

# SECTION 2

## AUSTRALIAN POOL LIFE SAVING CHAMPIONSHIPS EVENT MANAGEMENT GUIDE

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## 2.1 INTRODUCTION

This section provides information about the organisation required for the RLSSA Australian Pool Life Saving Championships (APLSC).

The running of a successful Pool Life Saving competition depends greatly on the organisation that has preceded the actual event. Many hours of preparation are required for the initial planning, budgeting and final implementation. These should be initiated as early as possible to allow for any adjustments to be made to the overall schedule.

**Note:** For administrative purposes the Coaches/Managers meeting is defined as the first event of the APLSC and as such is the Championship start.

## 2.2 CHAMPIONSHIP ORGANISATION

World Aquatics protocols will be used for all entry, timing and recording procedures not covered in Section 3 or elsewhere in this Handbook.

## 2.3 CHAMPIONSHIP MEETINGS

### 2.3.1 BRIEFING OF OFFICIALS

A general briefing of competition officials shall be held by the Chief Referee and NSA prior to the competition. The SERC-Coordinator, CPR- Coordinator and Championship Organiser will also be in attendance. This briefing is to include:

- Specific site/facility safety issues and risk management strategies/control measures including emergency procedures.
- Clarification of program timing, competition areas and any special venue requirements.
- Clarification and explanation of aspects of the competition, including SERC and CPR events.
- Clarification and explanation of the event Rules, emphasising any current Rule changes.
- Confirmation of official roles and specialised event briefings.

Additional briefings for officials involved in specific events such as SERC or CPR may be required prior to the commencement of an event. These briefings will be scheduled by the specific event organiser so as to not delay any other event on the Championship program.

### 2.3.2 BRIEFING OF COACHES AND MANAGERS

A coaches/managers' briefing should be held before the commencement of the competition. The briefing will be chaired by the NSA or a member of the National Sport Committee. The Championship Coordinator, Chief Referee, SERC Coordinator and CPR Coordinator should also be present at this briefing. If possible, the Competitor Liaison official should also be in attendance. The following information needs to be addressed:

- Outline the timing of events (including social); facilities available at pool; marshalling area; training/warm up facilities and times.
- Specific site/facility safety issues and risk migration strategies/control measures including emergency procedures.

- Provide an opportunity for any questions and/or clarification as required.
- Notification of the Convenor of the Appeals and Disciplinary Committees.
- Distribution of appropriate paperwork such as event withdrawal forms, protest forms.
- Competitor briefing sheets distributed for SERC.
- Media Privacy forms and media passes to access competition areas.
- Managers should confirm team composition through lodgement of Team Data forms.

**Note:** If a team is not represented at the scheduled Coaches'/Managers' Briefing they should approach the Championship Organiser at the earliest opportunity who will provide the relevant distributed paperwork. There is no requirement for this person to summarize the meeting but, if time permits, they may provide an overview of the meeting.

Further unscheduled briefings may be required prior to the immediate commencement of an event or competition session to provide updated information. These briefings are only to pass on relevant information such as a change of program or conditions and are not usually a forum for discussion. Such briefings will be undertaken by the Chief Referee or their representative. For SERC or CPR events such a briefing may be undertaken by the relevant coordinator immediately prior to the respective event. The call to these briefings will be announced over the loudspeaker system of the venue.

If a team is not represented at an unscheduled briefing, they should approach Competitor Liaison who will endeavour to provide the relevant information.

### 2.3.3 EVENT BRIEFING FOR ATHLETES

Specific information may be required prior to the immediate commencement of an event. This will be undertaken by the Chief Referee or their representative. For SERC events this briefing will be undertaken by the relevant SERC Coordinator, or their deputy once security lock-up has closed. For CPR events this may be the undertaken by the relevant CPR Coordinator or the Chief Marshall.

## 2.4 FUNCTIONS

Official functions will be conducted at all APLSC to include:

- Opening Ceremony (Beginning of Day 1)
- Podium Medal Presentations (throughout the Championship)
- U14 Presentation and Welcome Function (At close of Day 1)
- Officials Thank You Dinner
- APLSC Award Presentation Dinner (At close of the Championship)

**Note:** Optional Seminars or accreditation courses may also be organised.

### 2.4.1 OPENING CEREMONY

An Opening Ceremony will be held on day 1 prior to the first event and will consist of the following:

- Parade of teams.
- Australian National Anthem.
- Welcome to Country by Local Indigenous elders or land council, or Acknowledgement of Country by Host STMO Representative.
- Official Welcome by Host STMO
- Administration of Oaths to athletes, team managers/coaches and officials.
- Official Welcome by either the RLSSA President, Host STMO President or RLSSA Board member

#### 2.4.2 PARADE OF TEAMS

The parade of teams is led by the Officials then followed by the states and Territories. Each Interstate team shall march behind their State Flag and are followed by their state individual athletes and clubs. The previous year's overall Interstate Champion leads the parade of Interstate teams and the last to march in the parade is the host state.

The parade of teams may be replaced with a parade of flags. i.e., 1 flag bearer flagged by either 2 or 4 team members.

#### 2.4.3 OATHS - CODE OF BEHAVIOUR

Oaths will be taken at the official opening ceremony to reinforce the RLSSA commitment to the Sporting Code of Ethics and Behaviour.

- **ATHLETES' OATH** "In the name of all competitors, I promise that we shall take part in these Championships respecting and abiding by the Rules which govern them, committing ourselves to a sport without drugs, ethically and honestly, and competing with a spirit of sportsmanship and fair play."
- **MANGERS' AND COACHES' OATH** "In the name of all the managers and coaches, I promise that we shall commit to exemplary leadership consistent with Royal Life Saving Code of Conduct and it's guiding principles, respecting and abiding by the Rules of these Championships in the true spirit of sportsmanship and fair play."
- **OFFICIALS' OATH** "In the name of all officials, I promise that we shall officiate in these Australian Pool Life Saving Championships with complete impartiality, respecting and applying the Rules which govern them consistently and in the true spirit of sportsmanship and fair play."

#### 2.4.4 AWARD PRESENTATIONS

All medal and award presentations should have the following elements:

- Presentations will be announcer using a public address system.
- Presentations will be staged on a podium or dais.
- An official presenter will present the medals and awards.
- Official photographs will be taken.

The official medal presentations for events are conducted throughout the APLSC.

## 2.4.5 USE OF FLAGS AND BANNERS

Each team shall bring a state/territory flag to the Championships. The organisers may request the flags and banners be officially displayed at the competition venues, official functions and award presentations.

The Organising Committee may provide banners or plates indicating a state, territory or club during official functions.

State flags or Banners should be carried at the Opening Ceremony. Club flags or banners may also be carried.

It is also permitted to casually display flags or banners at the competition venue with the approval of venue management, but they must not obscure the view of officials or spectators. Flags and banners are permitted at the Official Presentation Dinner with the approval of the Function Organiser provided they are small table banners that are not larger than A4 size.

## 2.5 OFFICIALS

### 2.5.1 OFFICIALS' DUTIES

The Chief Referee shall appoint officials for speed events. The SERC and CPR Organisers will consult with the Chief Referee before the final appointment of officials is made for these events.

Anyone wishing to fulfil a Key Official role at an APLSC must have the appropriate RLSSA accreditation and provide evidence of relevant experience at a Branch or National level. All officials' applications must be endorsed by their STMO prior their appointment to a position.

Officials are expected to apply the APLSC Rules fairly, consistently and impartially. They are also expected to abide by the **RLSSA Code of Ethics and Behaviour** Refer Appendix A. STMO's may liaise with the National Office to run suitable official's training courses.

Officials should be familiar with the duties of the role to which they are appointed. However, all roles have the following responsibilities:

- Keep clear written records including observations, of any infringement of competition rules or conduct violations that may be required for consideration at a later time.
- Must be positioned to ensure they have a clear view and adequate movement within their designated officiating area.
- At all times be aware of the safety and welfare of other competition participants and immediately report concerns.
- Attend all appropriate briefings, review event procedures and paperwork.

At times it may be appropriate for some of the official roles to be combined providing that the provision of safety is not compromised.

During a competition, officials may not 'coach' or similarly assist a competing team. Allegations of this behaviour will be referred to the Chief Referee or the Championship Organiser who may then refer the matter on to the Disciplinary Committee.

An official found to be in violation of the RLSSA Code of Conduct shall be declared ineligible to continue to act as an official at the competition and further penalties may apply.

## 2.5.2 OFFICIAL DRESS

Unless provided with an Official uniform, white shirts and navy shorts, pants or skirts should be worn. Sun safe hats and other protective clothing should be worn where appropriate. All official, except equipment movers should wear good grip shoes with a closed in heel.

Officials may be required to wear coloured t-shirts or bibs to denote particular official positions. e.g., Chief Referee.

## 2.5.3 OFFICIALS' ALLOCATIONS

The following table provides the recommended minimum number of officials to conduct a National or international event such as APLSC and their minimum appropriate RLSSA accreditation level. The table is followed by a summary of the specific roles of each official position.

**Note 1:** \* Indicates that these positions should only be allocated to a person with specialised qualifications, training or experience to undertake these roles - AOE Operator. Meet Manager Operator or Safety/ Medical.

**Note 2:** \*\* At APLSC speed events shall be timed and recorded by Automatic Operating Equipment (AOE). Back-up timing should be provided by least two (2) timekeepers, Refer to **Rule 3.4** for required number of timekeepers when no AOE is operating.

OFFICIAL	SPEED EVENTS	SERC	CPR
Championship Coordinator	1	1	1
Chief Referee (L3)	1	1	1
SERC Coordinator (L2)	0	1	0
CPR Coordinator (L2)	0	0	1
Deputy Referee (L3)	2	1	0
Event Director (L3)	1	1	0
Competition Manager (L3)	1	1	0
Appeals' Convenor (L2)	1	1	1
Equipment Coordinator (L2)	1	1	1

OFFICIAL	SPEED EVENTS	SERC	CPR
<b>Safety Officer / First Aid *</b>	1	1	1
Competitor Liaison (L2)	1	1	1
Lane Judges (L2)	4	0	0
SERC / CPR Technical Judge (L2)	0	7 max per test	2 max per test
Turn / back line Judges (L1)	4	0	0
Chief Timekeeper (L2)	1	1	0
Chief Finish Judge (L2)	1	0	0
Finish (Place) Judges (L1)	3	0	0
Timekeepers (L1) **	Ideally 3 per lane	As required	1 per test
Starter (L2)	1	1	0
Check Starter (L1)	1	1	0
Marshall (L2)	1	1	1
Assistant Marshall (L1)	1	3 (as required)	3
<b>Automated Officiating Equipment (AOE) Operator *</b>	1	0	0
<b>Meet Manager Operator*</b>	1	0	0
Equipment Assistants - may be required to enter water	4 minimum	2	1

OFFICIAL	SPEED EVENTS	SERC	CPR
Announcer	1	1	1
Chief Recorder (L2)	1	-	-
Recorders (L1)	2	2	2
Point scorer (L2)	2	-	-
First Aid Officer	1	1	1
Presentation Steward	1	1	1
Medallion Stewards	1	1	1
Runners	2	2	1

#### 2.5.4 OFFICIALS – ROLES AND RESPONSIBILITIES

Official's full roles and responsibilities are detailed more fully in the RLSSA Pool Life Saving Official's training program. A summary of the duties of specific official positions are provided below.

An official appointed to a technical role is required to apply the rules and regulations of events by making judgements on performance and rule infringements.

When performing their role all officials should take into consideration the safety and welfare of competitors and other officials as well as their own personal safety.

#### 2.5.5 KEY AND SENIOR OFFICIALS

Key officials and appointed senior officials undertake the main leadership roles during APLSC. They implement the rules and regulations governing the competition and events being conducted in the particular area of their control. Their professionalism, attitude and manner towards the other participants sets the overall tone for the competition.

Senior officials are appointed to support the Key officials in the overall conduct of the competition by either controlling specific competition or supervising a group of fundamental officials. They are responsible for ensuring the communication between officials is appropriate and efficient.

Key officials should at all times be aware of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Chief Referee, the Championship Organiser, and the Safety Officer (in necessary). They should respond immediately to any reports of safety concerns received from any competition participant including spectators and lifeguard personnel.

### **CHAMPIONSHIP ORGANISER**

The Championship Coordinator reports to the National Sport Committee and is responsible for the organisation of the competition within the parameters established by this Handbook. This may include the appointment of additional workforce and volunteers beyond those appointed by the Chief Referee. Once the Championships begins they are responsible to the Chief Referee for the conduct of the Championships.

### **CHIEF REFEREE**

The Chief Referee shall have the authority to appoint officials, enforce all RLSSA Rules and NSC decisions for the duration of the competition and may intervene at any stage to ensure that RLSSA regulations are observed.

The Chief Referee is responsible for ensuring that all rules and regulations governing the Championships and the events being conducted are implemented and applied fairly. They shall consider and adjudicate upon reports, misconduct, protests and breaches of rules. Any decision made may be subject to protest or appeal.

The Chief Referee shall consult with the NSA on all questions not covered by the Rules, any serious discipline offences and on any question of participant safety.

In conjunction with the Championship Organiser the Chief Referee shall ensure that teams are duly informed of any changes and will conduct pre and post briefings.

Safety: The Chief Referee is responsible for ensuring that the safety and welfare of competitors, officials and other personnel and has the authority to immediately suspend wholly or in part the competition and immediately refer that decision to the Safety Officer.

**Note:** The Chief Referee must also, as soon as possible, notify the Championship Organiser, Safety Officer and the NSA of their action.

### **SERC COORDINATOR (SERC-O)**

The SERC-O is responsible for the design, organisation and staging of all SERC events within the nationally approved protocol. They shall take control of the SERC area and enforce all RLSSA rules and NSC decisions for the duration of the SERC events. They may intervene at any stage to ensure that RLSSA regulations are observed.

The SERC-O shall consult with the Chief Referee on all questions not covered by the Rules including any serious discipline offences.

In consultation with the Chief Referee the SERC-O shall ensure that teams are duly informed of any changes and will conduct pre and post briefings.

Safety: The SERC-O is responsible for ensuring the safety and welfare of competitors, officials and patients during SERC events. They have the authority to immediately suspend wholly or in part the competition and immediately refer that decision to the Chief Referee and Safety Officer.

## **CPR COORDINATOR (CPR-O)**

The CPR Coordinator is responsible for the organisation and staging of all CPR events within the nationally approved protocol. They shall consult NSA and National Office on decisions about the manikin and CPR equipment to be used for the actual competition.

They shall take control of the CPR events and enforce all RLSSA Rules and NSC decisions for the duration of the CPR events and may intervene at any stage to ensure that RLSSA regulations are observed.

The CPR-O shall consult with the Chief Referee on all questions not covered by the Rules including any serious discipline offences.

In consultation with the Chief Referee the CPR-O shall ensure that teams are duly informed of any changes and shall conduct pre and post briefings.

**Safety:** The CPR-O is responsible for ensuring the safety and welfare of competitors, officials and other personnel during the CPR events. They have the authority to immediately suspend wholly or in part the competition and immediately refer that decision to the Chief Referee and Safety Officer.

## **EQUIPMENT COORDINATOR**

The Equipment Coordinator (Equip-O) is not responsible for the correct assembly and transport of equipment to the APLSC venue. The Equip-O role begins 24 hours prior to the APLSC commencement.

The Equipment Coordinator is responsible for ensuring that the event distance markings and all equipment supplied for use by competitors is scrutinised and is compliance with RLSSA standards and requirements. The competition equipment includes the CPR and SERC equipment as well as that required for the speed events. All equipment required for recording and administration is the responsibility of the Championship Organiser.

The Equipment Coordinator shall:

- Supervise the workforce involved in assisting with equipment and competition area preparation.
- Arrange a program and timetable for the inspection of competition gear and equipment prior to its use,
- Regularly inspect competition gear and equipment during and/or after an event as required.
- Coordinate equipment handling as required.
- Liaise with the Chief Referee on equipment loaning procedure.
- Liaise with, or advise, the Chief Referee on infringements and any concerns raised by competitors, team managers or coaches about the competition equipment.
- Be responsible for the correct measuring and marking of the pool to comply with all event requirements. This duty must be in consultation with the Chief Referee and Competition Manager.

**Safety:** The EQUIP-O is responsible for ensuring the safety and welfare of competitors, officials and patients and has the authority to immediately halt wholly or in part the competition and immediately refer that decision to the Chief Referee and Safety Officer.

The Equip-O will maintain a record of gear/equipment and report to the Chief Referee and the Championship Organiser any loss or damage during the Championships. At the conclusion of APLSC they will ensure all equipment is accounted for and properly stored ready for return or transport to its normal storage location. They will also provide a report and recommendations to the NSC and Championship Organiser for consideration on equipment/ gear for future APLSC competitions.

### **DEPUTY REFEREE/S**

The Deputy Referee/s shall assist in the conduct and organisation of the competition, and in the absence of the Chief Referee, assume their authority and responsibility.

The Deputy Referee/s shall either take control of a particular area of the competition with the Chief Referee's authority, be assigned to a specific role or be designated a specific authority. The Deputy Referee/s will supervise or assist in the set-up of courses and equipment for each event.

The Deputy Referee/s will allocate duties and responsibilities to other judges in their area. They will ensure that officials under their supervision are positioned so that they can carry out their duties effectively.

### **EVENT DIRECTOR**

The Event Director shall be responsible to the Chief Referee or Deputy Referee for the control and organisation of the competition start area for all speed and SERC events. They are responsible for the set-up of the pool and competition area, including the placement of the equipment and markings, they work with the Deputy Refs during the events in terms of readiness for competition including equipment. They oversee the safety of the start and safe equipment placement when required.

At the conclusion of each race the Event Director is responsible for overseeing and collating all result paperwork relating to each event including any disqualifications and ensuring that they are received by recording.

The Event Director (and the starter) will be responsible for recalling competitors by whistle signal or other means if in their opinion the start conditions were breached, or the start was not fair.

### **COMPETITION MANAGER**

The Competition Manager shall be responsible to the Chief Referee for the control and organisation of the areas off pool deck. They coordinate communication between the Championship Organiser and Chief Referee.

The Competition Manager maybe required to oversee the safe handling of rescue tubes during tow events, and when required, may fill the position of competition safety officer.

When events are run concurrently such as the CPR and SERC events the Competition Manager will oversee the communication between Key Officials as well as marshalling and movement of athletes between one competition area and the other.

**NOTE:** The Competition Manager role may be allocated to a Deputy Referee.

### **CHIEF RECORDER**

The Chief Recorder shall be responsible for the overall record keeping, calculation of results, and release/display of official results for all competition events. They are responsible for the receipt of any written results from the Event Director. In the case of an event protest or appeal they must hold, and release results as required.

At APLSC they are responsible for ensuring all venue AOE and computer operators are fully briefed on the events and any special RLSSA requirements. They oversee the electronic interface between RLSSA entry and venue equipment.

Once the Championships begin, they shall ensure that all event results are directed to the Point scorers as required. They will also be responsible for the receipt of the results from the CPR and SERC recorders and ensuring that they are entered into the overall Championship results. They shall ensure that all Championship records are acknowledged.

They shall complete World Record applications for signature by the Chief Referee and ensure that all applications are collated and passed to the Championship Organiser for dispatch to ILS at the conclusion of the Championships.

## **2.5.6 FUNDAMENTAL OFFICIALS**

These officials are appointed by the Chief Referee in consultation with other Key officials. The duties of these officials are essential for a successful competition. It is essential that these officials understand their roles and responsibilities and carry them out efficiently and professionally.

**Safety:** Every official should be aware of the safety and welfare of other officials and participants as well as competitors. If they have any concerns, they must notify their supervising official or the Chief Referee immediately.

### **LANE JUDGE / SERC JUDGE / CPR JUDGE (TECHNICAL OFFICIAL)**

These judges are a judge of fact and are assigned to a particular area to observe the conduct of an event. They are required to assess whether the technical ability of the competitors under their observation complies with the specific event rules and allocate marks or points where necessary.

They shall report any breach or infringement of the Rules to the Deputy Referee / relevant coordinator.

### **COMPETITOR LIAISON OFFICER**

Competitor Liaison officers are the first point of contact for competitors, coaches, team managers and competition officials to provide assistance relating to Rules, standards and procedures. They receive or distribute information, either written or verbal, as required. This may include heat sheets, team results or protest forms.

They shall liaise with the Chief Referee or Championship Coordinator advising of any concerns raised by competitors, coaches or team managers relating to the events or safety issues.

They shall also provide assistance and guidance for competitors, coaches and team managers on protest and appeal procedures.

### **CHIEF FINISH JUDGE (CHIEF PLACE JUDGE)**

The Chief Finish Judge will allocate duties and responsibilities to other finish judges and locate and position them so as to best determine the finishing order and recording of event results. The Chief Finish Judge will collate the finish order results received from the finish judges to arrive at a final race result to be confirmed by the Chief Referee or Event Director.

### **FINISH JUDGE (PLACE JUDGE)**

The finish judges will determine the finish order of all competitors in a race, without referring to any result board, and will be positioned to ensure the best uninterrupted view of the finish of a race. Without conferring, and in silence, they must record the finish order of each competitor in a race. Once all the competitors have finished, they will pass their decision onto the Chief Finish Judge and will report any anomalies to the Chief Finish Judge or Event Director.

### **TURN / BACK LINE JUDGE**

The turn judge / back line judges are responsible to a nominated Deputy Referee to ensure the following are conducted in accordance with the event Rules within their allocated area:

- Turns in speed events,
- Relay changeovers,
- Manikin placement and pickups,
- Monitor the throw area in the line throw event.

### **CHIEF TIMEKEEPER**

The Chief Timekeeper is responsible to the Chief Referee for lane allocation and coordination of the timekeepers and timekeeping. They shall liaise with the Event Director if there is any discrepancy with times. They shall also oversee the safety of the start area for both the officials and competitors.

They will also allocate additional timekeepers into backup roles as required.

### **TIMEKEEPER**

Timekeepers are responsible to the Chief Timekeeper for their allocation of duties. They are responsible for the timing of the competitors allocated to their area and ensuring that all times and required information is correctly recorded.

### **STARTER**

The starter shall have full control of the competitors from the time the Event Director passes responsibility over to the starter, until the race has commenced with a fair start. The starter must follow the start procedure outlines in [Rule 4.9](#).

In consultation with the Event Director the starter shall:

- Decide if the start is fair and whether to disqualify competitors under the Rules of individual events e.g., False start.
- Report a competitor to the Chief Referee for delaying the start, for wilfully disobeying an order, or for any other misconduct taking place at the start.

**Note:** Only the Chief Referee may disqualify a competitor for such delay, wilful disobedience, or misconduct.

### **CHECK STARTER**

The Check Starter shall work in conjunction with Marshalls and the Starter or Event Director to ensure competitors are appropriately positioned for the start of each event. They coordinate the movement of the competitors from the marshalling area into the start area and signal when competitors are ready to start.

For SERC events they are responsible for ensuring competitors are in position for a safe entry to the competition area at the start signal while ensuring the competitors are unable to see the competition area until the starting signal sounds.

### **MARSHALL**

The Marshalls shall be responsible for assembling the competitors in the appropriate order prior to each race and event, and for maintaining discipline among competitors before the start. The marshal is responsible for handing competitors over to the check starter prior to the start of each race.

### **AOE OPERATOR**

The AOE operator will be responsible for operating all Automatic Officiating Devices as required, e.g., timing equipment and recording.

### **EQUIPMENT ASSISTANT/S**

The equipment assistant/s will be directed as required by the Equipment Coordinator in relation to all competition equipment needs, movement and placement. The equipment assistant/s must be prepared to enter the water to position equipment correctly.

### **ANNOUNCER**

The announcer shall be responsible for ensuring that all information announcements are broadcast over the public address system as directed by the Chief Referee to keep participants informed as to the progress of the competition.

In addition, the announcer shall also provide commentary for the events as directed and liaise with the Competition Coordinator regarding the presentation of medals and trophies to competitors at appropriate times.

During the SERC event they must be aware of the special security conditions required for the event announcing.

### **SPECIALIST RECORDER**

Specialist recorders are required for CPR and SERC competitions and as such are under the direction of that Event Co-ordinator. They receive, check and collate all event scoring sheets and record the scoring data. They are responsible for the calculation of the event results; the distribution or release of official results are the responsibility of the Event Co-ordinator.

### **RECORDER**

The recorder is under the direction of the Chief Recorder and will assist with record keeping, data entry, document checking, calculation of results, distribution or release of official results for all competition events.

### **POINT SCORER RECORDER**

The Points Recorder shall be responsible for the overall calculation of the Point score Championships which cannot be calculated by the event computer program. The Point scorer must work in consultation with the Chief Recorder but is directly responsible to the Competition Organiser. At the conclusion of the calculations will pass all documentation to the Competition Organiser for checking before release.

### **APPEALS CONVENER**

An Appeals Convener should be familiar with Rule 1.22. An Appeals Convener is responsible assembling an Appeals Panel when a team or competitor lodges an appeal against a Protest decision by the Chief Referee or when a matter is referred to the Appeals panel by the Chief

Referee. Prior to the start of competition, the Appeals Convener should confirm with Competition Organiser and/or National Sports Adviser who is available to be a member of an Appeals panel.

## **2.6 SAFETY PERSONNEL AND WORKFORCE**

RLSSA appoints appropriately experienced safety and emergency personnel as well as people for the operational organisation and non-competition aspects of the competition.

These positions shall be appointed by the Championship Organiser in consultation with the Organising Committee and Chief Referee.

The duties of these officials are essential for a safe and successful competition. It is essential that these officials understand their roles and responsibilities and carry them out efficiently and professionally.

### **FIRST AID OFFICER**

A first aid officer must be present or appropriate first aid facilities available during all sessions of any competition.

The first aid officer must ensure all paperwork for any treatment is completed and provided to the designated National Office representative.

### **WORKFORCE**

Workforce officials are those roles that do not require a knowledge of the event rules or competition structure. Their role is to support the qualified officials and Host STMO organisers. Their duties are many and varied but usually cover such things as runners, escorts, hospitality and 'front of house' but may extend to equipment movement, repair and cleaning.

While they are directed by the Competition Manager or the Championship Organiser, they are still responsible to the Chief Referee for their actions.

### **SAFETY OFFICER**

A person appointed as APLSC Safety Officer may be a paid staff member or volunteer and shall have appropriate risk/safety and emergency management training qualifications and/or extensive relevant demonstrated skills and experience. The main responsibility of the Safety Officer is to ensure the safety of all APLSC participants which includes competitors, officials, and spectators.

The Safety Officer must provide the Risk Management and Safety Management plans to the Championship Organiser and Chief Referee at least 6 weeks prior to the start of APLSC.

Prior to the competition the Safety Officer shall:

- Be a member of the Organising Committee.
- Develop, review and/or update risk management and/or safety management plans, policies, procedures and arrangements for the competition.
- Be involved with, or advised on, all planning and development of safety, logistical and operational organisation.
- Consult with, and advise, the Championship Organiser, Chief Referee and Organising Committee to ensure that all competition facilities and environments are safe for use.

During the competition The Safety Officer shall:

- Be familiar with all APLSC Risk Assessments undertaken and venue safety requirements, especially the safety requirements outlined below in **Rule 2.9**.
- Ensure that all competition facilities and environments are safe for use.
- Ensure that the appropriate safety plan, equipment and competitors/official movement procedures are in place.
- Ensure that the appropriate safety plan, equipment, procedures, and emergency personnel are in place.
- Maintain during the competition formal records of advice provided. A copy of these must be provided to Championship Organiser at the conclusion of the APLSC.
- Consider and advise on all matters relating to safety (both competition and non-competition), security and emergency services.

At the conclusion of the competition, they shall provide recommendations to the National Sports Committee, Chief Executive of the RLSSA and/or the Appointed Officer responsible for RLSSA Sport relating to improvements to policy, practice, procedure and/or process which contribute to ensuring the safety of competitors, officials and members of the public at future APLSC or other RLSSA Pool Life Saving Sport events.

## **2.7 COMPETITION SAFETY**

A key priority for RLSSA competitions is taking appropriate steps to ensure the safety of all participants and members of the public. Therefore, the provision of a safe competition environment is essential and is a priority in competition planning. RLSSA has both the final responsibility and authority for any matters relating to safety.

### **2.7.1 RESPONSIBILITIES – NATIONAL OFFICE (RLSSA)**

In accordance with the relevant work health safety acts and regulations RLSSA is responsible for ensuring appropriate measures are in place to eliminate the risk of harm occurring to any person arising from the delivery of the APLSC. Where this is not possible, RLSSA will put in place appropriate measures for minimising the risk of harm to as low as is reasonably practicable.

RLSSA will convene committees or working groups to ensure its policies, procedures and practices are in line with community expectations and contemporary best practice. To achieve this, whether voluntary or paid, they will use various experts in aquatic safety and pool Life Saving sport.

The RLSSA CEO will ratify the appointment of the APLSC Safety Officer.

### **2.7.2 RESPONSIBILITIES – NATIONAL SPORT COMMITTEE (RLSSA)**

The NSC is responsible for considering any recommendations, and supporting any decisions, made by the RLSSA or its officers which relate to competitor, official, staff or public safety.

### **2.7.3 RESPONSIBILITIES - ORGANISING COMMITTEE**

In the delivery of APLSC the Organising Committee is responsible for:

- Consulting with RLSSA on any risk management plans or safety management plans and arrangements they have developed.

- Ensuring that the facility selected for competition meets the Venue Safety Requirements listed below (refer to Rule 2.7.5).
- The provision of adequate resources to ensure appropriate risk management arrangements are in place to ensure the safety of competitors, officials, and spectator.
- The appointment of a suitably qualified Safety Officer.
- Ensuring that the personnel and safety procedures for risk management and safety plans are in place before the Championships proceed.
- Informing all competition participants of the RLSSA risk management plans and safety management plans prepared for the competition.

**Note:** APLSC will not proceed until both the Safety Officer and Organising Committee are satisfied that the competition facilities are safe, and that the appropriate safety and emergency plan, equipment, procedures, and personnel are in place.

#### **2.7.4 RESPONSIBILITIES – SAFETY OFFICER**

A person appointed as APLSC Safety Officer may be a paid staff member or volunteer and shall have appropriate risk/safety and emergency management training qualifications and/or extensive relevant demonstrated skills and experience.

Generally, the Safety Officer is responsible for the development and implementation of all risk assessment and safety Management plans. Detailed information about their responsibilities are found above in Rule 2.6.

#### **2.7.5 RESPONSIBILITIES – VENUE**

In addition to the venue requirements to run sanctioned events, at the time of the competition the venue shall have in place:

- An emergency management plan in accordance with AS3745-2010
- A risk assessment which covers delivery and supervision of aquatic sport events, including Life Saving sport
- A Supervision plan in accordance with GSPO Supervision Section
- Public liability insurance
- Suitably qualified pool lifeguards to supervise competitor, official and public safety before, during and after events.
- A current subscription to the RLSSA Guidelines for Safe Pool Operations (GSPO)
- Completion of a RLSSA Aquatic Facility Safety Assessment in the preceding 12 months from the competition date, in which it has scored no less than 90% on safety and/or compliance. This will demonstrate sufficient adherence to the RLSSA Guidelines for Safe Pool Operations, Australian Standards and other relevant state / territory regulatory requirements, such as public health and wellbeing and work health safety regulations.

## 2.8 RISK / SAFETY MANAGEMENT PLAN

A risk management plan shall be developed for the APLSC and shall be:

- Shared with the venue management, Host Branch, key officials and any services expected to participate in the case of an emergency.
- Explained at both the team manager and officials' briefings.

An outline of the plan, including availability and details of emergency medical facilities, should also be provided to each team manager and be available during the competition from the competitor Liaison.

The plan shall:

- Outline the facilities to be used during the competition by competitors, technical officials, competition personnel, and spectators.
- Include any evacuation plan, safety plans or safety information provided by the venue.
- Confirm supervision arrangements for all activities including high risk activities such as the use of scuba divers for equipment placement.
- Confirm first aid arrangements.
- Confirm emergency management arrangements.
- Confirm insurance arrangements.
- Identify the individuals with authority to initiate emergency procedures and the chain of command and coordination of emergency services, including the roles and responsibilities of venue staff, RLSSA staff and officials and volunteers.
- Identify safety equipment, personnel and protocols.
- Identify logistical information necessary for the raising of alarm and deployment of emergency services: such as access to competition venues, communications protocol and methods.
- Identify the emergency care facilities including the location, type of first aid and equipment on site.
- Identify the point at which any RLSSA Crisis Management plans come into effect.
- Identify the training, qualifications and experience required for various roles and the management systems in place for ensuring appropriate competency of all persons employed (whether voluntary or paid).