

APPENDIX J

# **SERC PROTOCOL**

## INTRODUCTION

The Simulated Emergency Response Competition or 'SERC' is an important part of Life Saving competition.

This protocol is designed to assist those participating in, or organizing, a SERC competition. As well as providing detailed information on the Principles of Rescue required for a SERC competition it also aims to provide assistance in the design and staging of a SERC event. It should be used in conjunction with **Section 5 – SERC** of the RLSSA Sport and Competition Handbook.

The specific objectives of this document are:

- To assist in the effective planning of scenarios.
- Provide a guide for the preparation of clear and appropriately designed judges sheets, this includes the consistent allocation of marking criteria.
- To facilitate the effective overall planning and operation of the SERC event including site selection and preparation, and
- Provide a detailed listing of the officials required together with their specific responsibilities in the successful staging of this event.

Judges and competitors are expected to understand that SERC events are based on the principles that 'Good techniques must follow good judgment otherwise actions may be rendered ineffective in saving life.'

All water safety/rescue knowledge, skills and principles mentioned in this document are from the current RLSSA Swimming and Life Saving Manual. It is expected that all participants in a SERC event will be familiar with this document.

### PART A SERC Purpose

The object of the SERC test is to assess the initiative of the competitors in applying Life Saving skills in a simulated emergency situation. The nature of the emergency is not previously revealed to the competitors who are asked to respond appropriately to the emergency. Although subsequent actions are important, and indicative of correct or incorrect judgment, it is essentially the quality of thought that is being tested.

Good techniques must follow good judgement otherwise actions may be rendered ineffective in saving life.

It is important to note that the event is not a test of the imagination abilities of the competitors. The setting and the conditions in the competition area should therefore be as they are found by the competitors on entering the area, that is they should be realistic and appropriate to a still water environment.

# 1 EXPECTATIONS

## 1.1 COMPETITORS

It is important that competitors clearly show their intentions and actions to the judges. In responding to the emergency, the competitors are required to demonstrate:

- a) Self-preservation of the rescuer,
- b) use of the correct 'principles of rescue' (reach, throw, wade row, go),
- c) correct priority in dealing with casualties and maximum number of casualties made safe,
- d) care in handling casualties,
- e) appropriate use of aids and other available help,
- f) gaining information (e.g., number of casualties, skills of the bystanders),
- g) show control and leadership of the scenario,
- h) appropriate after care
- i) effective communication with victims and team members

## 1.2 JUDGES

It is expected Judges will have the required understanding and expertise in assessing the key features of priority, principles of rescue and techniques. A complete description of the Judge's role is found in **Part B Item 11**.

- a) Judges should be able to mark within the following parameters:
  - i. mark test items in isolation from each other
  - ii. show consistency of their standard for each competitor
  - iii. use the full range of available marks for each test item, displaying the use of a possible spread of marks.
  - iv. Recognise actions that are low risk to competitor/rescuer.
  - v. Understand when victims are made safe, not necessarily out of the water.
- b) Training of judges in recognized courses, or mentoring during actual competitions, will improve judges' ability.

### 1.3 PRINCIPLES OF RESCUE

The following is a summary of the principles of rescue to assist officials and competitors to understand the principles that underpin SERC design and judging expectations. However, the participants must be familiar with the RLSSA Manual.

Competitors apply the following basic rescue steps:

- *Recognition* of a problem,
- *Assessment* of the situation,
- *Plan* a course of action to overcome the problem,
- *Action* to affect the rescue,
- *Care* of the victim.

Assessment - When assessing the situation, competitors consider:

- *Capabilities* of the rescuer
- *Number* of victims
- *Position* of the victims
- *Condition* of the victims (e.g., non-swimmer, weak swimmer)
- *Rescue aids* (equipment) available
- *Conditions* prevailing (e.g., water depth, entry and landing points)

Plan - On the basis of their assessment, competitors plan a course of action which may involve:

- *Seeking assistance*
- *Organising assistance*
- *Informing* an available helper
- *Gathering* any appropriate aids or equipment
- *Performing* the rescue as necessary

The plan should establish control of the situation and *aim to preserve as many lives as possible*. The management of a rescue of multiple victims presents rescuers with choices.

In brief, rescuers should manage the situation as follows:

- *Mobilise* the mobile,
- *Secure* the safety of those in imminent danger,
- *Recover* and resuscitate those in need of continuous care.

The mobile may include those capable of assisting themselves to safety and bystanders.

Those in imminent danger may include non-swimmers and injured swimmers. Those in need of continuous care include unconscious, non-breathing, or suspected spinal-injured victims.

Action - When a suitable plan has been devised it should be put into action promptly. Competitors should be alert to changes in the situation and adapt their plan of action to respond to such changes.

- When carrying out a rescue, competitors must remember:
  - Rescue from a position offering greatest safety to oneself.
  - The management of rescue principles.
  - Approach victims with extreme caution.
  - Avoid direct personal contact with conscious victims.

If entering the water is inevitable, competitors select the most effective techniques for the situation without endangering their own life in any way.

The competitors' assessment of which victims take priority will depend on the nature of the emergency however, for in-water victims, competitors should follow these victim priorities in determining whom to help first:

- |   |                |   |                    |
|---|----------------|---|--------------------|
| 1 | non-swimmer    | 2 | weak swimmer       |
| 3 | injured person | 3 | unconscious person |

## 1.2 Non-Aquatic (Dry) SERC competitions

A SERC tests can be conducted in aquatic or non-aquatic environments. A test conducted in an aquatic environment is known as a wet SERC while a test conducted in a non-aquatic environment is commonly referred to as a DRY SERC.

The aim of a dry SERC is to demonstrate how lifesavers work as either an individual or as team in performing some or all of the skills associated with emergency response situations in non-aquatic environments. RLSSA usually run dry SERC competitions in Lifeguard Challenges while at APLSC a specific CPR competition is conducted.

Like a wet SERC, the dry SERC emergency scenarios are unknown until the start of the competition and shall be designed using the following principles:

- The event will be conducted in an appropriate environment and location.
- Competitors are NOT required to enter the water.
- Victims requiring assessment/treatment will not be in water.
- Where it is conducted adjacent to water the test shall be set to ensure competitors are NOT required to enter the water. However, there may be some movement of victims required as part of the scenario to ensure the safety of victims.

Tests shall be designed using one or more of the following approaches:

- An amalgam of single or multiple victim situations which are related.
- A group of victims involved in several situations which relate to a common theme, such as a road accident, picnic or workplace incident.
- The inclusion of additional victims and bystanders with medical or physical conditions requiring emergency care such as an unconscious, shock, heart attack or animal bite.
- Groups of victims with several multiple themes.

Similar to wet SERC simulated emergencies shall be staged as realistically (and as safely) as possible and should not test the competitors' imagination. For example, if a situation requires a burns victim there should be simulated evidence of a fire, or electrical wire, or chemicals.

For more information on conducting a dry SERC refer to the Commonwealth Championship Handbook or 2024 ILS Competition Handbook Rule 5.4.

## PART B SERC ORGANISATION

The SERC organizer should realize that the most time-consuming part of a SERC competition is not the design of the test scenarios but the completion of all the associated documentation, in particular the design of the judges' sheets and the allocation of points.

**Appendix 1** is a timeliner providing a clear indication of the steps required when organizing an APLSC SERC competition.

Familiarity with **Appendix 2 – The SERC Points Matrix** is crucial in ensuring that there is a consistent allocation of the appropriate weighting to each patient that is in keeping with their priority and speed of rescue.

It is also necessary to do a venue visit prior to beginning any SERC planning to check the facilities and amenities available. (Rule **2.5.3** and **Item 1** below). A final site check is required immediately before the SERC event begins. (Refer **Item 7** below) All checks should be in accordance any RLSSA Risk Assessment tools and Hazard Analysis Documentation which National Branch supplies to The Chief Referee, CPR, SERC and Equipment Organisers through the Championship Organiser.

As well as a SERC-O, an Assistant SERC-O should also be confirmed who will assist the SERC-O to prepare and run event. The other officials required in the planning of any SERC event is an approved SERC reviewer and a Host Branch contact. For their official role **refer to Rule 2.8.4a** and **Item 11** below.

### 1 EVENT PRE-PLANNING

#### 1.1 VENUE

Prior to the setting of tests certain information regarding the venue is important as these affect the actual potential test design. The details required are as follows: A venue check list as listed below.

- a. **Location:** A sketch map of the area is paramount, showing a plan of the pool including shallow and deep ends, concourse, steps along the side of the pool, spectator seating, and location of competitor security areas. It is desirable that photographs should be taken, or supplied, for future reference.
- b. **Common Hazards:** Identify problems, deck surface (slip and trip hazards), obstructions, stairs, gates underwater fittings and vents, surface between deck and pool, pool fittings (blocks, booms). This should be done in consultation with Chief Referee, Championship Organiser and APLSC Risk Assessor.
- c. **Depth:** Should be clearly indicated, noting the relevant pool ends and underwater furniture (e.g., viewing windows).

- d. **Competitor security:** The main consideration for competitor security is its proximity and clear access to the pool area from a secure starting position. Other aspects which must also be considered are:
- adequate size,
  - elimination of vision and sound from the competition area.
  - adequate toilet arrangements also need to be considered as competitors can be in security for considerable periods of time.
  - safety and movement of the competitors without spectator interference is also very important.
- e. **Gear security area:** A secure and lockable area must be found where equipment for staging the scenarios can be housed and kept out of view of competitors until security is closed. Ease of equipment movement from security to the pool-side after the competitor's security is closed must also be considered.
- f. **Water temperature:** A critical consideration to the staging the SERC events is the water temperature. For long periods of time the actors will be both in the water and, in many cases, expending a high level of energy. They cannot be expected to retain the same level of effort and action for each of approximately 30 competitors if the prevailing conditions are not suitable. The temperature of the water should be at 30°C, but no less than 28°C.
- g. **Environmental:** outdoor and indoor venues have different considerations, but both have ambient temperature considerations. It must be a major concern that air temperature as well as water temperature may lead to actors suffering from hypothermia. The surrounds of an outdoor pool have major considerations of UV factors along with possible effects of wind, rain and heat, especially if the competitor security is also located outside.
- h. **Venue Management Consultation** - The venue operator **MUST** be consulted on the following aspects prior to test design, noting that an explanation to the venue staff of what a SERC event may be required before the event requirements can be addressed:
- Request any venue Risk Assessment Plans that may be in place.
  - Confirm the availability of facility areas and any specialized aquatic equipment which may be on site and can be incorporated into the SERC Scenario. These would include such things as the use of diving towers or aquatic wheelchair lifts. Particularly ask about on deck Life Saving equipment such as rescue tubes and spinal boards.

- Confirm the need to remove and store lane ropes prior to the event. Request an estimate of the time venue management required to undertake this task.
- Confirm accessibility of areas behind the pool deck that is available for ONLY competitor and official movement.
- Confirm what specialised equipment can be brought into the venue from outside such as SCUBA tanks or paddle boards. These may still require management permission to be brought onto site and additional safety plans.

## 1.2 SECURITY

Both competitor and equipment security need to be close to the competition area, this is important for both timing and safety.

a. Competitor Security: Once security areas are decided the next step is to:

- organise layout of marshalling lock-up considering competitor comfort and marshalling requirements.
- decide on movement between marshalling and toilets.
- decide on where competitor briefings will be undertaken.
- arrange the method and timing to bring the competitor to the start position. **Note:** A water polo countdown device is recommended as it has a starting siren, an inbuilt countdown clock and automatic end siren.
- Decide and arrange any visual or sound barriers required for the security areas.
- Check start position for visual security and method of entry to competition area. Decide on barricade between the two areas.

b. Equipment Security - An area where SERC equipment can be kept out of view of the competitors and officials. The following should be considered:

- easy transport to and from competition area.
- arrange an efficient method of moving gear between security and in preparation for the scenarios, e.g., trolleying.
- consider movement, storage or relocation of venue fittings that are not required such as lane ropes, first aid equipment.

## 2 SCENARIO PREPARATION

### 2.1 Scenario Preparation Considerations

**2.1** Before designing a scenario for a SERC event there are two parts to the process, the considerations that form the framework in which the scenario will be performed and the actual components within scenario that test the competitors' ability.

It is important to ensure that the scenario is relevant to the expected skill levels of the competitors. It would not be expected that an U14 test would contain CPR requirements, nor should a SERC contain specialised rescue scenarios such as dealing with an underwater SCUBA diving injury.

**2.2 Framework Considerations** - There are 3 main factors to consider when preparing a scenario – Venue, victims and timing.

a) **Timing** – In deciding the time limits for a test consideration must be given to the following factors:

- The time available to run the event.
- Complexity of the test including the size of the competition area.
- Number of expected competitors.
- Distance from Security/start entrance to competition area.
- Number of actors in the scenario.

The following are the RLSSA recommendations on the length of time that should be allocated to each test:

	<b>Individual</b>	<b>Team (4)</b>
<b>Minimum size</b>	One (1) minute	Two (2) minutes
<b>Maximum size</b>	Two (2) minutes	Four (4) minutes
<b>Recommended</b>	One and half minutes	Three (3) minutes

b) **Victims** – The victim type depends greatly on the ability of the actors who will portray the victims and the availability of manikins. The following must be taken into consideration when designing a test:

- The number and age of actors available,
- Swimming ability and life-saving experience of actors available,
- Familiarity and understanding of broad principles of victim type as described in the current RLSSA Swimming and Life Saving manual.
- The number of manikins which can be able to be positioned on the pool bottom.

The following are the recommended number of victims that should be used in scenario. These numbers include manikins and bystanders (i.e., people not in danger).

	<b>Individual</b>	<b>Team (4)</b>
<b>Minimum number</b>	6	10
<b>Maximum number</b>	12	20

**NOTE:** Other than a human actor all briefings must indicate in advance how an unconscious person is to be represented e.g., manikin – rescue junior, rescue bob and this information must be recorded on all competitor briefing sheets. If a human actor is to be used as an unconscious victim, competitors must be informed in advance if any marking will be used for an unconscious person (e.g., mark on forehead, wearing cap).

c) **Venue** – When designing a scenario around any venue as well as the pool depth, pool surrounds and associated off deck areas the venue management requirements are also important. The Venue considerations detailed in **Item 1.2** above affect any SERC event in the following way:

- i. Pool Depth – The depth of the pool will influence the casualty type, the time required to complete the scenario and the difficulty of the rescue situation.

While there is no minimum depth in which a SERC Event may be held it is recommended that the RLSSA Diving Guidelines for Competitive swimming be used when designing a test and the necessary warning be given as part of competitive briefings.

- ii. Pool surrounds – The pool deck width, entry points and on deck obstacles, such as a diving board or raised platform, will affect the movement of competitors. Noting that venue organisation may change between site visits so always

recheck previous information. These considerations lead to the following decisions:

- Competition area to be decided especially the size of the event area and the amount of pool deck that will be used as a landing area for victims. It is acceptable for the whole deck to be used, or that more than one section of the deck may be designated as a landing area in the same test.
  - The competition landing area will be dictated by how many tests will run concurrently. This then leads to consideration on if there are any slip hazards in that movement area that must be dealt with.
  - Ensure entry and exit points are easily visible and explained at all briefings. Also, that equipment in the scenario will be located to keep the entry into the landing area clear of obstructions and hazards.
  - Decide on how to clearly define the competition area and entry. This decision must be made in consultation with the organising committee and venue staff while advice should be sought from the Host Branch.
  - Decide on whether lane ropes will remain in the water or be removed. Consider storage location off deck and removal time, similarly any mid-pool boom movement.
  - If there are steps (particularly in the water) or other obstacles in the competition area a decision should be made as to whether they can be removed, or used, and this information must be clearly indicated in the test design and briefing sheets.
- iii. Venue site consultation – As well as consulting the venue operator prior to test design further consultation is required during test design to address:
- Specific confirmation of the use of any on-site facilities and any specialized aquatic equipment that will be used during the event.
  - Confirm what, if any, equipment must be removed from the competition area, or rendered unusable, during the scenario such as a first aid station. This particularly applies to the removal and storage of lane ropes.
  - Confirm accessibility of areas behind the pool area that are available for ONLY competitor and official movement.

- Confirm what equipment will be brought onto the site and receive, in writing, permission to do so. Remembering to abide by venue safety requirements.
- iv. The following are the recommended area size when designing a SERC test. Noting that the dimensions of a 10 lane 50m pool is 1000 sq metres.

	<b>Individual</b>	<b>Team (4)</b>
<b>Minimum size</b>	180 sq m	250 sq m (1/4 of a 50m pool)
<b>Maximum size</b>	360 sq m	1000 sq m (Full 50m pool)
<b>Recommended</b>	250 sq m (1/4 of a 50m pool)	500 sq m for inexperienced 1000 sq m for elite competition

### 3 SCENARIO PREPARATION:

**3.1 Scenario Design** should be relevant to the expected skill level of the competitors. Therefore, the test components must meet the SERC Event requirements (Refer **Section 5**). The crucial aspect is that the scenario is set to test the skills, techniques and principles as per current edition of the RLSSA Swimming and Life Saving Manual.

Again, using the considerations outlined above the victim type, their location and equipment available are key to any test. These considerations are then added to an overall idea or situation so as to build a scenario. (Refer **Item 2.2** above)

**3.2 Scenario Conditions** - The test conditions should be as found and not a test of the competitors' imagination. The setting and conditions should be realistic and appropriate to a still water environment. A short one or 2 sentence description may be written and given to the competitors while in lock-up to prepare the competitors for the scenario they are about to enter. (Refer above **Part A – SERC Purpose**)

- a) Safety of all participants must be paramount, and the scenario should not put actors or competitor into a potentially hazardous situation.
- b) All tests should be achievable -that is that all victims are made safe and any unconscious casualties able to be reached. However, the test need not necessarily be completely 'achievable' i.e., not all victims are landed and receive after care.
- c) Victims – while they should conform to the required broad principles the test difficulty can be raised by:

- Victim cooperation towards a competitor's actions i.e., taking an aid against ignoring assistance or displaying panicking characteristics.
  - Victim type changing during the test i.e., from weak swimmer to non-swimmer.
  - Adding distractions such as bystanders not in danger that approach a competitor.
  - Cooperative victims that provide information against those who don't, such as the location of a manikin.
- d) Any planned change in a victim's role during a test must comply with the following:
- Marks must account for the change.
  - The change must be at a consistent scheduled time i.e., after 30 seconds.
  - The change must be consistent throughout the test.
- e) When locating a victim within the scenario thought must be given to the victim type and expected rescue. The principles to be considered are:
- Victim type consideration
    - placement and distance from safety,
    - equipment available for rescue,
    - any planned change to actor role,
    - need for specialised actor to undertake the role e.g., competitive diver of a diving board.
  - Expected rescue considerations:
    - priority of rescue,
    - should there be a speed assessment element?
    - quality of technique (e.g., effective CPR),
    - Low risk to competitor/rescuer,
    - Can victim be made safe but necessarily landed in time allocation?

**3.3 Scenario diagram** - Once the scenario has been designed a diagram and scenario description should be prepared and sent, in confidence, to the designated competition Risk Assessment Officer for review. When approved then other SERC documentation can be completed based on the scenario diagram.

- A Scenario diagram must identify:
  - the placement of equipment and victims (identified by number).
  - The competition area with entry and exit points.
  - any out of bounds area.
  - Security location.
- A diagram documentation must also include:
  - A short but detailed description of the scenario.
  - A key to victim numbers type of patient and any additional description e.g., No 5 – weak swimmer – a child fallen off board.
  - An equipment list.

The diagram should be used in the following documentation:

- Competition area with no scenario details - Competitor’s briefing sheet
- Full scenario diagram with descriptions – Judges and spectator guides

## 4. POINTS ALLOCATION:

**4.1 Scenario diagram** - Points are allocated to each victim and bystander using the Points Matrix as a guideline, (Refer in **SERC Protocol Appendix 2.**)

a) Note that the variation in points is dependent on the:

- casualty or bystander condition,
- level of difficulty of the rescue situation e.g., on the surface, submerged,
- proximity to rescue equipment,
- distance from the point of safety,
- equipment available,
- will any condition vary during the test.

b) Marking criteria is on the basis of

- casualty priority,
- expected speed of rescue,
- expected quality of technique and care of the casualty.

**4.2 Rough Handling of patient – Rule 5.6** allows for points deductions for rough handling of a manikin as well as verbal or physical abuse and rough handling of actors/officials.

Scoring for rough handling, either a score of **zero (0) or minus ten (-10)** only, is ALWAYS recorded at the bottom of the judge's sheet.

**Section 5** also allows for no points allocation for any action that uses non-designated equipment or the use of out of bounds areas.

**4.3 Marking system** - By using a direct marking system outlined above each designed test will have a different score total and as the allocation of judge's points is mainly subjective it is not possible to establish a parity of points between one event and another. Therefore, results from one event should not be compared on a total point's result.

The alternative indirect weighting method as used in ILS World Championships is where the weighting is secret to both judges and competitors and is dealt with by the recorders. The points allocated to all victims will be out of 10. This method may also be used at APLSC but only with the prior approval of the RLSSA National Sports Committee (Refer ILS document – SERC Guidelines)

## 5. JUDGES SCORE SHEET PREPARATION:

The Judges score sheet, and other documentation such as equipment list and actors list, should only be prepared after the scenario has been set and the points for each victim has been established.

It is expected that each victim will have a judging criterion specific to their victim type. As well as the judging criteria for each individual victim there MUST be an overall judging aspect of any scenario.

The allocation of an overall judge is an important aspect of assessing the competitors' overall judgement and application of the priority and principles of rescue as well as their control of the situation through communication both to the victims as well as their own team members.

The Judges sheets require as much thought as the actual scenario. All judges' sheets have 3 components the layout, wording and points allocation.

- i. The layout should be simple and easy to read, and the team information must be clearly shown on the top of the sheet.
- ii. The Wording should be clear, precise, concise.
- iii. Points available must be clearly shown with an easy to find location to record the allocated scores. (Refer to **Matrix Appendix 2**)

**Note:** It is usually the overall judge's role to make decisions on rough handling of victims and abuse of actors or officials. Space for rough handling should be included in the Overall judge's sheet; however, it can be omitted from that judge's sheet and a space added to each judge's sheet.

**Protocol Appendix 3A** contains a number of examples and suggestions for victim and scenario descriptions which can be used as a guide when preparing SERC documentation.

**Protocol Appendix 3B** sample set of Judges score sheets and Scenario diagrams.

## 6 DOCUMENTATION

The following documentation is essential preliminary preparation for the smooth operation of the SERC events and must be provided to the Championship Organiser for printing and distribution.

A Scenario diagram must be prepared which identifies the placement of equipment and victims. The diagram should also show the competition area with entry and exit points as well as any out of bounds area.

SERC requirements and Competitor Briefing sheets should be provided to the Championship Organiser at least 2 months prior to the competition. Any special safety requirements should be included in all relevant documentation to ensure that it is not overlooked in a verbal briefing.

A displayed notice for the venue entry advising the public. Recommended text - "that a Simulated Emergency Competition will be taking place and there was no place to be concerned if they hear people yelling or calling for "help. "

A sample of the various SERC documents are in Protocol **Appendix 3 – 7**

### 6.1 ORGANISATION LISTS

#### a) Actors List

Documentation regarding the number, approximate age and general abilities of the actors is required, emphasizing that the actor must be appropriate to the role and that

actors need to be able to maintain the role for the duration of the event. Example – A 12-year-old should not be acting as a drunk nor should a poor swimmer be put into a role that requires them to be in deep water for the whole time.

An actor checklist can also be prepared for each event ready for the inclusion of actual names of the actors.

This list is a confidential document if when victim types can be identified for each scenario.

### **b) Equipment List**

Initially a total list of the equipment required for the scenarios should be supplied to the Championship Organiser; this should include recommendations for spare equipment where breakages are likely.

An equipment list for each scenario should also be prepared and provided to the equipment officers prior to the competition start so they can ensure that the correct gear is pool-side for each event. It is also useful to provide the equipment officer with a copy of the relevant judge briefing diagram and any safety considerations to assist with equipment placement.

### **c) Special Equipment**

An organisation list should be provided to the Championship Organiser with any additional requirements required for the smooth operation of the event and do not assume it will be part of the normal APLSC organisation, this list would include such things as:

- a two-way radio communication system,
- stop-watches,
- equipment specific to security (lock-up) area,
- stanchions or barricades to secure the start and competition area from accidental intrusion by spectators.
- Water polo starting/countdown mechanism or similar,

### **d) Security Arrangements**

From the location map provided by the Championship Organiser, or Venue management, document any additional security arrangements or equipment needed, e.g., covering for windows or a "ghetto-blaster" to cut out sound from the competition area.

## 6.2 Competitor Briefing Sheets

### a) Competitor Briefing Sheets

There are 2 briefing sheets provided to competitors, one is the briefing that provides an overview of the specific event conditions while the other is the Scenario statement. Any special safety requirements should be included in both documents.

- i. Pre-Competitor Briefing sheets need to be prepared early so that they can be forwarded to each state prior to the competition. The briefing sheet must contain a summary of SERC rules and any organizational details pertinent to the event as well as the competition area diagram and the location of security.
- ii. Specific Scenario Briefing which is a scenario statement that is distributed in security to competitors. This statement is a summary of the scenario description should be no longer than two to three sentences in length and sets the scene for scenario but does not provide information on victim type or location. NB this document does not contain a diagram.

### b) Judges Briefing Sheets

The Judges Briefing sheet is an overview of the scenario which should include both a full diagram and a detailed description of the scenario as described in this document, plus any additional judging explanation or guidelines the SERC organiser considers necessary. Each judge should receive an individual sheet which has been clearly marked, usually with fluorescent pen to highlight the actors with whom they are concerned, and their positioning within the scenario area.

Any special safety requirements should be included.

### c) Spectator Guides

The Spectator guide is usually a modified copy of the Judges' Briefing sheet where the specific judging points have been removed. The guide adds to the understanding and enjoyment of the event by the spectators, and their inclusion is highly recommended. They are not made available to spectators until after the Security has closed.

### d) Actor Briefing Sheets

The Actor's Briefing is a judge briefing sheets annotated for this purpose, one for each actor in the scenario. It is advantageous to mark individual sheets with a fluorescent pen to highlight the actor's specific position on the diagram and also to mark the section in the description related to that actor. It is also desirable to notate these with

any additional information specific to that actor, e.g., knowledge about other casualties, response to rescuer.

Any special safety requirements should be included.

#### f) **Venue Guide**

Prepare as list for management that confirms the venue facilities and equipment to be used, the set up required in security rooms, corridors, pool deck and actual pool fittings, any special equipment that will be brought onto site, a timetable of when specific actions will take place remind staff that and supply at least 4 laminated signs that staff can post on the day advising the public that a SERC competition will be taking place.

### 6.3 JUDGES Sheets

These should be prepared and carefully checked in terms of the factors noted previously. These documents are kept confidential until the event security has been closed. They are provided to the Championship organiser for risk Assessment and printing. Once printed they are collated and secured into a designated envelop to be distributed the relevant judge who should receive only the score sheets required for their allocated position along with their Scenario Briefing Sheet.

There should be separate judges' sheets prepared for each victim or group of victims as well as a specific section or sheet to score the overall performance.

Any special safety requirements should be included.

## 7. SITE CHECK

At least 2-7 days prior to any SERC competition it is advisable to make contact with the venue to confirm all SERC arrangements. A physical SERC site check **MUST** be conducted at least 2 hours prior to any SERC event so that any problems can be dealt with before the event briefing, however a preliminary site visit the day before with the Equipment Organiser, Competition Manager and either the Event Director, Assistant SERC-O or Event organiser is the recommended.

It is essential that the SERC-O inform venue staff and organise for users of the venue to be informed that a SERC event is to be conducted so as not to cause concern. It may be necessary to brief on-deck lifeguards with a request as to where to position themselves so as not to interfere with the event.

The following checklist is recommended. **Items 1:1.3 to 1:1.4** should be referred to for details regarding each requirement.

- a) **Spectator Movements** - Ensure arrangements are made to eliminate the possibility of spectator interference with competitor access to competition area or with the scenario operation.
- b) **Security**
- i. **Competitor Security** – Check designated area is organised and suitable for security. Tables and chairs are in place, windows and doors are secured or covered and toilet arrangements are in place. Confirm the method and timing of competitor movement to the start position and that any holding stations are in place.
  - ii. **Competitor Start Position** - Check the holding area and barrier between starting point and entry to competition area. Check position for visual security and lack of trip hazards during entry to competition area. Confirm safe entry.
  - iii. **Equipment Security** - Check the SERC equipment and equipment secure area.
- c) **Pool Preparation**
- i. **Equipment movement** – Confirm that an efficient method of moving gear between security and competition area for scenario preparation is in place. Confirm movement, storage or relocation of venue fittings that are not required such as lane ropes, first aid equipment.
  - ii. **Venue equipment** - Confirm the announcing position and if announcements can be heard clearly on pool-deck. Conduct a starting device check and confirm location. It is a good idea to do an announcing and the start sound check just before competitors are called to security, so they are familiar with the start signal, especially if it different to the usual speed start such as water polo mechanism or whistle,
  - iii. **Marking of competition area** – The following must be undertaken before a SERC event can be conducted.
    - check on the method of defining the pool competition area(s) and the concourse area used for the scenarios. Refer below to Part 2: Item:2.2c.
    - arrange for the removal of pool steps or blocks if necessary.

- arrange for a physical barrier, e.g., witches hats, to be positioned to stop competitors entering from the wrong section of the pool.
- iv. **Safety** - Check the safety of the entry corridor between security and the competition area, check pool-deck for slip hazards and ensure that the concourse is clear of obstructions and hazards.
- v. **Meeting points** – Confirm location of where judges, and actors will meet prior to an event to receive documentation and specific scenario briefings.

## 8. COMPETITION PREPARATION

When a SERC is to be conducted as well as a site check there are other considerations. In the case of multiple SERC events there is usually no time for a short break at the conclusion of an event as the preparation for the following event must start immediately.

Actors, judges and other officials directly involved in effecting the smooth operation of these events are required to put in a long and intense effort.

To help facilitate this quick restart, and for the comfort and safety of the actors and officials it is desirable to provide the following are desirable.

### a) Actors -

- warm drinks on hand
- spare towels
- spare actors, changed in case they are needed
- suggest the wearing of a tee-shirt if actors are small and very thin.
- energy snacks such as lollies or energy drink regularly

### b) Judges, Security Marshalls, Equipment Officers, SERC Coordinator and Assistant

- provide a drink between events.
- energy snacks such as lollies or energy drink regularly

## 9. BRIEFINGS

**a) National Office** must confirm suitable briefing times for the judges, other officials and for the actors.

**b) Competition Management** - Championship Organiser, Chief Referee, the SERC-O and Assistant SERC-O need to meet prior to the competition days to confirm: Official allocations final arrangements for briefings, security, equipment, and to do a full site check.

**c) Officials** – There should be a general officials’ briefing to confirm the event organisation and allocation of official roles. At this briefing Judges will be allocated to specific scenarios or heat areas. This briefing MUST include an outline of safety considerations and the need for security, and no electronics, to avoid opportunities for competitors to gain an unfair advantage.

**d) Judges** as well as attending the general SERC officials’ briefings need a more specific briefing to cover the technical judge requirements. There may also be a judges’ briefings immediately prior to the start of each SERC event but after competitors have been called to security for the event to distribute documentation and allocate victims. Judges must be briefed regarding the following:

- allocation to events and specific test aspects.
- judges’ location in competition area.
- actual scenario details.
- scoring/score sheets being used and distributed where necessary.
- Information provided on actor and equipment allocations; confirm if judges need to collect or they will be distributed.
- signal arrangements to actors if action/condition changes are required.
- signal arrangements to SERC Coordinator for *ready* and *something is wrong*.
- checking the draw order, name and team for *each* competitor and reminded to check this information at the beginning of each heat.

**e) Competitors** - Prior to competition a competitor's briefing should be arranged to allow team coaches to check procedures on behalf of their team

members. Opportunity will be provided to clarify or confirm any issues contained in the previously distributed Competitors' Briefing sheet.

**f) Actors** There should be 2 briefings held for actors.

- 1) **The first** a practice session with the actors prior to the competition date is essential to check that they are able to accurately simulate the characteristics generally displayed by those in each category of drowning persons, as set out in the current RLSSA Swimming and Life Saving Manual.
- 2) **Second briefing session** is held immediately before event regarding the allocation of their specific victim roles in the scenario, also stressing the importance of the consistency of their acting. While the allocation may be conducted by an Actors' Organiser the judge appointed to supervise their section of the scenario must confirm their role and provide details of any specific actions or communication they should perform. This briefing must also cover the actor's actions during their rescue and after they are made safe. This includes if they are able assist in any way such as go for help or know first aid. Remind actors that:
  - they must notify their supervising judge immediately if they become exhausted or do something differently to a different test.
  - if events are running concurrently that when there are no further competitors in their area, they are still required to continue acting until all heats have finished.

## 10 COMPETITION DAY FUNCTIONS

### 10.1 Prior to Competition

The following checks and procedures need to be completed on the day of competition, immediately prior to the start of the event.

- a. Check that the pool area is correctly roped off.
- b. Ensure that signs, markers and barriers are in place to eliminate the possibility of spectator interference with the scenario area.
- c. Check safety plan is in place.
- d. Confirm recorders starter and announcers are familiar with their role requirements. Introduce runners to recorders.

- e. Check that judges have no further queries about the scenario with which they are involved.
- f. Judges check that all their actors have arrived and commence final briefing of the actors.
- g. Check that the security area is prepared and that the security personnel are in attendance.
- h. Conduct a start signal check for all officials and competitors.
- i. Have the competitors called to security at the nominated time.
- j. Meet with the equipment officers and SERC Event Directors; to answer any last-minute queries and to ensure that the gear is prepared.
- k. Brief the runners to collect score sheets but emphasis the need to wait outside the competition area during each actual heat.
- l. Have security closed at the nominated time.
- m. Set the pool ready to commence the event.
- n. Conduct a test run through without competitors to allow judges to observe actors and make corrections where necessary.

## 10.2 During Competition

The SERC Organiser, and Assistant SERC Organiser, should be located so that they can carefully observe the pool area throughout the competition.

Ensure all officials are vigilant to any potential or developing hazard or safety concerns so that they are dealt with immediately.

Close attention must be paid to the timing. Try to ensure fast and efficient resetting of the scenarios, with a consequent fast restart time for each heat.

Care should be taken to observe for the following potential problems.

- a. Consistent resetting of the scenario paying particular attention to
  - actor position,
  - equipment position and condition,
  - Any judge whose resetting is slow,
  - Note any discrepancies and immediately check with the relevant judges.

- b. Spectator movements which may inhibit or interfere with either the competition area or with the competitors.
- c. Physical condition of the actors, e.g., injuries or cold.
- d. Ensure officials are on lookout for spectator signalling.

### 10.3 End of Competition

The following checks and procedures need to be completed on the end of each event, especially if another event is to immediately follow.

- a. Confirm with security that there are no competitors waiting to participate.
- b. Check that the pool area to ensure that officers have started to remove equipment from the pool area.
- c. Ask announcer on your behalf to
  - thank officials and actors for their participation and return paperwork.
  - ask officials to return all paperwork.
  - ask spectators to acknowledge their efforts (clap)
  - if there is another event to follow immediately ask for officials and actors to move to briefing area and open security for competitors.
- d. Confirm with recorders:
  - that all marking sheets have been received.
  - and follow up any that are missing.
  - address any problems brought to your attention.
  - **Note** any teams who have received points adjustments or deductions on personal records.
- e. Check with Competitor Liaison to confirm that there are no outstanding competitor queries or protests.
- f. When results are decided:
  - check and sign so that they can be released for publication, announcement and distribution.
  - inform Championship Organiser of time that results were released, and presentation of awards may proceed.
  - NB usually presentation is held after time limit for protests has passed.
- g. Inform venue staff that event has finished, thank them for their co-operation,
- h. Final check that all
  - facilities used have been left tidy and clean and
  - venue equipment has been returned to rightful place.

## 11. SERC OFFICIALS – Roles and understandings

Officials should be an accredited RLSSA Pool Life Saving Official Course and as such are adequately trained to conduct their respective duties.

Where an official observes a change they shall report it to SERC-O. If, in consultation with the Chief Referee it is determined that the observed changes materially alter the test conditions, they may adjust the judges' score for the affected part of the test.

A full description of the role and duties of officials as well as the allocation of official roles can be found in **Rule 2.8**

It is useful to brief Event Directors and the Equipment organiser together so that they can co-ordinate their communication efforts.

As well as the SERC-O, an Assistant SERC-O should also be appointed who will assist the SERC-O to prepare and run event. The other officials required in the planning of any SERC event are an approved SERC Reviewer and a Host Branch contact. For their official roles are described below.

### 11.1 SERC Coordinator

The SERC Coordinator is responsible for:

- the design and staging of the SERC events in accordance with this document.
- briefing Judges, other SERC officials and the actors.
- preparing all SERC documentation and
- ensuring confidentiality of scenarios prior to the event.
- the allocation of official roles in consultation with the Chief Referee.

The order of teams shall be determined by a draw made by the Championship Organiser, in a method approved by the SERC-O, in consultation with the Chief Referee. The onus is on the SERC-O to ensure that the draw is according to [Section 5](#).

### 11.2 Assistant SERC Coordinator

Their role is to act as support the SERC Coordinator during the preparation leading up to the competition, especially in regard to scenario design and proofreading documentation. During the competition they assist the SERC Coordinator with the control and supervision of the event. These duties could include:

- sharing in the final briefing responsibilities,

- assisting with final checks,
- being another source of information for last minute queries
- being a second overall observer checking for consistency of the tests
- supervising the off-deck security and competition movement procedures.

### 11.3 SERC Reviewer

This role is to review the scenario design prior to the preparation of the official judges' sheets. The review is to ensure that it does not contain any safety risks or unacceptable hazards and to ensure that the scenario is appropriate for the experience of the competitors. The reviewer may be a previous SERC-O, the Chief Referee or the Assistant SERC-O but should be approved by the NSC.

### 11.4 SERC Confidential Contact

This role is given to a host Branch nominated official who is to communicate solely with the SERC-O to ensure that the actors are trained appropriately and to source equipment as well as provide any venue details necessary, such as the distance from lock-up to the competition area. At least 2 months before the competition this official is supplied with equipment lists and the patient type required for each scenario including any special patient skills that are required by the SERC-O. It is their responsibility to ensure that the actors are trained in the basic characteristics outlined in the protocol for each required victim type. They are not provided with any details of the actual Scenario. They should be aware that these arrangements are to be kept confidential and should understand that none of these specific requirements can be shared without the permission of the SERC-O.

### 11.5 Judges

- a) For *individual events* there should be at least two judges plus it is desirable to have an additional overall judge. For *team events* there should be an overall judge plus at least four to five judges.
- b) Judges must attend briefing sessions regarding scenarios and marking sheets being used. The judges should then do the final actor briefings and setting up of the scenario.
- c) It is vital that each judge only marks their own element of the test for every competitor participating in an event. Consistent standards and mark allocation as

well as using a good spread of marks are the important criteria. Judges doubling up to mark areas, then dividing scores to get an average, is not usually acceptable.

d) In order to effectively judge an event, they are expected to be familiar with the following practical aspects of the event:

- the patients /equipment under their supervision, including the specific test aspects they are to score.
- awareness of the best location for themselves and their actors/equipment to ensure consistency.
- actual overall scenario details.
- the scoring/score sheets being used.
- procedure to indicate an unexpected change of conditions.
- signal arrangements to actors if action/condition changes are required.
- ensuring that the draw order is recorded on the judges' sheets.
- that name and team for *each* competitor is clearly written on the score sheet.
- signal arrangements to SERC Coordinator/Event Director for *ready* and *something is wrong!*

## 11.6 EVENT DIRECTOR (Scenario director)

One Event Director is required for each scenario whose specific task it is to accurately reset the scene after each competitor and control the start for each test to ensure a fair start. Where possible they should not have any judging responsibility so they are free to address any problems which may arise. They should control the start for their event.

To effectively undertake this role the official must liaise with the SERC Organiser and be briefed on the following:

- a. Confirmation regarding setting and re-setting the scene. Stress the need for:
  - people and equipment to be in the same position each time.
  - all people and equipment that can get wet must be wet at the start of competition.

- similarly, dry people and equipment must stay dry throughout the event. If they accidentally get wet, they must be dried or replaced as appropriate.
  - any variance in the acting or in the actual scene must be reported to SERC Coordinator or Assistant SERC Coordinator so that marks can be adjusted if necessary.
  - quick and efficient re-setting.
- b. Arrange signals to SERC Coordinator for ready and something is wrong, ensuring that all officials in their test area are informed of the procedure to be used.
- c. It is useful to brief Event Directors and equipment officers together so that they can co-ordinate their efforts.

## 11.7 Starter

Their role is to start and stop each heat. It is essential that the Starter is aware of the mechanism to be used and ensure that they are present when it is tested before the start of the event. This is especially necessary where a water polo stop clock or a computer score board countdown clock is to be used. The Starter should confirm with the Event Director that the starting sound or signal can be observed by all officials and actors. They should have a whistle and a second back-up stopwatch, is essential.

The Starter must be familiar with the following:

- The starting mechanism to be used.
- length of each heat
- start and finish signals ready
- signal from SERC Coordinator or Event Director
- SERC procedures
- Method of communication with the Check Starter

## 11.8 Event Timekeeper

Their role is as back-up for the Starter in case of difficulty, most commonly starting mechanism failure during a heat.

## 11.9 Actor Timekeepers

A timekeeper is allocated to any technical judge who has a speed component in their judging criteria or a victim whose role requires a change in condition or position during the scenario. The timekeeper is to ensure that such changes are made with consistent timing, and any speed criteria is accurately timed. They also act as a 'second pair of eyes' for the judge.

## 11.10 Runners

Runners are required to collect the judges' mark sheets at the end of each heat and relay them to the recorder. They also relay important queries from the judges, or other officials, to the SERC Organiser or Event Director.

## 11.11 Equipment Organiser

This official must understand the need for SERC confidentiality and secrecy. They are required to personally check all the equipment prior any event. They are also responsible for ensuring that the equipment is ready to be placed into the competition area as soon as the competitor security area is closed.

The equipment organiser is provided with an overall equipment list as well as a list of equipment for each test and scenario plan of the pool indicating specific siting of each piece of equipment.

They also need to brief their equipment officers regarding the following:

- Allocation of roles to each equipment officer
- keeping the equipment security area closed
- moving equipment to the competition area
- assisting with resetting scenarios after each competitor where applicable.

## 11.12 Equipment Official

The following equipment officials are required:

- Four assistants to help prepare gear and move it to the poolside.
- One person should remain in place for each event to help check that equipment is correctly placed for the restart of each heat.
- replace any equipment that is damaged or faulty.
- In-water gear re-setters according to the nature and placement requirements of the equipment being used. This could include manikin placement.

## 11.13 Security Marshalls

Security Officials are appointed to the following roles:

- Chief Marshall,
- Marshall
- Check Starter
- Escorts may need to include chaperones for change room duty.

Only Officials experienced in SERC protocols should undertake the roles of Chief Marshall and Check Starter.

The designated Chief Marshall will:

- coordinate all the officials who are located in the off-deck security area.
- ensure consistency in any Scenario Briefing.
- provide consistent distribution of a Scenario Statement when required.
- liaise with the SERC Organiser and/or Event Director to ensure the correct competitor order and start signals.
- ensure safe movement of athletes to the competition area.
- organise escorts to move competitors safely and consistently.
- organise for the safe removal of competitor belongings to be available after they have completed their test.

- Ensure strategies are in place to check, monitor and remove devices that provide a link to outside. This includes watches and headphones.

There should be at least two security personnel inside each security area with the competitors. Their role is to marshal the competitors according to **Section 5 Rule 3** and supervise the movement of competitors from the marshalling area to liaise with the Check Starter.

The Check Starter is under the supervision of the Chief Marshall. Their role is:

- to hold the competitors at their starting point until the start signal is given.
- ensure that competitors do not see any part of the competition area while awaiting the start.
- ensure that the starting area and the entry onto the competition area is safe, free of hazards.
- ensure that the competitors' movement will be unimpeded.

Escorts - Depending on the site of the security area, and it may be necessary to have further security officials (known as escorts):

- supervise each 'holding' area as the competitors move to their entry point ready for the Starter's signal.
- oversee competitor movement to toilet facilities.
- oversee the movement of spectator "traffic" to ensure a clear access for the competitors to the pool competition area without contact with spectators.
- Movement of competitor belongings from security area to collection area.

The briefing of all Security Officials should include:

- method of communication between security areas and the SERC Coordinator, (preferably arrange 2-way radio communication).
- explain competition area plan and the competitor starting position.
- familiarize officials with the actual security area and lock-up procedures.

- method of checking competitor order.
- procedure for moving competitors to the *ready* position.
- procedure to signal '*ready*' to SERC Organiser or Event Director.
- explain toilet arrangements and movement of competitor belongings.

## 11.14 Announcer

Announcers must understand that their role is mainly to provide information to officials and competitors not to commentate event, emphasis there should be no commentary or announcement as these could inadvertently disclose test components or identifies equipment or victims.

The Chief Referee should arrange a signal to the announcer to call for quiet ten seconds prior to each restart.

Brief the announcer regarding the following announcement to be made:

- spectator explanations about seating, restricting movements and maintaining quiet during the actual event.
- ongoing reminders of the importance to not point or signal competitors.
- marshalling calls and security 5 minute and 1 minute closing warnings
- in the 10 seconds of quiet before restart requirement to announce the competitors about to enter the competition area.
- at conclusion of each heat acknowledge the team or competitors who have just finished.

## APPENDIX J INDEX

- 1. SERC Organisation Timeline**
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- 7. Sample Actor and Equipment Check List**

## SERC PROTOCOL APPENDIX 1 – SERC ORGANISATION TIMELINE

This timeline provides a clear indication of the steps required when organizing an APLSC SERC competition. The SERC organizer should realize that the most time-consuming part of a SERC competition is not the design of the test scenarios but the completion of all the associated documentation, in particular the design of the judges’ sheets and the allocation of points.

Familiarity with *Appendix 2 – The SERC Points Matrix* is crucial in ensuring that there is a consistent in allocation of the appropriate weighting to each patient that is in keeping with their priority and speed of rescue.

<b>Competition Countdown</b>	<b>Action by</b>	<b>Action</b>
12 months prior	National Sport Committee (NSC)	Selection of SERC Organizer (SERC-O) (2-year term)
9 months prior	National Office	<ul style="list-style-type: none"> <li>• Organize site visit for Key Officials</li> <li>• to check recommended specifications</li> <li>• Provide any RLSSA risk Assessment tools and Hazard Analysis documentation to Key officials.</li> <li>• Sketch map and photographs of site layout to SERC Coordinator</li> </ul>
8 months prior	National Office and (SERC-O)	Select location of security areas including marshalling stages and equipment security areas
6 months	SERC O	Prepare Scenarios
6 months prior and progressively	SERC O / Assistant	Prepare: <ul style="list-style-type: none"> <li>• Mark Sheets</li> <li>• Actor Summary lists</li> <li>• Equipment Summary lists</li> <li>• Actor checklists</li> <li>• Judge briefing sheets</li> <li>• Competitor security briefing sheets</li> <li>• Spectator guides</li> </ul>
4 months prior	SERC-O / CPR-O and Chief Referee	Review Pre-Competition Competitor briefing sheet
3 months prior	SERC-O	Send to National office/ Host STMO SERC contact: <ul style="list-style-type: none"> <li>• Actor summary lists</li> <li>• Equipment lists</li> <li>• Special equipment needs</li> <li>• Team briefing sheets with venue information</li> </ul>

<b>Competition Countdown</b>	<b>Actioned by</b>	<b>Action</b>
3 months	SERC-O	Competitor briefing sheets to National Office
3 months	National Office and Chief Referee	Confirm schedule of meetings with CPR and SERC Coordinator
2-3 months	SERC-O Approved reviewer and APLSC Risk Assessor	Documentation reviewed to ensure appropriate to competitor skill, consistency, hazards and other identified requirements.
2 months prior and progressively	SERC-O	Send to National Office for printing: <ul style="list-style-type: none"> <li>• Judge [actor] briefing sheets</li> <li>• Mark sheets</li> <li>• Spectator guides</li> </ul>
2 months prior and progressively	Chief Referee	Consult with SERC and CPR Coordinators on officials' allocation
6 weeks prior	National Office	Distribute briefing sheets to team coaches
	National Office	Advise: <ul style="list-style-type: none"> <li>• Actors of arrangements for training/briefings</li> </ul>
At least 4 weeks	SERC-O and National office	All paperwork must be finalized and sent for printing. Printing: <ul style="list-style-type: none"> <li>• Judge [actor] briefing sheets</li> <li>• Mark Sheets</li> <li>• Spectator guides</li> </ul>
2 weeks prior	SERC-O/Host STMO	Check that all equipment is available
During week prior	SERC-O	<ul style="list-style-type: none"> <li>• Site check with Championships Coordinator and Chief Referee</li> <li>• Collate all paperwork and highlight as required.</li> <li>• Notate actor briefing sheets</li> </ul>
	SERC-O / Assistant and Equipment Org	Equipment check Provide equip list and pool layout for each test
	SERC-O / CPR-O and Chief Referee	Confirm officials' allocation with Chief Referee and timing of officials of briefings.
	SERC-O or assistant	Actor practice
Before event	SERC-O	<ul style="list-style-type: none"> <li>• Overall briefings - judges, competitors and officials</li> <li>• Attend team briefing</li> </ul>
Day of event	SERC-O	<ul style="list-style-type: none"> <li>• Check all organization with venue staff and actors.</li> <li>• Brief officials</li> <li>• Confirm security room layout</li> </ul>

## SERC PROTOCOL APPENDIX 2 – SERC POINTS MATRIX

This matrix provides a guide for a consistent allocation of technique points according to the victim priority, their condition and distance from safety. The Matrix also provides a guide for the allocation of points for the speed to reach a high priority victim, these are known as speed points.

It must be understood that the points allocated to a victim are the maximum points that a judge can award to a competitor for their technique when dealing with the victim – victim recognition, rescue, communication and after care. Points must be allocated to each victim/bystander in the test.

### SERC Matrix Use

#### Step 1 – Design the scenario.

To use this matrix effectively the SERC Organiser first designs the scenario narrative then decides the victim type, location and condition (such as panicking or knows CPR) in accordance with **Rule 5.9** and **SERC Protocol – Item 3**. Once these decisions are made then the SERC-O makes a decision on the equipment available and the bystanders.

**Note:** The type of victim is based upon their swimming ability while their condition is determined by their actions such as co-operation, mental state, disability and knowledge.

#### Step 2 – Allocate points.

The matrix is constructed with one table for each Victim type – The victim condition is on the vertical column and the distance from safety on the horizontal row. To determine the points to be allocated:

1. Find the table that pertains to the victim type.
2. Read down the column to locate the description that most closely relates to the victim condition.
3. Read across the row to find the distance from safety for that victim.
4. The number shown are the points suggested for condition.

#### Overall points

There should be points also allocated for overall control and effectiveness. It is suggested that the maximum points allocated should be:

- 10 points for Individual event
- 20 points for a team event.

Individual events - it is acceptable for one judge to be allocated an overall judgement and a number of victims.

Team events - It is recommended that one judge is solely responsible for giving the overall effectiveness point and in this case the 20 points can be divided into specific criteria. However, if one judge is required to allocation overall points and also points for a victim treatment then, the overall effectiveness criteria should not require more than 2 sections of 10 points. Example – 10 points for communication and teamwork, 10 points for victim priority and technique.

**Rough Handling of patient** –The scoring for this is ALWAYS recorded at the bottom of the judges' sheet and is either a score of **zero (0) or minus ten (-10)** only. It is usually the overall judge's role to make decisions on rough handling of victims and abuse of actors or officials; however, it can be omitted from the overall judge's sheet and added to each judge's sheet.

**SERC Matrix**

**Table 1 – Unconscious Victim**

ACTOR TYPE (plus condition and equipment)	On	DISTANCE FROM EDGE (in metres)					
	Deck	0	1 - 4m	5 – 9m	10-14m	15 –20m	20 –50m
<b>Unconscious</b> – on surface (No equipment)							
(i) Speed points	3	5	6	7	8	9	10
(ii) Technique and care	8	10	12	14	16	18	20
<b>Unconscious</b> – on surface near support equip							
(i) Speed points	3	4	5	6	7	8	9
(ii) Technique and care	8	8	10	12	14	16	18
<b>Unconscious</b> – on surface (support equipment distant)							
(i) Speed points	3	5	6	7	8	9	10
(ii) Technique and care	8	9	11	13	15	17	19
<b>Unconscious</b> – submerged manikin							
(i) Speed points	NA	6	7	8	9	10	12
(ii) Technique and care	NA	12	14	16	18	20	22
<b>Unconscious</b> – on/in floating aid.							

(i) Speed points	NA	4	5	6	7	8	9
(ii) Technique and care	NA	6	8	10	12	14	16
<b>Unconscious</b> – spinal injury							
(i) Speed points	3	4	5	6	7	8	9
(ii) Technique and care	10	12	14	16	18	20	22

**SERC Matrix**

**Table 2 – Non- Swimmer**

ACTOR TYPE (plus condition and equipment)	On	DISTANCE FROM EDGE (in metres)					
	Deck	0	1 - 4m	5 – 9m	10-14m	15 –20m	20 –50m
<p><b>NB</b> – On deck victims will enter water unless stopped. Once in water No speed points –</p> <p>Points available for Technique and Care available are half.</p>							
<p><b>Non-swimmer</b> – Starts on deck as Bystander. Can be stopped from entering water.</p>	<p>If Stopped – 12 points</p> <p>If enters water – 6 points</p>						
<p><b>Non-swimmer</b> – Facing rescuer</p>							
(i) Speed points	6	6	7	8	9	10	11
(ii) Technique and care	8	10	12	14	16	18	20
<p><b>Non-swimmer</b> – facing away from rescuer</p>							
(i) Speed points	8	6	7	8	9	10	12
(ii) Technique and care	10	12	14	16	18	20	22
<p><b>Non-swimmer</b> – in water Close to gear</p>							
(i) Speed points	NA	5	6	7	8	9	10
(ii) Technique and care	NA	10	12	14	16	18	20
<p><b>Non-swimmer</b> – On floating aid (Max for stopped entry)</p>							
(i) Speed points	NA	6	7	8	9	10	11

(ii) Technique and care	NA	8	10	12	14	16	18
<b>Non-swimmer</b> – In water - becomes unconscious after 15-45 secs							
(i) Speed points	NA	6	7	8	9	10	12
(ii) Technique and care	NA	12	14	16	18	20	22
<b>Non-swimmer</b> – with injury							
(i) Speed points	8	6	7	8	9	10	12
(ii) Technique and care	10	12	14	16	18	20	22
<b>Non-swimmer</b> – grasping another swimmer							
(i) Speed points	NA	8	9	10	11	12	14
(ii) Technique and care	NA	12	14	16	18	20	22
<b>Non-swimmer</b> - intoxicated							
(i) Speed points	8	6	7	8	9	10	11
(ii) Technique and care	10	12	14	16	18	20	22

**SERC Matrix**

**Table 3 – Weak Swimmer**

ACTOR TYPE (plus condition and equipment)	On	DISTANCE FROM EDGE (in metres)					
	Deck	0	1 - 4m	5 – 9m	10-14m	15 –20m	20 –50m

<b>Weak Swimmer</b> – moving towards rescuer / edge.  (i) Technique and care							
	NA	10	11	12	13	14	15
<b>Weak Swimmer</b> – entering from edge and/or moving away from rescuer.  (i) Technique and care							
	12	12	14	16	18	20	22
<b>Weak Swimmer</b> – moving across pool.  (i) Technique and care							
	NA	11	13	15	17	19	20
<b>Weak Swimmer</b> – entering from floating aid voluntarily.  (i) Technique and care							
	NA	12	14	16	18	20	22
<b>Weak Swimmer</b> –hit by equip /disorientated.  (i) Technique and care							
	NA	14	16	18	20	22	24
<b>Weak Swimmer</b> – delayed entry into water after start (10-30 secs)  (i) Technique and care - if stopped  (ii) Technique and care - If enters water	<b>High score for stopped entry</b>						
	14	12	NA	NA	NA	NA	NA
	NA	8	10	12	12	12	12
<b>Weak Swimmer</b> – Intoxicated.  (i) Technique and care - if on deck for longer than 10 secs before enters water.	<b>NB -High score for stopped entry. Low score if enters water</b>						
	12	8	8	6	4	4	2

(i) Technique and care – if in water at start	12	12	14	16	18	20	22
<b>Weak Swimmer</b> – Grasped by non-swimmer.							
(i) Speed	NIL -Recorded in non-swimmer score						
(i) Technique and care		12	14	16	18	20	22
<b>Weak Swimmer</b> – Taken into water, panicking.							
(i) Technique and care		12	14	16	18	20	22

## SERC Matrix

### Table 4 – Injured Swimmer

ACTOR TYPE (plus condition and equipment)	On	DISTANCE FROM EDGE (in metres)					
	Deck	0	1 - 4m	5 – 9m	10-14m	15 –20m	20 –50m
<b>Injured Swimmer</b> – arm /leg (on/near edge or equip)							
(i) Technique and care	6	8	10	12	14	16	18
<b>Injured Swimmer</b> – arm/leg (no supporting equip)							
(i) Technique and care		10	12	14	16	18	20
<b>Injured Swimmer</b> – spinal and conscious							
	10	16	18	20	22	24	26

(i) Technique and care							
<b>Injured Swimmer – severe leg / arm cramp</b>							
(i) Technique and care		10	12	14	16	18	20
<b>Injured Swimmer – hit equip / panic and disoriented.</b>							
(i) Technique and care		14	16	18	20	22	24
<b>Injured Swimmer – heart attack</b>							
(i) Speed points	4	4	5	6	7	8	9
(ii) Technique and care	8	12	14	16	18	20	22
<b>Injured Swimmer – heat exhaustion /sunburn / breathing difficulties (e.g., asthma)</b>							
(i) Technique and care	6	8	10	12	14	16	18
<b>Injured Swimmer - Choking</b>							
(i) Speed points	4	4	5	6	7	8	9
(ii) Technique and care	8	10	12	14	16	18	20
<b>Injured Swimmer – Grasped by Non-swimmer.</b>							
(i) Speed points	Recorded in Non-swimmer score						
(ii) Technique and care		12	14	16	18	20	22

**SERC Matrix**

**Table 5 – Bystander**

ACTOR TYPE (plus condition and equipment)	On	DISTANCE FROM EDGE (in metres)					
	Deck	0	1 - 4m	5 – 9m	10-14m	15 –20m	20 –50m
<b>Bystander – Adult</b> /can assist CPR (on edge or on equip in water).  (i) Technique and care OR  (ii) Interference							
	4	4	4	6	6	6	6
	8	8	8	10	10	10	10
<b>Bystander – Adult</b> / panic (on edge or on equip in water).  (i) Technique and care							
	8	10	10	12	12	12	12
<b>Bystander – Adult</b> / able to Lifesaver assist (on edge or equip in water).  (i) Technique and care (cooperative) or  (ii) Technique and care (Interference)							
	4	4	4	6	6	6	6
	8	8	8	10	10	10	10
<b>Bystander - Adult</b> untrained but cooperative (on edge or equip in water).  (i) Technique and care (cooperative)  (ii) Technique and care (Uncooperative)							
	4	4	4	6	6	6	6
	8	8	8	10	10	10	10
<b>Bystander – Adult</b> in water cooperative.  (i) Technique and care (cooperative)  (ii) Technique and care (Interference)							
		4	4	5	6	6	8
		8	8	9	10	10	10

<b>Bystander – Child on edge or equip.</b> (i) Technique and care (cooperative)	4	4	4	6	6	6	6
	8	8	8	10	10	10	10
<b>Bystander – Child in water playing.</b> (i) Technique and care (cooperative)		4	4	6	6	6	6
		8	8	10	10	10	10
<b>Bystander – Distraction/ inhibitor</b> (Child/adult) e.g., no English. (i) Technique and care							
	8	10	10	11	12	12	12
<b>Bystander – enters water and becomes weak swimmer / injured / non-swimmer.</b> (i) Speed points (ii) Technique and care	If stopped from entering water - 10 plus speed points						
	If enters water, then use corresponding victim score – Weak swimmer						

### **Speed Points – These are Priority Timing Points**

The points allocated for speed to a victim are objective, not subjective, i.e., they are allocated according to the actual time that it takes for a competitor to complete an action. The higher the victim priority the shorter the time range (speed) given to score points. It is highly recommended that judges are required to note the actual time on their score sheet as well as allocating the speed points so recorders / SERC-O can check points if required.

#### **Examples of timing scores**

The Tables above give the suggested speed scores for each priority victim type. However, the faster a competitor gets to a priority victim the higher the points. Noting that not all victims have speed points.

The grid below - To allow for a range of points based on speed this grid gives examples of how the points allocation is shown on the Judges allowing for the different victim type and the manner.

**Table 6 – Example of Speed Points**

Key =                    less than 25 seconds                    shown as                    < 25 secs  
    more than 60 seconds                    shown as                    > 60 secs

	<b>Non-Swimmer</b>		<b>Weak Swimmer</b>		<b>Unconscious</b>	
	Speed in reaching casualty.		Speed in reaching casualty.		On surface -Speed in reaching casualty and face up:  Submerged – head breaking surface.	
	Time (secs)	points	time (secs)	points	time (secs)	points
Ex 1	Unconscious after 45 secs					
	< 25 sec	6 pts	< 30 secs	8 pts	< 30 secs	6 pts
	26 - 35 sec	4 pts	31 - 60 secs	6 pts	31 - 60 secs	4 pts
	36 - 45 sec	2 pts	>90 secs	2 pts	61 - 90 secs	2 pts
Ex 2	<30 sec	8 pts	20-30 sec	7 pts	< 30 secs	8 pts
	31 - 45 sec	6 pts	30-60 sec	4 pts	31 - 60 secs	5 pts
	46 - 60 sec	4 pts	>60 sec	2 pts	61 – 90 secs	3 pts
	> 60 sec	1 pts			90 > secs	1 pt
Ex 3	< 20 sec	8 pts			< 30 secs	6 pts
	21 - 40 sec	5 pts			31 - 60 secs	2 pts
	40 – 60 sec	3 pts			61 - 90 secs	1 pts
Ex 4	< 30 sec	10 pts			<40 secs	9 pts
	31 - 60 sec	7 pts			41 – 60 secs	6 pts

	> 60 sec	4 pts			61 - 90 secs	4 pts
					>90 secs	2 pts
Ex 5					<60 secs	7 pts
					61-90 secs	4 pts
					>90 secs	2 pts

# **EXAMPLES**

**of**

# **DOCUMENT TEXT**

## DOCUMENT WORDING - SAMPLES

The following are suggested text examples for use when preparing Briefing and Judges Sheets

### INDEX

- A Competitor Briefing Statement**
- B Full Scenario Description**
- C Victim Descriptions**
- D Judges Victim Assessment Guidance**
- E Speed Guidance**
- F Overall Assessment Guidance**
- G Spectator Guidance Information**

### **A - Competitor Briefing Statement**

Once competitors are in SERC security and after lock-up they can be given a brief orientation statement before they move to the starting point. This short briefing statement is a scenario overview and may include any special conditions. The scenario statement should be summarised version of that found on the judges and spectator guides. 2 examples are provided below.

#### **Example 1**

*As you and your friends enter a public swimming pool you hear 2 explosions: Due to debris from the explosions only one small part of the pool deck can be accessed.*

*The test start will be the normal SERC start signal. You will not actually hear the sound of an explosion. NOTE any burnt material is demonstrated by blackening.*

#### **Example 2**

*You are hiking along an isolated section of coastline with your friends when you see an emergency situation in a rock pool.*

*There is only one designated access point for the scenario. If you secure or land a victim, it **must** be done **within this area**. If you use any other pool deck area you **will not** score any marks.*

## **B – Full Scenario Description**

A full scenario description is the starting point for all SERC design. This description is then used in various documents, but mainly for the Spectator Guide and Judges Guide as well as the summary for the Competitor's starting statement. The full scenario description should not be much longer than the summary but is usually accompanied by scenario diagram and the individual victim descriptions.

**Below is** the expanded example from Example 1 above.

*A group of friends are hiking along an isolated section of coastline when they see an emergency situation in a rock pool. The rock pool has no shallow access and only a small rock platform that provides safe entry to the water. There is mobile phone coverage, but the closest public phone is 2 kms away.*

*There is only one designated access point for the scenario. If the team secure or land a victim, it **must** be done **within this area**. If they use any other part of the pool deck area, they **will not** score any marks.*

## **C – Victim Descriptions**

Victim statements should be clear and concise. They should only contain a brief explanation of their role in the scenario and any relevant directions that are needed to undertake the role effectively. These directions may include positioning, required actions or speech. Usually no more than 2-3 lines should be used for each description.

The examples provided below also demonstrate how they should appear in documentation using **bold** and underline to draw the readers eye to the victim type and essential information.

**Non swimmer** (facing away) previously fallen off tyre. Panicking. Will grab anyone who comes near. Will go unconscious after **45 secs** unless secured.

**Non-swimmer** in clothes who was sitting on the chairs but due to the explosion ended up in the water, will become unconscious after 30 second. (wife / companion of 8)

**Non- Swimmer** (Child), member of swim class drifted away with friend (4) has lost kickboard. Gasping for breath and wants mother when secured.

**Unconscious** - Resusci junior manikin on bottom of pool. Fell out of boat.

**Unconscious** – Resusci junior manikin. Strapped into wheelchair that rolls into water on starting signal.

**Unconscious** – Resusci baby manikin. Submerged, was held by 8 and thrown into water by force of explosion.

**Weak swimmer** (wearing clothes) who jumps in to save everyone. If asked, knows CPR. Despite being rescued, he won't exit pool until he is told he is needed to do CPR on shore.

**Weak swimmer** who left the boat. Lots of splashing but going nowhere. Will grab aid but only says 'No English' if asked question. When on aid or landed, will point to rescue area / boats where he wants to go.

**Weak swimmer** who is attempting to reach shore but without moving very far. Will take aid and will answer questions in one-word answers (broken English). (Friend of 4)

**Weak swimmer**, startled by explosions, no injuries, just panicked about the situation, very slow and needs reassurance.

**Bystander (weak Swimmer)** - Mother sitting in boat (facing away) wearing sarong overhead, crying, moaning and rocking arms as missing her baby (#11). After **90 secs**, enters water unless baby #11 has been found. Will attempt to head towards her baby but is a **weak swimmer**.

**Annoying bystander** - When he sees the team, he tells them to 'stop the boats'. Will only obey and change opinion when sees #11 or #15 brought to surface and then tells rescuers to save them.

**Bystander** Newspaper Reporter busy taking photos on mobile phone. Says he needs photos for his newspaper. Will not stop unless told of emergency and that his phone is needed and must be told he can take more photos once emergency services are called.

**Adult Bystander** - Friend of (1) is worried about their condition can be sent for ambulance but only with firm directions.

**Annoying bystander** - Child jumping in and out of pool, harassing (4), will only stop when told of emergency. No skills

**Injured** - Person who falls out of boat and **hits head** on oar at start of test. Is bewildered and holds head with one hand. He can keep himself afloat but is not able to move or take aid.

**Injured person** with **cramp** in leg, moaning in pain and obviously holding leg. Unable to kick. Will treat himself (even in water) if shown what to do as he doesn't speak English. Only get out of water with assistance (No more than half marks if cramp not treated).

**Injured** – Asthma attack, lap swimmer, needs puffer (in backpack on pool edge in rescue zone).

**Injured** - Pool Lifeguard who is knocked unconscious by the explosion. After 20 seconds regains consciousness, is dazed and confused, very slow to help, only able to assist with continuous instruction. Refuses to leave pool deck.

## **D – Judges Victim Assessment Guidance**

For each victim there should be 3-4 guidance statements included in each points allocation section. Additionally, where speed points are added a direction statement should be included. The following are a selection of the usual recommended guidance statements as well the test designer may include treatment information where required:

### **Examples**

*Technique* - Effective assessment.  
Recognition of condition - appropriate treatment and care.  
Effective rescue and landing. (Low marks for contact rescue)  
High marks for speed of rescue.  
Low marks for contact tow.  
Control and ensured safety.  
Make secure/ land (Low marks for inappropriate technique)  
Safe effective rescue (Low marks for contact rescue)  
Land and secure safely.

*After care* - Use of bystanders to assist.  
Monitored safety / provided aftercare.  
Sent for assistance and provided appropriate details.  
Appropriate treatment and after care.  
Provided reassurance and made comfortable.

*Communication* - Showed control / clear, firm instructions.  
Effective directions and questioning.  
Clear, concise instruction.  
Communicated patient condition.

*Bystanders* - Recognition not in difficulty.  
Sent for ambulance with clear instructions.  
Used to assist.  
Clear instruction and guidance.  
Effective questioning.  
Recognition of skills.

### *Unconscious and CPR statements -*

- Safe effective rescue (high marks for use of aid)
- Head kept above surface.
- Land and secured with use of bystander.
- Appropriate landing.
- Technique and care – less marks for rough handling.
- Effective assessment.
- Effective CPR.

## **E - Speed Guidance**

Provide clear and definite indication when timing stops followed by a range of times and the point to be given.

Usual statement is followed by when timing stops -

Speed in reaching casualty –

- time until head breaks surface, t
- time to first breath
- time until secured/made safe

<30 secs	10	mean any time up to 30 seconds gets 10 points
30 –60 secs	8	mean any time between 30 to 60 seconds gets 8 points
60 – 90 secs	6	mean any time between 60 to 90 seconds gets 6 points
>90 secs	0	mean any time greater than 90 seconds gets zero points

## **F – Overall Assessment Guidance**

The guidance provided to judges allocated to an Overall assessment is usually of a general nature as any specific directions to judges is usually attached to a specific victim.

For an individual test there is usually a judge’s sheet that includes points allocation for both the overall assessment and 1 or 2 victims all included in the same judge’s sheet. An example of a briefer version suitable for an individual test can be found in Sample Judges sheet.

For a team test it is strongly recommended that a single judge has only the responsibility for the overall points allocation and no victims so that they can follow the interaction between team members and are not distracted to focus on the rescue of specific victims.

The overall judge’s sheet would usually have:

- An introduction that explains the expectation when allocating points.
- In the points allocation section, there should be a number of guidance statements to assist the judge in the allocation of points.

Below is an example of the introduction and a selection of statements that could be used for an overall judge’s sheet in a team test.

## OVERALL EXAMPLE

### a) Introduction

You have the overview of the SERC and will assess overall efficiency of the team. In particular you mark the Team Leader's control of the team – assessment of priorities and direction of team members to deal with the victims. You will also mark communication between the Leader and the team and between team members. You would expect this communication to include information about the condition of the victims and what help is needed as well as encouragement.

Your marks must take into account:

# any loss of control by the leader becoming committed or involved to such an extent that overall control is lost. Do not mark any rescues the leader performs as they will be marked by another judge allocated to that victim.

# Whether or not assistance was sought. **Note:** Any person sent for help will ask where to go as the scenario area is isolated.

### Examples of Recommended guidance statements:

#### Assessment and control

Assessment of the emergency - did the team leader coordinate the team and direct them to the correct priorities of rescue?

Was there ongoing assessment /re-assessment?

Control and safety over the scenario - Did the team leader retain control throughout the scenario?

Control of scene / Effective use of bystanders

#### Communication

Effective questioning / instruction / directions.

Listened to responses and acted accordingly.

Effective communication between team members.

Emergency services called with appropriate information provided.

#### Rescue Principles and Actions

Effective search of scenario area.

Identification and location of victims.

Securing of all victims –priority given to Non swimmers.

Recognition of priority in rescue.

Effective use of bystanders/victims. Those with skills i.e., CPR identified.

Appropriate care and after care actions.

Use of appropriate aids to rescue patients.

Equipment used effectively including mobile phone, puffer.

## **G – Spectator Guidance Information**

The spectator guide usually provides information for the spectator to understand the competition followed by the scenario description, the diagram, an equipment list and a list of numbered victim descriptions.

Below is the usual information provided on the Spectator Guide.

### **EXAMPLE**

The object of the test is to assess the initiative of the competitors in applying their Life Saving skills in an emergency situation. The nature of the emergency is not previously revealed to competitors, and they are asked to respond accordingly.

In responding to the emergency, the competitors are required to be concerned with: -

- Self-preservation of the rescuer.
- Use of the correct 'principles of rescue' (reach/row/throw/wade/go).
- Correct priority in dealing with subjects.
- Use of aids (non-contact or contact rescue).
- Gaining information (number of casualties and their condition).
- Taking control and showing leadership