



# Memorandum

<b>To:</b>	NSW Accredited Scrutineers
<b>From:</b>	Don van Keimpema – Chair of Surf Sports, Jim Pinnington – Surf Sports Manger
<b>Date:</b>	29 April 2024
<b>Pages:</b>	3
<b>Subject:</b>	EOI –Head Scrutineer for the 2024 Sharkskin NSW IRB Premiership and Championship

SLNSW is calling for applications for the role of Head Scrutineer for the 2024 Sharkskin NSW IRB Premiership and Championship.

## Events Dates

Event	Date	Location
Round 1	10 – 12 May	Collaroy SLSC
Round 2	25 – 26 May	Fingal Beach SLSC
Round 3	8 – 9 June	Avoca / North Avoca SLSC
Round 4	22 – 23 June	Ocean Beach SLSC
State Championships	5 – 7 July	Cape Hawke SLSC

## Application Process

Applicants must be current financial Club members with appropriate current official qualifications (Senior Official) and experience.

A position description for the role is detailed on the following pages. Applicants can also refer to the role advertised within the current [Surf Sports Manual](#).

All applications must be submitted via the [online form](#).

Nominations close at midnight, Sunday 5 May 2024.

If you have any questions regarding the nomination process, please contact the Surf Sports Team via [surfsports@surflifesaving.com.au](mailto:surfsports@surflifesaving.com.au)

Position Description – Head Scrutineer	
<b>Reports to</b>	Carnival Referees
<b>Consults with</b>	<ul style="list-style-type: none"> <li>• IRB Premiership and Championship Referee</li> <li>• IRB Premiership and Championship Deputy Referee</li> <li>• SLSNSW Staff</li> <li>• SLSNSW Team Managers, Coaches, and Competitors</li> <li>• Host Club, Organizing Committee</li> </ul>
<b>Purpose</b>	The purpose of the Chief Scrutineer’s role is to work with the Championship Referee, Deputy Referee and Subject Matter Experts (SMEs) to control and organize the measurement of gear and equipment to ensure that all motors, hulls, propellers, fuel and equipment is operating, and otherwise, in accordance with the current specifications approved by SLSA.
<b>Responsibilities</b>	<p><b>Overall</b></p> <p>Act under the supervision of the IRB Premiership and Championship Referees</p> <ul style="list-style-type: none"> <li>• Arrange for the correct setting up of the scrutineering area and measuring devices.</li> <li>• Ensure the scrutineering standards used are in line with the current gear and equipment specifications as advised by the relevant SLSA authority.</li> <li>• Arrange a program and timetable for the processing of teams and their equipment, gear and required paperwork including maintaining of records.</li> <li>• Supervise and roster Head Scrutineers (Motors, Hulls &amp; Propellers) and scrutineers to allocated positions, times and particular responsibilities.</li> <li>• Observe competition events and if they consider that the performance of a particular craft, motor or item of equipment, including fuel appears to exceed the manufacturers’ performance specification, they shall make these observations known to the Referee.</li> <li>• If considered necessary, or if requested, arrange for inspections during and/or after an event or competition.</li> <li>• Liaise with the Referee on infringements and any concerns raised by competitors, team managers or coaches.</li> <li>• Provide reports and recommendations to the Referee or Authority on the conduct of the scrutineering program.</li> <li>• Be aware at all times of the safety and welfare of competitors, officials and other personnel involved in the competition and immediately report any concerns to the Referee or their delegate and/or the Safety and Emergency Management Coordinator. If the matter is a catastrophic event the official may order an immediate suspension of competition in their area and immediately escalate the matter to the Referee and/or their Area Referee and/or the SEMC.</li> </ul> <p><b>Prior to Event</b></p> <ul style="list-style-type: none"> <li>• Liaise with specific staff, competitive/officials representative groups where necessary and report to the Carnival Referee or Competition Organising Committee as and when requested</li> <li>• Review and provide input into the scrutineering roster and given circulars</li> </ul> <p><b>During Event</b></p>

	<ul style="list-style-type: none"> <li>• Coordinate all event scrutineering requirements</li> <li>• Liaise with the Championship Referee, Officials, Team Managers, Coaches and Competitors on any issues related to scrutineering</li> </ul> <p><b>Post Event</b></p> <ul style="list-style-type: none"> <li>• If required, provide input and feedback as appropriate for continual event improvement</li> </ul>
<b>SELECTION CRITERIA</b>	Please address all four areas of the selection criteria below: qualifications, knowledge and experience, skills and attributes.
<b>1. Qualifications (Essential and/or Desirable)</b>	<ol style="list-style-type: none"> <li>1. Surf Life Saving experience, particularly in the area of Inshore Rescue Boats</li> <li>2. Accredited Senior Surf Official</li> <li>3. Officiating experience within a similar role at SLSNSW IRB Carnival.</li> <li>4. Motor or marine based qualifications and ability to use relevant measuring equipment.</li> </ol>
<b>2. Knowledge and Experience</b>	<ol style="list-style-type: none"> <li>1. Experience working with fundraising/community associations/not-for-profit/membership organisations</li> <li>2. Understanding and knowledge in regard to SLSA standards and requirements for 2 stroke engine operation, hulls construction &amp; repairs methods and propellers.</li> <li>3. Demonstrated understanding of OH&amp;S including risk management procedures/requirements</li> </ol>
<b>3. Skills and Attributes</b>	<ol style="list-style-type: none"> <li>1. Strong communication skills</li> <li>2. Ability to work with volunteers, employees and contractors</li> <li>3. High level report writing and liaison skills</li> <li>4. Communication and analytical skills including liaison with relevant manufacturers relevant to changes and updates to their equipment which may effect performance advantage</li> <li>5. Mentoring skills</li> <li>6. Physically fit</li> </ol>