



North Cottesloe Primary School Parents and Citizens Association (Inc)

TOWN OF COTTESLOE

11 OCT 2017

RECEIVED

Town of Cottesloe
109 Broome Street
Cottesloe WA 6011

6 October 2017

Dear Sherilee

Please find attached our event application form for the proposed North Cott Splash n' Dash which we hope to host on Saturday 24 March 2018.

The event last year was a huge success enjoyed by all ages. It will again be run by the North Cottesloe Primary School P&C with the support of the North Cottesloe Surf Life Saving Club. We hope to make the event even better than last year.

This event will not only be a community event but will also raise much needed funds for the North Cottesloe Primary School and Melanoma WA located adjacent to the school. Amongst many other initiatives at North Cottesloe Primary School the school community is seeking to improve playgrounds and refurbish its outdated undercover area to make it a more versatile and usable space.

We are very excited about the prospect of holding this event again and hope that the Town of Cottesloe will provide its support by waiving any application and event fees.

Kind regards,

Jack Newall
Treasurer
North Cottesloe Primary School P&C

9.3

North Cottesloe Surf Life Saving Club Inc.
Phone: 08 9284 2626
Fax: 08 9284 3636
Email: office@ncslsc.com



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Cottesloe WA 6911
www.ncslsc.com
ABN: 86 242 133 144

5 October 2017

Ms Tina Brothers

Via email –

Dear Tina,

Splash and Dash – 24 March 2018

Thank you for your enquiry with respect to the provision of water safety for the above event.

Please accept this letter as in principle agreement to provide water safety on the basis that we will be charging a fee of \$1,500 plus GST and that this fee will be paid prior to the event.

We understand also that all other required approvals and documentation will be actioned by you and that we are only required to provide the water safety component for the event.

We look forward to working with you to ensure another successful event.

Kind regards

Rick Smith
General Manager

Tim Roberts Giving



YALUMBA



SATURDAY 24th March 2018
NORTH COTTESLOE BEACH

TABLE OF CONTENTS

1.0 About the Event

2.0 STAFFING

 2.1 North Cottesloe Splash & Dash Operations Team

 2.2 Volunteers

3.0 EVENT SCHEDULES

 3.1 Event Timetable

 3.2 Event Build Schedule

4.0 VENUE

 4.1 Event Parking

5.0 COURSE OVERVIEW

 5.1 Swim Course

 5.2 Run Course

6.0 TRAFFIC MANAGEMENT

7.0 AQUATIC RESCUE & RESPONSE PLAN

 7.1 Communications

8.0 RISK MANAGEMENT PLAN

9.0 APPENDIX

1.0 About the Event: North Cottesloe Splash and Dash

The North Cott Splash'n'Dash is a new community beach event open to the whole family with kids and adult's events. The first event in 2017 was a huge success. The emphasis is on fun and promoting a healthy lifestyle, but there is a timed event with cash prizes for the more competitive participants.

Splash-n-Dash, or aquathon (swim/run) events are run all around Australia and are becoming increasingly popular.

There is no large community aquathon of this kind in Perth and we plan for the North Cott Splash'n'Dash to be a regular feature on the annual family calendar.

For more information see northcottsplashndash.com

2.1 North Cottesloe Splash and Dash Organising Committee

The Organising committee is made up of volunteers from the North Cottesloe Primary School and includes the President of both the P&C and School Board.

The Organising Committee is responsible for:

- the event layout
- logistics
- any required contractor and supplier negotiations and coordination
- volunteer management
- community consultation
- activating various areas of the event during delivery e.g. Athlete registration, end of race refreshments.
- medical aid stations.
- prize giving

The primary function of this team is to run a successful family event for the Community, whilst raising needed funds for the North Cottesloe Primary P&C.

2.2 North Cottesloe Splash and Dash Volunteers

The event will register approximately 30 volunteers for event day. Volunteers will assist in the areas listed above. The volunteers are an integral part of the event.

Additional volunteers will be found should the event need more. The organising committee is committed to ensure there are adequate resources to run the event smoothly for the enjoyment and safe participation of all entrants and spectators.

3.0 EVENT SCHEDULES

3.1 Event Timetable

The Timetable is created to provide the best participant experience and provide a natural flow to the event, demonstrating not only the professional manner in which it is delivered, but creating a timetable that presents and compliments all that Cottesloe has on offer as a community.

This is an approximate running timetable. The final timetable will need to be signed off by NCSLSC.

Race briefings held just before the start of each event.

8.30am Race 1: 50m swim / 250m run (staggered start)

9am: Race 2: 150m swim / 500m run (staggered start)

9.30am: Race 3: 1 km swim / 1 km run

10am: Presentations and random prize draw

3.2 Equipment setup Schedule:

The equipment schedule is constructed to limit impacts on the community, provide enough time for contingency planning for unforeseen events.

6am: Registration & refreshment tables, signage and run course markers set.

8.15am: Race 1 swim buoys and run markers set.

8.45am: Race 2 and 3 swim buoys and run markers set (or as soon as race 1 swimmers are finished)

9.15am Race 2 swim buoys removed.

10.30am (or as soon as practical) All equipment to be taken down and away from beach.

4.0 VENUE

The Event will be located with the start and finish in front of (or close to) the North Cottesloe Surf Club. The exact course will be determined on the morning of the event in consultation with NCSLSC dependant on weather and water conditions).

This location provides direct access for competitors and supporters to local cafes as well as facilities such as toilets.

4.1 Event Parking The car park on Grant Street as well as street parking will be utilised.

5.0 COURSE OVERVIEW

5.1 Swim Course (First Leg)

Starting in front of the North Cottesloe surf club, competitors will swim in a 500m loop exit the water and complete a second loop. This allows spectators to cheer on the competitors.

5.2 Run Course (Second Leg)

Will be run on the soft sand, in a 500m loop heading north from the water running 250m up the beach and returning south and then complete a second lap.

Course maps are included in appendix 9.1.

The distances are within the approved lengths for an Aquathon as determined by Triathlon Australia. See appendix 9.2.

6.0 TRAFFIC MANAGEMENT

The event will not be run on any roads nor footpaths, it is not foreseen a traffic management plan will be required for this event.

7.0 AQUATIC RESCUE & RESPONSE PLAN

North Cottesloe (SLSC) has been appointed as the governing Water Safety (WS) body for this event. A letter of support is included in appendix 9.3. They will be supported on land by the St Johns Ambulance Event Service.

The primary focus of Water Safety is rescue and response to all participants via surveillance, directional support and assistance for the duration of the events. The secondary responsibility of this team is the installation, maintenance and removal of all course infrastructures pre, during and post event.

A combination of resources will be placed around the course as follows; paddle boarders flanking the course for general assistance and surveillance and IRB's for emergency rescue and response via an outer course patrol, their priority is to provide direct response and back up to the board paddlers.

Water Safety will undertake their own internal roster for personnel.

7.1 Communications

The event team will communicate via mobile telephones.

The Water Safety and supporting parties will use the standard NCSLSC radio for direct communication during the event periods. Standard surf lifesaving communications will be adhered to within the NCSLSC ranks.

8.0 RISK MANAGEMENT PLAN:

The event organiser owes a duty of care to persons participating in activities associated with the event, where there is a reasonably foreseeable risk of harm or injury to them as a result of the event organiser's actions. In exercising this duty of care, the organiser will take reasonable steps to reduce the likelihood of injury and damage to those involved in its activities as a result of those risks which are foreseeable. ☐

The organiser has undertaken a process of identifying risks involved in the event's activities, and then adopting strategies and actions designed to reduce these risks wherever possible. ☐

The organising committee will update and improve this plan if additional risks are identified.

The Risk Management Plan is in Appendix 9.4.

8.1 Insurance

The organisers will ensure appropriate public liability insurance is in place for the event. North Cottesloe Primary School has insurance in place.

A copy of the North Cottesloe P&C Public Liability Insurance is included in Appendix 9.5.

9.0 APPENDIX

9.1 Course Map

9.2 Triathlon Australia approved racing distances (by age) See table 3 for Aquathon.

9.3 Letter of support from North Cottesloe Surf Life Saving Club

9.4 Risk Management Plan

9.5 North Cottesloe Primary School P&C public Liability Insurance

LONG EVENT

Swim:1000m Run:1000m



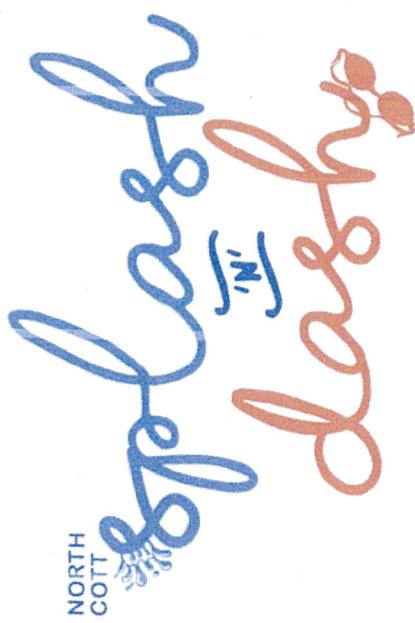
MID EVENT

Swim:150m Run:500m



SHORT EVENT

Swim:50m Run:250m



9.2 APPENDIX II – RACE DISTANCES

Distances in each table are maximum distances permissible for each discipline, however, events can be of any configuration within these maximums (eg. Duathlon = Run / Bike / Run; Aquathlon = Run / Swim / Run; Triathlon = Enduro).

No course segment of an event may exceed the course segment distance for a particular category as listed in Tables 1 to 3, even if the distances of the other course segments are less than those segments stated.

TABLE 1: - UNDER 19 TRIATHLON – MAXIMUM ALLOWABLE RACE DISTANCES

AGE GROUP	SWIM	BIKE	RUN	COMMENT	RELAY (one leg of distance stated)
Under 7	100m	1km	500m	Non-Competitive /Novelty	100m/1km/500m
7yo	100m	3km	1km	Non-Competitive/Novelty	200m/6km/1km
8yo	100m	3km	1km	Non-Competitive/Novelty	200m/6km/1km
9yo	100m	3km	500m	Non-Competitive/Novelty	200m/6km/1km
10yo	200m	6km	1.5km	Non-Competitive/Novelty	300m/10km/2km
11yo	200m	6km	1.5km	Non-Competitive/Novelty	300m/10km/2km
12yo	300m	10km	2km	Competitive	400m/15km/4km
13yo	400m	15km	4km	Competitive	750m/20km/6km
14yo	750m	20km	5km	Competitive	1.5km/40km/10km
15yo	1.5km	40km	10km	Competitive	1.5km/40km/10km
16yo	1.5km	40km	10km	Competitive	1.5km/40km/10km
17yo	1.5km	40km	10km	Competitive	1.9km/90.1km/21.1km
18yo+	3.8km	180.2km	42.2km	Competitive	

TABLE 2: - UNDER 19 DUATHLON – MAXIMUM ALLOWABLE RACE DISTANCES

AGE GROUP	RUN	BIKE	COMMENT	RELAY (one leg of distance stated)
Under 7	500m	1km	Non-Competitive/Novelty	500m/1km
7yo	1km	3km	Non-Competitive/Novelty	1km/6km
8yo	1km	3km	Non-Competitive/Novelty	1km/6km
9yo	1km	3km	Non-Competitive/Novelty	1km/6km
10yo	2km	6km	Non-Competitive/Novelty	2km/10km
11yo	2km	6km	Non-Competitive/Novelty	2km/10km
12yo	4km	10km	Competitive	4km/15km
13yo	5km	15km	Competitive	5km/20km
14yo	7.5km	20km	Competitive	7.5km/20km
15yo	10km	40km	Competitive	10km/40km
16yo	10km	40km	Competitive	10km/40km
17yo	15km	40km	Competitive	

TABLE 3 - UNDER 19 AQUATHLON – MAXIMUM ALLOWABLE RACE DISTANCES

AGE GROUP	SWIM	RUN	COMMENT	RELAY (one leg of distance stated)
Under 7	100m	500m	Non-Competitive/Novelty	100m/500m
7yo	100m	1km	Non-Competitive/Novelty	200m/1km
8yo	100m	1km	Non-Competitive/Novelty	200m/1km
9yo	100m	1km	Non-Competitive/Novelty	200m/1km
10yo	200m	2km	Non-Competitive/Novelty	300m/2km
11yo	200m	2km	Non-Competitive/Novelty	400m/4km
12yo	300m	4km	Competitive	750m/6km
13yo	400m	6km	Competitive	1km/8km
14yo	1km	8km	Competitive	1.5km/10km
15yo	1.5km	10km	Competitive	1.5km/10km
16yo	1.5km	10km	Competitive	1.5km/10km
17yo	1.5km	10km	Competitive	

RISK ID	KEYWORD	RISK DESCRIPTION	SEQUENCE IF RISK OCCURS	SUBJECT	PERIOD	CONTROL	KEY DOCUMENTS AND PROCEDURES AND	RISK LEVEL
		Injury due to sunburn	1. Minor injury 2. Complaint to event co-ordinators	swimmer, supporter, volunteer	anytime		1. S. John's to be in attendance. 2. Free suncream at start. 3. Reinforce with announcements on race day. 4. Advise volunteers to wear sun hats.	LOW
		General loss of swimmer control	1. On-water safety provision becomes more difficult 2. Perception of poor event organisation 3. Increased risk to swimmers and NCSLS volunteers	swimmer	during swim		1. Swimmer briefing 2. Request that all swimmers look out for others in difficulty and assist. 3. Signal for help by raising arm and calling.	LOW
		Problems due to ineffective competitor audit eg not identifying that a swimmer is missing at the end of the event and may need help.	1. Swimmer may drown 2. Swimmer may be in distress and unattended 3. If a swimmer remains unaccounted for 10 minutes after swim finish NCSLS must alert the State SLS body	swimmer	during swim		1. Swimmer briefing 2. Request that all swimmers look out for others in difficulty and assist. 3. Signal for help by raising arm and calling. 4. Parents can swim with children in family wave	LOW
		Failure to identify that a swimmer is missing, concern over missing swimmers.	1. Swimmer may drown 2. Swimmer may be in distress and unattended 3. If a swimmer remains unaccounted for after 5 minutes alert admin and race timers for priority investigation. 4. If a swimmer remains unaccounted for after 10 minutes NCSLS must alert the State SLS body.	swimmer	during swim		1. SLS to attend to on water safety of swimmers. 2. Effective competitor audit to be in place via registration, numbering, post race accounting.	LOW
		Drowning	1. Serious emotional impact on loved ones and those directly involved 2. Event sued for damages 3. Legal investigation of event procedures 4. Competence of event organisation called into question	swimmer	during swim		1. SLS to attend to on water safety of swimmers. 2. Race director has final say on running of event with advice from committee and SLS. 3. An indemnity is signed by each swimmer or their guardian. 4. Parent or guardian may swim with children in the smaller events.	LOW
		Swimmers underestimating fatigue levels during the race	1. Minor to significant impact on physical and emotional wellbeing	swimmer	during swim		1. Race briefing of what to do if swimmer feels fatigued 2. SLS personnel can be asked for distance information on the water. 3. Parents may swim with children family waven 4. Swimmers are briefed with current wind and sea conditions prior to race.	LOW
	FATIGUE	Risk of swimmer fatigue and anxiety due to rough weather, strong wind, waves, impaired visibility, low temperature.	1. Minor to significant impact on physical and emotional wellbeing 2. Event decisions to conduct event called into question	swimmer	during swim		1. SLS to attend to on water safety of swimmers. 2. Race director has final say on running of event with advice from committee and NCSLS. 3. SLS Support paddlers to be vigilant for fatigue. 4. Swimmers may hang-on to support craft without disqualification as long as forward progress is not aided. 5. Additional mention at briefing if sea and/or weather conditions are likely to be difficult. 7. Parent or guardian allowed to swim with minors in smaller events	LOW

