



**Competition Rulebook
and
Guidelines
2009**

European Surf Rowing Federation Competition Rulebook & Guidelines 2009

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1. GENERAL EVENT INFORMATION

1.1 EVENT ORGANISATION AND CONDUCT

i) All European Surf Rowing Federation (herein after referred to as ESRF) accredited competition occurs under the auspices of the ESRF and is organised by the persons/clubs/regions/nations appointed by the ESRF to conduct the competition.

1.2 COMPETITION SAFETY

i) The provision of safety at ESRF competitions is vital to the organisational processes leading up to and during competition. (See also Appendices 1 and 2)

ii) At all competitions the authority appointed by ESRF to arrange the competition shall provide adequate life saving resources to ensure, as far as practicable, the safety of those involved with the competition. It is confirmed that only qualified IRB coxswains with competent crew members shall be deployed in the competition areas.

iii) No event shall be conducted until the Referee of the competition has assessed the surf conditions. Tests may be undertaken to assist in the assessment process. The Organising Committee shall be consulted in this process.

iv) If an emergency arises during competition the Referee or the appointed Emergency Services Co-ordinator shall assume control of the situation. During an emergency, any Member of ESRF entering the water or handling any of the rescue gear against the wishes of the Referee or Safety and Emergency Co-ordinator, will be reported to the organising group for misconduct and shall be dealt with as ESRF deem appropriate. All Members not engaged in actual rescue work should assist in maintaining a clear area so that the rescue work can be efficiently carried out.

v) This direction is mandatory and essential to the safe and orderly conduct of surfboat competition.

1.3 ENTRY AND ENTRY FEES

i) Entries are restricted to currently affiliated members of the ESRF . Guest teams or individual competitors may be granted entry to certain events with the permission of the ESRF Executive Management Committee

ii) All competitors must be fully insured and be current members of their affiliated nation or individual paid up members of the ESRF before the closing date for Entry Forms.

iii) Entry is only accepted on official Entry Forms and any conditions or restrictions printed on that form are mandatory.

iv) The ESRF reserves the right to refuse or reject any entry even after conditional acceptance.

v) The entry fee for ESRF events will be circulated in ESRF bulletins/circulars and shall be paid at the time entries are lodged. Once the closing date for entries has passed, no refunds will be given if a team or competitor withdraws from the event.

vi) Rowers who do not hold a recognised ILS lifesaving qualification, must perform a 200m pool swim (no time limit) to be assessed by your club official or club coach prior to competing in ESRF events.

1.4 LOANING OF SURFBOATS – Guidelines

The ESRF does not administer or arrange the loaning of surfboats. In the interest of developing new crews the ESRF encourages surfboat owners and crews without their own surfboat to form an agreement relating to the use of loan surfboats. It should consider that if equipment becomes damaged a financial contribution towards repair or replacement should be offered.

2. EQUIPMENT SPECIFICATIONS AND SCRUTINEERING

2.1 SURF BOAT SPECIFICATION

- Minimum Weight - 210kg (inc seats and pumps, excludes oars, rowlocks, rescue tube and batteries)
- Minimum Length - 6.86m, maximum Length - 7.925m (excluding outrigger)
- Minimum Beam - 1.62m (measured in the midship section)

Note: The design and profile of all surf craft detailed in the surfboat specifications are based on the Australian, New Zealand, South African, Great Britain craft specifications. Craft not conforming with ESRF specifications will not be permitted for use in competition.

2.2 EQUIPMENT SCRUTINEERING

- i) ESRF bulletins/circulars will detail arrangements for specification checking of all equipment.
- ii) The organisers reserve the right to re-inspect competition equipment at any time during the competition and equipment found not to be to the specifications stipulated will be subject to disqualification.
- iii) In turn, this may lead to the disqualification of the competitor found using the equipment and the possibility of the disqualification of the full team.

3. GENERAL COMPETITIVE CONDITIONS

3.1 GENERAL CONDITIONS

- i) It is the responsibility of the Team Management and competitors to be familiar with the event schedule and the Rules and Regulations governing particular events.
- ii) Competitors will report promptly to the designated area before the start of each event.
- iii) The impersonation or use of unauthorised competitors will result in disqualification of the team.
- iv) Competitors are required to abide by all Rules. Any breach of the Rules will be reported to the Referee who will conduct a preliminary investigation into the circumstances surrounding the alleged breach. In making his preliminary decision, the Referee shall take into account the following points:
 - Was the breach clearly wilful or premeditated?
 - Did any other competitor suffer an immediate disadvantage because of the breach?
 - Was the offender's placing in the event clearly enhanced by the breach?

The competitor may be disqualified by the Referee at their discretion.

v) The Organisers reserve the right to delete, alter or otherwise vary any Rule, competition criteria, timetable or other matter as it deems necessary.

vi) The Organisers may use video, photographic or other means, to determine or assist the Judging of competition events and infringement of conditions. Decisions given by officials shall be final.

vii) Event courses and the competition area may change from the descriptions in this Manual if the Referee deems this necessary for safety reasons and providing advice has been given to all teams before the commencement of that event.

viii) In the event of hazardous conditions, the Referee has the authority to cancel or reschedule an event or event final. If cancellation should happen, even after the conducting of some heats, etc., then no points from that event will be credited to any team in the overall pointscore.

ix) The rules in this manual are made in the best interest of surfboat competition and competitors and their purpose is to establish and maintain a safe and fair system in which the competition is conducted.

3.4 OFFICIALS

i) All Officials shall be appointed by the ESRF organising committee

ii) All Officials are required to attend the appropriate briefings to review judging and event procedures, etc.

iii) All Officials are bound to the same spirit of behaviour as the competitors

3.5 DRUG POLICY

The ESRF condemns the practice of doping in sport. Doping is cheating and against the rules and ethics of sport. It is harmful to the image of sport and may be harmful to competitors. The ESRF is committed to contribute towards and support the UK Sports Council policies and programmes aimed at the prevention of doping in sport and the achievement of drug free sport. A policy of drug free competition with possible drug testing has therefore been adopted and endorsed by ESRF at all events.

3.6 ESRF COMPETITOR HEALTH

Competitors and Officials should realise the importance of fitness to undertake their respective activities and should seek expert advice on all aspects of their health. Competitors and officials who suffer illness or injury should seek medical advice prior to participating or continuing with their activity. Competitors and Officials taking part in ESRF Events do so at their own risk.

The ESRF will not be responsible for any injury sustained whilst members compete at an ESRF event.

3.7 ABUSE/INAPPROPRIATE BEHAVIOUR

i) Any ESRF Member who abuses an Official, a competitor, ESRF member or member of the public at a ESRF Event may be excluded or disqualified from that event at the discretion of the Referee. For the purposes of this rule "abuse" includes making direct or implied threats or behaving in an inappropriate manner as determined by the referee and/or the relevant official(s) in their absolute discretion.

3.8 COMPETING UNFAIRLY

- i) A competitor or team may be disqualified if a competitor or team is deemed to have competed unfairly.
- ii) For the purpose of this rule “competing unfairly” or whether a competitor or team has “competed unfairly” will be determined by the Referee and/or the relevant official(s) at their absolute discretion. Examples of “competing unfairly” include:
- impersonating another competitor;
 - attempting to defeat the ballot or draw for events or positions;
 - competing twice in the same event in different teams;
 - purposely interfering with a buoy to gain an advantage.

3.9 LUCK OF PREVAILING CONDITIONS

Competitors acknowledge and agree:

- i) that surf boat competitions and the conduct of, and participation in, such competitions can and will be effected by the surf conditions;
- ii) that there is often an element of the “luck of the prevailing conditions” in entering and competing in surf boat competitions; a protest or appeal on an incident is not available to them when the incident is caused by the conditions of the surf; and
- iii) that the Referee and/or relevant official(s) have absolute discretion as to whether an incident has been caused by the luck of the competition or the prevailing conditions.

4. FAIR PLAY CODE OF CONDUCT FOR OFFICIALS, COMPETITORS, COACHES/SWEEPS, CLUB OFFICIALS, SPONSORS and PROMOTERS

THE FAIR PLAY CODE FOR SURF BOAT ROWING

4.1 The ESRF will:

- i) Promote and encourage fair play through its members;
- ii) Ensure that its rules are fair, clearly understood by competitors, coaches/sweeps, officials and administrators and properly enforced;
- iii) Make every effort to ensure that its rules are applied consistently and with absolute impartiality;
- iv) Treat all members equally, irrespective of gender, race or physical characteristics;
- v) Impress upon competitors, coaches/sweeps, officials and administrators the need to maintain the highest standards of Sportsmanship in running and playing their sport.

4.2 ESRF Officials will:

- i) Abide by the rules and the spirit of the competition;
- ii) Be fair, considerate and honest with others;
- iii) Be professional in their actions, language, presentation, manner, punctuality and should reflect high standards;

- iv) Resolve conflicts fairly and promptly through established procedures;
- v) Maintain strict impartiality;
- vi) Maintain a safe environment for others;
- vii) Show caution and concern toward others;
- viii) Be a positive role model to others;
- ix) Show respect to competitors;

4.3 ESRF Competitors will:

- i) Abide by the rules and the spirit of the competition;
- ii) Accept the decisions of referees and judges without question or complaint;
- iii) Never consider cheating and in particular, must not attempt to improve their individual performance by the use of drugs;
- iv) Exercise reasonable self-control at all times;
- v) Learn to accept success and failure, victory and defeat, with good grace and magnanimity and without excessive emotional display;
- vi) Treat their opponents and team-mates with respect, both in and out of the competition arena.

4.4 ESRF Coaches/Sweeps will:

- i) Insist that performers understand and abide by the principles of fair play;
- ii) Never countenance the use of drugs by performers;
- iii) Never employ methods or practices that could involve risks, however slight, to the long-term health or physical development of their performers;
- iv) Not attempt to manipulate the rules in order to take advantage of their performers or their opponents.

4.5 Sponsors and promoters will:

- i) Not seek to influence unduly or improperly the outcome of competitions by financial or other inducements;
- ii) Recognise that the administration and organisation of all sporting competitions and events is the exclusive responsibility of the governing body.

5. PENALTIES & PROTESTS

- i) Penalties specifically identified for a breach of regulations or competition rules will be automatically imposed by the relevant Competition Officials, or where relevant by the Organising Committee.
- ii) Certain Course Officials who are designated as 'Judges of Fact' will be especially briefed upon their duties and upon the item to which they are to judge.
- iii) As soon as practicable, those Officials shall report any infringement to the Referee who will then take immediate steps to advise the competitor or team, and the nominated Team Manager of the infringement and of the penalty applied.
- iv) A penalty applied for an infringement which takes place during the progression of the event will be notified as soon as practicable to the team, and the nominated Team Manager for the team.

v) Any protest against the conditions under which an event is to be conducted must be made verbally to the Referee, prior to the commencement of the event, after which the Referee shall inform the Starter and competitors of such protest, and note that the event is being run under protest.

vi) Any protest against a competitor or team must be lodged verbally with the relevant Area official within five (5) minutes of the completion of the event. The protest may only be made by the nominated Team Manager of the competitor or team wishing to make the protest. The Area official must note in writing the time that the protest is made and the details of the protest.

Note: No protest shall be accepted which is a direct challenge to judges' agreed order-of-finish decisions.

vii) In the event of a protest being lodged against a competitor or team, the trophies shall be withheld until the protests is resolved. If the protest is upheld, the trophies shall be allotted according to the amended result.

viii) The decision of the Referee on a protest, and the time that it is notified shall be noted on the back of the event result card/sheet, and should be advised at the earliest practical opportunity in case of appeal against the decision.

ix) Team managers wishing to protest against the application of a penalty (other than those applied as a result of the decision of a Judge of Fact, by an Official, Referee or the Organising Committee may do so by verbal lodgement with the Referee within fifteen (15) minutes of the finish of the particular race heat/final

x) The protest will be adjudicated by the competition officials, whose decision is final.

xi) The assistance of video or other electronic equipment may be used to consider a protest or dispute if available.

6. DUTIES OF OFFICIALS

6.1 The Referee

i) The Referee is responsible for the total conduct of the Event and is responsible

ii) The Referee shall be responsible for all aspects of the Event for the duration of the competition including Official Briefing, Team Manager Meetings, compilation of the Pointscore and the announcement of the results.

iii) The Referee shall have full control and authority over all officials: he shall approve their assignments and instruct them regarding all special features or regulations relating to the competitions. He shall enforce all rules and decisions of ESRF relating to the competition.

iv) The Referee must have the authority to intervene at all moments of the competition to ensure that the ESRF rules are respected and he has the right to stop the competition.

v) The Referee is responsible for all matters relating to the actual conduct of the competition and matters of which the final settlement is not covered by the rules.

vi) The Referee may make any alteration in the program that he may deem necessary taking into account weather and water conditions, provided that an announcement shall be made of such alteration without delay.

vii) The Referee accepts complaints which may occur during the competition and considers and adjudicates upon protests and reports relating to impersonation, unauthorised competitors, and breaches of competition rules. He arbitrates on any complaint or protest against any official decision in the last instance with other competition officials.

viii) The Referee approves the final result .

ix) The Referee shall provide diagrams of the courses of the different events.

x) The Referee controls the implementation of the rules during the competition.

- xi) The Referee may appoint substitutes for any officials who are absent, incapable of acting or found to be inefficient. He may appoint additional officials if considered necessary.
- xii) The Referee will disqualify any competitor for any violation of the rules that he personally observes as well as any that are reported to him/she by other authorised officials.
- xiii) The Referee can check the identity of any competitor whose name appears on the participation list.
- xiv) Controlling all events, the Referee may alter the course of an event if deemed necessary in the interests of safety due to adverse water or weather conditions.
- xv) Advising all competitors in each event of the exact course to be followed, and of any special features or regulations relating to that event.
- xvi) Ensuring that all the required officials designated to control the event are in their respective posts prior to the start for the smooth running of the competition.
- xvii) Deciding in the first instance if the decision of the finish judges is to be upheld.

6.6 Starter

The Starter shall:

- i) Have sole jurisdiction over the competitors for the start of each event.
- ii) Have the power to recall competitors by whistle signal or other means if in his/her opinion the start is unfair.
- iii) Have the power to disqualify, or eliminate any competitor for false starting more than the permitted number of times in an event, or for wilfully disobeying his/her orders, delaying the start intentionally, or causing an obstruction at the start.
- iv) Notify the Referee of all infringements and disqualifications.

6.8 Finish Judges

The Finish Judges shall:

- i) Determine the order of finishing for competitors.
- ii) Report any infringement of competition rules to the Area Referee.
- iii) Be positioned on either side of the finishing line approx 5 - 10m away from the finishing poles with an uninterrupted view of the finishing line and where possible - an elevated stand.
- iv) Be able to refer to judging aids (eg. videos) if necessary, to determine the finish.
- v) Generally assist with the setting up of courses for events.

6.9 Course/Boat Judges

The Course/Boat Judges shall:

- i) Check the alignment of all course marker buoys before the start of each event.
- ii) Observe and report any infringements of the rules to the Referee.
- iii) Be particularly observant when boats approach and turn around course marker buoys, for wilful jostling or obstruction by one team or another.
- iv) Position themselves in a suitable station to enable them to have a constant view of the course and the boats as they turn around the course marker buoys.

6.10 I.R.B. (Water Safety Crew)

The IRB crew shall be responsible for:-

- i) Maintaining adequate water safety cover during the duration of the Event
- ii) Communicating with Boat Judges during the competition. The Referee will direct all communications to the IRBs through the safety officer.

- iii) Co-ordinating the laying of marker buoys, and any adjustments as deemed necessary by the Referee.
- iv) Maintaining good communication with the Event Safety Officer

6.11 Safety Officer

- i) The Safety Officer is responsible at all times for safety during the running of the event. It follows that he must be present for the entire duration of the competition, including the setting up and taking down of the competition arenas.
- ii) All emergencies and requests for medical assistance must be directed through the Safety Officer who will liaise with paramedic crews, coastguards, and patrolling lifeguards or rescue units as appropriate.

7. POINTSCORE INFORMATION

7.1 ESRF European Surf Rowing Championship Pointscore

- i) For the ESRF Championship event a “Round Robin” pointscore shall be used.
- ii) A Round Robin will consist of three rounds with crews redrawn for each round.
- iii) The highest placed pointscores upon completion of the Round Robin will decide which crews progress to the knockout rounds of Qtr Finals, Semi Finals and Final.
- iv) Should crews finish on equal points after the Round Robin has been completed, a countback of highest placings gained will be used to decide which crews progress forward.
- v) Pointscore for the Round Robin per round shall be as follows:

1 st 10pts	2 nd 8pts	3 rd 7pts	4 th 6pts	5 th 5pts	6 th 4pts
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- vi) Progress from the Qtr Final to the Semi Final and Final shall be decided by a knockout
- vii) The number of crews to progress forward to be decided by the event referee prior to the start of the Championship event.
 - viii) Six is to be the maximum number of crews per race.

7.2 Disqualification

If a crew is disqualified from a race they shall not be eligible for points.

7.3 Dead Heats

Dead Heats shall be declared as such and the points shared between the crews involved.

8. COMPETITION

8.1 General conditions

i) A boat crew shall consist of five competitors, four of which shall be male rowers or four female rowers and the fifth shall control the boat by a sweep oar and shall be known as the Sweep. A Mixed Crew shall consist of two men and two women rowers. In masters events the sweep does not have to be a master competitor but must fulfil all other eligibility criteria to compete.

ii) CREW DEFINITIONS

Crews must comply with all of the following requirements:

- a) The crew must begin the race with a full compliment of four rowers, four oars, one sweep and one sweep oar. For safety reasons, no crews will be allowed to race with less than the full compliment, in the event they have insufficient personnel/equipment on race day.
- b) All crew members must be current (paid-up) members of their ESRF affiliated european surf rowing body or an ESRF individual member.

iv) Club or team entries shall not be limited provided that multiple entries cause no delay in conduct of events.

v) A "warm up" area should be provided for boats and crews but strict observance of the referee's directions relating to its use shall be observed. Encroachment onto the competition area or interference with any event may result in disqualification.

vi) Any problem as a result of interference by craft or competitors from another section shall be adjudicated on by the referee or sectional referee.

vii) Time limits may be fixed and may be varied according to grades and sea conditions.

viii) Dress of boat crews shall be as for team events, ie. uniform in style and colour providing that the sweep may wear different style apparel as warranted by the conditions. Crews may wear flotation vests and helmets if desired.

ix) A 'boat rowers' panel should be formed to discuss boat racing conditions at competitions with the referee and to generally act to represent the competitors in relation to suggestions or complaints. The panel may contain representatives from different clubs and countries and be selected by appropriate competitors and officials.

8.2 The course

i) The course layout shall be as detailed in the diagram.

ii) The boat buoys or turning marks shall be of distinctive colours in the following order from left to right - No 1, Red; No. 2 Green; No 3 Blue; No 4 White; No 5 Purple; No 6 Yellow. The buoys shall be secured by short lengths of rope, 23m apart on a mooring line of 250m length from anchor to anchor (for a set of 6 buoys).

iii) Buoys or turning marks should be a minimum 400m rowing distance from knee depth water at low tide mark depending on prevailing surf conditions and should be moored in such a position as to allow the boats to clear other course buoys by taking a straight course to and from the turning marks.

iv) The finishing line shall be a line of sight drawn between two orange and blue diagonal flags on poles positioned far enough apart to correspond with the number of buoys laid (see diagram) and to allow all boats to finish afloat.

v) Large elevated luminous markers may be positioned at the water's edge, directly behind each finish flag. These may assist sweeps to determine the position of the finish line while returning to shore.

vi) An alternative finish can be to a designated finish flag for each boat placed on the beach 10metres from the shore to which a member of the crew must run and touch.

8.3 Procedure

i) The boats shall be lined up by their crews opposite the indicated position on the beach near the water's edge, as drawn by a ballot, No.1 being on the left facing the water, then No. 2, 3, 4, 5 and 6 in order to the right of No.1.

ii) The starter, shall direct the crews to float and hold their boats approximately 20m to 23m apart at the edge of the water. The crews shall be standing in the water. The starter shall then order the crews to get ready and bring their boats into line. The stern of the surfboat must be in line with or to the beach side of the starter.

iii) One or two check starters, who may be positioned in the water in line with the start line, shall hold a flag aloft when crews are in line. If crews disregard the directions of the check starter they may be disqualified by the starter.

iv) Boat crews will be allowed to draw their boat back from the line if they wish, provided the boat is stationary at the time of the start. The starter shall raise his hand above the head when a start is imminent. The start signal shall be given. If there is no recall by the starter, no protest shall be allowed on the condition of the start.

Note: Whilst every endeavour should be made by the starter to effect an "even" start in relation to wave activity, the decision to "Go" on the start signal still rests with the sweep ie. the starting signal is not a mandatory requirement to "in and away" particularly in dumping surf.

v) On the starting signal the boats shall be rowed around their turning marks and return to the beach. The finish shall be determined by any part of the hull of a boat crossing the finish line from the seaward side, between the orange and blue diagonal flags (refer racing conditions).

vi) Judges shall be positioned in line with the finish line and where possible on an elevated stand approximately 15m from the finish flag

vii) An alternative finish can be to a designated finish flag placed on the beach 10metres from the shore to which a member of the four rowers must run and touch.

viii) Sweeps are not permitted to run to the finish flag.

8.4 Racing conditions

i) Turning may be made from left to right, or right to left, as decided by the sectional referee prior to a round, having regard to prevailing conditions and crews must be informed of any such decision.

ii) Boats taking a wave must keep clear of boats in front of them and may pass other boats on either hand.

iii) To complete the race a boat must be in an upright position as the boat crosses the finishing line from the seaward side under control and properly equipped. If a boat rolls over on the return journey to the beach, the crew will be disqualified from the race.

Note 1. "Under Control" is defined as a boat being in an upright position with a crew of at least three members and in contact with the boat, and the boat moving in a direction towards the finish line.

Note 2. "Properly equipped" is defined as a boat equipped with a rescue tube, a minimum of three oars or two oars and a sweep oar which shall be in the boat or in the rowlocks, and controlled by a crew of at least three members.

Note 3. "Once a boat crosses the finishing line or has beached, whether or not it is under control and properly equipped, it is deemed to have completed the race. A boat cannot be taken back into the course to be then controlled and/or properly equipped in order to cross the finishing line again.

iv) Boats must finish within the boat competition area defined by the sectional referee to obtain a place in that event. Any boat that dislodges a judging stand so as to impede the judging shall be disqualified.

v) Should a boat, on its return journey be stopped by beaching on the sand, the boat shall be deemed to have finished the race and may be allocated a placing as decided by the finish judges provided that the boat is returning from buoys, is approaching the finishing line and is heading between the finish flags.

vi) Damaged boats, oars or other gear may be replaced by the crew, without outside assistance, during a race providing such replacement is effected before they turn their allocated buoy.

Note: Replacement gear may be brought to the water's edge and damaged equipment removed by other club members providing they do not cause any interference to another team in the race. The crew shall recommence the race from the start line.

vii) Any problem, as a result of interference by craft or competitors from another section, shall be adjudicated on by the sectional referee.

viii) Finish Buoy "Gates" may be used at the discretion of the Referee to assist with the conduct of boat races. Such buoys are to be placed beyond the break and crews may pass these buoys on either side on the journey out to the turning buoys. On the return journey crews must pass through their relative gate on the windward side of the buoy prior to proceeding to the finish line.

8.5 Infringements

The following infringements may render an offending boat liable for disqualification:

i) Boat delaying its turn, so as to force another boat out of its true course;

ii) A boat not keeping clear of other boats when taking a wave, and thus impeding the progress of other boats;

iii) A boat, when turning the buoy or mark, steering wide enough to impede another boat;

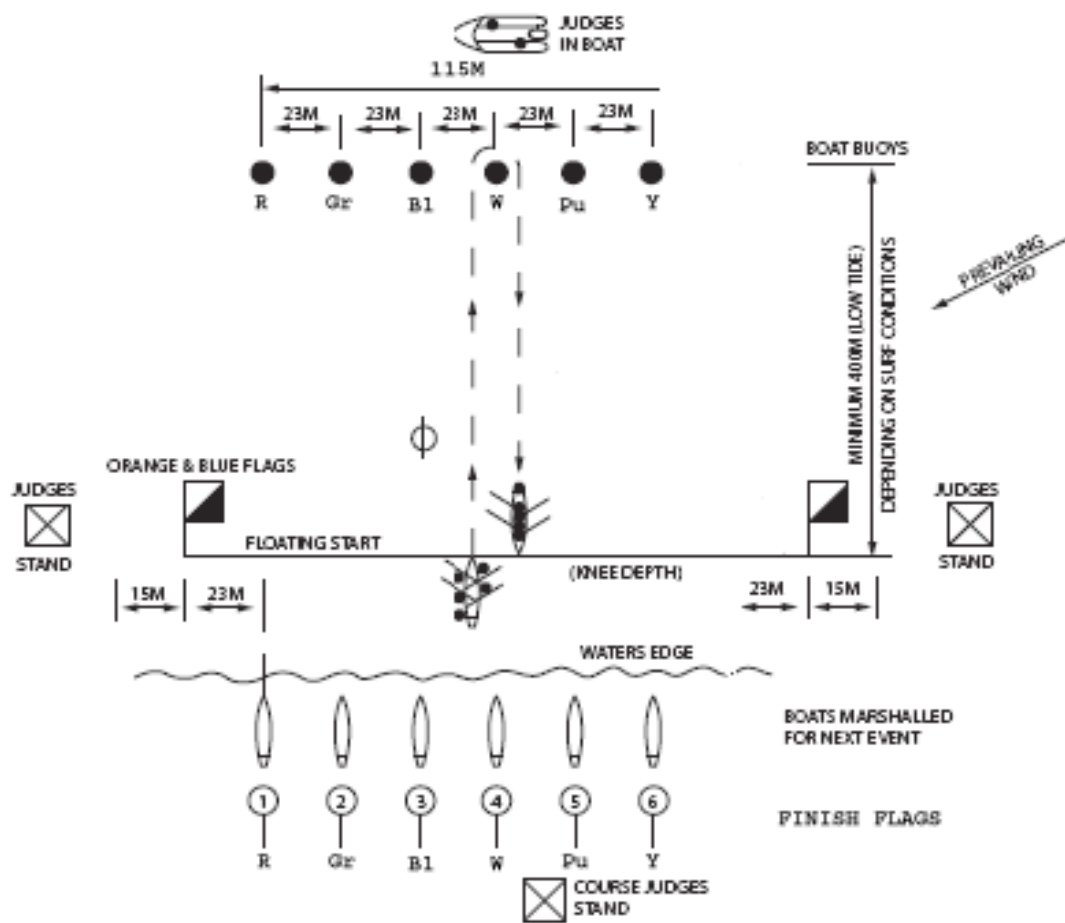
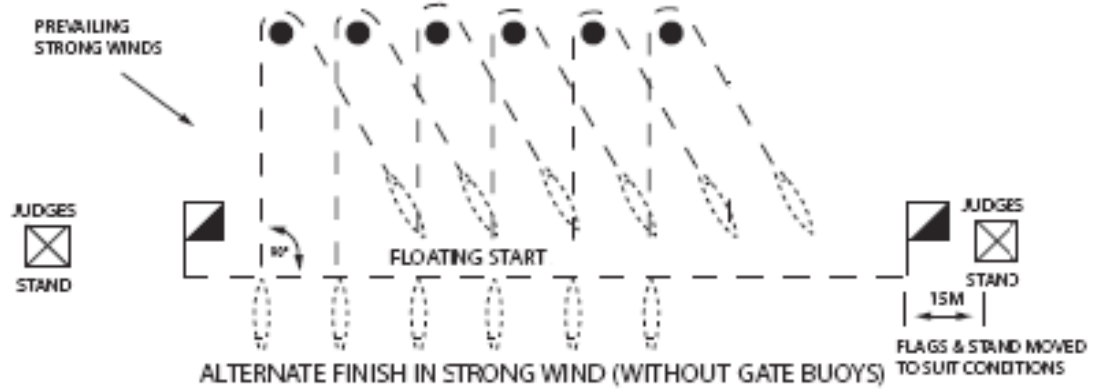
iv) A leading boat intentionally altering its course to prevent a boat on a wave from obtaining the benefit of the wave;

v) If a boat is steered so as to prevent another boat from passing it;

vi) When a boat, its crew, or any of the oars of such boat or abandoned equipment are touched by another boat, its crew, or any of its oars, so as to severely impede its progress;

vii) An overtaking boat impeding the progress of a boat steering a straight course shall be deemed responsible for the infringement.

* USE OF GATE BUOYS AT DISCRETION OF REFEREE UNDERNEATH (DISTANCES APPROXIMATE ONLY)



Appendix 1

Normal Operating Plan and Emergency Action Plan

A Normal Operating Plan (NOP) and Emergency Action Plan (EAP) is essential to the sound planning process. The aim of the plans is to ensure appropriate procedures are in place in the event of any emergency that may occur during the conduct of an event. The contents of a plan to include:

1. Objective

The objective of the plan is to:

- Outline the facilities that will be utilised during the event.
- Identify those persons with the authority to initiate the Plan.
- Outline command and control functions.
- State the activation methods for internal and external agencies and services.

2. Implementation

Proper command and control must be maintained in an emergency or major incident. It is essential that instructions outlined are widely communicated and that the personnel who have the authority to activate the Plan are identified. In this regard the key persons usually are the Referee, the Safety and Emergency Coordinator and the Competition Organiser or the Event Manager.

3. First Aid Sites

Dependent on the size of the competition and the number of participants, the extent of the emergency care facilities required including the number, location and type of first aid sites will need to be identified. This may include a central base, a medical centre, remote sites and roving patrols as well as the equipment required and a number of personnel and their skills.

4. Medical Facilities

Any available medical (surgical) facilities on and off the event site need to be identified. This should include the location and contact details of the nearest medical centre and hospital.

5. Water Safety

The Water Safety Coordinator(s) and patrols (including IRBs) need to be appointed and operate as per their position description. In addition, liaison and rescue protocols need to be identified and circulated

6. Emergency Vehicle(s)

A designated emergency vehicle should be obtained in case of the need to transport patients off the beach and rescue teams to an incident site.

The protocols for operation of the vehicle need to be identified.

7. Major Incidents

Dependent on the size of the Event the preparation of a Major Incident plan would be appropriate

8. Emergency Services

The available emergency services and their tasking/communication protocols should be identified for:

- Ambulance
- Police
- Rescue Helicopter (Naval/Air Ambulance/Coastguard)
- Coastguard

9. Logistics

As necessary relevant logistical information for deployment of the emergency services teams should be identified including:

- Personnel
- Deployment of Personnel
- Dress Standards and Appearance
- Access to Competition area
- Equipment
- Communications
- Vehicle Access
- Alternative Venue(s)

Appendix 2

Competition Contingency Plan

In the event of adverse weather conditions preventing the conduct of either a part, or the whole of a competition event, it is essential that a clear and simple Contingency Plan be established to enable an assessment on the conditions and, if appropriate the safe completion of all competition.

The major threat for the conduct of open water competition relates to the advent of adverse weather conditions, either before or during the Event. Adverse weather can create extremes in heat or cold, storms, dangerous surf or swell and associated dangers for competitors. Secondary natural threats are considered less unlikely, although man made disasters, such as pollution of the surf and beach should not be discounted. The following is a format for establishing a Contingency Plan for Surf boat Events.

1. Potential Threats

- Adverse weather
- Disasters

2. Forecasting

Weather forecasts will be used by the Organising Committee to assist in the decision making. As the weather develops, more regular bulletins and information need to be obtained depending on the situation. Dependent on the importance of the competition, weather monitoring should commence approximately one week prior to the start of the competition

If the competition extends beyond one day, the Committee should obtain weather forecasts each morning and evening.

3. The Chain of Command and Decision Making

The Organising Committee shall determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part or all of the competition rests with the Committee.

The decision to enact the Contingency Plan is the responsibility of the Committee. The Referee is solely responsible to the Committee for recommendations concerning competition safety.

4. Alternative Locations

- Alternative similar (surf) location(s)
- Emergency locations – protected water

The aim of relocating to an alternative venue is to ensure that the competition may be safely conducted within the time frame set down.

If water conditions prevent water-based competition and the beach itself is unaffected, then only water events may need to be relocated.

These are the options:

- Complete relocation of the competition.
- Postponement of part or all of the competition to a later date.
- Cancellation of part or all of the competition.

5. Relocation Timings and Early Warning

The decision to relocate is made as early as possible, preferably on the day before.

The following individuals and authorities are to be advised as soon as possible of the decision to relocate, the event to be moved and outline timings to commence the Event at the alternative site (those responsible for notification listed in brackets):

- Team Managers, Referee, Safety and Emergency Coordinator, Officials.

- Administration Officer, TV, Sponsors, Announcers, Media, Club at Alternative Location, Catering, Council and other Authorities, Announcers with scripted message – (Logistics Officer/Site Manager)
- Police, Ambulance, Fire Brigade, Hospitals – (Safety and Emergency Coordinator)

6. Action in the Event of Death or Serious Injury

In the event of death or serious injury to a competitor or spectator occurring during the period of the competition the Referee is responsible for any immediate decision to suspend or postpone competition. The Safety and Emergency Coordinator is responsible to the Referee for handling the situation. Once the situation is assessed, the Referee shall make recommendations to the Organising Committee.

The Safety and Emergency Coordinator is responsible for the contact and provision of initial counselling support.

Sample Major Incident Plan

i) Initial Action

Ascertain details:

- Location
- Nature of incident
- Extent of incident - how serious?
- Number of possible injured
- Is there anyone in charge as yet?

Commence Log:

- Time/Date/Place
- Identity of informant
- Location of informant

Notify:

- Police
- Ambulance (as appropriate)
- Surf Rescue Command
- Safety and Emergency Coordinator
- Medical Officer
- Referee
- Director of Sport
- Media Liaison

Transport:

- First aid, medical equipment and relevant personnel to site.

ii) At the Scene

Continue Log:

- Ensure no further danger
- Cordon off scene

- Set outer perimeter - consider crowd control
- Set up command post
- Set up triage and casualty area
- Consider - set up morgue in fully enclosed tent
- Arrange escorts for relatives and minor low priority patients to first aid base
- Set up helicopter landing area 250 metres from site
- Arrange emergency vehicle access
- Coordinate search for victims with Police
- Media Liaison to arrange media area

iii) At the First Aid Area

Commence Log:

- Appoint/Confirm Officer in Charge
- Accept patients with minor injuries
- Arrange area for relatives
- Arrange trauma and grief counselling
- Transport emergency care, stock and equipment to primary site as required
- Ensure adequate stocks of first aid supplies
- All requests for information (inc. media) to command post
- Arrange refreshments
- In the case of alleged criminal activity, all injuries and First Aid treatments must be fully documented.

iv) Personnel Required at Command Post

- Safety and Emergency Coordinator
- Medical Officer
- Director of Sport
- Media Liaison Officer
- Police Coordinator
- Ambulance Coordinator
- Log Keeper

v) At Completion

Debrief:

- Arrange venue away from activities and interruptions
- Ensure police and ambulance coordinators in attendance
- Arrange refreshments
- Ensure all personnel are accounted for
- Conduct debrief - UKSRL/Police/Ambulance
- Take notes
- Take contact details of all major participants in search
- Ensure someone from UKSRL is present to thank members
- Arrange any ongoing search/assistance
- Clean Up
- Ensure all equipment is accounted for
- Clean equipment
- Replenish supplies

