

SLSNZ Surf Official Job Descriptions

<u>Position Title</u>	<u>Event Referee</u>
<u>Responsible to</u>	SLSNZ Event Manager through the specific event management committee
<u>Purpose of Position</u>	In conjunction with the Event Management 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 SLSNZ rules. The Referee is also responsible for implementing the rules and regulations governing the competition or event being conducted.

Working Relationships

- Sport Manager - SLSNZ
- Event Management Committee
- All other Officials
- Event Manager - SLSNZ

Specific Skills

- Wide range of surf/skill specific knowledge
- Proven Referee Skills at Regional/ Area Level
- Proven administrative skills (programmes, reports)

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality
- Leadership skills

Duties

- (a) In conjunction with the SLSNZ Event Manager the referee will develop the programme and timing of the competition or event being conducted.
- (b) Carry out the selection of the Officials required to help in the successful delivery of the competition or event.
- (c) Conduct briefings for senior officials to include the programme for the competition including entry conditions, timetables, area layouts, special events, emergency and safety arrangements.
- (d) Make any alteration to the programme he may deem necessary and communicate these changes without delay to all interested parties. Any alterations should take into consideration both the safety and welfare of the 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 the Section Ten of the SLSNZ Competition Manual: Protests, Appeals, and Discipline.
- (f) Consider and adjudicate on any unbecoming conduct during the competition or event. If considered necessary, refer any offence or offenders to SLSNZ for consideration of further penalty.
- (g) Has the power to disqualify or penalise, but is not required to give notification of any disqualification or penalty until the conclusion of the event concerned.
- (h) Conduct pre and post competition briefings as considered necessary with officials, team managers, coaches and competitors.
- (i) Provide a report to SLSNZ with recommendations on the event.

<u>Position Title</u>	<u>Deputy Event Referee</u>
<u>Responsible to</u>	SLSNZ Event Manager through the specific event management committee
<u>Report to</u>	Event Referee
<u>Purpose of Position</u>	Assist in the conduct and organisation of the competition, and in the absence of the Referee assume this authority and responsibilities.

Working Relationships

- Event Referee
- Sport Manager – SLSNZ
- Event Manager - SLSNZ
- Event Management Committee
- All other Officials

Specific Skills

- Wide range of surf/skill specific knowledge
- Proven Officiating Skills at Regional Level
- Proven administrative skills
- Leadership Skills

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality
- Leadership skills

Duties

- (a) 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.
- (b) In conjunction with the SLSNZ Event Manager and the Event Referee, assist in the development of the programme and timing of the competition or event being conducted.
- (c) Carry out the selection of the Officials required to help in the successful delivery of the competition or event.
- (d) Assist in briefings for senior officials to include the programme for the competition including entry conditions, timetables, area layouts, special events, emergency and safety arrangements.
- (e) Make any alteration to the programme he may deem necessary and communicate these changes without delay to all interested parties. Any alterations should take into consideration both the safety and welfare of the competitors and officials.
- (f) 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 the Section Ten of the SLSNZ Competition Manual: Protests, Appeals, and Discipline.
- (g) Consider and adjudicate on any unbecoming conduct during the competition or event. If considered necessary, refer any offence or offenders to SLSNZ for consideration of further penalty.
- (h) Has the power to disqualify or penalise, but is not required to give notification of any disqualification or penalty until the conclusion of the event concerned.
- (i) Conduct pre and post competition briefings as considered necessary with officials, team managers, coaches and competitors.
- (j) Provide a report to SLSNZ with recommendations on the event

<u>Position Title</u>	<u>Arena Referee</u>
<u>Responsible to</u>	SLSNZ Event Manager through the specific event management committee
<u>Report to</u>	Event Referee
<u>Purpose of Position</u>	Assist in the conduct and organisation of the competition, and in the absence of the Referee assume this authority and responsibilities.

Working Relationships

- Event Referee, Deputy
- Sport Manager - SLSNZ
- Event Management Committee
- All other officials

Specific Skills

- Wide range of surf/skill specific knowledge
- Proven Officiating Skills at District Level
- Proven administrative skills

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality.
- Leadership skills

Duties

- (a) Be responsible to the Referee or the Deputy Referee for the control and organisation of a specific area 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 area.
- (d) At the referee's discretion, consider and adjudicate upon protests.
- (e) Brief the Officials under their control of any specific requirements in order to fulfil their roles.
- (f) Provide reports and recommendations to the Event Manager on the conduct of the arena.

<u>Position Title</u>	<u>Chief Judge</u>
<u>Responsible to</u>	Event Manager
<u>Reports to</u>	Event Referee / Arena Referee

Purpose of Position The Judges role at competitions are many and varied but the principal activity is to supervise and assist with the conduct of events according to SLSNZ rules and the authority of the Referee

Working Relationships

- Event Referee, Deputy
- Arena Referee
- Sport Manager – SLSNZ
- Event Manager - SLSNZ
- All other Officials

Specific Skills

- Wide range of surf/skill specific knowledge
- Judging experience at a Regional Level or proven competitive experience

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality
- Leadership skills

Duties

- (a) Supervise or assist in the setting up of courses for events, and retain responsibility for this throughout event
- (b) Roster, rotate, define position and allocate duties and responsibilities for Judges.
- (c) Locate and position Judges so as to best determine the finish and recording of event results.
- (d) Adjudicate Judges' or On Beach Recorders' decisions if necessary
- (e) Report any breach or infringements of rules to the Referee.
- (f) Co-ordinate results, check and sign the result card and hand to Referee
- (g) Supervise the recording procedures as required for the conduct of the competition.

Position Title

Course Judge

Responsible to

Events Manager

Report to

Chief Judge

Purpose of Position

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 SLSNZ rules and the authority of the Referee.

Working Relationships

- Event Referee
- Arena Referee
- Chief Judge
- Sport Manager – SLSNZ
- Event Manager - SLSNZ
- All other Officials

Duties

- (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) Report any safety concerns to the Chief Judge.
- (d) Observe, note and report any breaches of the competition rules to the Chief Judge.
- (e) Check the alignment of all buoys before the commencement of and during the progress of the competition.
- (f) In IRB events, also observe the driving and crew techniques comply with Driving and Crew Safety Procedures.

Specific Skills

- Proven Judging experience at district level or proven competitive experience.
- Wide range of surf/skill specific knowledge

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality.

Position Title

Finish Judge

Responsible to

Event Manager

Reports to

Chief Judge

Purpose of Position

Determine the order of finishing of competitors.

Working Relationships

- Event Referee
- Arena Referee
- Chief Judge
- Sport Manager - SLSNZ
- Event Manager - SLSNZ
- All other Officials

Duties

- 1. Report any breach or infringement of rules to the Chief Judge or Referee.
- 2. 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 judging aids (e.g. video) if necessary, to determine a finish. Note the results and advise the Chief Judge or Referee.
- 3. Where possible issue placing indicators to competitors.
- 4. Assist in the setting up of the courses for events
- 5. Be adequately prepared to get wet and work on stands in the water where necessary.
- 6. As a guide, and if sufficient judges are appointed, may operate in the following manner:
 - Judge 1 should select 1 and 2, Judge 2 select 2 and 3 and so on, with each judge primarily responsible for his corresponding number. One set of Judges should then indicate their selection. If their co-judges agree, their placing shall be confirmed. If there is a variance a majority decision is taken under the supervision of the Referee or the Chief Judge

Specific Skills

- Proven Judging experience at district level or proven competitive experience
- Wide range of surf/skill specific knowledge
- Ability to make decisive decisions and determine place getters

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality.

Position Title

Marshal

Responsible to

Event Manager

Reports to

Event Referee / Arena Referee

Purpose of Position

Be responsible for ensuring competitor's entries are in order and competitors are marshalled correctly before proceeding to the start line.

Working Relationships

- o Event Referee
- o Starter
- o Sport Manager - SLSNZ
- o Event Manager - SLSNZ
- o Chief Judge
- o All other Officials

Duties

1. Assemble the competitors in the order as drawn.
2. Ensure competitor numbers in events comply with competitor limitations for the event.
3. Advise the Referee on any infringements or irregularities.
4. Liaise with the Commentators, On beach Recorders and Timekeepers regarding entries and draws.
5. Maintain discipline of the competitors in the Marshalling area.
6. Liaise with Referee and Event Manager regarding draws, order of events, timetables, sponsor/partner uniforms, courses and other arrangements put in place by the Referee or Competition Committee.

Specific Skills

- o Proven marshalling skills and experience or proven competitive experience
- o Wide range of surf/skill specific knowledge

Generic Skills

- o Ability to communicate effectively.
- o A team 'player'.
- o A positive and enthusiastic personality
- o Leadership skills

Position Title

Starter

Responsible to

Event Manager

Report to

Event referee / Arena Referee

Purpose of Position

Have, with the appointed Check Starter (where appointed), sole jurisdiction over the competitors for the start

Working Relationships

- o Event Referee
- o Chief Judge
- o Check Starter
- o Sport Manager - SLSNZ
- o Event Manager - SLSNZ
- o All other Officials

Duties

1. Be elevated or in such a position to best observe that starting conditions are fair and the Check Starter's signal can be observed.
2. Ensure the starting apparatus is held with an extended arm above the head to indicate to the competitors a start is imminent.
3. Recall the competitors by whistle signal, second shot of gun or by some other means, if in his or the Check Starter's opinion the start was unfair.
4. Have the power to disqualify or eliminate a competitor for breaking the start, or for wilfully disobeying his orders, or for any other obstruction during the start.
5. Notify the Referee of all disqualifications.
6. Ensure competitors, Event Safety boats, Judges, equipment and in IRB events the patients, are correctly positioned before starting the event
7. Refer questions pertaining to event conditions to the Referee.
 - i. Note: Whilst starting it is strongly recommended that ear protection be worn.
8. Brief competitors on course

Specific Skills

- o Proven race starting skills and experience or competitive experience
- o Wide range of surf/skill specific knowledge

Generic Skills

- o Ability to communicate effectively.
 - o A team 'player'.
- A positive and enthusiastic personality.

Position Title **Check Starter**

Responsible to Event Manager

Report to Starter

Purpose of Position Work in conjunction with the Starter to Be responsible to recall competitors by whistle signal or other means if in his opinion the start conditions were breached or the start was unfair

Working Relationships

- Event Referee
- Starter
- Sport Manager - SLSNZ
- Event Manager
- Chief Judge
- All other Officials

Specific Skills

- Proven race starting skills and experience
- Wide range of surf/skill specific knowledge
- Decisive decision making

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality.

Duties

1. Be appropriately positioned for the event and signal when competitors are in line and ready to start.
2. Check Starters can be utilised as Course Judges during an event e.g.; relay baton/ changeovers, equipment replacement and gear positioning in team's events.
3. In conjunction with the Starter ensure competitors, duty boats, Judge(s), equipment and in IRB events the patients, are correctly positioned before starting the event.

Position Title **Results Administrator**

Responsible to Event Manager

Report to Event Referee

Purpose of Position To ensure that accurate and timely results are collected and recorded and processed

Working Relationships

- Event Referee
- Sport Manager - SLSNZ
- Event Manager
- All other Officials

Specific Skills

- Wide range of surf/skill specific knowledge
- Proven administrative skills
- Training and experience on our Results system

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality
- Computer illiterate

Duties

1. Be responsible for the overall record keeping of all competition events and point scores.
2. Supervise the collection of results from each Arena.
3. Supervise draws for rounds, quarterfinals, semi-finals and finals as required by the Section Referee.

Position Title

On Beach Recorder

Responsible to

Event Manager

Report to

Referee

Purpose of Position

Record the order in which each placed competitor or team finishes in the event

Working Relationships

- Event Referee
- Sport Manager - SLSNZ
- Event Manager
- Chief Judge
- Results Administrator
- All other Officials

Duties

1. Maintain a record of results/disqualifications and ensure results are passed onto the Results Administrator
2. Ensure the Chief Judge checks and signs the result card.
3. Liaise with the Marshall and assist with draws
4. May also be called upon to carry out an allocated judging role in addition to recording.

Specific Skills

- Proven recording skills and experience
- Wide range of surf/skill specific knowledge

Generic Skills

- Ability to communicate effectively.
- A team 'player'
- A positive and enthusiastic personality.

Position Title

Video Judge

Responsible to

Event Referee

Reports to

Chief Judge

Purpose of Position

Record particular phases of events and the finish of events as directed by the Chief Judge or Referee.

Working Relationships

- Event Referee
- Chief Judge
- Sport Manager - SLSNZ
- Event Manager
- All other Officials

Duties

1. Be responsible to the Chief Judge and be positioned as directed for particular events.
2. Video Judges may be used to judge and confirm placing and confirm a competitor's conduct during the event.
3. Arrange for video playback as requested by the Chief Judge or Section Referee.

Specific Skills

- Wide range of Video technical skills
- Wide range of surf/skill specific knowledge
- Proven administrative skills

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality

Position Title

Commentator

Responsible to

Event Manager

Report to

Event Manager

Purpose of Position

Co-ordination of all announcing as required at the specific event.

Working Relationships

- Event Referee
- Sport Manager - SLSNZ
- Event Manager
- All other Officials

Specific Skills

- Proven announcing skill and experience
- Wide range of surf/skill specific knowledge
- Extensive knowledge of Current Athletes

Generic Skills

- Ability to communicate effectively.
- A team 'player'.
- A positive and enthusiastic personality

Duties

1. Be aware of the public announcing and other systems including dedicated sponsor and SLSNZ promotion themes being put in place by the Event Management Committee.
2. Advise and assist in the setting up of the announcing systems and sundry equipment.
3. Ensure spectators, competitors; coaches, managers, officials and workforce personnel are kept reliably informed of the competitions' progress via the announcing team.
4. Describe and commentate the running of events and other announcements requested by the Referee or the Organising Committee.
5. Liaise with presentation section on the announcement of awards, medals, VIP and sponsor presentations.
6. conduct adequate research before the event begins

**Event Safety Officer
POSITION DESCRIPTION**

Appointed by:	Event Manager
Reports to:	Event Manager
Authority:	Member of the Event Management Committee (EMC)

Purpose of role:	Implementation of the event safety plan including management of water safety crew, shore based first aid/medical services, execution of risk assessments during the event
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Duties of the Event Safety Officer	
Pre Event	<ul style="list-style-type: none"> • Review and endorse the event safety plan developed by the event manager • Provide input to ensure appropriate safety and risk considerations are factored in to the event • Arrange provision of agreed safety resources (i.e. event lifeguard team, first aid/medical services, doctor etc). • Participate in pre-event safety preparedness briefings/activities
At Event	<ul style="list-style-type: none"> • Execute agreed event safety plan • Check the weather forecast and marine forecast for the event site in the days leading up to the event and on the day of the event. Discuss any identified risk factors identified in the forecast with the event manager. • Manage provision of the water safety crew (including rostering, equipment and communications) • Manage provision of the event first aid / medical service ensuring any external providers are inducted into communications and operational protocols in accordance with the event safety plan. • Liaise with the lifeguard service that may be on duty to ensure safety if the public • Continually assess conditions and make the event manager and event referee aware of any changes to risk levels. • Submit a conditions threat assessment to the event manager before commencement of racing on any given day and subsequently every two hours during the event. • Monitor other event site related safety factors and take action to mitigate identified risks (i.e. exposed tent pegs, holes on beach, wind lifting tents etc). • Where the event is a multi-day format, participate in the daily Event Management Committee debrief meeting. • Ensure the water safety crew and first aid / medical team's are completing their incident reports during the event.
Post Event	<ul style="list-style-type: none"> • Discuss the event with both water safety and first aid/medical teams regarding how the event went from a safety perspective. • Participate in the event debrief including reviewing any incidents that may have occurred and reflect on how they were managed. • Provide any safety / risk management learning's to the event manager in accordance with SLSNZ's policy of continuous improvement.