



**ROYAL LIFE SAVING**  
AUSTRALIA

## **KEY OFFICIALS: DUTIES AND RESPONSIBILITIES**

The following information outlines the core duties and responsibilities of APLSC Key Officials. For further information please refer to the RLSSA Competition Handbook (available on the RLSSA website) or contact Caitlin Turner – RLSSA Project Officer Lifesaving Sport and Development via email [cturner@rlssa.org.au](mailto:cturner@rlssa.org.au) or phone 0421 143 217.

### **CHIEF REFEREE**

#### **Prior to the Championships:**

- Become familiar with the description and rules of all events described in the current RLSSA Competition Handbook.
- Understand the function and duties of all officials, including the SERC Coordinator, CPR Coordinator and SERC/CPR judges.
- Assist the Championships Coordinator to allocate suitably qualified officials to positions and duties as deemed necessary

#### **At the Championships:**

- Responsible for the overall conduct of the competition events in accordance with the Rules. This includes overseeing the placement and removal of all equipment in accordance with event rules and conditions.



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- May intervene at any stage of the Championships to ensure correct application of these Rules and disqualify any competitor or team not complying.
- Responsible for the briefing of all officials on competition procedures officials duties and responsibilities, and including:
  - Evacuation procedure and event safety
  - Reporting of incidents
  - Facility rules and guidelines
  - Responsibilities of officials
- Has control and authority over all officials and their assignments, and instructs officials regarding all special features or regulations related to the competition
- Ensures all necessary officials are in their respective positions for the conduct of the competition
- May appoint additional officials or substitute officials as necessary
- May disqualify a competitor or team for violation of the rules that they personally observe or which is reported to them by another official.
- Make the final decision on matters of fact in the event of a disagreement between judges and to deal with protests in accordance with the rules
- Assist the Championships Coordinator to allocate suitably qualified officials to positions and duties as deemed appropriate.
- Adjudicate on an Protest lodged by a competitor or team during the conduct of the competition.



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- Report any serious injury, incident or serious disciplinary matter to the National Sport Advisor or their nominated body within 24 hours.

## **After the Championships:**

- Attend and conduct post competition debriefing sessions.
- Write a report on the Championships covering areas, including the Rules and officials' duties and conduct, and any injuries, incidents, protests and appeals. This is to be submitted no later than 1 month following the Championships.

## **SERC COORDINATOR (SIMULATED EMERGENCY RESPONSE COMPETITION)**

The SERC Coordinator is responsible for the design and staging of the Simulated Emergency Response Competition in accordance with Section 5 of the RLSSA Competition Handbook and the National SERC Competition Protocol.

## **Prior to the Championships:**

- Plan all SERC tests (may be supported by a deputy or National Sport Advisor).
- Prepare all spectator sheets, judging sheets (including allocation of marks) and competitor briefing sheets;
- Submit completed tests to the National Office **at least 86 weeks prior** and competitor briefing sheets **at least 4 weeks prior** to the Championships.
- Liaise with the Organising Committee for all equipment needed, and numbers and types of personnel required for patients and judges.



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- Provide a final equipment and patient requirement list to the Organising Committee **at least 8 weeks prior.**

## **At the Championships:**

- Liaise with the Chief Referee and CPR Coordinator on the allocation of officials and other competition procedures.
- Conduct a briefing session for SERC judges and patients/actors prior to the Competition.
- Ensure that equipment, personnel and judging sheets are in order.
- Oversee the running of the SERC events.
- Deal with any problems that may arise during the Event
- Refer to the Chief Referee all protests and assist in adjudicating on matter.

## **After the Championships:**

- Evaluate the SERC events in terms of the tests themselves, equipment, personnel (judges, actors, etc.) judging sheets and event management, and submit a report no later than 1 month following the Championships

## **CPR COORDINATOR**

The CPR Coordinator is responsible for the staging of the CPR competition in accordance with Section 6 of the RLSSA Competition Handbook. .



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**Prior to the Championships:**

- Prepare all judging sheets, recording sheets and competitor briefing sheets as required.
- Liaise with the Organising Committee for all equipment needed including manikins, faces and disinfectant procedures.
- Liaise with Organising Committee and Chief Referee for numbers of officials required for judges and other personnel as required.
- Advise the competitors, coaches and managers of manikin type as required.
- Advise the competitors, coaches and managers of event protocols eg security, age group test areas etc.

**At the Championships:**

- Liaise with the Chief Referee and CPR Coordinator on the allocation of officials and other competition procedures
- Conduct a briefing session for judges and official personnel prior to the Competition.
- Ensure that all equipment is in working order prior to the start of the Event.
- Ensure all personnel and judging sheets are in order.
- Oversee the running of the Event.
- Deal with any problems and technical issues that may arise during the Event.



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- Refer to the Chief Referee all protests and assist in adjudicating on matter.

### **After the Championships:**

Evaluate the event in terms of the tests themselves, equipment, personnel (judges, actors, etc.) judging sheets, and submit a report no later than 1 month following the Championships

## **EQUIPMENT COORDINATOR**

The Equipment Coordinator is responsible for the planning, coordination and maintenance of pool setup and competition equipment, in accordance with the National Competition Handbook and as directed by the Chief Referee.

### **Prior to the Championships:**

- In conjunction with the Organising Committee, ensure all competition equipment is safe and in working order
- Organise repairs to competition equipment
- Liaise with Organising Committee and Chief Referee for numbers of equipment handlers and divers required
- Advise the Organising Committee on any equipment or venue requirements, including measurement, equipment placement, equipment transport and storage.



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### **At the Championships:**

- Oversee equipment handlers and divers for the movement and placement of competition equipment for the duration of the Championships
- Liaise with aquatic facility staff
- Before the competition begins ensure that the pool is clearly measured and markers are provided in accordance with all event requirements.
- Ensure that the equipment storage and maintenance is ongoing throughout the competition.
- Oversee the equipment placement and event distance markers measurement during the running of each Event.
- Deal with any issues related to the pool or equipment that may arise during the Event.
- Advise the Chief Referee of any problems that may arise with the equipment as soon as possible
- Ensure that the SERC equipment is in a secure storage area and, except for the SERC Coordinator and their assistants, is not visible to any competitor or official until the competitors SERC event concerned are in SERC marshalling security

### **After the Championships:**

Evaluate the event in terms of the tests themselves, equipment, personnel (judges, actors, etc.) judging sheets, and submit a report no later than 1 month following the Championships.