

2018 NSW Board Riding Championships – Proudly supported by Your local club Expressions of Interest

To:	Branch Directors of Surf Sports, Branch Presidents, Branch CEO's/ Secretaries
From:	Luke Stigter – Sports Events Coordinator
Date:	Tuesday 23 January, 2018
Subject:	2018 NSW Board Riding Championships – Expressions of Interest (EOI)
Summary:	This document is to advise all clubs that Surf Life Saving NSW is seeking “Expressions Of Interest” (EOI) from Clubs who may wish to host the 2018 NSW Board Riding Championships which is to be held on Friday 7 to Sunday 9 September 2018.
Key Strategic Goals:	<ul style="list-style-type: none">6.1 Promote inclusiveness and engagement of all members of the community to be involved in Surf Life Saving.6.6 Recognise and harness the participation of young people.8.1 Increase participation in our sport and recreational activities at a grassroots level through structured and appropriately tiered programs.8.3 Establish best practice event management for the delivery of Surf Sports events.8.4 Actively invest in sustained participation by supporting members in a welcoming and safe environment.8.5 Deliver Surf Sports events to our members which appeal to a broad participation base.
Action:	Complete and submit EOI by 11pm Sunday 15 April, 2018

Introduction

The NSW Board Riding Championships is conducted over three days in September and attracts approximately 300 visitors to the host venue. Competition divisions include Youth, Opens and Masters (male and female).

SLNSW is seeking EOIs from Clubs who may be interested in hosting the NSW Board Riding Championships. Successful venues will be chosen from Clubs whose beach meets the venue requirements.

SLNSW will confirm and provide a hosting fee to the successful club. This will be confirmed in the Memorandum of Understanding (MOU).

All applications to host this event must have their Club and Branch approval prior to the closing date.

Previous Host Councils & Clubs

Year	Council	Club
2015	Gosford City Council	Avoca SLSC
2016	Wyong Shire Council	Soldiers Beach SLSC
2017	Port Stephens Council	Birubi Point SLSC

Venue & Event Requirements

The successful venue will be required to address the following criteria: A checklist is provided at the end of this circular. Please provide any supporting attachments with the EOI.

a. On Beach

Minimum accessible beach of 200m, including the following:

Item	Description	Dimension	Additional Information
1.	1 x water area	n/a	2 surf banks (side by side)
2.	Minimum of 2 pedestrian beach access points	2m wide	n/a
3.	Minimum of 1 beach vehicle access points	2m wide	n/a
4.	A minimum of 1 x full operational IRB, driver and crew	n/a	Suitable for laying cans and water safety

b. Back of Beach

Needs to be capable of the following infrastructure:

Item	Description	Dimension	Additional Information
1.	Officials briefing / catering / licensed refreshment area	n/a	This area should be in close proximity to each other and as close as possible to the main competition areas. This could be part of the existing clubhouse.
2.	Helicopter Landing Site	40m x 40m	Must be within a reasonable distance to the competition area.
3.	First Aid area	n/a	Must have direct access to the beach. This may be part of the existing clubhouse.
4.	Sufficient workforce for the duration of the event	n/a	Workforce will require minimum 5 people

c. Alternative Locations

- The proposed alternative venues should face a different direction and prevailing conditions to that of the proposed venue;
- Two alternative locations should be nominated, with one meeting similar requirements of the proposed venue
- Include maps of the proposed alternative venues;
- Sufficient power supplies installed for all temporary infrastructure;
- Sufficient plumbing and associated hot water service located at the alternative venue.

d. Other Logistical Requirements

- Accessible to adequate emergency services including hospital and ambulance service;
- Access to medical, pharmaceutical, dental, physio and chiropractic services;
- The venue must be available to SLSNSW prior to and after the event to allow for event erection and dismantle;
- A designated car park and/or on street parking of 50 spaces;
- Provide an overview of facilities in the area including shopping centres, entertainment facilities, public transport and accommodation;

Important Dates

EOI:

The closing date for Clubs to express interest in hosting the 2017 NSW Board Riding Championships is **Sunday 15 April, 2018.**

The table below outlines the venue selection process and milestone dates.

Please note that these dates will be used as a guide and whilst SLSNSW will endeavour to achieve these milestones the dates may be subject to change due to various circumstances.

Item	Milestone	Date
1.	'EOI' document released to Branches	24 January 2018
2.	'EOI' from potential Host Clubs & Councils due to SLSNSW	15 April 2018
3.	SLSNSW select 'shortlist' from all EOI's received	May 2018
4.	SLSNSW approve the successful venue. Unsuccessful EOIs advised	May 2018
5.	Successful Host Club complete and sign MOU/Agreements with SLSNSW	May 2018
6.	SLSNSW formally announce the selected Host Club to the media and membership	May 2018

Please note that the EOI require endorsement by the Branch.

If you are considering submitting an EOI, it is highly recommended that you contact Luke Stigter on 9471 8080 or lstigter@surflifesaving.com.au for further information.

Checklist for Host Venue

Prospective Host Venue to complete checklist.

Essential Criteria

- ✓ Sufficient length and width of unobstructed beach with close proximity to club and facilities
- ✓ Sufficient workforce for the duration of the event (5x minimum)
- ✓ Available accommodation within a reasonable distance from the venue
- ✓ Public viewing areas
- ✓ Proximity to a shopping complex
- ✓ A suitable alternative venue with sufficient beach and an flat water venue in the event of adverse sea conditions (within a reasonable distance from the proposed venue)
- ✓ Local government support (in writing). The event application must be completed by the host Council and SLSNSW
- ✓ Previous events hosted by the club in the last 3 years
- ✓ A minimum of 1 operational IRB, driver and crew suitable for laying cans and water safety
- ✓ Provide catering for the carnival
- ✓ First Aid and Medical support (minimum 2 personnel with 1 x minimal spinal management qualification)
- ✓ ATV/4WD vehicles as required for the event
- ✓ Club and Branch endorsement
- ✓ Detailed map outlining the site layout

Desirable Criteria

- ✓ Gear storage areas
- ✓ 4x tents
- ✓ Waste and recycling bins with regular cleaning
- ✓ Surf club facilities for Officials briefing/debrief
- ✓ Officials catering and refreshment facilities (30 Officials)
- ✓ Power supply
- ✓ Drinking water
- ✓ Nearby public or other toilet facilities

Draft Site Map

Please include a draft site map similar to the example below. You should consider using an image from Google Maps.

Please identify where applicable:

- Patrol location
- Competition areas
- Car parking
- Trailer parking
- First aid tent locations
- Public amenities
- Beach access

The site map is not expected to be to scale.

Please include a site map for any contingency locations as well.

