly the Event Water Safety Coordinator, are the water safety experts. As such, if SLSNZ's appointed personnel determine that the aquatic event, or aquatic portion of the event, is unsafe to proceed, then SLSNZ's personnel alone may decide to cancel the aquatic event or aquatic portion of the event. In the unlikely event that this situation arises, SLSNZ's appointed personnel will apply best endeavours to provide an alternative or modified aquatic event or portion of the event, where practicable to do so, so long as all necessary planning and permissions for the altered or modified event are met, and where adequate measures to prevent harm to event participants and others are provided for, to the satisfaction of SLSNZ's appointed personnel. SLSNZ does not accept any liability for any losses incurred by the event organiser and/or participants that may arise from any cancellation, alteration or modification of the aquatic event. Furthermore SLSNZ's fees and charges as quoted will apply, or a portion will apply as determined by SLSNZ alone. The applicant agrees to pay all fees and charges resulting from cancellation, alteration or modification of the applicant's event.

Applicant's signature

Date / /

If further information is required, contact the Surf Life Saving New Zealand's Event Water Safety Manager on event.safety@surflifesaving.org.nz