

Event Management Committee Position Descriptions

Event Referee (ER)

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.

Duties of the Event Referee:

Pre Competition

1. Develop the Event Programme in consultation the Event Manager and other event personnel as necessary.
2. Appoint (in consultation with the Referees Selection Panel where required) Arena Referees as required for the competition.
3. Liaise with the Event Manager to ensure that all competition equipment and infrastructure is organised.
4. Review and endorse the Competition Safety Plan develop through a collaborative approach with the Event Management Committee. This may include:
 - a. Provide input to ensure appropriate safety and risk considerations are factored in to the competition.
 - b. Liaise with people with local knowledge on the venue and hazards.
 - c. Arrange provision of agreed safety resources for officials.
5. Participate in pre-competition safety preparedness briefings/activities
6. 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

1. Conduct event briefings for officials and team managers.
2. Lead, manage and support Arena Referees in their roles.
3. Monitor the performance of Arena Referees and other officials
4. Execute agreed Competition Health & Safety Plan
5. Continually assess conditions and liaise with the Event Manager and Event Safety Officer regarding any changes to risk levels.
6. Monitor the operation and delivery of the event to ensure compliance to planned time lines, agreed performance levels and health and safety requirements.
7. Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting

Post Competition

1. Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and
2. Provide any safety / risk management learning's to the Event Manager in for continued improvement.



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Deputy Event Referee (DER)

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

Duties of the Deputy Event Referee:

Pre Competition

1. Support the ER in the development of the Event Programme.
2. 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.
3. Participate in pre-competition safety preparedness briefings / activities
4. 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

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

Post Competition

1. Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed; and
2. Provide any safety / risk management learning's to the Event Referee in for continued improvement.



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Event Safety Officer (ESO)

Purpose - Implementation of the Competition Safety Plan including management of water safety crew, shore based first aid/medical services, execution of risk assessments during the competition.

Duties of the Event Safety Officer

Pre Competition

1. Review and endorse the Competition Safety Plan developed by the Event Manager
2. Provide input to ensure appropriate safety and risk considerations are factored in to the competition
3. Liaise with people with local knowledge on the venue and hazards to assist with the development of the competition safety plan
4. Arrange provision of agreed safety resources (i.e. lifeguard team, first aid/medical services, doctor etc)
5. Participate in pre-competition safety preparedness briefings/activities

At Competition

1. Execute agreed Competition Health & Safety Plan
2. Check the weather forecast and marine forecast for the competition site in the days leading up to the competition and on the day of the competition. Discuss any identified risk factors identified in the forecast with the Event Manager
3. Manage provision of the water safety crew (including rostering, equipment and communications)
4. Manage provision of the competition first aid / medical service ensuring any external providers are inducted into communications and operational protocols in accordance with the Competition Health & Safety Plan
5. Liaise with the lifeguard service that may be on duty to ensure safety of the public
6. 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 Management Committee before commencement of racing on any given day and subsequently every two hours during the competition
7. Monitor other competition site related safety factors and take action to mitigate identified risks (i.e. exposed tent pegs, holes on beach, wind lifting tents etc)
8. Where the competition is a multi-day format, participate in the daily Event Management Committee debrief meeting
9. Ensure the water safety crew and first aid / medical teams are completing their incident reports during the competition

Post Competition

1. Discuss the competition with both water safety and first aid/medical teams regarding how the competition went from a safety perspective
2. Participate in the competition debrief including reviewing any incidents that may have occurred and reflect on how they were managed
3. Provide any safety / risk management learning's to the Event Manager in accordance with SLSNZ's policy of continuous improvement.



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