



PaddleNSW

Event Management Pack

PaddleNSW has developed and designed this Event Management Pack to give you the tools to organise and conduct your paddling event seamlessly, effortlessly and expeditiously and to bring a level of professionalism, risk management and safety to the recreational paddling industry.

Below are a number of documents for consideration, including supporting and sample documentation; and proformas, where necessary. The Event Planner (Document A) and the Paddling Australia Sanctioning Application Form (Document I), if applicable to you, should be used in conjunction with each other.

Document A	<u>Event Planner</u>
Document B	<u>Event Committee Proforma</u>
Document C	<u>Risk Assessment</u>
Document D	<u>Event Officials Proforma</u>
Document E	<u>Advice for Licence Applicants and Permits</u>
Document F	<u>NSW Maritime Aquatic Licence</u>
Document G	<u>Event Registration Form</u> (including disclaimer/waiver, terms and conditions)
Document H	<u>Event Briefing Notes</u>
Document I	<u>Paddling Australia Sanctioning Application Form</u>
Document J	<u>Volunteers Proforma</u>