

DEPARTMENT: ADMINISTRATION	SUBJECT: SPECIAL EVENTS	
AUTHORISED BY: Management Committee Endorsement 22.02.2017		
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SCOPE

This policy applies to all departments regarding the process of application for a special event both for a NHSLSC event and an external event.

OBJECTIVE

To communicate to all departments the procedure required for approval of an internal or external special event.

SPECIFICATIONS

- The appointed Special Event Coordinator under the direction of the Director of Life Saving shall ensure all correspondence is directed to club administration via admin@noosasurfclub.com.au.
- All applications will be forwarded to the Club Captain in order to provide feedback.
- Endorsement will be decided by the Management Committee.
- The Special Event Coordinator will liaise with the Director of Life Saving to ensure that the requirements of the event can be met by NSLSC.
- The Director of Life Saving will ensure that lifesaving administration raise the special event application with SLSQ if required.
- The Director of Life Saving will liaise with the General Manager to arrange a suitable quote for services provided.

PROCEDURE

- Event application received by NHSLSC Administration (correspondence in).
- Relevant departments will be advised on receipt of application or enquiry. Irrespective of department involved all event application or enquiry will be forwarded to the Club Captain for feedback. (Note: The Club Captain is responsible for overseeing water safety at external special events).
- Correspondence will be listed on Management Committee agenda and will require MC endorsement subject to meeting the necessary requirements (resources) as set by MC e.g. adequate resources such as personnel and equipment.
- Club Captain to discuss the event with relevant Director and LS committee to determine what resources maybe needed based on the application and history. It may be necessary to meet with the event representative prior to determining what is needed.
- Club Captain and or representative (e.g. NHSLSC Event water safety coordinator) arranges to meet with event representatives to discuss requirements needed by NHSLSC.
- The Club Captain and relevant Director determine if the NHSLSC will be able to provide the services.
- Club Captain advises Finance Administration of the services being requested and any special conditions or agreements made with supply or services along with pricing.
- The Finance Administration will seek confirmation of pricing from General Manager prior to providing a quote to event representative. On receipt of purchase order, confirmation of agreement for services and or payment from the event organiser the Club Captain will be notified.
- The Club Captain will ensure all necessary documentation and related event information is supplied to the Lifesaving Administration so the SLSQ Special Event application can be

completed and lodged for approval from SLSQ prior to event taking place. The Club Captain will be notified of decision by SLSQ.

- On approval from the Club Captain expression will be called from the membership base for assistance – via notice board, newsletter, text and or any other means of social communication necessary.
 - Following the event the Club Captain will notify the Finance Administration to invoice event managers.