



Circular

Title:	Surf Sport Event Volunteers: 2018 Australian Surf Life Saving Championships
Document:	Circular 26/17-18
Audience:	State/Territory Centers, Branches, Clubs, all officials
Summary:	This circular outlines the details required for expressions of interest for Event Volunteers at the 2018 Australian Surf Life Saving Championships, Scarborough Beach, WA
Close date:	Monday December 18 th 2017 COB

PURPOSE

Surf Life Saving Australia (SLSA) is calling for expressions of interest (EOI) for Event Volunteers for the 2018 Australian Surf Life Saving Championships (the Aussies) at Scarborough Beach, Perth, Western Australia.

Volunteer positions are non-accredited official roles and are designed to engage the wider SLS movement for the staging of one of Australia's largest sporting and community lifestyle events. Event Volunteers will complement and support the critical role Technical Officials bring to the safe running, and success of the Aussies. Key official roles are available for nomination through the official nomination circular released 22 September 2017. The circular can be located on the [SLS website](#) and [members area](#) via the following tabs: Library>>Circulars, Bulletins and Publications>>Circulars>>SLSA>>2017-18.

EVENT OVERVIEW

From 14-22 April 2018, surf lifesavers from across Australia will converge on Scarborough Beach to contest more than 450 events throughout the Championships which brings our national movement and the community together in a spirited celebration of the best of our traditions, culture and sport.

For what will be the 12th time the event has been held in Perth, over 6,000 competitors as well as club members, volunteers, officials, supporters and spectators will make the annual pilgrimage to the host venue as they chase those elusive gold medals. In addition to the Championships, the event also invites the public to participate in an ocean swim. The 2km ocean swim race, offers participants the opportunity to compete and be part of the iconic annual "Aussies" festival without having to be an active member of a Surf Life Saving Club, including an exclusive finishers experience in the main competition area at the Australian Championships.

Saturday 14 and Sunday 15 April:	Australian Youth Surf Life Saving Championships
Sunday 15 April:	Australian Surf Life Saving Championships Ocean Swim
Monday 16 and Tuesday 17 April:	Australian Masters Surf Life Saving Championships
Wednesday 18 to Saturday 22 April	Australian Open Surf Life Saving Championships

EVENT VOLUNTEER ROLES

The following is a summary of the key roles requiring Event Volunteers:

- **Presentations**

Presentation Volunteers will be required to assist in the organisation, presentation and post event bump out of medal and trophy presentations. This role will report directly to the Presentations Coordinator, and will assist in ensuring the medal and trophy presentations are run as smoothly as possible, and that all competitors and parties receive their correct accolades.



- **Administration**

Administration Volunteers will be based within the main admin centre and will be required to assist with any general enquiries from team managers, officials, competitors and event visitors. Tasks will include competitor entry management, payment processing, responding to calls, general maintenance and organisation of the administration center.

- **Event Runner**

Event Runner Volunteers will be required to assist across any given area and task. Tasks will vary but may include assisting officials with paperwork, medal presentations, transporting gear and equipment around the site etc.

- **Beach Area**

Beach Volunteers will be required to assist officials with maintaining the beach areas during events. Tasks will include course maintenance (raking sand, clearing rubbish etc) and helping team managers, competitors and spectators with any general enquiries.

- **Flag Pit Crowd Control**

Flag Pit Crowd Control Volunteers will be required to assist with monitoring the boundaries within the flag competition areas and ensuring members of the general public are kept outside of these zones and clear of all athletes during events. Volunteers may also be required to help with checking accreditation passes and holding up crowd control signage.

- **Information Stands**

Information Stand Volunteers will be required to assist in the designated Information Booths around the event site. An Information Stand Volunteer must have knowledge of the event site layout, timetable and be ready to answer general questions that may be able to assist spectators, competitors and staff.

- **Parking**

Parking Volunteers will be required to assist with traffic management in the surrounding areas of the event location. Parking Volunteers will be based across the various parking zones and will be available to help direct the public to the available parking areas and help with any related enquiries.

- **Trailer/Container Compounds**

Trailer/Container Compound Volunteers will be required to assist with traffic management within the main onsite trailer and container compounds. These volunteers will be available to help direct competitors and team managers to the available parking areas and help with any related enquiries.

- **Wayfinder**

Wayfinder Volunteers have a very similar job description to the Information Stand Volunteer, however are more mobile. This position will ensure that roaming volunteers are available for spectators, competitors and volunteers to approach with questions around the event site. A Wayfinder Volunteer must have knowledge of the event layout, timetabling and general queries, and must be available to move continuously around the event site.

- **Functions**

Function Volunteers will be required to assist with all of the on-day tasks related to the various official functions at the Aussies which include set up and pack down, decorating, registration/welcome desk, administration and general guest enquiries.



- **Ocean Swim**
Ocean Swim Volunteers will be required to assist with the on-day registration of competitors, as well as to help to hand out athlete packs to the already registered competitors for the swim. This role will also include the collection of timing chips from competitors once they have completed the race, and assisting in presentation ceremonies, including the hand out of participation medals at the finish line.

- **Opening Ceremony**
Opening Ceremony Volunteers will be required to assist with the pre-and on day ceremony planning and set up. This role will require knowledge in events and production from previous volunteer positions or job experiences.

- **Briefings/ Lycra pack hand out**
Briefing Volunteers will be required the day prior to the event to assist with the pre-event team manager and officials briefings which will include the set up and pack down of the allocated areas, registration/welcome desk and assisting staff with any related enquiries. Volunteers will also be required to assist with the hand out of lycra to all team managers following the briefing. This process will include ticking off names, handing out lycra team packs, swapping incorrect lycra sizing and answering general questions and queries that may arise.

APPLICATION REQUIREMENTS

If you are interested in volunteering your time for any of the positions outlined above, please ensure you complete and provide the following:

- 1) Submit both the online application and medical forms (links below)
- 2) Provide a brief statement within the application form regarding any event experience you may have
Note – Event experience may be required for certain tasks and has been indicated within various positions.
- 3) Hold a current Working with Children Check relevant to your home state
Note – SLSA are required to ensure all volunteers provide evidence of these details.

A full description for each position will be located on the Members Area via the following tabs: Library> Sport> Events> SLSA> *Presentations Assistant*.

If you know someone that might be interested in these positions but are not an SLS Member, and therefore do not have access to the members area, a copy of the position description(s) can be emailed to them. Please ask that they email events@slsa.asn.au to request further information.

Once your application has been received you will receive an email notification of receipt within two business days, unless submitted on a Friday in which case confirmations will be sent the following Monday.

Please note SLSA will not be subsidising any travel or accommodation expenses for volunteers
Please complete the following online application and medical forms:

- [Event Volunteer Application Form](#)
- [Medical Form](#)