



Circular 073:07:07

To: Club Presidents Club Captains
Club Secretaries Summer Competition Team Managers

Cc: Aquatic Sports Executive District Officers
Regional Officers LSV Board of Directors

From: Dale Richardson: Support Officer - Professional Services

Date: 12 July 2007

Subject: Special Events Calendar 2007-2008

Action: Completed Forms to be returned by Friday 24 August 2007

In an effort to produce a complete and comprehensive Special Events Calendar for season 2007-2008, clubs are asked to fill out the attached form and return it to Life Saving Victoria by **Friday 24 August 2007**.

Please note a Special Events Application Form and Risk Management Form (available from the office) must be used to apply for your particular event no later than two (2) months prior to commencement of the event marked attention to Dale Richardson.

These forms are used to ensure your special event meets all appropriate criteria for insurance purposes and must be sent in at the required time, not one or two weeks before as is far too often the case.

For additional detail on this Circular contact: Dale Richardson
Email dale.richardson@lifesavingvictoria.com.au or by phone 03 9676 6936
Circulars are also available at www.lifesavingvictoria.com.au
Address: P O Box 353 South Melbourne DC 3205

Special Event Details Season 2007-2008



PLEASE FILL OUT ONE FORM FOR EACH EVENT

Club Name: _____

Event Name: _____

Contact Name: _____

Contact Number: _____

Event Date: _____

Event Details:	Type	Distance
	<input type="checkbox"/> Run	_____
	<input type="checkbox"/> Run / Swim	_____
	<input type="checkbox"/> Swim	_____
	<input type="checkbox"/> Other (_____)	_____

Please copy this form if registering more than one event
for the Special Events Calendar.

Return this form to Life Saving Victoria
Attention: Dale Richardson by
Friday 24 August 2007

NOTE: This form is only for the purpose of the Special Events Calendar. Special Events Application Forms and Risk Management Forms (available from the office) are required to be submitted to ensure your event meets all appropriate criteria for insurance coverage.