



SURF LIFE SAVING®
NEW ZEALAND



SURF OFFICIALS ROLES

SECTION 15.



SECTION 15.

SURF OFFICIALS ROLES & RESPONSIBILITIES

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SECTION 15.

SURF OFFICIALS ROLES & RESPONSIBILITIES

15.1. Surf Official Roles & Responsibilities

15.1.1. All Surf Officials should:

- (a) Have knowledge of the rules relevant to the role(s) they are performing for a particular competition.
- (b) Be responsible for their own and others Health, Safety & Welfare
- (c) Facilitate the competition fairly & equitably in accordance to the rules.
- (d) Observe the races for compliance to the rules and breaches of the rules and report any breaches of the rules to the Chief Judge, and or Arena Referee i.e. Observe, Record, Report.
- (e) Communicate effectively
- (f) Enjoy themselves!

15.1.2. Level One Surf Officials roles include:

- (a) Marshal
- (b) Check Marshal
- (c) Starter
- (d) Course Judge
- (e) Judge
- (f) Finish Judge
- (g) Video Judge
- (h) Recorder

15.1.3. Level Two Surf Officials roles include:

- (a) Arena Referee
- (b) Starter
- (c) Chief Judge
- (d) Competitor/Club Liaison

- (e) Competition Appeals Committee (CAC).
- (f) Level Three Surf Officials roles include:
- (g) Deputy Referee
- (h) Event Referee

15.2. Marshal

15.2.1. Purpose - ensure that the right competitors are in the right place at the right time, in the right order.

15.2.2. You are the key to participant satisfaction and usually interface between Officials and the competitors. How competitors perceive the skill and attitude of all Surf Officials may depend upon you. Competitors can be excused for having “nerves” or being tense before an event. This must be taken into account during the marshalling process. You must remain calm and in control at all times.

15.2.3. Duties of a Marshal

- (a) Pre-event - familiarise yourself with SLSNZ's Waves iPad marshalling and results system.
- (b) Ensure that you have a fully charged iPad and backup power pack, or alternatively the correct marshalling sheets to conduct the event/s.
- (c) Liaise with the Arena Referee to confirm the number of athletes per heat, quarter, semi and final and that these comply with the maximum numbers permitted for the event.
- (d) If available, check the sound system is functioning and appropriately located.
- (e) Position yourself so that you can be seen and heard, as you conduct athletes through the marshalling process.
- (f) Let competitors know where to marshal
- (g) Let competitors know what heat and lane they are in.
- (h) If known let the athletes know how many will progress from each round.
- (i) Let competitors know when the marshalling for their race is complete.
- (j) Advise the Arena Referee and or Chief Judge of any

- infringements or irregularities arising during marshalling.
- (k) Maintain discipline of competitors in the marshalling area.
 - (l) Liaise with the Announcers, Recorders, Chief Judge and Timekeepers regarding entries and draws.
 - (m) Report any safety concerns to the Arena Referee.
 - (n) Hand heats over to the Check Marshal for processing.

15.2.4. **Tips for Marshalling**

- (a) Ensure you have entry draws and order of events.
- (b) Check with the Arena Referee for any programme changes.
- (c) Treat athletes with courtesy.
- (d) Work as a team with your Check Marshal/s
- (e) Think and plan ahead

15.2.5. **So in summary:** The Marshal is responsible for ensuring competitors entries are in order and competitors are marshalled correctly before proceeding to the start line, which means 'organise the athletes into their heats/races.'

15.3. Check Marshal

15.3.1. **Purpose** – guide and or direct individual heats from the marshalling area to the start line in the correct arena and re-check the number of competitors and names to be sure we know who is in the race and therefore who should finish the race.

15.3.2. Duties of a Check Marshal

- (a) Pre-event - familiarise yourself with SLSNZ's Waves iPad marshalling and results system.
- (b) Ensure that you have a fully charged iPad and backup power pack, or alternatively the correct marshalling sheets to conduct the event/s.
- (c) Assist the Marshal to assemble the competitors into heats as drawn.
- (d) Liaise with the Marshall to confirm communications and procedures for the handing over of athletes from Marshalling to Check Marshalling.
- (e) Assemble and stack heats of competitors into numerical order and when ready, direct heats to their designated arena.
- (f) If Waves is used, check the competitors 'checked in' against their designated heat, immediately before they start their event.
- (g) Advise the Chief Judge and or Arena Referee of any infringements or irregularities.
- (h) Report any safety concerns to the Arena Referee.

15.3.3. Tips for Check Marshalling

- (a) Ensure you have entry draws and order of events.
- (b) Communicate regularly with your Marshall at all times.
- (c) Treat athletes with courtesy.
- (d) Work as a team with your Marshal, and fellow Check Marshal/s.

15.3.4. **So in summary** - The Check Marshal is responsible for assisting the Marshall and ensuring competitors are moved from marshalling area to the start line in the correct arena and positioned in the correct starting positions, which means 'move

athletes from marshalling to their start arenas in the correct order.'

15.4. Course Judge

15.4.1. **Purpose** – observe races to ensure that competitors correctly proceed around the course according to rules.

15.4.2. Duties of a Course Judge

- (a) As far as possible, be located in a suitable position which may include in an elevated position, or in a boat, as the case may be, to obtain a constant view of the athletes and event.
- (b) Report any safety concerns to the Arena Referee.
- (c) Observe, record and report any breaches of the competition rules to the Chief Judge or Arena Referee.
- (d) Check the alignment of all buoys before the commencement of and during the progress of the competition.
- (e) In IRB events, also observe the driving and crew techniques comply with Driving and Crew Safety Procedures.
- (f) Where a driver and/or crew's 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.
- (g) Where driving or crew techniques are considered to be unsafe or dangerous the matter shall be reported to the Chief Judge or Event Referee.
- (h) Note 1: The Course Judges in IRB events shall refer to current SLSNZ Training Manuals and Bulletins which outline IRB operations and driver/crewing techniques.
- (i) Note 2: 'Cautionary matter' is considered as 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.
- (j) Note 3: 'Unsafe or dangerous' is considered as a matter

where a crew causes or places either their own safety, their IRB, other competitors and their IRB's at risk of injury or collision.

15.4.3. **Tips for Course Judging**

- (a) Position yourself in an alleviated location where you can observe the entire race.
- (b) For tube and board rescue events, a Judge shall be positioned behind each team's lane marker.
- (c) On water course judges should report to the Arena Referee/Chief Judge at least 30minutes before the start of the competition to receive instructions, and
- (d) In events where competitors have to round all buoys, be stationed on the inside of the line of buoys, sea conditions permitting, and
- (e) In Rescue Tube Races, be stationed immediately to the side/s of and /or on in line with the swimming buoy.
- (f) As a guide for IRB events an 'on water' Course Judge shall:
- (g) Position their IRB in line with the buoys in such a way the Judges(s) can readily observe that the various Crews comply with the conditions of the competition and the various event rules.
- (h) The crew shall remain in the vicinity of the buoys until all patients are recovered.

15.4.4. **So in summary** – The Course Judge observes all competitors to ensure they correctly and fairly negotiate the course to the rules of the event and report any breaches of the rules, which means 'observes the conduct of athletes throughout the course for compliance to the rules.'

15.5. Judge/Lane Judge

15.5.1. **Purpose** – observe and assist with the conduct of events according to rules.

15.5.2. Duties of a Judge

- (a) Under the direction of the chief judge, observe the event from the prescribed location for compliance to the rules and where necessary record and report any breaches of the rules to the Chief Judge or Arena Referee.
- (b) Report any safety concerns to the Arena Referee.

15.5.3. Tips for a Judges

- (a) Work with other Surf Officials to ensure all aspects of the course are covered.
- (b) Ensure you're positioned to safely observe the event from your designated location.
- (c) Avoid facing into the sun (if possible).
- (d) Ensure clothing (hats, sunglasses) don't impede your view.

15.5.4. **So in summary** – A Judge/Lane Judge is required to observe the progress of athletes throughout the race for compliance to the rules and report any breaches of the rules, which means 'observe competitors and record and report any breaches of the rules'.

15.6. Finish Judge

15.6.1. **Purpose** – observe competitors approach to and progress over the finish mark/s in accordance with the rules to determine the finish order of competitors.

15.6.2. Duties of a Finish Judge

- (a) Determine the finishing order of competitors.
- (b) Report any breach of rules to the Chief Judge and or Arena 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 judging aids (e.g. video) if necessary, to determine a finish. Record the result and notify the Chief Judge of any finishing issues or anomalies.
- (d) Where possible issue finish place tags to competitors.
- (e) Report any safety concerns to the Arena Referee.
- (f) When judging multiple lines for events like Board Rescue, position yourself on the finish line in the middle or the arena back to back with the other finish judge.

15.6.3. Tips for a Finish Judge

- (a) Ensure that all athletes are in your range of view.
- (b) Work with other Surf Officials so everyone has an effective view.
- (c) Ensure you're positioned to observe the event's start and finish
- (d) Be prepared to assist with the judging of relays transitions where these are adjacent to the finish area.
- (e) Avoid facing into the sun (if possible)
- (f) Ensure clothing (hats, sunglasses) don't impede your view

15.6.4. **So in summary** – The Finish Judge is required to observe the approach of athletes towards and across the finish line of a race in order to decide the order of finishers in accordance with rules, which means 'observe and correctly record the finish order of athletes in a race.'

15.7. Video Judge

15.7.1. **Purpose** – observe competitors approach to the finish mark/s and video the progress over the finish mark/s to capture the finish order of competitors.

15.7.2. Duties of a Finish Judge

- (a) Determine the finishing order of competitors via video.
- (b) Report any breach of rules to the Chief Judge and or Arena Referee.
- (c) Be positioned on the finish line away from the finishing poles to ensure the best-uninterrupted view of the finish for videoing of the event. Record the result and notify the Chief Judge of any finishing issues or anomalies.
- (d) Report any safety concerns to the Arena Referee.

15.7.3. Tips for a Video Judge

- (a) Ensure that all athletes are in your range of view on the device for the finish.
- (b) Ensure you're positioned to observe the event's finish
- (c) Be prepared to assist with the judging of relays transitions where these are adjacent to the finish area.
- (d) Avoid facing into the sun (if possible)
- (e) Ensure clothing (hats, sunglasses) don't impede your view of the video device screen.

15.7.4. **So in summary** – The Finish Judge is required to observe the approach of athletes towards and across the finish line of a race in order to decide the order of finishers in accordance with rules, which means *'observe and correctly record the finish order of athletes in a race.'*

15.8. Recorder

15.8.1. **Purpose** – maintain an accurate record of the competitors in each race including disqualifications, and forward these results in a timely manner to the results team and or Marshalls for the continuation of the events.

15.8.2. Duties of a Recorder

- (a) Pre-event - familiarise yourself with SLSNZ's Waves iPad marshalling and results system.
- (b) Ensure that you have a fully charged iPad and backup power pack, or alternatively the correct recording sheets to record the results.
- (c) Maintain a record of results/disqualifications and ensure results are passed onto the Results team and or the Marshal/s.
- (d) Liaise with the Marshal and assist with draws and pass on results and draws to the Announcers.
- (e) Report any safety concerns to the Arena Referee.

15.8.3. Tips for a Recorder

- (a) Do not assume you know the athletes name.
- (b) Double check which event you are recording.
- (c) Wherever possible, have the athletes report to you in the order that they finish.
- (d) Have pen (pencil) and paper available as a back up to the Waves/iPad system.
- (e) Carry a clear plastic bag (zip lock type) to shield your recordings/iPad in the event of wet cold conditions.

15.8.4. **So in summary** – The Recorder is required to accurately record the finish order of athletes across the finish line of a race in accordance with the rules and report any breaches of the rules, which in means *'correctly record the finish order of athletes in a race.'*

15.9. Starter

15.9.1. **Purpose** – an official that gives the signal to commence a race at a time when conditions allow for the fairest start for all competitors.

15.9.2. Duties of a Starter

- (a) Inspect starting equipment and area for safe and effective operation. Starting equipment may comprise of a starting gun/pistol, air horn or whistle. Report and safety concerns to the Arena Referee.
- (b) Liaise with the Arena Referee, Marshalls and Check Marshalls to facilitate the safe and smooth operation of race starts.
- (c) Monitor the surf and other conditions, and then consider and practice starting procedure to maximise the opportunity to provide a safe and fair start for all competitors.
- (d) Receive the competitors from the Check Marshal including confirmation of the number of competitors starting the race.
- (e) Ensure that the check starter is correctly positioned and ready.
- (f) Assemble the competitors and provide a briefing for the race and course in keeping with the competition rules and any amendments as approved or required by the Arena Referee and or Event Referee.
- (g) Ensure that all athletes are advised of any safety concerns and actions required of them, e.g. “there are potential ankle breaking holes in the sand during the wade sections of the race course. Please slow down and take care when crossing these sections to prevent injury.”
- (h) Advise competitors of the ‘starter calls’ and back up call should the ‘gun’ fail or competitor recall be required due to a false or unfair start.
- (i) Refer questions pertaining to event conditions to the Referee.
- (j) Line the competitors up in their allocated lanes in preparation for a start.
- (k) Ensure competitors, judging boats, Judges, equipment and water safety craft are correctly positioned before starting

the event.

- (l) When conditions permit start the race.
- (m) Use ear protection when using starting devices with caps and or ammunition.
- (n) Disqualify or eliminate a competitor for breaking the start, or for willfully disobeying the starters orders, or for any other obstruction during the start.
- (o) Notify the Section/Arena Referee of all disqualifications.
- (p) Inform the Chief Judge and Finish Judge of the number of starters.

15.9.3. Tips for Starters

- (a) Assess and monitor conditions for fair and safe starting options.
- (b) Communicate regularly with the Arena Referee about any concerns and guidance regarding the required interval between starts.
- (c) Liaise with the Check Starter and Check Marshalls to ensure that competitors are efficiently managed and supported as they assemble for their race.
- (d) Stand in an elevated position wherever practicable.
- (e) Where surf conditions are challenging, brief the competitors on how you anticipate starting the race, and keep talking to them as you assess and prepare for the start, to avoid any surprises.
- (f) When surf conditions prevent a safe and or fair start e.g. ski races, use a dry start and brief the competitors that they can enter the water at any time 'after' the gun goes, not necessarily 'when' the gun goes.
- (g) Ensure you are able to be heard by all competitors.
- (h) Ensure that the Check Starter is correctly positioned and can observe all competitors prior to the start commands commence.
- (i) Ensure competitors, duty boats, Judges, equipment and in IRB events the patients, are correctly positioned before starting the event.

15.10. Arena Referee (AR)

15.10.1. **Purpose** – Safely manage a designated arena and officials, in order to conduct fair events for all competitors.

15.10.2. Duties of the Arena Referee

- (a) Implement the rules and regulations governing the competition in the assigned arena.
- (b) Be aware at all times of the safety and welfare of competitors, officials and other persons involved in that arena.
- (c) At the Event Referees discretion, consider and adjudicate on protests.
- (d) Ensure all appointed officials are aware of their positions and responsibilities.
- (e) Provide reports and recommendations to the Event Referee and to SLSNZ on the conduct of the arena, when requested.
- (f) Liaise with the Results personnel and Announcers regarding entries and draws.
- (g) Conduct briefings of Officials on the conduct and programme for the Event including conditions, timetables, arena layouts, special events, emergency and safety arrangements.
- (h) In consultation with the Event Referee, make alterations to the programme that may be necessary and communicate these changes without delay to all affected parties. Any alterations should take into consideration the safety and welfare of the competitors and officials.
- (i) Consider and adjudicate on reports, unbecoming conduct, protests, breaches of rules and on all matters relating to the conduct of officials, competitors, managers, coaches and events.
- (j) Conduct pre and post competition briefings as considered necessary with the officials, managers, coaches and competitors.
- (k) When requested report to SLSNZ personnel on the conduct of the competition together with any appropriate recommendations.

15.11. Chief Judge (CJ)

15.11.1. **Purpose** – is responsible to the Arena Referee for the following duties.

15.11.2. Duties of a Chief Judge

- (a) Supervise and assists in the setting up of courses for events.
- (b) Roster, rotate, define position and allocate duties and responsibilities for Judges.
- (c) Manage, locate and position Judges to best determine the finish and recording of event results.
- (d) In consultation with the Arena Referee, adjudicate on the observations and recordings of Judges' and Recorder where necessary.
- (e) Report any breach or infringements of rules to the Arena Referee.
- (f) Co-ordinate results and authorise disqualifications in consultation with the Arena Referee.

15.12. Competition Liaison Officers:

15.12.1. **Purpose** - 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.

15.12.2. Duties of a Competition Liaison Officer

- (a) Be positioned so as to be accessible to competitors, coaches and team managers.
- (b) Advise the Area Referee, Deputy Referee or Event Referee of any concerns raised by competitors, coaches and team managers relating to event conduct, courses or safety issues.
- (c) Provide guidance for competitors, coaches and team managers on protest and appeal procedures and the best method of approach to the Event 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.

- (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 Event Safety Officer and Event Referee or their delegate.

15.13. Competition Appeals Committee (CAC):

15.13.1. **Purpose** - Competition Appeals Committee members shall be responsible for adjudicating on all matters referred to the committee by the Arena Referee or Event Referee.

15.13.2. Duties of Competition Appeals Committee

- (a) The Competition Appeals Committee will deal with all protests referred to it by the Arena Referee or Event Referee under rule 10.3.2(e) and all appeals made by Participants under rule 10.3.2(g) of the Competition Manual.
- (b) In considering protests and appeals, the Competition Appeals Committee shall allow all relevant parties a reasonable opportunity to state their respective case and bring forward relevant evidence to the Competition Appeals Committee. The Competition Appeals Committee shall consider the protest or appeal and make a decision. It may uphold or dismiss a protest or appeal and impose penalties and/or refer the matter to the SLSNZ Judicial Committee as set out in rule 10.5. of the Competition Manual.
- (c) The assistance of video or other electronic equipment may be used to consider appeals. However, the onus is on the protester to provide proof of authenticity and any clearly viewable evidence and viewing mechanisms at the time that the appeal is heard. A minimum 9 inch/228 mm (measured on the diagonal) tablet type device with high definition is generally considered to be the minimum size to properly adjudicate on an appeal.
- (d) The Competition Appeals Committee will advise the Participant and relevant parties of its decision and of any penalty (if relevant or appropriate) imposed.

15.14. Deputy Event Referee (DER)

15.14.1. **Purpose** – The DER leads and manages the officials to deliver a safe, efficient and fair competition across arenas as allocated by the Event Referee.

15.14.2. Duties of the Deputy Event Referee:

Pre Competition

- (a) Support the ER in the development of the Event Programme.
- (b) In conjunction with Arena Referees and where applicable the Deputy Event Referee/s, lead and manage the appointment of all other officials from the list of applicants.
- (c) Participate in pre-competition safety preparedness briefings / activities
- (d) In conjunction with the ER liaise with event registration personnel to ensure that event entries are appropriately managed and uploaded and operating correctly in Waves, the event management system.

During Competition

- (a) Attend event briefings for officials and team managers.
- (b) Lead, manage and support Arena Referees in their roles.
- (c) Monitor the performance of Arena Referees and other officials.
- (d) Execute agreed Competition Health & Safety Plan.
- (e) Continually assess conditions and liaise with the Event Referee regarding any changes to risk levels.
- (f) Monitor the operation and delivery of the event to ensure compliance to planned time lines, agreed performance levels and health and safety requirements.
- (g) Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting.

Post Competition

- (a) Participate in the competition debrief including reviewing against duties listed under Pre and During Competition.
- (b) Provide any safety / risk management learning's to the Event Referee in for continued improvement.

15.15. Event Referee (ER)

15.15.1. **Purpose** – The ER leads and manages the officials to deliver a safe, efficient and fair competition across all arenas for all competitors. The ER is supported by the ESO, EM DER and AR to provide effective safety management in all arenas before, during and after the competition.

15.15.2. Duties of the Event Referee:

15.15.3. Pre Competition

- (a) Develop the Event Programme in consultation the Event Manager and other event personnel as necessary.
- (b) Appoint (in consultation with the Referees Selection Panel where required) Arena Referees as required for the competition.
- (c) Liaise with the Event Manager to ensure that all competition equipment and infrastructure is organised.
- (d) Review and endorse the Competition Safety Plan develop through a collaborative approach with the Event Management Committee. This may include:
 - (i) Provide input to ensure appropriate safety and risk considerations are factored in to the competition.
 - (ii) Liaise with people with local knowledge on the venue and hazards.
 - (iii) Arrange provision of agreed safety resources for officials.
 - (iv) Participate in pre-competition safety preparedness briefings/activities
 - (v) Liaise with event registration personnel to ensure that event entries are appropriately managed and uploaded and operating correctly in Waves, the event management system.

15.15.4. During Competition

- (a) Conduct event briefings for officials and team managers.
- (b) Lead, manage and support Arena Referees in their roles.
- (c) Monitor the performance of Arena Referees and other officials

- (d) Execute agreed Competition Health & Safety Plan
- (e) Continually assess conditions and liaise with the Event Manager and Event Safety Officer regarding any changes to risk levels.
- (f) Monitor the operation and delivery of the event to ensure compliance to planned time lines, agreed performance levels and health and safety requirements.
- (g) Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting

15.15.5. Post Competition

- (a) Participate in the competition debrief including reviewing against duties listed under Pre and During Competition.
- (b) Provide any safety / risk management learning's to the Event Manager in for continued improvement.