



Surf Life Saving Senior Official Assessment Portfolio

August 2024



Senior Official Assessment Portfolio

Senior Official – Assessment Portfolio

Candidate Details:	Name: DOB: Email: Phone Number: Address: Postcode: State: Club: Working With Children Check #: Name on Badge:
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Method of Assessment	Must be assessed through observation and questioning (if something is not observed).
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The participant should carry out any three of these roles once over a minimum of three surf sports events*.
The participant will only be assessed as competent in that role after meeting the summative score minimum requirement.
Assessments must be carried out by at least two different assessors.
*** For the purpose of Senior Official assessment, the surf sports event must be three different event types, must be at least interclub level and above, and must be a range of age groups.**

See notes to the candidate Assessor Tool Instructions on page 3 for more information.

	C/NYC	Comments
Can carry out the role of course supervisor, as described in the SSM, applying SLSA rules as required (minimum 24/30 points)		
Can carry out the role of chief judge, as described in the SSM, applying SLSA rules as required (minimum 40/50 points)		
Can carry out the role of sectional referee, as described in the SSM, applying SLSA rules as required (minimum 36/45 points)		
Can carry out the role of area referee, as described in the SSM, applying SLSA rules as required (minimum 32/40 points)		
Can carry out the role of deputy referee/referee, as described in the SSM, applying SLSA rules as required (minimum 32/40 points)		

Preliminary Information: previous senior positions held (if any)

Position and event	Feedback received or self-assessment

Information for candidates:

The Senior Official assessment procedure is designed to be an ongoing evaluation process. Please follow the following steps.

1. Complete the self-assessment checklist and set relevant officiating goals for yourself before/after attending a practical workshop and undertaking on-the-job assessments.
2. Ensure your online learning is complete.
3. On the job assessments
 - a. You must be assessed in at least three of the senior official roles and meet the minimum summative score requirement for that role and be marked as competent in all general criteria whilst undertaking that role.
 - b. If you do not meet the minimum summative score in your first assessment in that role, you must undertake that role again and achieve the minimum summative score in your assessment. You may need to undertake each role several times to achieve that result.
 - c. The three senior roles that you are assessed in **MUST** be **three (3)** different roles.
 - d. For some candidates these assessments may be completed in one season, but other candidates may take two to three years.
 - e. You must ensure that when applying for a senior official role in which you need an assessment, there will be a senior official present who can assess you. The Senior Official assessing you must be authorised by your state to conduct Senior Official Assessments and have completed the Senior Official Assessor Module. The three different role assessments must be completed by at least two different assessors i.e., you can use the same assessor for two assessments but not all three.
4. Keep your assessment paperwork and submit to your Branch/State/Territory when your assessment portfolio is complete (all three role assessments are signed off by at least two different assessors to confirm that you have achieved the minimum score on each).

Compulsory Self-Assessment

C: Competent, A: Achieving, M: Further assistance required, N/R: Not relevant

You may choose to do this before, during or after the other assessments but it must be completed before your assessment portfolio is submitted.

Communication				
Self-Assessment Criteria	C	A	M N/R	Comments
I believe that I/my:				
Use proper and positive speaking, listening, reading & writing skills including appropriate body language and eye contact.				
Project a positive nature when communicating.				
Accept feedback from competitors and other officials in a positive and constructive manner to minimise conflict				
Changes to improve competition arena are assessed and communicated in a timely manner.				
Effectively negotiate with other officials to avoid conflict etc.				
Decisions in regard to the rules are communicated quickly and effectively to the Chief Judge/ Sectional Referee/appropriate persons.				

Rules of Surf Sports				
Self-Assessment Criteria	C	A	M N/R	Comments
I:				
Check my courses to ensure they are as per the manual or adapted to meet the conditions				
Check area equipment and facilities meet the requirements of the event/competition				
Accurately and consistently Interpreted the rules or regulations based on fairness, equity, support and participant safety.				
Use a cooperative approach to decision making, appropriate to my role, and effectively communicate these to the Chief Judge/Sectional Referee/appropriate persons.				
Communicate my decisions in accordance with the rules, regulations and guidelines, and they are made without undue influence from external sources.				
Identify and use relevant information in the decision-making process, and document this where appropriate				

Risk Management and Safety

Self-Assessment Criteria	C	A	M	N/R	Comments
I:					
Attend all relevant safety and carnival briefings both prior to the commencement of the event each day of the event.					
Prior to competition commencing I check my areas to identify any hazards and conditions which could affect competition safety and liaise with SEMC/Safety Committee.					
Complete any relevant Safety Assessment forms in a timely manner and escalate any issues to the Sectional/Area Referee/Referee.					
Report to the appropriate personnel any Information/feedback received from other officials in relation to increases in risk.					
Respond to identified problems effectively and in accordance with best practice principles.					
Follow appropriate SLSA Sun Safe Policy					

Officials and Their Duties

Self-Assessment Criteria	C	A	M	N/R	Comments
I:					
Attend the Officials briefing and have met with other officials in my area to ensure all are aware of their roles and responsibilities.					
Ensure my observations are consistent and undertaken with minimal disruption to competition.					
Observe that other Officials in my area are operating with respect, integrity and empathy					
Use my organisational skills to advise my Sectional/Area Referee/Referee of any matters to ensure the arena functions effectively					

Personal Development and Career Goals

Short Term

Long Term

Information for Senior Official Assessors

To be completed at an event by at least two different SLSA accredited senior officials, who have completed the SLSA senior official assessor eLearning module and been approved by the Branch/State/Territory/SLSA.

1. For the Referee assessment, the assessment needs to be completed by a Senior Official who is regularly appointed in the Referee role.
2. Rating system: the candidate's competence will be assessed on a scale of 1-5 (please circle). The candidate should score at least the minimum score for that role (this score is indicated in the summary table below each role). If the candidate scores less than the minimum score, they must be reassessed in that position and achieve the minimum standard before undertaking any other senior official roles.
3. Candidates must be assessed in three roles and achieve the minimum score for each to be successful in this assessment.

Note: application may be made to the SLSA Officials Advisor to vary this for some candidates and situations.

Senior Officiating Roles: Course Supervisor Assessment

Outcomes		Rating	Comments
Shows ability to be responsible to the Referee and Area Referee/Sectional Referee, for the safe, proper and fair layout of courses, and work with starters to set up those courses.	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Is aware of all key surf sport events and the course layout requirements for these events.	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Assesses the on-beach and in-water conditions for the duration of competition, including available beach and sand, tides, current, swell, wind conditions and any other issues.	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Works with the Referee or Area/Sectional Referee, Power Craft Coordinator, and other appointed personnel, to supervise the laying and adjustment of in-water courses prior to and during competition.	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Liaises with chief judges, competitors and/or competitor panels, liaison officers and other personnel regarding course conditions and any course queries.	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Reviews their own officiating performance and identifies strategies to improve future performances. NB: The Assessor should meet with the participant and discuss performance and identified strategies	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	

Course Supervisor Assessment			
	Assessment 1	Assessment 2 (if required)	Assessment 3 (if required)
Summative Assessment Score*	/30	/30	/30
*Minimum score on a successful assessment is 24/30			
Assessor Name	Assessor Signature		
Assessor Role/Appointment			
Assessor Club	Date of Assessment		

Senior Officiating Roles: Chief Judge Assessment

Outcomes		Rating	Comments
Demonstrates the required skills and knowledge to supervise and assist with the conduct of events according to SLSA rules and the authority of the Referee	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Can supervise or assist (the Course Supervisor and Starters) in the setting up of safe and fair courses for events	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Can roster, rotate, define positions and allocate duties and responsibilities for the area/sectional judges	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Can locate and position judges to best run the event according to the rules, and to determine the finish and recording of event results	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Communicates effectively and appropriately with other officials in a surf sports environment	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Communicates effectively and appropriately with competitors, age managers, team managers, spectators, parents and coaches in a surf sports environment	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Leads an effective judging team and works collaboratively with their sectional referee as part of an officiating team	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Minimises and deals with conflict situations as required, asking for assistance when necessary	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Can adjudicate decisions and coordinate results	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Reviews their own officiating performance and identifies strategies to improve future performances. NB: The Assessor should meet with the participant and discuss performance and identified strategies	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	

Chief Judge Assessment

	Assessment 1	Assessment 2 (if required)	Assessment 3 (if required)
Summative Assessment Score*	/50	/50	/50
*Minimum score on a successful assessment is 40/50			
Assessor Name	Assessor Signature		
Assessor Role/Appointment			
Assessor Club	Date of Assessment		

Senior Officiating Roles: Sectional Referee Assessment

Outcomes		Rating	Comments
Demonstrates the ability to be responsible to the Referee or Area Referee for the control and organisation of a specific section of the competition, including the proper layout of course/s pertaining to the conditions	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Can implement the rules and regulations governing the competition and events being conducted in their section of responsibility	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Communicates effectively and appropriately with officials, support services, competitors, age managers, team managers, spectators, parents and coaches in a surf sports environment	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Leads an effective team of officials and works collaboratively with their area/carnival referee as part of an officiating team	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Demonstrates the skills and knowledge to utilise authority to immediately suspend competition in their section	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Possesses/demonstrates the skills and knowledge to initiate any search and rescue actions	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Deals with conflict situations as required, referring issues to the area/carnival referee when necessary	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Has an extensive knowledge of all official positions in order to ensure they can clarify positions and responsibilities for those appointed in their section	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Reviews their own officiating performance and identifies strategies to improve future performances. NB: The Assessor should meet with the participant and discuss performance and identified strategies	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	

Sectional Referee Assessment

	Assessment 1	Assessment 2 (if required)	Assessment 3 (if required)
Summative Assessment Score*	/45	/45	/45
*Minimum score on a successful assessment is 36/45			
Assessor Name	Assessor Signature		
Assessor Role/Appointment			
Assessor Club	Date of Assessment		

Senior Officiating Roles: Area Referee Assessment

Outcomes		Rating	Comments
Demonstrates the ability to be responsible to the Referee or Deputy Referee for the control and organisation of a specific area or a group of sections or events of the competition including the proper layout of course/s pertaining to the conditions	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Can implement rules and regulations governing the competition and events being conducted in their area of control	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Communicates effectively and appropriately with officials, support services, competitors, age managers, team managers, spectators, parents and coaches in a surf sports environment	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Leads an effective team of officials and works collaboratively with their sectional and carnival referee as part of an officiating team	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Minimises and deals with conflict situations as required, referring issues to the carnival referee/deputy referee when necessary	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Demonstrates the skills and knowledge to utilise authority to immediately suspend competition in their area	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Possesses/demonstrates the skills and knowledge to initiate any search and rescue actions	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	
Reviews their own officiating performance and identifies strategies to improve future performances. NB: The Assessor should meet with the participant and discuss performance and identified strategies	Event 1	1 2 3 4 5	
	Event 2	1 2 3 4 5	
	Event 3	1 2 3 4 5	

Area Referee Assessment

	Assessment 1	Assessment 2 (if required)	Assessment 3 (if required)
Summative Assessment Score*	/40	/40	/40
*Minimum score on a successful assessment is 32/40			
Assessor Name	Assessor Signature		
Assessor Role/Appointment			
Assessor Club	Date of Assessment		

Senior Officiating Roles: Referee Assessment

Outcomes	Rating	Comments
Demonstrates the ability to be responsible for all matters relating to the conduct of competition and matters not covered by SLSA rules	Event 1	1 2 3 4 5
	Event 2	1 2 3 4 5
	Event 3	1 2 3 4 5
Can implement the rules and regulations governing the competition or event being conducted	Event 1	1 2 3 4 5
	Event 2	1 2 3 4 5
	Event 3	1 2 3 4 5
Demonstrates the ability to accurately complete event timetabling, and determine entry and race time estimates: during the event works with their team of officials and support services to manage the timetable effectively	Event 1	1 2 3 4 5
	Event 2	1 2 3 4 5
	Event 3	1 2 3 4 5
Conducts pre and post briefings for senior officials and/or team managers and/or coaches and/or competitors on the conduct and program for the competition including entry conditions, timetables, area layouts, special events, safety and emergency arrangements	Event 1	1 2 3 4 5
	Event 2	1 2 3 4 5
	Event 3	1 2 3 4 5
Demonstrates the skill and knowledge to make any alteration to the program that they consider necessary and communicate these changes to all relevant parties	Event 1	1 2 3 4 5
	Event 2	1 2 3 4 5
	Event 3	1 2 3 4 5
Has extensive knowledge of all events, to be able to if required, exercise the power to disqualify or penalise a competitor	Event 1	1 2 3 4 5
	Event 2	1 2 3 4 5
	Event 3	1 2 3 4 5
Deals with conflict situations, referring issues to the competition committee or carnival disciplinary committee as required	Event 1	1 2 3 4 5
	Event 2	1 2 3 4 5
	Event 3	1 2 3 4 5
Reviews their own officiating performance and identifies strategies to improve future performances. NB: The Assessor should meet with the participant and discuss performance and identified strategies	Event 1	1 2 3 4 5
	Event 2	1 2 3 4 5
	Event 3	1 2 3 4 5

Referee Assessment

	Assessment 1	Assessment 2 (if required)	Assessment 3 (if required)
Summative Assessment Score*	/40	/40	/40
*Minimum score on a successful assessment is 32/40			
Assessor Name	Assessor Signature		
Assessor Role/Appointment			
Assessor Club	Date of Assessment		

SLSA Senior Official Assessment Checklist

For Branch/State/Territory use only

Senior Official Checklist		
Candidate has completed all eLearning modules	Yes	No
Candidate has completed Self-Assessment	Yes	No
Candidate has completed On-Beach Assessments (minimum three different roles, achieving minimum summative score or better and assessed by two different assessors)	Yes	No
Candidate has attended Face-to-Face Workshop/s	Yes	No
Candidate has completed the assigned timetabling assessment	Yes	No
Candidate has fulfilled Branch/State requirements	Yes	No

State/Territory Endorsement

Name of Representative

Position of Representative

Representative Signature

Date of Endorsement

Please forward the signed Assessment Portfolio to your State/Territory centre. Your State/Territory will forward the endorsed documentation to SLSA for final endorsement.