



**2011 Surfing NSW Event Public Liability Insurance and Sanctioning Application Form**

The Surfing NSW Public Liability Insurance and Sanctioning Application form must be completed IN FULL and sent with FULL payment to Surfing NSW a minimum of **14 days\*** prior to the event.

**Fee Schedule:**

**Event with NO Prizemoney      \$385.00**

**Event with Prizemoney            \$660.00**

\*\*Please note a late fee of \$20.00 will apply if form is received within 14 days of the event commencing

**Name of Event** \_\_\_\_\_

**Location(s)** \_\_\_\_\_

**Date(s)** \_\_\_\_\_

1. **Event Organiser(s):** (e.g. Boardrider Club, Company name or Event Organisers name if an individual):

\_\_\_\_\_  
\_\_\_\_\_

2. **Interested Parties to be listed on the Certificate of Currency** (e.g. Local Council, Event Sponsors):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Council Approval \***

- Has an Event Permit Application been submitted to Local Council      Yes \_\_\_ No \_\_\_

- Has Approval\* been granted by the Local Council (tick)      Yes \_\_\_ No \_\_\_

- Local Council Contacts:

Name of Local Council \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

\*All events must provide a copy of Council Approval documents at least 7 working days before the scheduled start of the event.



**5. Event Contacts:**

- Contest Co-Ordinator Name: \_\_\_\_\_
- Phone: \_\_\_\_\_ Mob: \_\_\_\_\_
- Email: \_\_\_\_\_
- Postal Address:  
\_\_\_\_\_  
\_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**6. Application Form Checklist (please tick)**

The following Documents have been attached to this application Form: (Please tick)

- Council Approval Permit** (Note: If approval has not yet been granted, a copy of your Council Event Permit Application Form must be submitted with this form.)
- Risk Assessment** (please see attached example for guidance)
- Site Plan** (please see attached example for guidance)

**7. Declaration**

**I certify that the above Information is correct to the best of my knowledge and will advise Surfing NSW should there be alterations or additions to the above information supplied.**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

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

**8. Payment Options**

Please complete form, attach additional documents and send with cheque or money order (payable to Surfing NSW) to **PO Box 4005, Maroubra South, NSW, 2035**

**Credit Card:** Please complete the below and Fax completed form and additional documents to (02) 9349 7344 – please call the office on (02) 9349 7055 to confirm receipt of form with credit card details. \*Please note a 2% transaction fee will be charged for all credit card payments.

Card Number: 

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

Expiry Date: 

--	--	--	--

 CCV Number (last 3 digits): 

--	--	--

Name on Card: \_\_\_\_\_ Card Type: \_\_\_\_\_ (Visa/Mastercard only)

Card Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 1 – Sample Event Risk Assessment

<b>Surfing Event Risk Assessment</b>				
<b>Risk Assessment Tool</b>				
<b>Name of Business</b>	<Club Name>	<b>Date of event</b>	<Insert event date>	
<b>Name of Event</b>	<Insert Event Name>	<b>Prepared By</b>	<Insert Name of Author>	<b>Signed:</b>
<b>Location of Event</b>	<Insert Event Name>			
<b>Potential Risk</b>	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>	<b>Control Measures</b>
Dangerous Surf	C	2	E	Safety assessment of conditions is done every morning of the event and throughout the day before each heat. If conditions deemed unsafe event will be put on hold.
Physical Injury	C	3	H	Each competing individual signs a waiver form prior to the start of the event. Athletes have previous knowledge that there is chance of injury.
Extreme Heat / Cold	D	4	L	Control through on site first-aid, information relating to weather conditions and forecasts available to individuals.
High winds - (tents/tables blown over)	C	4	M	Event staff are to secure all tents and loose objects every day of the event regardless of conditions at the time. Contest director has up to date weather information and forecasts
Foreign objects in Sand/ocean	E	3	M	Event area cleaned every morning and night during the event Extra rubbish bins are provided around the event site
Sunburn	C	5	L	Sunscreen on hand at event site
The transferring of event equipment onto beach, e.g. tents, tables	E	4	L	Staff to be aware of surroundings at all times when transferring and moving equipment around the event site
Angry parents / athletes	E	4	L	Fair and professional judging and organisation of the event.
Drowning	E	1	H	All necessary steps followed in relation to the conditions, and what threat they may pose. If conditions are to dangerous as decided by Contest Director event will be postponed until conditions become favourable over the designated period of time set out for the event.
Individual from the public comes in contact with a competitor	E	4	L	There is a designated competition area for the event. Inform those individuals around the event site of the designated area and that it is competitors only, enter at own risk.
<b>Please see next page for the Risk Assessment reference table</b>				

## Risk Assessment Tool Reference Table

### Likelihood

- A Almost certain :Expected to occur
- B Likely: Will probably occur
- C Possible: Might occur sometime
- D Unlikely: Not likely to occur
- E Rare: Exceptional circumstances

### Circumstance

- 1 Catastrophic: Death or permanent disability >\$500,000
- 2 Major: Long term illness or serious injury \$50,000 - \$500,000
- 3 Moderate: Medical attention & off work \$10,000 - \$50,000
- 4 Minor: First Aid treatment \$1,000 - \$10,000
- 5 Insignificant: No injuries <\$1,000

### Rating

- E Extreme
- H High
- M Moderate
- L Low

### Consequence

### Likelihood

	A	B	C	D	E
1	E	E	E	E	H
2	E	E	E	H	H
3	E	H	H	M	M
4	H	H	M	L	L
5	H	M	L	L	L

Appendix 2 – Sample Event Site Plan (site plan is pictured)

