



## Surf Life Saving New Zealand – Sport Policy Statement

**SPS015**

**Subject:** Event Management and Officials Appointments Process

**Endorsement Date:** May 2018

**Endorsed By:** CEO

**Review Date:** June 2019

### **1. Objectives of this Policy**

1.1 The objectives of this Policy are:

- a. To clearly document the process of appointing Event Management and Officials for National events.

### **2. Application of this Policy**

2.1 This Policy applies to those wishing to be considered for appointment at National events in Event Referees, Arena Referee and other Officials.

2.2 Timings for the process are set out in the table in section 9.

### **3. Referee's Selection Panel Appointments**

3.1 The SLSNZ Sport Manager (or their representative) in conjunction with a representative of the National Sport Committee (NSC) shall appoint the Referee's Selection Panel (RSP). The Referees Selection Panel shall consist of four positions including the SLSNZ Sports Manager (or their representative) who shall chair the RSP, and three appointees that best meet the selection criteria set out in clause 3.4.

3.2 Appointments of the three appointed positions to the RSP shall be for a period of two years. RSP members are eligible for re-appointment with no maximum number of terms.

3.3 Applicants must at the time of application declare any potential conflict/s of interest including but not limited to; club/regional affiliations; their intention to apply for any specific role or event.

#### **3.4 Referees Selection Panel Selection Criteria**

- a. Availability to participate in telephone conference calls during the decision making periods.
- b. Ability and commitment to communicate effectively with all stakeholders.
- c. Shall hold a SLSNZ Level 2 Officials Award and have demonstrated competency in a variety of officials' roles, and or demonstrated competency in leadership/management roles at multiple SLSNZ events.

- d. Sound knowledge of the officials' selection criteria and competencies, as detailed throughout this document.
- e. Demonstrated commitment to an athlete centred approach to officiating and or event delivery and operations.
- f. Demonstrated commitment to health, safety and wellbeing of athletes and volunteer personnel.
- g. Ability to attend two or more national and or large regional (e.g. ERC) events annually to assess officials during events and assist with mentoring officials.

#### **4. Event Manager and Event Safety Officer Appointments**

- 4.1 The SLSNZ Sport Manager (or their representative) shall call for applications for the positions of Event Manager and Event Safety Officers in accordance with the Position Descriptions contained in the Competition Safety Manual.
- 4.2 The appointment of Event Managers and Event Safety officers shall be the responsibility of the SLSNZ Sport Manager or their representative. Refer to the position description in the [Competition Safety Manual](#) for criteria for selections.

#### **5. Event Referee's Appointments**

- 5.1 The SLSNZ Sport Manager (or their representative) shall on behalf of the RSP call for applications for Event Referees annually.
- 5.2 The RSP shall appoint Event Referees from the applicants only. SLSNZ shall advise all applicants of their appointment, or not, within 14 days of the decisions and prior to publishing the appointments online. If there is no suitable applicant for any one event, the SLSNZ Sport Manager shall appoint a person to this role as soon as practicable. If the RSP is unable to make the appointments by the dates prescriber in the table in section 9, the SLSNZ Sport Manager in consultation with other SLSNZ staff will make the appointments.
- 5.3 Event Referee Selection Criteria (to be used as a guideline in making appointments)
  - a. Shall hold a minimum of a Level 2 SLSNZ Surf Officials award.
  - b. Sound knowledge and experience across at least 2 of the competition areas i.e. beach, ocean, boats/canoes for the National Championships. For IRB's & Pool events, proven experience in these areas.
  - c. Competent to lead a large team of officials and event personnel.
  - d. Sound knowledge and ability to effectively utilise event systems, i.e. MS Excel and Waves Entry System.
  - e. Availability and commitment to work collaboratively with the event manager to develop and deliver an athlete centred event programme.
  - f. Demonstrated ability to communicate effectively with all stakeholders.
  - g. Demonstrated commitment to providing athlete centred events.
  - h. Demonstrated commitment to all current health and safety legislation.

## **6. Arena Referee's Appointments**

- 6.1 The SLSNZ Sport Manager (or their representative) shall on behalf of the Event Referees and RSP call for applications for Arena Referees annually.
- 6.2 The Event Referees in consultation with the RSP shall appoint Arena Referees to the events that require them from the applicants only. SLSNZ shall advise all applicants of their appointment, or not, within 14 days of the decisions and prior to publishing the appointments online. If there are no suitable applicant(s) for any one event, the SLSNZ Sport Manager in conjunction with the RSP and Event Manager shall appoint a person to this role as soon as practicable. If the RSP and Event Manager are unable to make the appointments by the dates above, the SLSNZ Sport Manager in consultation with other SLSNZ staff will make the appointments.

Arena Referees Selection Criteria (to be used as a guideline in making appointments):

- a. Sound knowledge of the rules and regulations of their assigned arena.
- b. Shall hold a minimum of a Level 2 qualification.
- c. Sound knowledge and experience across at least 2 of the competition areas i.e. beach, ocean, boats/canoes for the National Championships. For IRB's & Pool events, proven experience in these areas
- d. Ability to lead a small group of arena officials to deliver the programme in conjunction with others.
- e. Knowledge and ability to utilise arena event systems, i.e. Waves Entry System, RFID, iPads and other start/finish line systems.
- f. Ability to work effectively as part of the event leadership team
- g. Ability to communicate effectively with officials, team managers and athletes.
- h. Commitment to providing athlete centred events.
- i. Commitment to providing events that meet all obligations of current health and safety legislation.

## **7. Other Event Officials Appointments**

- 7.1 In multi arena events (Nationals & Oceans) the Event Referee in collaboration with the Arena Referee's will then select all remaining officials.
- 7.2 In single arena events (e.g. BP IRB Nationals, National Pool Champs) the Event Referee in conjunction with the RSP shall select the Deputy Referee/Chief Judge/s. The Event Referee along with their Chief Judge or Deputy shall then appoint all other officials.
- 7.3 The SLSNZ Sport Manager (or their representative) shall on behalf of the relevant Event Manager and Event Referee, call for applications for Deputy Referees and Chief Judges, SLSNZ annually. Applicants will be allocated events (or not) and advised within 14 days of the decisions and prior to publishing the appointments online.
- 7.4 The SLSNZ Sport Manager (or their representative) shall on behalf of the relevant Event Manager and Event Referee, call for applications for all other officials annually. Applicants will be allocated events and roles (or not) by the Event Manager in conjunction with their Arena Referees/Deputies/Chief Judges as relevant and be advised of these appointments

within 14 days of the decision and prior to publication online. If the Event Referee in conjunction with the Arena Referees or Deputies/ Chief Judges are unable to make the appointments by these dates, the SLSNZ Sport Manager in consultation with other SLSNZ staff will make the appointments.

- 7.5 If there are any unfilled roles after this process, SLSNZ will then again call for applicants for the remaining positions. These applicants will be allocated events and roles and advised of these 7 days prior to publication online. Applicants will be appointed in priority of their suitability and availability for each role.
- 7.6 All officials' appointments must be made from the applicant list. If no suitable applicants apply, then alternative appointments may be considered in conjunction with the SLSNZ Sport Manager or their delegate.
- 7.7 Once all positions have been filled, a reserves list of officials shall be maintained.
- 7.8 Other Officials Selection Criteria (to be used as a guideline in making appointments):
  - a. Officials shall list the qualifications they hold and provide a statement when applying certifying that they have officiated at a minimum of 2 competitions in the preceding season. They must also state the positions they held at those competitions and what the competition was. Should they have not undertaken 2 competitions they must produce a statement from the Regional Sport Manager supporting their selection.
  - b. Deputy Referees, Chief Judges and Starters shall hold a minimum of a Level 2 qualification
  - c. Have demonstrated they abide by the rules and the spirit of the competition.
  - d. Have displayed a sound knowledge of the rules of the competition.
  - e. Are honest, fair, and ethical in dealing with others.
  - f. Are professional in appearance, action, and language, including agreeing to wear the SLSNZ specified uniform.
  - g. Can resolve conflicts fairly and promptly through established procedures.
  - h. Can maintain strict impartiality.
  - i. Will assist in maintaining a safe environment for self and others.
  - j. Will be respectful and considerate of others.
  - k. Will be a positive role model.
  - l. Display an athlete centred approach to officiating.

## **8. CAC and Competition Liaison Appointments**

- 8.1 The SLSNZ Sport Manager (or their representative) shall on behalf of the RSP call for applications for CAC and Competition Liaison positions annually.
- 8.2 The RSP shall appoint the CAC and Competition Liaison position from the applicants only. SLSNZ shall advise all applicants of their appointment, or not, within 14 days of the decisions and prior to publishing the appointments online. If there is no suitable applicant for any one event, the SLSNZ Sport Manager shall appoint a person to this role as soon as practicable. If the RSP is unable to make the appointments by the dates above, the Sport Manager in consultation with other SLSNZ staff will make the appointments.
- 8.3 CAC and Competition Liaison Selection Criteria (to be used as a guideline in making appointments)

- a. Shall hold a minimum of a Level 2 SLSNZ Surf Officials award.
- b. Have demonstrated they abide by the rules and the spirit of the competition.
- c. Have displayed a sound knowledge of the rules of the competition.
- d. Are honest, fair, and ethical in dealing with others.
- e. Are professional in appearance, action, and language, including agreeing to wear any SLSNZ specified uniform.
- f. Can resolve conflicts fairly and promptly through established procedures.
- g. Can maintain strict impartiality.
- h. Will be respectful and considerate of others.
- i. Will be a positive role model.
- j. Display an athlete centred approach to officiating.
- k. Shall not be a current staff or Board member.

## 9. Key Dates:

### 2018-19 Season Dates

<b>Proposed critical dates for appointments</b>					
<b>Applications</b>	<b>Opening Date</b>	<b>Closing Date</b>	<b>Decision Date</b>	<b>Notification Date</b>	<b>Responsibility</b>
RSP	14-May	27-May	30-May	31-May	Sports Manager
<b>National Pool Champs</b>					
National Pool Champs EM/ER/ESO/CAC/CL	14-May	30-May	4-Jun	8-Jun	SLSNZ/RSP
National Pool Champs Deputy Referee/ Chief Judge	14-May	30-May	10-Jun	13-Jun	SLSNZ/ER
National Pool Champs Officials	14-May	30-May	17-Jul	31-Jul	SLSNZ/ER
National Pool Champs Gap Filling	31-Jul	15-Aug	24-Aug	31-Aug	SLSNZ/ER
<b>All Other National Events</b>					
All Other National Events: EM/ER/ESO /CAC/CL	14-May	22-Jun	1-Jul	4-Jul	SLSNZ/RSP
Arena Referees	14-May	22-Jun	17-Jul	31-Jul	SLSNZ/ER/RSP
Deputy Referee/ Chief Judge	14-May	22-Jun	15-Jul	31-Jul	SLSNZ/ER
All Other Officials	14-May	22-Jun	17-Aug	31-Aug	SLSNZ/ER
All Other National Events Gap filling	31-Oct	15-Nov	23-Nov	30-Nov	SLSNZ/ER

## 2019-ongoing dates

<b>Proposed critical dates for appointments</b>					
<b>Applications</b>	<b>Opening Date</b>	<b>Closing Date</b>	<b>Decision Date</b>	<b>Notification Date</b>	<b>Responsibility</b>
RSP	1 Feb	28 Feb	15 Mar	31 Mar	Sports Manager
<b>National Pool Champs</b>					
National Pool Champs EM/ER/ESO/CAC/CL	1 Apr	30 Apr	17 May	31 May	SLSNZ/RSP
National Pool Champs Deputy Referee/ Chief Judge	1 Apr	30 Apr	1 June	15 June	SLSNZ/ER
National Pool Champs Officials	1 Apr	30 Apr	17 July	31 July	SLSNZ/ER
Gap Filling National Pool Champs	31 July	15 Aug	24 Aug	31 Aug	SLSNZ/ER
<b>All Other National Events</b>					
All Other National Events: EM/ER/ESO /CAC/CL	1 Apr	31 May	16 Jun	30 June	SLSNZ/RSP
Arena Referees	1 Apr	31 May	17 July	31 July	SLSNZ/ER/RSP
Deputy Referee/ Chief Judge	1 Apr	31 May	17 July	31 July	SLSNZ/ER
All Other Officials	1 Apr	31 May	17 Aug	31 Aug	SLSNZ/ER
Gap Filling All Other National Events	31 Oct	15 Nov	23 Nov	30 Nov	SLSNZ/ER

## **10. Event Schedule:**

2018/2019 National Events:

- New Zealand Pool Championships, 12 - 14 October 2018, National Aquatic Centre, Auckland
- New Zealand Representative Events, tbc
- BP North Island IRB Championships, 16 February 2019, Lyall Bay
- New Zealand U14 Surf Life Saving Championships, 7 - 10 March 2019, Mt Maunganui
- BP South Island IRB Championships, 16 March 2019, Waikouaiti, East Dunedin
- TSB New Zealand Surf Life Saving Championships, 21 - 24 March 2019, Mt Maunganui
- BP New Zealand IRB Championships, 6 - 7 April 2019, Waikouaiti, East Dunedin

2019/2020 National Events: tbc