

**SECTION 13**  
**OFFICIALS & THEIR DUTIES**

### **13.1 APPOINTMENTS**

The appointment of officials for the conduct of competitions rests solely with the relevant SLSA authority under whose control the competition is to be conducted.

### **13.2 APPLICATION FOR APPOINTMENT**

- (a) The relevant SLSA authority conducting the event may call for nominations for officials and the appointments shall be vested solely in that authority.
- (b) SLSA may from time to time stipulate qualifications necessary for officials to carry out specified duties. SLSA Officials' Accreditation or approved equivalent is regarded as being the minimum qualification for appointment. Probationary or on the job training officials may be appointed alongside Accredited Officials to gain further experience.
- (c) Officials shall be deemed to be impartial in the discharge of their duties.
- (d) Other personnel with suitable qualifications may be appointed to undertake specialist roles at competitions.

### **13.3 NOTIFICATION OF APPOINTMENTS**

- (a) Officials should be notified as soon as practical of their appointment, the specific duties to be undertaken and the times and places for briefings and reporting arrangements. All officials appointed must attend all briefings held and sign the attendance sheet to record their participation.
- (b) If applicable, appointed officials should also receive copies of any Supplementary Regulations of the competition and other published information that is necessary for the discharge of their duties.

### **13.4 DRESS OF COMPETITION OFFICIALS**

- (a) The normal dress for officials at competitions shall be white or navy blue shorts, slacks or skirt accompanied by, white shirt or blouse, white or navy blue sweater.
- (b) Protective clothing may also be worn in inclement weather conditions.
- (c) White or blue caps or hats to give maximum sun protection are strongly recommended, but are not mandatory.
- (d) The SLSA authority conducting the competition may require, or provide, coloured garments or other apparel to designate specific officials.
- (e) With the prior approval of the relevant SLSA authority the Organising Committee may provide sponsor identified apparel, or other items to be worn by officials.
- (f) The wearing, or display by any official, of club identification on apparel or other items is not permitted and if possible this identification should be covered or it may lead to the removal of that official from competition duties.
- (g) Notwithstanding the above, certain judges may be permitted to wear costumes and wetsuits or similar garments in the discharge of their duties.
- (h) SLSA officials are strongly encouraged to maintain a high standard of weather protection at all times by wearing suitable apparel, eye protection, footwear and sun blocks.

- (i) Officials should also be aware of competitors' potential exposure to sun and weather conditions and, as far as practicable, should not keep competitors exposed to the elements for long periods of time.

### **13.5 COMMITTEES AND OFFICIALS**

- (a) Committees and Panels shall include:

- Organising Committee
- Competition Committee
- Safety and Emergency Committee
- Competition Disciplinary Committee (or other judicial panel)
- Competition Appeals Panel and Committees

- (b) Officials shall include but are not limited to:

#### **TECHNICAL**

- Referee
- Deputy Referee
- Area Referee
- Sectional Referee
- Referee Steward
- Competition Liaison Personnel
- Course Supervisor(s)
- Scrutineer Coordinator
- Judges:
- Chief Judge
- Finish Judge
- Lane Judge
- Course Judge
- Specialist Judge
- Video/Electronic Judge
- Timekeeping Judge
- Recording Judge
- Starter
- Check Starter
- Marshall
- Check Marshall
- Announcing Coordinator
- Gear and Equipment Coordinator
- Presentation Steward

#### **SAFETY**

- Safety and Emergency Management Coordinator
- Area Risk and Response Officers
- Water Safety Coordinators
- Power Craft Coordinator
- Water Safety Personnel
- Communications Coordinator
- Medical/First Aid Coordinator

- (c) The Organisers and the relevant SLSA authority may also appoint other Officials, Committees or Panels as required.
- (d) Appendix A contains a Competition Administration and Officials Flow Chart.

**Note 1:** For smaller competitions providing that the provision of safety is not compromised it may be appropriate for some or all of the functions of the Organising Committee, Competition Committee and the Safety and Emergency Committee to be combined.

**Note 2:** Similarly at smaller competitions it may be appropriate for some of the functions of competition officials to be combined providing that the provision of safety is not compromised.

**Note 3:** At all times those involved at a competition need to be aware of the safety and welfare of competitors, officials and other personnel and immediately report any observations or concerns.

**Note 4:** Officials should record any infringement of competition rules or conduct violations that may be required to support any actions that have been taken or need to be considered at a later time.

### **13.6 ORGANISING COMMITTEE**

The composition, authority and powers of the Organising Committee are set out in Section 12 – Competition Administration.

### **13.7 COMPETITION COMMITTEE**

The composition, authority and powers of the Competition Committee are set out in Section 12 – Competition Administration.

### **13.8 SAFETY AND EMERGENCY COMMITTEE**

The composition, authority and powers of the Safety and Emergency Committee are set out in Section 12 – Competition Administration.

### **13.9 COMPETITION DISCIPLINARY COMMITTEE**

The composition, authority and powers of the Competition Disciplinary Committee are set out in Section 14 – Protests, Appeals, Discipline.

**Note:** Other judicial processes are as detailed in relative SLSA rules, regulations and/or constitutions.

### **13.10 COMPETITION APPEALS PANEL**

- (a) The relevant SLSA authority shall appoint a Competition Appeals Panel from officials and/or other persons with the skill and/or experience to consider and determine appeals relating to events being conducted at a competition.
- (b) From this Competition Appeals Panel, the Appeals Committee Convener shall, having regard to the nature of the dispute and the skill and/or experience of the members of the Appeals Panel, appoint Appeals Committees of not less than two (2) or more than three (3) persons.

- (c) The authority and powers of the Appeals Committee are set out in Section 14 – Protests, Disputes, Discipline.

### **13.11 APPEALS COMMITTEE CONVENER**

- (a) The appointed Appeals Committee Convener shall appoint from the Competition Appeals Panel, Appeals Committee(s) to decide on appeals.
- (b) In the event of the need of more than one Appeals Committee to meet concurrently, then the Appeals Committee Convener may appoint other Appeals Committees from the Appeals Panel.

### **TECHNICAL OFFICIALS**

#### **13.12 REFEREE**

The Referee shall:

- (a) In conjunction with the Competition Committee, be responsible for all matters relating to the actual conduct of the competition and matters, of which, the final settlement is not covered by SLSA rules. The Referee will also implement the rules and regulations governing the competition or event being conducted.
- (b) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and have the authority to immediately suspend wholly or in part the competition and refer that decision to the Safety and Emergency Management Coordinator and the Competition Committee.  
**Note:** The Referee has the authority to initiate and coordinate any search and rescue actions. The Referee must immediately notify the Safety and Emergency Management Coordinator and the Competition Committee of their action.
- (c) Conduct pre and post briefings for senior officials and/or team managers and/or coaches and/or competitors on the conduct and program for the competition including entry conditions, timetables, area layouts, special events, safety, and emergency arrangements.
- (d) Make any alteration to the program that they consider necessary and communicate these changes without delay to all interested parties. Any alterations should take into consideration the safety and welfare of both competitors and officials.
- (e) Consider and adjudicate upon reports, protests, breaches of rules and on all matters relating to the conduct of officials, competitors, coaches, managers and events. Any decision made may be the subject of appeal as provided for in Section 14 – Protests, Appeals, Discipline.
- (f) Consider and adjudicate on any unbecoming conduct during the competition or event. If considered necessary, refer any offence or offenders to SLSA for consideration of further penalty.
- (g) If required exercise the power to disqualify or penalise a competitor. The Referee is not required to give notification of any disqualification or penalty until the conclusion of the relevant event.

- (h) Conduct any other briefings when considered necessary with officials, team managers, coaches and competitors.
- (i) Report to the relevant SLSA authority on the conduct of the competition together with any appropriate recommendations.

### **13.13 DEPUTY REFEREE**

The Deputy Referee, if appointed, shall:

- (a) Assist in the conduct and organisation of the competition, and in the absence of the Referee assume their authority and responsibilities.
- (b) Take control of a particular area of the competition with Referee authority or be assigned to a specific role or be designated a specific authority.
- (c) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and have the authority to immediately suspend wholly or in part the competition and refer that decision to the Referee.
- (d) The Deputy Referee also has the authority to initiate any search and rescue actions if necessary and notify the Safety and Emergency Management Coordinator and Referee or their delegate.

### **13.14 AREA REFEREE**

The Area Referee, if appointed, shall:

- (a) Be responsible to the Referee or the Deputy Referee for the control and organisation of a specific area or a group of sections or events of the competition including the proper layout of course(s) pertaining to the conditions.
- (b) Implement the rules and regulations governing the competition and events being conducted in the particular area of control.
- (c) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and have the authority to immediately suspend wholly or in part the competition in that area and refer that decision to the Referee and Safety and Emergency Management Coordinator.
- (d) In conjunction with the Area Risk and Response Officer, the Area Referee has the authority to initiate any search and rescue actions and immediately notify the Safety and Emergency Management Coordinator and Referee or their delegate.
- (e) At the Referee's discretion, consider and adjudicate upon protests.
- (f) Brief the Sectional Referee/s under their control of any specific requirements to manage their sections.
- (g) Provide reports and recommendations to the Referee or Authority on the conduct of the area.

### **13.15 SECTIONAL REFEREE**

The Sectional Referee, if appointed, shall:

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- (a) Be responsible to the Referee or Area Referee for the control and organisation of a specific section of the competition including the proper layout of courses(s) pertaining to the conditions.
- (b) Implement the rules and regulations governing the competition and events being conducted in the particular section of responsibility.
- (c) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and have the authority to immediately suspend wholly or in part the competition in that section and refer that decision to the Area Referee and the Area Risk and Response Officer.
- (d) In conjunction with the Area Referee, Area Risk and Response Officer, the Sectional Referee has the authority to initiate any search and rescue actions and immediately notify the Safety and Emergency Management Coordinator and Referee or their delegate.
- (e) At the Referee or Area Referee's direction, consider and adjudicate upon protests.
- (f) Ensure all appointed officials are aware of their positions and responsibilities.
- (g) Provide reports and recommendations to the Referee or relevant SLSA authority on the conduct of the Section.

#### **13.16 REFEREE STEWARD**

The Referee Steward, if appointed, shall:

- (a) Act under the supervision of the Referee.
- (b) Be responsible for the overall manual and electronic record keeping of all competition events and point scores.
- (c) Arrange for the supply and distribution of Result Cards and the necessary stationary to conduct events.
- (d) Supervise the recording procedures as required for the conduct of the competition, and may allocate Recorders to Sectional Referees.
- (e) Supervise the collection of results from each Section.
- (f) Supervise draws for rounds, quarter-finals, semi-finals and finals as required by the Sectional Referee.
- (g) In the case of events where judges utilise marking sheets to determine the result of an event e.g. March Past, R&R, Board Riding and Life Saving events the Referee Steward shall liaise with the Sectional Referee to determine a result in instances of any compilation errors.
- (h) Liaise with media regarding results.
- (i) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and the Safety and Emergency Management Coordinator.

#### **13.17 COMPETITION LIAISON PERSONNEL**

The Competition Liaison Personnel, if appointed, shall:

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- (a) Act under the supervision of the Area or Sectional Referee.
- (b) Liaise with competitors, coaches, team managers and officials so as to provide assistance and communicate any rules and queries related to the conduct of the events.
- (c) Be positioned so as to be accessible to competitors, coaches and team managers.
- (d) Advise the Area Referee or Sectional Referee of any concerns raised by competitors, coaches and team managers relating to event conduct, courses or safety issues.
- (e) Provide guidance for competitors, coaches and team managers on protest and appeal procedures and the best method of approach to the Referee involved.

**Note:** Liaison Officers are, at all times, to execute their duties without bias and to demonstrate the maintenance of an open, neutral position in all dealings with officials, competitors, coaches and team managers.

- (f) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Safety and Emergency Management Coordinator and Referee or their delegate.

### **13.18 COURSE SUPERVISOR(S)**

The Course Supervisor(s), if appointed, shall:

- (a) Be responsible to the Referee, or Area or Sectional Referee for the safe, proper and fair layout of courses.
- (b) in conjunction with the ARRO, Assess the prevailing and expected on-beach and in-water beach conditions for the duration of competition including available beach and sand, tides, current, swell, wind conditions and any other pertinent issues.
- (c) Work with the Power Craft Coordinator and other appointed personnel to supervise the laying of and adjustment of in-water courses prior to and during competition to ensure, as far as practicable, compliance with event conditions and to provide for safe, proper, fair and equal racing conditions for all competitors.
- (d) Supervise the setting and adjustment of beach and lifesaving event courses and on-beach courses relating to in-water events to provide, as far as practicable, safe, fair and equal racing conditions for all competitors.
- (e) Liaise with competitors and/or competitor panels (e.g. Surf Boat Panel), Liaison Officers and other personnel regarding course conditions.
- (f) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee their delegate and/or the Area Risk and Response Officer.

### **13.19 SCRUTINEER COORDINATOR**

The Scrutineer Coordinator, if appointed, shall:

- (a) Act under the supervision of the Referee.
- (b) Be responsible for control and organisation of measuring gear and scrutineering equipment to ensure that all craft, boats and/or equipment is operating, and otherwise, in accordance with the current specifications approved by SLSA.

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- (c) Arrange for the correct setting up of the scrutineering area and measuring devices.
- (d) Ensure the scrutineering standards used are in line with the current gear and equipment specifications as advised by the relevant SLSA authority.
- (e) Arrange for a program and timetable for the processing of competition gear and equipment including maintaining of records.
- (f) Supervise and roster Scrutineers to allocated positions, times and particular responsibilities.
- (g) Together with appointed Scrutineers, make inspections and examine equipment before the entry of competitors' equipment into the competition arena.
- (h) Observe competition events and if they consider that the performance of a particular craft, motor or item of equipment appears to exceed the manufacturers' performance specification, they shall make these observations known to the Referee.
- (i) If considered necessary, or if requested, arrange for inspections during and/or after an event or competition.
- (j) Liaise with the Referee on infringements and any concerns raised by competitors, team managers or coaches.
- (k) Provide reports and recommendations to the Referee or Authority on the conduct of the scrutineering program.
- (l) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Safety and Emergency Management Coordinator.

**13.20 GEAR AND EQUIPMENT COORDINATOR**

The Gear and Equipment Coordinator, if appointed, shall:

- (a) Act under the supervision of the Referee.
- (b) Be responsible for the correct assembly of gear and equipment for the competition.
- (c) Supervise the Organising Committee workforce involved in assisting with gear and equipment.
- (d) Adjust, replace and arrange for the repair and security/return of gear and equipment.
- (e) Maintain a record of gear and equipment issued to Organising Committee and officials.
- (f) Supervise the relocation of gear and equipment to alternative venues.
- (g) Report to the Referee any loss or damage of gear and equipment during the competition.
- (h) At the conclusion of the competition ensure all gear and equipment is accounted for, hosed down and properly stored.
- (i) Provide a report and recommendations to the Referee or the relevant SLSA authority on the conduct of the gear and equipment section.

- (j) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Safety and Emergency Management Coordinator.

### **13.21 ANNOUNCING COORDINATOR**

The Announcing Coordinator, if appointed, shall:

- (a) Act under the supervision of the Referee.
- (b) Be aware of the public announcing and other systems, including dedicated sponsor and SLSA promotion themes being put in place by the Organising Committee. The Announcing Co-ordinator shall also liaise with the Safety and Emergency Management Coordinator for health and safety announcements during emergencies.
- (c) Supervise roster, location, duties and responsibilities for announcing team members.
- (d) Advise and assist in the setting up of the announcing systems and sundry equipment.
- (e) Ensure spectators, competitors, coaches, managers, officials and workforce personnel are kept reliably informed of the competitions' progress via the announcing team.
- (f) Acquaint the announcing team with competition timetable and special events to be announced and ensure the Announcing Team is informative and accurate on competitor details.
- (g) Describe and announce the running of events and other announcements requested by the Referee or the Organising Committee.
- (h) Liaise with presentation section on the announcement of awards, medals, VIP and sponsor presentations.
- (i) Provide a report and recommendations to the Referee or the relevant SLSA authority on the conduct of the announcing section.
- (j) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Safety and Emergency Management Coordinator.

### **13.22 JUDGES**

#### **13.22.1 General**

The judges' roles at competitions are many and varied but the principal activity is to supervise and assist with the conduct of events according to SLSA rules and the authority of the Referee.

All judges are to be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Area Risk and Response Officer.

Dependent on the competition, activities may be combined and fall into the following categories:

#### **13.22.2 Chief Judges**

The Chief Judges shall:

- (a) Be responsible to the Area/Sectional Referee.
- (b) Supervise or assist in the setting up of courses for events.

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- (c) Roster, rotate, define position and allocate duties and responsibilities for area/sectional judges.
- (d) Locate and position judges so as to best determine the finish and recording of event results.
- (e) Adjudicate judges or Results Recorders' decisions if necessary.
- (f) Report any breach or infringements of rules to the Area/Sectional Referee.
- (g) Co-ordinate results check and sign the result card and hand to Sectional Referee.
- (h) Note the number of starters and ensure that all competitors complete the course and in emergencies notify the Referee and/or the Area Risk and Response Officer.

**13.22.3 Finish Judges**

The Finish Judges shall:

- (a) Determine the order of finishing of competitors.
- (b) Report any breach or infringement of rules to the Chief Judge or Referee.
- (c) Be positioned on either side of the finish line away from the finishing poles to ensure the best-uninterrupted view of the finish of the event.

Refer to SLSA judging aids (e.g. video) if necessary, to determine a finish.

If there is a variance, a majority decision is taken under the supervision of the Referee or the Chief Judge.

Note the results and advise the Chief Judge or Referee.

- (d) Where possible and when results have been determined, authorise the issue of placing indicators to competitors.
- (e) Assist in the setting up of the courses for events.

**13.22.4 Lane Judge (IRBs)**

The Lane Judges (IRBs) shall:

- (a) Be a Judge of fact in relation to the observation of the conduct of an event.
- (b) Preferably be appointed in pairs and positioned at each lane for each event.
- (c) From their designated beach position observe the complete operation of the crew and ensure that the crew, throughout the event, comply with the general conditions and procedures, particularly with regard to start and finish of events.
- (d) At the finish of each event, check the IRB and Motors etc. as required.
- (e) Ensure that a member of the crew is present whilst checking the IRB at the conclusion of an event and, where an anomaly is observed, draw it to the attention of another judge and a member of the crew before it is rectified. This will avoid any misunderstanding between the Lane Judges and the competitors.
- (f) Observe any aggressive driving when the crew "hits the beach" with such force the Driver cannot control their exit from the IRB and causes the Driver to stumble and fall.

- (g) Observe competitors to determine whether immediately prior to exiting the IRB the Driver is seated on the pontoon with both feet on the floor of the IRB prior to swinging their legs outside the IRB to exit.

**Note:** Teams should not be penalised until the infringement is reported to the Referee.

### 13.22.5 Course Judges

The Course Judges shall:

- (a) Be a judge of fact in relation to the observation of the conduct of an event.
- (b) As far as possible, be located in an elevated position, or in a boat, as the case may be, to obtain a constant view of the event.
- (c) Immediately report any safety concerns or rescue situations to the Referee or their delegate and/or the Area Risk and Response Office.
- (d) Course Judges in Boat may also act as a rescue boat and shall assist in any rescue situation. The crew should also ensure board riders, other craft and surfers are kept at a reasonable distance (having regard to the type of event being conducted) on each side of the competition area.
- (e) Observe, note and report any breaches of competition or other rules to the Referee.
- (f) Check the alignment of all buoys before the commencement of, and during the progress of, the competition particularly if a change of conditions occur.
- (g) Where appointed in Board Riding events to undertake the role of “Wave Spotters” i.e. to identify and alert the judges scoring the event of the positioning of each competitor in the water and when a competitor is catching wave.
- (h) In IRB events, also observe that the driving and crew techniques comply with Driving and Crew Safety Procedures.
  - (i) Where Driver and/or crew techniques are considered to be a cautionary matter, the Course Judge(s) shall have the authority to caution the Driver and/or crew members of the correct safety techniques. These breaches will be reported to the Referee.
  - (ii) Where driving or crew techniques are considered to be unsafe or dangerous the matter shall be reported to the Referee with a recommendation that the individual crew members be either disqualified from the event or, disqualified from the event and the remainder of the competition.

**Note 1:** The Course Judges in IRB events shall refer to current SLSA Training Manuals and bulletins which outline IRB operations and Driver/crewing techniques.

**Note 2** A “cautionary matter” is considered to be a matter where the crew breaches the standard expected of them when put into a situation where common sense and skill are ignored or where they endanger their own safety.

**Note 3:** “Unsafe or dangerous” is considered to be where a crew causes or places either their own safety, their IRB, other competitors or their IRBs at risk of injury or collision.

- (i) Course Judge in Boat shall:

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- (i) Report to the Sectional Referee/Chief Judge no later than 30 minutes before the start of the competition to receive instructions.
  - (ii) In events where competitors have to round all buoys, be stationed, sea conditions permitting, on the inside of the line of buoys.
  - (iii) In Belt Races and Rescue Tube Races act as a Course Judge and a Finish Judge and be stationed immediately to the side of and/or on each side if considered necessary by the Sectional Referee and in line with the swimming buoy. They shall record and signal or radio their order of finish to the appointed Judges on the beach.
- (j) For Surf Belt and Rescue Tube Races the following will apply:
- (i) Ensure that all belts and tubes are placed in accordance with event procedures.
  - (ii) Ensure that the reel is placed correctly and the Beltman enter the water in the prescribed manner. The Course Judge may also be used as a Finish Judge to record their view of the finish of the event, such record being subject to confirmation by the Course Judge-in-Boat.
  - (iii) Infringements during the event observed by any of the judges shall be reported through to the Referee who shall adjudicate on the infringement in conjunction with the judge(s) concerned.
- (k) In IRB events a Course Judge in Boat and Duty Boat crews shall:
- (i) Transport the Patients out to the buoys when requested by the Referee. When advised, and prior to the event starting, drop the Patients into the water at their allotted buoy.
  - (ii) Position their IRB in line with the buoys in such a way that the judges(s) can readily observe that the various crews comply with the conditions of the competition and the various event rules.
  - (iii) Remain in the vicinity of the buoys until all patients are recovered.

#### **13.22.6 Specialist Judges**

The Specialist Judges shall:

Adjudicate on events including, but not restricted to, March Past, R&R, First Aid, Board Riding, Patrol, Champion Lifesaver and IRB competition.

**Note:** Manuals, bulletins, circulars and accreditation programs and seminars are available for the introduction and acquisition of specialist skills.

#### **13.22.7 Electronic Specialist Judges**

The Electronic Specialist Judges shall by use of video or other electronic devices:

- (a) Be Responsible to the Referee/Chief Judge and be positioned/and or set up devices as directed for particular events. Be responsible for the use of electronic recording devices within a section/area.
- (b) Record particular phases of events and the finish of events as directed by the Referee or Chief Judge.

- (c) Video/Electronic Specialist Judges may be used to judge and confirm placing and confirm competitors' conduct during the event.

#### **13.22.8 Timekeeping Judges**

The Timekeeping Judges shall:

- (a) Be responsible to the Referee or Chief Judge.
- (b) Be used to specifically act as timekeepers for events. As such, these judges shall be considered as a "judge of fact".
- (c) Time and record all events where a time or a time limit is required or has been imposed by the Sectional Referee.
- (d) Be available to carry out an allocated judging role in addition to timekeeping.

#### **13.22.9 Recording Judges**

The Recording Judges shall:

- (a) Act under the direction of the Referee or Chief Judge.
- (b) Liaise with the Marshall and assist with draws and pass on results and draws to the Announcers.
- (c) Record the order in which each placed competitor or team finishes in the event and ensuring that in team events all members of the team are recorded.
- (d) Ensure the Referee/Chief Judge checks and signs the result card.
- (e) Maintain a record of results/disqualifications and ensure results are passed onto the Referee Steward and the Marshall.
- (f) Keep a progressive total of any point scores or round robin events if required.
- (g) Be available to carry out an allocated judging role in addition to recording when required.

#### **13.23 STARTER**

The Starter shall:

- (a) Have, with the appointed Check Starter, sole jurisdiction over the competitors for the start including any briefing on course conditions.
- (b) Be elevated or in such a position to best observe that starting conditions are fair and that the Check Starter's signal can be observed.
- (c) Ensure that an appropriate signal is given to competitors that a start is imminent.
- (d) Recall the competitors by whistle signal, second shot of gun or by some other means, if in their or the Check Starter's opinion the start was unfair.
- (e) Have the power to disqualify, or eliminate, a competitor for breaking the start, or for wilfully disobeying their orders, or for any other obstruction during the start.
- (f) Notify the Sectional Referee of all disqualifications.
- (g) Ensure competitors, Duty Boats, judges, equipment and patients (in IRB events) are correctly positioned before starting the event

- (h) Refer questions pertaining to event conditions to the Referee.
- (i) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Area Risk and Response Officer.

**Note:** Whilst starting, it is strongly recommended that ear protection is worn.

### **13.24 CHECK STARTER**

The Check Starter shall:

- (a) Work in conjunction with the Starter.
- (b) Be appropriately positioned for the event and signal when competitors are in line and positioned and ready to start.
- (c) Be responsible to recall competitors by whistle signal or other means if in their opinion the start conditions were breached or the start was unfair.
- (d) If required be called upon to act as Course Judges during an event e.g. relay baton/ changeovers, equipment replacement and gear positioning in team events.
- (e) In conjunction with the Starter ensure competitors, Duty Boats, judge(s), equipment and Patients (in IRB events) are correctly positioned before starting the event.
- (f) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Area Risk and Response Officer.

### **13.25 MARSHALL**

The Marshall shall:

- (a) Act under the supervision of the Referee.
- (b) Be responsible for ensuring competitors' entries are in order and competitors are marshalled correctly before proceeding to the start line.
- (c) Liaise with the Referee regarding entry conditions, draws, order of events, timetables, sponsor uniforms, courses and other arrangements put in place by the Referee or Organising Committee.
- (d) Ensure all competitors comply with Section 2 of this Manual.
- (e) Liaise with Scrutineers on competitor compliance with gear and equipment specifications or SLSA standards or safety requirements.
- (f) Advise the Referee on any infringements or irregularities.
- (g) Organise draws to be displayed or available to competitors and maintain discipline of competitors in the marshalling area.
- (h) Liaise with the Announcers, Recorders, Timekeepers and Stewards regarding entries and draws.
- (i) Assemble the competitors in the order as drawn.
- (j) Ensure competitor numbers in events comply with competitor limitations for the event.

- (k) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Area Risk and Response Officer.

### **13.26 CHECK MARSHALL**

The Check Marshall shall:

- (a) Assist the Marshall by recording competitor names against the program or draw. Assist with draws for rounds, semi-finals and finals as necessary.
- (b) Report any competitor team changes to the Marshall and Referee.
- (c) Report any competitor, equipment infringements or other irregularity to the Marshall and Referee.
- (d) Assist the Marshall in placing competitors in their order ready for starting.
- (e) Accompany all competitors to the start line and ensure all competitors are positioned as drawn.
- (f) Ensure that all competitors are dressed according to this Manual or other conditions laid down by SLSA.
- (g) In IRB events, be known as the Patient Marshall and shall ensure that Patients are aware of their buoy position and are safely transported to sea and dropped off at their position in sufficient time to ensure continuity of the event.
- (h) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Area Risk and Response Officer.

### **13.27 PRESENTATION STEWARD**

The Presentation Steward, if appointed, shall:

- (a) Be responsible for the orderly marshalling of competitors and recipients receiving presentations and ensure all trophies and awards are available at the presentation dais.
- (b) Be aware of the SLSA and sponsor requirements for presentation, including SLSA protocols relating to VIP's.
- (c) Liaise with Announcing Coordinator on suitable introduction for awards, medals and other presentations.
- (d) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Safety and Emergency Management Coordinator and Referee or their delegate.

## **SAFETY OFFICIALS**

### **13.28 SAFETY AND EMERGENCY MANAGEMENT COORDINATOR (SEMC)**

The Safety and Emergency Management Coordinator shall chair the Safety and Emergency Committee, provide advice as a member of the Organising Committee and the Competition Committee and shall:

- (a) Work in conjunction with the Referee.
- (b) Formulate and implement a safety, search and rescue and contingency plan which will provide prompt and effective safety, rescue and recovery in an emergency situation. This program shall be approved by the Competition Committee conducting the event.
- (c) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and non-competition support functions and have the authority to immediately suspend wholly or in part the competition whenever there is a credible basis for concluding there is an unacceptable risk of serious injury occurring and refer that decision to the Competition Committee.
- (d) The Safety and Emergency Management Coordinator has the authority to immediately initiate and coordinate (command and control) any search and rescue actions if necessary and notify the Referee and the Competition Committee.
- (e) Co-ordinate other services to provide essential communication, transport and trained personnel in an emergency.
- (f) Brief all associated services prior to the competition to ensure that all:
  - (i) Other involved services are aware of their responsibilities; and
  - (ii) Referees are aware of the safety and emergency plans.
- (g) Liaise and coordinate with SLSA Medical/First Aid/Emergency/Safety personnel including local emergency groups such as Police, Ambulance, Fire services and relevant government agencies.
- (h) Be located in a convenient position during the competition and be available for communication with the Referee at all times.
- (i) Brief any lifesaving service and any other designated personnel on the emergency plans and assistance required in case of an emergency.
- (j) Provide reports and recommendations to the Referee or the relevant SLSA authority on the conduct of the safety and emergency management systems.
- (k) The minimum qualification to be appointed to the position of Safety and Emergency Management Coordinator is the SLSA Silver Medallion Basic Beach Management Award or equivalent. It is also desirable that the SLSA Silver Medallion Aquatic Rescue or equivalent is held and also that a current SLSA Officials' Accreditation is held.
- (l) Dependant on the size of the event, the Safety and Emergency Management Coordinator may also assume the responsibilities of other roles of the safety team as qualifications and skill allow.

### **13.29 AREA RISK AND RESPONSE OFFICERS (ARRO'S)**

- (a) An Area Risk and Response Officer must be appointed for each competition arena and reports to the Safety and Emergency Management Coordinator.
- (b) Area Risk and Response Officers work with the Area Referees and course supervisor to:
  - (i) Undertake an initial risk assessment of the area and then continually monitor competition conditions by conducting further risk assessments on a regular basis;
  - (ii) Monitor the time events take to complete and note any issues with the competition conditions;
  - (iii) Monitor trends in the ratios of competitors starting and finishing events;
  - (iv) Obtain, record and convey feedback from competitors, powercraft and water safety personnel and officials as to the conditions of competition.

The outcomes of such tasks are to be conveyed to the Safety and Emergency Management Coordinator.

- (c) Area Risk and Response Officers must be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and have the authority to immediately suspend wholly or in part the competition whenever there is a credible basis for concluding there is an unacceptable risk of serious injury and refer that decision to the Safety and Emergency Management Coordinator and Referee or their delegate.
- (d) In conjunction with the Area/Sectional referee, the Area Risk and Response Officer has the authority to initiate any search and rescue actions and immediately notify the Safety and Emergency Management Coordinator and Referee or their delegate.
- (e) The Area Risk and Response Officer may be required to take and keep control as forward coordinator under direction of the Safety and Emergency Management Coordinator or representatives of government agencies. This is to avoid confusion and conflicting directions being given to personnel and contradictory instructions being given in respect to the use of rescue assets and crowd control.

### **13.30 POWER CRAFT COORDINATOR**

The Power Craft Coordinator, if appointed, shall:

- (a) Act under the supervision of the Referee and in emergencies the Safety and Emergency Management Coordinator and/or Area Risk and Response Officer.
- (b) Provide advice and co-ordinate the recruitment of IRBs and the crew required to conduct the competition at events to be conducted.
- (c) Supervise the activities of both the Water Safety Craft and Judge in Boat systems.
- (d) Supervise the laying of courses prior and during the competition.
- (e) Assume the responsibilities of the Water Safety Coordinator (if not appointed). Supervise the water safety aspects of the competition.
- (f) Roster, rotate and brief crews on locations and duties.
- (g) Ensure IRBs are serviced and properly equipped during the competition.

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- (h) Report to the Referee/ Safety and Emergency Management Coordinator any problems relating to the availability of craft and the ability to provide water safety and judging systems.
- (i) Ensure an effective communication system is in place to provide communication to all Referees and Coordinators.
- (j) Liaise at all times with the Safety and Emergency Management Coordinator.
- (k) Provide reports and recommendations to the Referee or relevant SLSA authority on the conduct of the section.
- (l) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Safety and Emergency Management Coordinator

**13.31 WATER SAFETY COORDINATOR**

The Water Safety Coordinator, if appointed, shall:

- (a) Act under the supervision of the Referee and in emergencies the Safety and Emergency Management Coordinator and/or Area Risk and Response Officer.
- (b) Be responsible for the safety of competition while water events are in progress.
- (c) Supervise and roster water safety personnel.
- (d) Co-ordinate the positioning of rescue craft and water safety personnel.
- (e) Bring to the attention of the Safety and Emergency Management Coordinator any concerns regarding the level of water safety.
- (f) In IRB competition (if appointed) maintain safety for crews and patients in conjunction with the Safety and Emergency Management Coordinator.
- (g) In all competitions ensure that water safety meets the prescribed and assessed requirements.
- (h) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Safety and Emergency Management Coordinator.

**13.32 WATER SAFETY PERSONNEL**

Water Safety Personnel shall:

- (a) Act under the supervision of the Water Safety Coordinator and in emergencies the Safety and Emergency Management Coordinator and/or Area Risk and Response Officer.
- (b) Be positioned on the beach and in the water as directed by the Water Safety Coordinator.
- (c) Bring to the attention of the Water Safety Coordinator any concerns regarding the level of water safety at a particular time.
- (d) Be responsible for the safety of competition in their appointed water area.
- (e) Under the direction of the Water Safety Coordinator assist other areas if required.

- (g) In all competition ensure that water safety meets the prescribed and assessed requirements.
- (h) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Water Safety Coordinator and/or the Area Risk and Response Officer.

### **13.33 COMMUNICATIONS COORDINATOR**

The Communications Coordinator, if appointed, shall:

- (a) Act under the supervision of the Referee and in emergencies the Safety and Emergency Management Coordinator and/or Area Risk and Response Officer.
- (b) Ensure effective radio communication is maintained to all Senior officials and IRBs including Organising Committee members, Safety, Medical and workforce personnel for the duration of the competition.
- (c) In conjunction with the Referee or the relevant SLSA authority, agree on the required quantity and type of radio equipment required for the competition.
- (d) Supervise the central control centre including the issue and maintenance and return of radio equipment.
- (e) Publish a list of calls signs/frequencies and radio procedures for the competition.
- (f) Provide reports and recommendations to the Referee or relevant SLSA authority on the conduct of the section.
- (h) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Safety and Emergency Management Coordinator.

### **13.34 MEDICAL/FIRST AID COORDINATOR**

The Medical/First Aid Coordinator, if appointed, Act under the supervision of the Referee and in emergencies the Safety and Emergency Management Coordinator and/or Area Risk and Response Officer.

- (a) Be appropriately qualified to undertake the role required given the nature of the competition being conducted and the resources available.
- (b) Be responsible for the organisation and operation of the competition medical/first aid service.
- (c) Where required, assess the physical and psychological fitness of any competitor to compete and ensure through the Referee that an unfit competitor does not compete.
- (d) Acquaint the Referee with any medical decisions that may affect the conduct of the competition.
- (e) Be aware of the plan developed by the Organising Committee for the evacuation of casualties and other persons in the event of a serious accident or other incident or implications relating to the safety of competitors, officials, assisting personnel and/or the public.

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- (f) Direct the deployment of first aid posts and other medical services and supplies including medical/first aid personnel at the competition venue(s).
- (g) Be available through communication and be located in such a position to assist or direct medical or first aid specialists to any medical or first aid incident.
- (h) Provide a report and recommendations to the Referee or the relevant SLSA authority on the conduct of the medical/first aid section.
- (i) Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Safety and Emergency Management Coordinator.

**APPENDIX A**

**COMPETITION ADMINISTRATION AND OFFICIALS' ORGANISATION FLOW CHART**

