

**How to organise a Surf Event- Guidelines**

**Prior to Event** *(3/4months prior)*

1. **Planning**

The Initial stage of an event should include meetings with relevant parties to decide upon the following details:

* Event title
* Event purpose
* Proposed date
* Proposed location
* Finances & Budgets
* Proposed plan of action/schedule/map (Prior to and on event day)
* Confirmation of all organising teams including individuals, groups or establishments involved and identify the required roles of each.
1. **Permissions & procedures** *(3 months prior)*

Completion and admission of the following procedures and forms to all necessary establishments:

* Risk Assessment
* Safety Plan
* Normal Operating Procedures
* Emergency Operating Procedures
* Beach Event Application
* Map of proposed site (Annotated If required)
* Insurance documents
* Lifeguard/beach safety confirmation
* Environmental considerations (Applications if required)
* Waste disposal plan
1. **Preparation** *(2/3 months prior)*

Upon completion of the necessary processes (check list above) the following steps should be taken:

* Confirmation of entry processes
* Creation of marketing and application forms
* Consideration and negotiation of sponsors (If applicable)
* Marketing and publicity of event
	+ Website, poster, facebook (inc.event), twitter, all media.
* Provision of all necessary items for the event e.g. Marque, signs, communication systems.
* Ensure all printed resources are completed & re-stocked as necessary
* Provision of all catering needs
* Confirmation of volunteer or employee attendance & completion of rota (training completed if necessary)
* Create on the day event marketing plan

**Event**

1. **Pre-event checks** *(1-2 weeks prior)*

Prior to event commencing the following checks should be completed:

* Monitoring of weather patterns to ensure conditions allow the event to be held
* Facility set up (If applicable)
* Equipment checks & get back up systems.
* Ensure radios & other electronic equipment are charged
* Site checks (Completed by Safety officer and consideration given to risk assessment)
* Staff checks (confirmation of attendance)
* Final preparation of heats & all entrants (day before event)
1. **Operations** *(At event)*

During the event the following should be completed (where applicable) members of the events team in addition to or in compliance with specific roles:

* Safety check on facilities and equipment (if applicable)
* Briefing given by event lead to volunteer & employee team
* Ensure identification of volunteers and employees (Uniform if necessary)
* Post & promote the code of conduct for Surfers
* Ensure all roles and responsibilities are tasked appropriately and monitored by event lead
* Ensure safe and successful operation of the event through effective communication, management and team work
* Promote a safe working practice and safe environment for all whilst following all procedures and event plans (EOP’s, Risk Assessments etc)

**Post Event** *(0-10 days post)*

Prior to completion the following should take place:

* Collection and removal of all equipment, uniforms and facilities
* Environmental checks completed to ensure minimal or no effect left and promotion of the Surfing England policy “leave the site in a clean and safe condition, if possible better than we find it”
* Debrief and discussion with events team and officials to pool experiences and ideas in order to make improvements for future events.
* Thanks and appreciation sent to all relevant contributors
* Media release on event sent to relevant establishments and posting of positive image/video
* Settling of all accounts

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