



Carnival Operation Policy

Introduction

The Kiama Downs Surf Club occasionally runs carnivals on Jones's Beach, this policy contains the guidelines required to run the carnivals. It shall be read in conjunction with the Constitution of the Kiama Downs Surf Life Saving Club Inc.

Purpose

To ensure that a carnival is managed and ran effectively for the benefit of members.

Responsibility

The Carnival Organiser, Area Managers and Executive as appropriate.

Procedure

Carnival Organiser

The Carnival Organiser will be appointed at a Club Management Meeting. They are to ensure that the necessary areas are addressed and are carried out prior to the carnival going ahead. They may canvas people to assist them in the various areas.

The areas that need to be addressed are:

- Traffic Management Plan.
- Council Approval.
- Reserve Hire.
- Risk Assessment.
- Water Safety equipment and personnel.
- Carnival Programme.
- Branch Gear Trailer.
- Beach equipment.
- First Aid and Emergency services.
- PA system.
- Roster of Helpers.
- Canteen and BBQ.
- Money Float.

Organisation Timing

Organisation of the Carnival should be started 3 months before the date of the carnival. The Carnival Organiser will delegate the areas to Area Managers and liaise with them regularly in the lead up to the carnival.

Communication with Council needs to occur early to ensure that all documentation can be put in place before the carnival.

Member Reimbursements

If a reimbursement of expenses is required, then the Expense Reimbursement Claim Form is to be filled out by the purchaser and presented to the Treasurer with a copy of all receipts. All details on the form are to be filled in.

Conclusion

The above policy will assist with efficient running of a carnival.

References and Further Reading

Carnival Jobs list

Kiama Downs Risk Assessment Form

Traffic Management Plan

Sample 'Letter to Council'

Expense Reimbursement Claim Form

Money Handling Policy