



Open Water Swim Organiser's Manual

To be used as a Guideline Only

Rev	Date	Description
A	2/3/12	For Sub-Committee Review
0	03/09/13	Issue for MSA approval
)A	21/02/14	Re-issued for Approval
B	28/04/14	Approved by Board at Autumn General Meeting
C	08/09/14	"Guideline only" added to cover and introduction

Introduction

Masters Swimming Australia Inc. is the peak body and national sports organisation for adult swimmers aged eighteen years and above. Masters Swimming Australia is affiliated with FINA through Swimming Australia Ltd.

This document has been developed to support the Open Water Swim Rules. It has been recognised that while the Open Water Swim Rules define some of the parameters for the conduct of an open water swim, there is a need for a document that assisted the organising committee of an open water swim to run an enjoyable, safe and financially rewarding event.

It is recognised that open waters swims vary greatly in their nature. Not all items included in the OWS manual apply to all swims. The organiser can utilise those components of this document that they consider apply to their swim.

Of all the activities that MSA is involved in an open water swim represents the biggest risk for both MSA and the organisers. So it is crucial that all issues are addressed in the organisation of an open water swim.

CONTENTS

1	GENERAL INFORMATION	5
	1.1 Introduction	5
	1.2 Organiser’s Responsibilities.....	5
	1.2.1 Race Preparations	5
	1.2.2 Race Day	6
	1.2.3 After The Race	6
	1.3 Sanctions and Insurance.....	7
	1.4 Safety	7
	1.4.1 Emergency Provisions.....	7
	1.4.2 Escorts and Monitors—.....	8
	1.5 Swimmers Responsibilities	8
2	RACE PREPARATIONS	10
	2.1 Laying Out a Course	10
	2.1.1 The Start.....	10
	2.1.2 Course Design	10
	2.1.3 Finish.....	10
	2.2 Preparing entry Forms and Flyers.....	11
	2.2.1 Distribution of Entry Forms	11
	2.3 Publicity	12
	2.4 Organisation checklists.....	13
	2.4.1 Swim Caps	13
	2.4.2 Awards	13
	2.4.3 T-Shirts or other items to identify the event—	13
	2.4.4 Miscellaneous things to order or arrange for as needed	13
	2.5 Recruiting and Training personnel.....	14
	2.6 Risk and Safety Management	15
	2.6.1 Risk Assessment	15
	2.6.2 Event Management	15
3	RACE DAY	16
	3.1 Organising Personnel	16

3.2	Pro-forma Pre-race Briefing.....	16
3.2.1	Officials and Water Cover	16
3.2.2	Competitors.....	17
3.3	The Start	18
3.3.1	Equipment Needed.....	18
3.3.2	Organisation Required.....	18
3.4	The Finish	18
3.4.1	Equipment Needed.....	18
3.4.2	Organisation Required	19
3.5	Determining the Results	19
3.6	Presentations	19
3.7	SITE CLEAN-UP	19
4	AFTER THE RACE	20
4.1	Results	20
4.2	Awards	20
4.3	Thank You notes	20
4.4	Evaluation	20
4.5	Financial Records	20
APPENDIX 1.	GLOSSARY	21
APPENDIX 2.	EVENT TIMELINE	22
APPENDIX 3.	SANCTION FORM	25
APPENDIX 4.	PROFORMA LIABILITY RELEASE.....	28
APPENDIX 5.	FINANCIAL REPORT PRO-FORMA	30
APPENDIX 6.	POST-RACE REPORT FORM	32
APPENDIX 7.	EVENT MANAGEMENT	36
APPENDIX 8.	RISK MANAGEMENT.....	38

GENERAL INFORMATION

1.1 INTRODUCTION

Open Water Swims are normally held in natural bodies of water such as the ocean, a lake or a river. The course is sometimes in a man-made body of water such as a power station pondage or a rowing course. The course should be in water that is subject only to minor current or tide. This manual is designed to assist in organising a safe and effective open water swim. This manual should be read in conjunction with the Masters Swimming Australia Open Water Swim Rules.

1.2 ORGANISER'S RESPONSIBILITIES

The organiser's responsibilities cover pre-race, race day and after the race activities. The following lists are the main activities needed to run an open water swim. Not all the activities will be required for all events. The event organisers will determine which are required for the swim.

1.2.1 Race Preparations

The list below summarises the activities that would normally form part of race preparation:

- Confirm date of event.
- Obtain a facility or location.
- Obtain local government or facility approval, permits, and support.
- Secure MSA sanction, which includes insurance.
- Secure additional insurance, if needed.
- Prepare time line.
- Prepare operating budget.
- Prepare safety and risk management plans.
- Design and distribute entry form, including specification of entry cut-off date and publication on the internet.
- Arrange for publicity.
- Recruit and brief race officials and volunteers.
- Secure sponsors for the event if desired (financial or "goods and services" donations).
- Order T-shirts, hats, etc. to identify the event.
- Order bright coloured swim caps for participants to wear (as required by the open water swim rules). (Swim caps to be different colour to the buoys.)
- Design and order awards and determine how many places will receive awards.
- Arrange for first aid and safety procedures and source personnel and equipment (e.g. ambulance, rescue boats, etc.).
- Arrange for in-water safety equipment and personnel.
- Prepare signs, posters for organising the event, and course maps.

- Secure race-day equipment and supplies (tables, chairs, P.A. system, portable electric power, toilet facilities, shower facilities, tents, timing system and watches, pens, pencils, paper, paper clips).
- Secure hospitality food and water.
- Receive and process entries.
- Prepare for race-day swimmer check-in by stuffing bags (if there are any), organising materials to hand out to swimmers, and identifying swimmers with registration problems.

1.2.2 Race Day

Race day will start with setting up equipment and organising and training workers. Sometimes the set-up and training will be done ahead of time. When planning for race day ensure that contact details for all organisations involved are available to all personnel who may need them. Race day jobs:

- Organising parking and traffic control.
- Setting up all on-land equipment including swimmer check-in stations, P.A. equipment, timers and scorers areas, hospitality and food areas, safety equipment, etc. Instruct volunteers who are manning these stations.
- Setting up transport of swimmers' gear for point-to-point races. Bags/gear should have ID (entry form).
- Setting up start line and finish chute.
- Setting up in-water course (ropes, buoys, and other markers) equipment and instruct volunteers.
- Setting up first aid procedures, check that first aid equipment is in working order, and check personnel.
- Setting up in-water safety equipment and check or instruct personnel.
- Organising swimmers at the starting area.
- Having map or chalk board of outlined course on display.
- Giving pre-race instructions and safety lecture.
- Recording official times, adjudicate protests and disqualifications, and compile official results.
- Giving out awards and prizes.
- Cleaning-up site.

1.2.3 After The Race

These aspects of running an event quite often don't receive the necessary attention. The last swimmer goes home and everybody forgets about the race until next year, or one person is burdened with the responsibility of the wrap-up. The post-race activities that need to be attended to are:

- Publish and distribute official results to swimmers, the internet, and governing organisations within 24 hours of the finish of the event.
- Complete post-race report within 24 hours of the finish of the event using pro-forma included with this document.
- Complete the financial accounting and pay all creditors within seven days of the event.
- File insurance incident reports, if necessary.
- Send thank you notes to volunteers and sponsors within seven days of the event.
- Evaluate the event and plan improvements for the next year within one month of the event.

1.3 SANCTIONS AND INSURANCE

If you intend to run an event with the approval and authority of Masters Swimming Australia and you intend to rely on the insurance put in place by Masters Swimming Australia, then you must obtain a sanction from the State Body using the approved sanctioning procedure. The state body will forward a copy of the sanction form to the National Office. The National Office must receive the Sanction Form at least one month before the event.

1.4 SAFETY

Safety of all people involved in the open water swim is critical and the prime consideration for any event organiser. Although the organiser is ultimately responsible for all event safety in most cases the actual safety personnel will be part of another organisation such as Surf Lifesaving, Police or Sea Rescue. The safety officer for the event will prepare risk and safety management plans for the event with the assistance of the Event Director.

1.4.1 Emergency Provisions

- Event personnel should be informed of the emergency provisions. The event director should hold a meeting for all event personnel just prior to the event.
- Open water swims should have a medical evacuation plan. The plan outlines procedures and methods for transport for swimmers needing emergency medical aid from water pickup to land-based services.
- Safety monitor stations (i.e. row boats, canoes, kayaks, paddleboards, etc.) should be positioned on the course in a minimum ratio of one station per twenty (20) entrants or a minimum of one station for every 200m of course length, whichever number of stations is greater. Consideration should be given to the capabilities of the swimmers in positioning the safety monitors, it may be appropriate to have some that move with a particular group of swimmers if required. Prevailing weather conditions may necessitate additional safety monitors.
- Emergency evacuation power boats can be a risk to swimmers. If practical, swimmers in trouble should be brought to the evacuation boat by a safety monitor using non-motorised transportation. However the swimmer's safety is paramount and the most

effective rescue craft should always be used. There should be at least one of these boats for every 50 swimmers in the water.

- A detailed plan must be available for event cancellation during the event due to safety considerations arising after the competition has started (e.g. lightning). This will be part of the overall safety management plan for the swim.
- A procedure must be developed to account for each participant (e.g. a walkie-talkie and binoculars for reading numbers off the swimmers arms at a turn-around point.)
- The host club should establish and announce a cut-off time for all or part of the event. Swimmers failing to meet the criteria should be disqualified and escorted to shore.
- A briefing for swimmers should be held prior to the start of the event and all competitors should be present. A good public address system is essential to ensure that instructions can be heard and understood. Refer to section 3.2.2 Pro-forma Pre-Race Briefing for the specific instructions.

1.4.2 Escorts and Monitors—

Masters Swimming Australia does not allow the use of individual escorts.

Paddleboards, kayaks, and canoes are recommended for safety monitors with small boats, jet skis or IRBs in support.

- Safety Monitor's attendance at a pre-race meeting is mandatory. As the Safety Monitors craft will need to be in the water and ready to go prior to the start of the race, a separate safety monitor meeting may be held prior to the swimmers briefing.
- All boats used in conjunction with the event must meet local standards for equipment and loading capacity.
- Power boats should be used to protect the course, not as direct safety craft. However if necessary may be carried out by any craft in the vicinity. Swimmer safety is the prime criterion.
- Provisions for non-event boat traffic control should be secured. It is strongly suggested that control be arranged through a law enforcement agency.
- A "clean-up" boat should be used and remain behind the last swimmer throughout the race.

1.5 SWIMMERS RESPONSIBILITIES

The following information should be communicated to the participants.

- It is essential that swimmers prepare and train well in advance for any open water event they choose to enter. Longer events may require pre-qualification. For example to enter a five kilometre swim you may need to have completed a two kilometre event.
- No one should undertake any competitive open water event unless they are physically fit and fully expect to finish. It is advisable for any person undertaking any athletic event to be checked by a physician.

- Swimmers failing to complete the swim must report to race officials as described in the pre-race briefings for their safety before leaving the event as there may be no other record of them leaving the course.
- Swimmers are responsible for personal property left at the swimming site while they are in the water. They should plan ahead and insure that items they may need are available at the finish. Bags should have proper identification if transportation of equipment is provided.
- For longer swims it is recommended that swimmers provide their own water and/or nourishment.

2 RACE PREPARATIONS

2.1 LAYING OUT A COURSE

The swim course is defined by the start, the course design, and the finish.

2.1.1 The Start

- The start will begin in the water (tread water or standing) as required by the Open Water Swim Rules.
- The bottom should be firm, clean, and free from hazards (rocks, algae, glass, etc.). The Safety Officer should conduct a “bottom check”.
- The starting area should be as wide as possible to minimise multiple row starting. The starting line should be perpendicular to the first leg of the course so all contestants along the starting line have equal advantage.
- The starting area and course should be controlled to keep non-participants clear and to assure a fair start for all participants.

2.1.2 Course Design

The course of the swim should be designed to minimise swimmer confusion. Courses should avoid head-on traffic patterns where swimmers could pass close to each other in opposing directions unless swimming on opposite sides of a rope. Course design should also eliminate changes in course direction until the field of contestants has spread out from the starting line congestion. Depending on the body of water the course might:

- Be parallel the beach,
- Go out to or around a fixed point such as a pier or island,
- Circle a closed course marked by buoys,
- Go from point-to-point, starting and finishing in different locations,
- Be a combination of any of the above.

Where buoys are used to delineate the course each buoy shall be clearly visible from the preceding buoy.

Google Earth is a very useful tool for laying out open water swim courses. Buoys shall be placed using a GPS. Buoy Co-ordinates can be obtained from Google Earth.

2.1.3 Finish

- The finish will be in the water, however timing may be done at the edge of the water and an adjustment made for time in the finish chute.
- A chute is recommended at the finish with the official finish line at the entrance to the chute. The Finish shall be in the water as required by the rules.

- The finish should be clearly marked and visible from the water from the last buoy.
- The finish line should be clearly indicated for the purpose of judging.
- The finish area should be controlled to keep non-participants clear.
- Finish monitors should be provided for safety purposes to aid swimmers standing up and exiting the water if needed.
- The chute (located beyond the finish line) should be long enough to accommodate the number of swimmers expected to finish at about the same time and narrow enough to keep the swimmers in order of finish until their results are noted.

2.2 PREPARING ENTRY FORMS AND FLYERS

Often nowadays entry is done online and no paper entry form is produced. While the media is different the information that is required is the same. If using a paper entry form, it is advantageous to print your entry form on an A4 sheet. Have someone proof read your entry form/meet announcement. An entry form should contain the following:

- A large headline naming the event.
- The facts: date, time, location, sanction number (if any), host, fees, deadlines, liability release and check-in information.
- Other pertinent information: course and description, directions to the race site, MSA Open Water Swim Rules, eligibility, age groups, non-wetsuit and wetsuit divisions, awards, safety (e.g. fluorescent caps), parking and/or fees other than entry, T-shirts, sponsors, local hotels and accommodation or a phone number to call for lodging information, etc.
- When appropriate, a warning statement which cautions the swimmer about special hazards of the event (e.g. water temperature, distance, surface conditions, etc.).
- A clip and mail entry form. Allow ample room for the swimmer's name, gender, address, phone number, birthdate, age, emergency contact name and phone number, team name and abbreviation, MSA registration number, and email address. Remember to include the name, address and phone number of the person receiving the entries. In addition to a mail-in form, you may wish to utilise an on-line entry system.
- A liability release. The liability release must be signed and dated for the entry to be accepted. If online is used then an affirmative answer to the question associated with liability is adequate.

2.2.1 Online Entry Systems

Online Entry can make an open water swim organisers work simpler. The online entry data can be exported in a format that simplifies timing and provides the basis for an email database. There are options for online data entry available:

1. IMG STG Online (MSA Member Registration – Online Event entry)

2. Other providers such as oceanswims.com, active regonline.com.au

There are also many other options, the decision as to which one to use is usually based on cost. Using the IMG online entry requires someone with some IT skills; if you do not have someone with those skills then it would probably be best if you use a service that does the IT for you. Bear in mind that that the service will probably cost you more.

2.2.2 Distribution of Entry Forms

- Plan to print and distribute more forms than the number of swimmers you might expect, as not everyone that takes an entry form will enter.
- Distribute the forms at least 3 months before the event. Obtain mailing lists from your Branch Registrar and/or other teams. Be sure your event is officially announced in the State Branch newsletter and that forms are available at local meets. Consider distributing entries or a poster to:
 - All clubs in the Local Branch (and other branches as appropriate).
 - All Local SAL, SLS and Triathlon clubs
 - Other open water and triathlon events.
 - Local sport shops, community centres, swimming pools, etc.
- Post your entry form on the Internet if possible.

2.3 PUBLICITY

A primary concern for the race organiser is publicising the event and attracting as many participants as possible. This is especially true for first-time events where past participants aren't available to spread the word to their friends. Use the media before and after your event.

- Write a press release and send it along with an official entry form to local newspapers, TV and radio stations and the Chamber of Commerce at least three months in advance. Sports magazines need the information many months in advance. Don't forget the local bulletin boards sometimes found on community and ABC stations. Your press release should be brief but must include the date, time, location, description, and contact for the event. Be sure to include any interesting facts (e.g. special participants). Follow up all mailed press releases with a phone call to the sports page editor.
- Get on the Internet.
- Write an article for your local Branch and National Newsletter about your event. Aim to do this 2-3 months ahead.
- Get your event listed in the National Event calendar and listed on relevant websites such as www.oceanswims.com.
- Call local radio stations and try to get interviews and talk about your event when they have community noticeboard sessions.
- Try to get as much publicity in the media after the event as you did before. In particular, encourage your local newspaper to have a reporter and photographer at

the event. Many people who missed the event will see the coverage and remember it for the next time.

2.4 ORGANISATION CHECKLISTS

2.4.1 Swim Caps

The swim rules require fluorescent or other brightly coloured caps for all participants for better visibility. Red, pink, orange or yellow are the preferred colours. Contact swim equipment suppliers for estimates. If you wish to have the caps printed, allow 6-8 weeks for receipt of the caps once you have provided your camera ready artwork. Many events include the cap as a participation award to ensure that all entrants have them. Different coloured caps are used to indicate heats and/or age groups allowing swimmers to identify their competition during the race.

2.4.2 Awards

Before you print your entry form, you need to decide how many awards to give out. Most events award 1st to 3rd in each age group and gender and many give a special something for the first male and female to finish overall. Look for ideas representative of your community (ex. a bottle of wine in a wine area). Avoid awards that are unusable after the event, because you will find that some age groups aren't represented, and you may have extras. Medals with the event name but no date could be used the following year. Sponsors will frequently provide assistance with awards.

2.4.3 T-Shirts or other items to identify the event—

Many swimmers compete just to get the T-Shirt, etc. If you plan to include the shirt as a participation award, determine the cost for your shirts before you determine your race entry fees to avoid unpleasant surprises. Allow 6-8 weeks once you have provided your artwork. When deciding how many shirts to order, consider:

- Allowing swimmers to pre-order T-Shirts. Distribute to swimmers at check-in or at the finish to keep swimmers around for the awards.
- Giving volunteer shirts—estimate number needed and get sizes as they sign up.
- Selling any remaining shirts at check-in or at the conclusion of the race.
- Taking orders when you run out. You'll need to charge more to cover the cost of mailing and printing a smaller number.

2.4.4 Miscellaneous things to order or arrange for as needed

- Portable toilets if adequate facilities are not available.
- Timing equipment: computer, finish display clock, printout, stop watches and starters flag.
- Photographers.
- Refreshments for the finish. Include fresh water and hot liquids.
- Special awards for special people (oldest, travelled the farthest, etc.).
- Signs for directions, check-in, course, etc.

- Tables and chairs for registration and results.
- Portable Address system.
- Buoys for turning and direction.
- Finish banners.
- Finish chutes.
- Tents for shade.
- Safety boats.

2.5 RECRUITING AND TRAINING PERSONNEL

Race volunteers should be recruited as early as possible. By one month prior to the race, you should have your list finalised. Volunteer training should be done as close to the race as possible so workers have clear in their mind what their responsibilities are. See Section 3.1 for a list of jobs you need to fill.

2.6 RISK AND SAFETY MANAGEMENT

2.6.1 Event Management

A well run event requires comprehensive planning. The documentation of the event planning for each event is contained in the event management plan. This document can be prepared using the Masters Swimming Australia Template included as 4.5Appendix 7.

2.6.2 Risk Assessment

Risk assessment and mitigation is an important part of open water swim organisation. The information following provides an approach to the management of risk consistent with Masters Swimming Australia's risk management policy and framework.

The matrix provided in the Masters Swimming Australia Risk Management for Events Guide allows for simple assessment and management of risk. This document and a management plan for the event will enable a safe and rewarding event to be run. A sample Risk Assessment for an open water swim is included as 4.5Appendix 8.

The Risk Assessment process allows financial, reputation and physical risk to people to be assessed and addressed. It also includes an assessment of business and process systems. Although the open water swims are generally organised by volunteers the business and process system assessment does help with assessing organisational problems.

The standard MSA risk management work instruction and templates shall be used.

3 RACE DAY

3.1 ORGANISING PERSONNEL

Key personnel and their duties vary from event to event. Be creative but look ahead for potential problems. Suggested roles, some of which may be combined, include the following:

The Event Organising Committee and the Meet Referee will work together to ensure a safe and enjoyable event.

Refer to Section 2 of the Open Water Swim Rules for details of the technical officials required for the event and their duties.

3.2 PRO-FORMA PRE-RACE BRIEFING

3.2.1 Officials and Water Cover

The pre-race briefings for the water cover and officials can be combined. However when the water cover is provided by a third party such as a surf lifesaving club, it is suggested that the leader of the race cover team attend the official briefing and relay the relevant information to the personnel providing the water cover.

3.2.1.1 WELCOME

- Welcome the Officials.
- Thank them for their assistance in staging the event.

3.2.1.2 GENERAL ANNOUNCEMENTS

- Give water temperature
- Point out possible hazards
- Report on currents or tides

3.2.1.3 .SAFETY/EMERGENCY PROCEDURES—SUGGESTED WORDING

- "Your role in today proceedings is to ensure the safety of all competitors and the safety of personnel involved in organising the event. Please be aware that Safety is everyone's responsibility."
- "If a competitor needs assistance during the race, they will be instructed to wave one arm overhead."
- "If a competitor drops out before or during the race, they must report to the Finish Judge under the finish banner so they can be accounted for. If you see someone drop-out please ensure that they know that they need to report to the finish."
- "You will have been given instructions as to your role today but if it is at all unclear please clarify your responsibilities with the your leader."

- "Emergency staff will be stationed (indicate where)."
- A cut-off time of _____ hours/minutes will be enforced. Swimmers still in the water at this time may be escorted or assisted to shore for their own safety."

3.2.1.4 FINISH

- Give chute directions to all officials.
- Point out clock location to all officials.
- Explain finish directions to all officials.

3.2.1.5 COURSE

- Point out directions of swim
- Describe buoys—number, type, colour and related requirements.
- Refer to course map and course violations.

3.2.2 Competitors

3.2.2.1 WELCOME

- Announce the name of the swim
- Thank the sponsors.
- Introduce the Key Officials

3.2.2.2 GENERAL ANNOUNCEMENTS

- Give water temperature
- Point out possible hazards
- Report on currents or tides

3.2.2.3 .SAFETY/EMERGENCY PROCEDURES—SUGGESTED WORDING

- "If you are apprehensive about participation in the swim or your ability to complete the distance, please withdraw before entering the water at the start. This is not the time to test your open water swimming skill for the first time."
- "If you need assistance during the race, wave one arm overhead and a paddler will come to you."
- "If you drop out before or during the race, report immediately to the Finish Judge under the finish banner so your safety can be accounted for."
- "Faster swimmers should position themselves closer to the start line at the edge of water with slower swimmers assuming a less risky position further back in the pack."
- "Emergency staff will be stationed. (indicate where)."

- A cut-off time of _____ hours/minutes will be enforced. Swimmers still in the water at this time may be escorted to shore for their own safety."

3.2.2.4 FINISH

- Give chute directions to all competitors.
- Point out clock location to all competitors.
- Explain finish directions to all competitors.

3.2.2.5 COURSE

- Point out directions of swim
- Describe buoys—number, type, colour and related requirements.
- Refer to course map and course violations.

3.2.2.6 START

- Announce the expected time of the start.
- Remind slower and faster swimmers to be in their correct starting position.
- Emphasise to swimmers that they spread out and be courteous to one another.
- Explain starting signals.
- Identify start line

3.3 THE START

3.3.1 Equipment Needed:

- Public address system.
- Flags, flares, or other apparatus for indicating the race start.
- Stop watches.

3.3.2 Organisation Required:

- Designate an area to give instructions to the competitors. A public address system is usually required.
- Have Marshals available on land and in the water, to ensure a fair start for all competitors.

3.4 THE FINISH

3.4.1 Equipment Needed

- Finish line equipment.
- Forms for recording finish times and race numbers.
- Timing equipment.
- Large clock, if available.

- Food and drink for finishing swimmers.
- Emergency medical equipment.

3.4.2 Organisation Required

- Set up stations as needed for results, first aid, hospitality, shirt sales, etc.
- Set up the finish area including a finish line, finish chutes and/or finish banners.
- If available, set up a large time clock for the swimmers to see as they cross the finish line.

3.5 DETERMINING THE RESULTS

A successful event must have accurate reporting of results. Some methods of tabulation are:

- **Computer Results:** There are companies that the timing can be sub-contracted from, this approach has the significant advantage of reducing the number of volunteers/ officials required. There are also programs such as Meet Manager that can be used to record results.
- **Manual results by time:** Time keepers independently record the swimmers times in order of finish. Place judges independently record each cap colour and cap number at the finish. The two list are then reconciled to provide complete results.
- **Manual result by order of finish:** Tokens, numbered with the order of finish, can be handed out to the swimmers and then turned in to a designated person. Official times will need to be recorded and matched to swimmers. Printout stop watches are excellent because they save the times for later review.
- **Backup results:** Regardless of the method of timing and recording used, a backup system is recommended. Compare the official results with the backup results before giving out your awards. One backup method is to use pre-numbered lists to record times and pre-numbered lists to record finish numbers which requires two people recording and two people calling out the times or numbers.

3.6 PRESENTATIONS

The Announcer and/or Event Director should conduct the presentation of the awards after the results are completed.

It is important to recognise sponsors and if possible involve them in the presentation of awards. Consider making awards for the sponsors to thank them for their involvement: something that they can put on display in their place of Business to indicate their involvement.

3.7 SITE CLEAN-UP

Ensure that the race site, water and adjacent roads are cleaner and in better shape than it was found.

- Collect anything that can be reused for the next race (ex: signs, buoys, rope, etc.).
- Collect and dispose of all waste.
- Remove and restore any temporary changes including gates, signage and barriers.

4 AFTER THE RACE

4.1 RESULTS

- Provide a copy of the results to the media, separate results for non wetsuit and wetsuit divisions, highlighting the local participants, within 24 hours.
- Email the results to participants and/or their clubs.
- Post your results on the Internet if possible.

4.2 AWARDS

There is an expectation that awards offered will be in accordance with normal masters practice that is awards for male and female competitors in all age groups. However it is recognised that in smaller events that this may not be practical. The crucial point though is that the awards be well thought and consistent with the strategic goals for the event. Consider offering not only performance awards but participation awards as well.

4.3 THANK YOU NOTES

- Send thank you letters to major supporters, sponsors, and volunteers.
- Send a letter to the editor of the local newspaper thanking contributing businesses publicity.

4.4 EVALUATION

- Hold an evaluation meeting with key volunteers shortly after the event. Ask for written suggestions as well.
- Make plans for next year's event.

4.5 FINANCIAL RECORDS

A financial report should be sent to the State if required as part of the sanction requirements. See sample financial form in Appendix 5: Financial Report Form.

APPENDIX 1. GLOSSARY

EVENT DIRECTOR – the person charged with overall responsibility for the event on Race Day by the organising committee.

APPENDIX 2. EVENT TIMELINE

Time lines will vary with different events depending on a number of factors including event size and sanctioning branch and/or community requirements. To avoid unexpected problems, start organising early. "At least". . .

6-12 MONTHS BEFORE:

1. Determine date and location of the event.
2. Submit event information to the Open Water Swim Calendar.
3. Determine the Event Director and "key" personnel. (Referee, Chief Timekeeper, Clerk of course, Safety Co-ordinator.
4. Prepare draft Event management Plan and Risk Assessment or review the previous years plans.
5. Determine the budget.
6. Obtain local approval as needed.
7. Contact local emergency services for help.
8. Obtain sponsors.
9. Design logos for entry forms, shirts, etc.
10. Design entry form.

5 MONTHS BEFORE:

1. Organise publicity campaign.
2. Order awards needing a long lead time.
3. Obtain current MSA Open Water Swim Rules
4. Develop a list of hotels and campgrounds

4 MONTHS BEFORE:

1. Finalise entry form.
2. Send entry form to MSA newsletter.
3. Finalise event and risk management plans.
4. Obtain sanction for event from state branch.

3 MONTHS BEFORE:

1. Finalise event and risk management plans.
2. Contact newspapers, etc. for publicity.
3. Meet with "key" personnel to firm up plans.
4. Order swim caps, t-shirts, and awards.

2 MONTHS BEFORE:

1. Mail entry forms to database developed from other or previous events.
2. Distribute entry forms to pools, clubs and swim shops
3. Post entry form on the internet.
4. Reserve tables, chairs, etc.
5. Begin recruiting other volunteers.
6. Order Bar Codes or other official equipment.
7. Re-contact emergency personnel to firm up involvement.
8. Purchase equipment and supplies as needed.

1 MONTH BEFORE:

1. Being processing entries as they are received, resolving problems where possible.
2. Finalise list of officials and volunteers.
3. Pick up swim caps, t-shirts, and awards.
4. Distribute job descriptions and information to event personnel.

1-2 WEEKS BEFORE:

1. Meet with officials and volunteers for training.
2. Finalise plans with local authorities.
3. Prepare packets for competitors (if used).
4. Arrange for course "set up" (which should be done either the morning of or the night before the race).
5. Pick up tables, chairs, clipboards, and other necessary equipment.
6. Prepare reports and worksheets for check-in and results recording.

RACE DAY:

1. Set up all equipment on-land and in-water.
2. Final check-out of personnel.
3. Swimmer check-in.
4. Run the race.
5. Compile and post official results.
6. Post-race social and presentation of awards.
7. Clean up race site.

POST RACE:

1. Produce official results and mail or email to participants & clubs, within 24 hours of the finish of the event.
2. Post results on the Internet.
3. Order extra t-shirts.
4. Prepare financial report.
5. Post-race evaluation.
6. Thank you notes to race workers

APPENDIX 3. SANCTION FORM



Masters Swimming Australia
Open Water Swim Sanction Form

Event Name			
Club Name			
Date		Start Time	
Location			
Swim Type Ocean River Lake Rowing Course Pondage Circle One of the above			
Estimated Number of Swimmers			
MSA Club Members			
Male		Female	
Non MSA Members			
Adult Male		Adult Female	
Under 18 Male		Under 18 Female	
Water Cover			
Provider			
No of Powered Craft		No of Paddlers	
First Aid Provider			
Event Director			
Telephone		Mobile	
Email			
Address			
Safety Co-ordinator			
Signatures		Club President	Club Secretary

A flyer for the event must accompany this application

The flyer must contain the following information:

- Day, date & time of the event
- Venue, including Street Directory map reference
- Fees, entry fees, meal costs
- Course Details (include map of course)
- Restrictions or conditions
- Prizes
- Closing Date of entries / Contact person

DRAFT

APPENDIX 4. PROFORMA LIABILITY RELEASE

The entry form must contain a declaration of fitness for all entrants and indemnity declaration for non-members. Suitable declarations are shown below. If event entry is online this acknowledgement of risk must be agreed to by checking a box on the entry screen.

Where entry to the event is accepted on behalf of a minor

Participant Acknowledgement Of Risk

In consideration of acceptance of my entry in this Event I agree that:

1. I am aware of the risks of participating in this Open Water Swimming Event.
2. I know of no medical reason why I should not participate in this Event. I acknowledge that Open Water Swimming is a strenuous and hazardous activity and I affirm that I have properly trained for and fully satisfied myself as to my physical and medical condition to compete in the Event and I consent to receive such medical aid or preventative treatment which may be deemed advisable in the unfettered discretion of Race Medical Officials and Lifesavers in the event of any injury or accident or illness to me as the result of my participation in the Event
3. I agree to, abide by and accept the rules and regulations of the Event and to accept the decisions of the Race committee.
4. I consent to the free use of my name and photograph in any newspaper promotional advertising material, video or telecast by the Event Organiser and/or its sponsors.
5. I acknowledge that:
 - (a) The Event is a recreational activity which involves a risk of physical harm.
 - (b) My personal property may be lost, damaged or destroyed in the course of my participation in the Event.
 - (c) The Event Organiser relies on the information provided by me and I state that all such information is accurate and complete.
 - (d) That I have been warned of the risks of participating in the Event.
 - (e) Notwithstanding the risks of physical harm, loss and injury inherent in participation in the Event, I agree to participate in the Event at my own risk.
6. I agree to release and hold harmless the Event Organiser its servants, employees and agents from and against any liability arising out of any injury, loss, damage or death caused to me or my property or any other person arising from or in connection with my participation in the Event whether such injury, loss, damage or death was caused directly or indirectly by negligence, breach of contract or any way whatsoever other than where the injury, loss, damage or death was caused solely by the negligence of the Event Organiser, its servants, employees or agents.
7. I agree to indemnify and hold harmless the Event Organiser , its servants, employees and agents from all claims, damages, losses, injuries and expenses arising out of or resulting from my participation in the Event.
8. I agree that the Event Organiser includes Masters Swimming Australia (including any

Branch of that organisation), The Surf Lifesaving Association of Australia (and any of its State Centres, Branches and affiliated Surf Life Saving Clubs).

Signed by

.....
Name:

.....
Date:

APPENDIX 5. FINANCIAL REPORT PRO-FORMA

The list below is representative of the items that need to be covered in a financial report.
The pro-forma can be used to develop a budget for the event as well.

Event Name:		Date:	
INCOME			
Entry Fees			
	Number	Entry Fee	
Member Entries			
Non Member Entries			
Late Entries			
Sub-Total Entry Fees			
Sponsorships			
Sub-Total Sponsorship			
Merchandise			
	Number	Price	
T-Shirts			
Sub-Total Merchandise			
Food Sales			
Donations			
Income Total			

EXPENSES			
Sanction Fee			
Council Fees			
Non Member Entries			
Late Entries			
Sub-Total Entry Fees			
Sponsorships			
Sub-Total Sponsorship			
Prizes & Merchandise			
	Number	Price	
Swim Caps			
T-Shirts			
Sub-Total Merchandise			
Event Timing			
Water Cover			
Hospitality			
Printing/Copying			
Advertising			
Expenses Total			
Event Profit (Loss)			

APPENDIX 6. POST-RACE REPORT FORM



Open Water Swim Report

(To be completed by the Referee or Event Director)

Event:.....

Date / /

Host Masters Club

Event Director

Venue

1. Conduct of the Open Water Swim

Water conditions checked by Safety Coordinator and Medical Officer
Yes/ No

Course markings checked by Safety Coordinator and Course Officer
Yes/ No

National Safety Policy requirements checked by Safety Coordinator Yes/ No

Water temperature checkeddeg. C

Weather conditions

Course & Race Rules displayed Yes / No

Water cover personnel & officials briefed Yes / No

Competitors briefed Yes / No

Water cover met guidelines Yes / No

If No why not.....

Number of entrants MSA F.....M..... Non MSA F.....M.....

Number of swimmers MSA F.....M..... Non MSA F.....M.....

Number of swimmers under 18 years F.....M.....

Comments.....
.....

2. Disqualifications



.....
.....

3. Incident/Injury Reports

(This section covers injuries that occurred during the swim and any incidents that could have resulted in an injury.)

If an injury occurred was an injury report form completed? Yes/ No

If an incident occurred was an incident report form completed? Yes/ No

Comments.....

.....

4. Recommendations for future events

(This section covers problems and changes that need to be looked at by Organisers, Technical Officials or State Branch.)

.....
.....
.....
.....
.....

Officials in attendance

(Please complete the table below with the names of officials and their role / position.)

Position	Name/s of Official	Comment
Referee		
Starter		
Chief Timekeeper		
Timekeepers		

APPENDIX 7. EVENT MANAGEMENT

A sample event management plan is provided in the pages following. While use of this proforma is not mandated the event must have a document that show timelines and responsibilities for the event.



APPENDIX 8. RISK MANAGEMENT

A sample risk management plan has been provided below. A blank copy of this plan is available in the Masters Swimming Australia Risk Management for Events Guide. Remember the risks presented in this plan do not necessarily apply to all swims but nor do they represent all possible risks for any swim. It is crucial that this assessment be carried out for each swim on an individual basis.

Name of open water swim

Event Date

Location

Risk Management Plan

Identifying, Analysing and Managing Risks

Aim

To ensure that the event is managed in professional manner through a process that identifies, analyses and manages risk associated with the event.

Expected outcomes

- An enjoyable event in calm waters for all participants
- a fair and equitable open water swimming event
- community groups working together for a common purpose
- the promotion of swimming in the ocean for health and fitness.
- Promotion of Masters Swimming in Australia

Event Managers

Masters Swimming Club on behalf of State, with water and medical safety requirements **provided** by Water Cover and First Aid.

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Indadequate				
1 A	Insufficient registrations	<ul style="list-style-type: none"> Forms & entry procedures sent out late Competing event(s) Inclement weather Poor event Management Inadequate publicity 	<ul style="list-style-type: none"> Event cancellation Poor competitor perception Risk to event in following years 	<ul style="list-style-type: none"> ONGOING EVENT PUBLICITY (A) 	1	1	L	A
2	Storm or Bad Weather	Unstable weather pattern	<ul style="list-style-type: none"> Disrupted or cancelled event Seas too rough for some swimmers. Breakfast preparation & serving disrupted Trophy presentations Difficulty sighting swimmers effecting rescues Poor numbers 	<ul style="list-style-type: none"> Historical event data (A) Event start time changed (A) Swimmers can withdraw at any stage (A) Event site – shelter provided(A) 	3	2	M	A
3	Swimmers inability, drowning: from heart attack, cramp, unfit for	<ul style="list-style-type: none"> Swimmer poorly prepared Adverse weather conditions 	<ul style="list-style-type: none"> Event delay Swimmers safety compromised 	<ul style="list-style-type: none"> Registration requirements (A) Vigilant & 	2	2	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Indadequate				
	event	<ul style="list-style-type: none"> Congested field of swimmers Water craft coming into contact with swimmers 		trained officials <ul style="list-style-type: none"> FIRST AIDERS & FACILITIES AVAILABLE (A) 				
	Collision between swimmer and support vessel		•	•				
	Hypothermia	<ul style="list-style-type: none"> Prevailing weather conditions Swimmer's body temperature drops 	<ul style="list-style-type: none"> Swimmers safety compromised Swimmer requires first aid or medical aid Event disrupted 	<ul style="list-style-type: none"> Pre-race advice given to swimmers (A) Vigilant & trained officials FIRST AIDERS & FACILITIES AVAILABLE (A) 	3	2	M	A
c	Heat stroke/ Dehydration	<ul style="list-style-type: none"> Prevailing weather conditions Swimmers are not properly prepared/protected 	<ul style="list-style-type: none"> Swimmers safety compromised Swimmer requires first aid or medical aid Event disrupted 	<ul style="list-style-type: none"> Pre-race advice given to swimmers (A) Vigilant & trained officials 	2	2	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Indadequate				
				(A) • First aiders & facilities available (A)				
<i>Injuries</i>								
4 a	<i>Injuries from paddlers craft</i>	<ul style="list-style-type: none"> • Prevailing weather conditions • Congested field of swimmers • Inexperienced users of sea craft 	<ul style="list-style-type: none"> • Swimmers and/or sea craft users safety compromised • Swimmer and/or sea craft users require first aid or medical aid • Event disrupted 	<ul style="list-style-type: none"> • Pre-race advice & guidelines to swimmers & sea craft users etc (A) • Vigilant & trained officials (A) • FIRST AIDERS & FACILITIES AVAILABLE (A) 	2		M	A
4 a	<i>Injuries from powered water craft</i>	<ul style="list-style-type: none"> • Prevailing weather conditions • Congested field of swimmers • Inexperienced users of 	<ul style="list-style-type: none"> • Swimmers and/or sea craft users safety compromised • Swimmer and/or sea craft users require first aid or medical aid 	<ul style="list-style-type: none"> • Instruct boat handlers to saty at least 20m away from all swimmers. 	2		M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Indadequate				
		sea craft	<ul style="list-style-type: none"> Event disrupted 	<ul style="list-style-type: none"> Persons needing rescue to be brought to powered craft by paddler (A) Pre-race advice & guidelines to swimmers & sea craft users etc (A) Vigilant & trained officials (A) FIRST AIDERS & FACILITIES AVAILABLE (A) 				
	Shark attack	<ul style="list-style-type: none"> Prevailing weather pattern Sea creatures attracted by noise, splashing etc 	<ul style="list-style-type: none"> Unable to commence race Disrupted or cancelled event Swimmers or observers injured 	<ul style="list-style-type: none"> SURF CLUB PATROLS ON SHORE & WATER (A) SWIMMERS ESCORTED (A) 	1	2	H	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Indadequate				
				<ul style="list-style-type: none"> EVENT CRAFT ON WATER (A) FIRST AID & FACILITIES AVAILABLE (A) 	4	2	3	A
b	Stingers Dolphins/Seals	<ul style="list-style-type: none"> Prevailing weather pattern Sea creatures attracted by noise, splashing etc 	<ul style="list-style-type: none"> Unable to commence race Disrupted or cancelled event Swimmers or observers injured 	<ul style="list-style-type: none"> COOGEE BEACH SURF CLUB PATROLS ON SHORE & WATER (A) SWIMMERS ESCORTED (A) EVENT CRAFT ON WATER (A) FIRST AID & FACILITIES AVAILABLE (A) 	1	2	H	A
F	Food poisoning	<ul style="list-style-type: none"> Poor food storage, transportation, handling, and preparation Untrained food handlers Food products exposed 	<ul style="list-style-type: none"> Swimmers or supporters exposed to illness Adverse publicity 	<ul style="list-style-type: none"> Vigilant & trained officials (A) FIRST AIDERS & FACILITIES 	1	4	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Indadequate				
		<i>to heat or cold</i>		AVAILABLE (A)				
	Snake bite	<ul style="list-style-type: none"> Snakes disturbed by 'people' activity 	<ul style="list-style-type: none"> Swimmers or supporters exposed to snake bite 	<ul style="list-style-type: none"> Vigilant & trained officials (A) FIRST AIDERS & FACILITIES AVAILABLE (A) 	1	4	M	A
H	Burns – hot water/hotplates	Urns, kettles, barbecues set up too close to swimmers, observers and volunteers or incorrectly	<ul style="list-style-type: none"> Swimmers, supporters or volunteers exposed to burns 	<ul style="list-style-type: none"> Designated areas for appliances (A) Vigilant & trained officials (A) FIRST AID & FACILITIES AVAILABLE (A) 	1	4	M	A
6	Reaction to ID registration mark Arm ID pen	<ul style="list-style-type: none"> Some swimmers may be allergic to ink from pen used to mark their skin with race number 	<ul style="list-style-type: none"> Adverse skin reaction from some swimmers 	<ul style="list-style-type: none"> Consider marking headcap with race number (A) FIRST AID & FACILITIES 	1	1	L	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Indadequate				
	<i>sensitivity: use cap</i>			AVAILABLE (A) <ul style="list-style-type: none"> ASK PARTICIPANTS IF THEY HAVE A KNOWN ALLERGY (A) 				
7	Sea craft Foreign sea craft intruding in allocated race area	<ul style="list-style-type: none"> Race area is not cordoned off 	<ul style="list-style-type: none"> Event delayed Safety risk to swimmers and other 'event' sea craft 	<ul style="list-style-type: none"> Temporary race exclusion zone marked with buoys (A) 	2	3	M	A
8	Pollution	The sea water may be polluted due to presence of various substances	<ul style="list-style-type: none"> Event delayed Safety risk to swimmers and other 'race' sea craft users 	<ul style="list-style-type: none"> Pre-race visual check of water conducted (A) FIRST AIDERS & FACILITIES AVAILABLE (A) 	1	3	M	A
9	Theft From beach, vehicles, breakfast	<ul style="list-style-type: none"> Valuables left unattended or unsupervised Poor security over money 	<ul style="list-style-type: none"> Adverse publicity Loss of revenue Loss of income 	<ul style="list-style-type: none"> Swimmers, supporters and volunteers 	3	2	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Indadequate				
	event, money held	<ul style="list-style-type: none"> Lack of suitable 'controls' 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> reminded to look after valuables (A) Controls for handling & storing money collected during the day (A) Security of Organisers funds & equipment (A) 				
10	Unruly Behaviour ie fighting	Unruly person (s)	<ul style="list-style-type: none"> Adverse publicity Injury to swimmers, supporters or volunteers Damage to property 	<ul style="list-style-type: none"> Notify Police of event (A) 	2	2	M	A
11	Lost children	<ul style="list-style-type: none"> Child wanders away Unsupervised child 	<ul style="list-style-type: none"> Potential injury to child Adverse publicity 	<ul style="list-style-type: none"> Public announcement at beginning and throughout event (A) 	2	3	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
				<ul style="list-style-type: none"> Designated location for children who have been lost (A) Vigilant officials (A) 				
12	Inadequate toilet facilities	<ul style="list-style-type: none"> Inadequate planning Unexpected increased numbers of swimmers and supporters 	<ul style="list-style-type: none"> Adverse publicity Event disrupted 	<ul style="list-style-type: none"> Ensure sufficient toilets including 'Disabled' (A) 	2	3	M	A
13	Insurance Coverage	<ul style="list-style-type: none"> Insurer not notified of event 	<ul style="list-style-type: none"> Insurer's liability may be limited 	<ul style="list-style-type: none"> Notify insurer of event 	1	4	M	A
14	General management of event	<ul style="list-style-type: none"> Unruly behaviour Crowd control 	<ul style="list-style-type: none"> Insurer's liability may be limited Adverse publicity Event cancelled 	<ul style="list-style-type: none"> Notify all stakeholders and relevant authorities 	2	3	M	A
16	Inadequate Power	<ul style="list-style-type: none"> Equipment used in 	<ul style="list-style-type: none"> Event disruption 	<ul style="list-style-type: none"> Check with 	2	3	M	A

RISK REFERENCE	THE RISK	SOURCE	IMPACT	CURRENT CONTROL STRATEGIES AND THEIR EFFECTIVENESS	CURRENT RISK LEVEL			ACCEPTABILITY (A/U)
	WHAT CAN HAPPEN?	HOW CAN THIS HAPPEN	FROM EVENT HAPPENING	(A) – Adequate (M) – Moderate (I) – Inadequate				
	Supply	<i>excess of power supply</i>	<ul style="list-style-type: none"> • <i>Adverse publicity</i> 	<i>COC regarding power supply limits</i> <ul style="list-style-type: none"> • <i>Hire generators if necessary</i> 				
17	Toilet Number & Type Requirements	<ul style="list-style-type: none"> • <i>Insufficient toilets to meet attendance numbers</i> 	<ul style="list-style-type: none"> • <i>Event disruption</i> • <i>Adverse publicity</i> • <i>Council involvement & action</i> 	<ul style="list-style-type: none"> • <i>Check with DEC & Council regarding toilet requirements</i> 	2	3	M	A
18	Water Safety Requirements	<ul style="list-style-type: none"> • <i>Minimal experience of response team</i> • <i>Inadequate resources</i> • <i>Poor co-ordination & communication</i> 	<ul style="list-style-type: none"> • <i>Injuries</i> • <i>Adverse publicity</i> 	<ul style="list-style-type: none"> • <i>Ensure water safety requirements are managed by an experienced and responsible organisation</i> 	2	3	M	A

Risk Assessment Matrix

E – Extreme risk – detailed action plan required.

H - High risk – needs senior management attention

M – Medium risk – specify management responsibility

L – Low risk – manage by routine procedures

High or Extreme risks must be reported to Senior Management and require detailed treatment plans to reduce the risk to **Low** or **Medium**.

	Consequence				
People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
Reputation	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees or Auditor General's Office, or inquest, etc.	Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.	Assembly inquiry or Commission of inquiry or adverse national media.
Legal or Statutory Compliance	Minor Breach of Statutory Requirements.	Minor Legal Issues or Non-compliances and breaches of regulations.	Serious Breach of regulation with investigation or report to authority with prosecution. and or moderate fines possible	Major Breach of regulation or major litigation	Significant prosecution and fines or very serious litigation including class actions.
Financial	1% of Budget	2.5% of Budget	> 5% of Budget	> 10% of Budget	>25% of Budget
Operations	Less than 1 hour	1 hour to 1 day	1 day to 1 week	1 week to 1 month	More than 1 month

		Probability:	Historical:		1	2	3	4	5
Likelihood	>1 in 10	Is expected to occur in most circumstances	5	Almost Certain	M	H	H	E	E
	1 in 10 - 100	Will probably occur	4	Likely	M	M	H	E	E
	1 in 100 – 1,000	Might occur at some time in the future	3	Possible	L	M	H	H	E
	1 in 1,000 – 10,000	Could occur but doubtful	2	Unlikely	L	M	M	H	E
	1 in 10,000 – 100,000	May occur but only in exceptional circumstances	1	Rare	L	L	M	H	E

Adapted from Standards Australia Risk Management AS/NZS 4360: 2004