



Senior Official Training Process and FAQ

May 2023



Introduction

Senior Officials are officials who have been identified as leaders within their chosen field. Officiating roles may include Chief Judge, Referee, Area Referee, Sectional Referee or Course Supervisor. Senior Officials may wish to fulfil the role of Mentor to accredited Core and Technical Officials as well as being qualified to facilitate SLS Official Training Workshops in their nominated roles.

Step 1: Course Allocation

The Senior Officials award is designed for currently accredited and experienced officials. It is a prerequisite for this award to hold an officiating accreditation of Technical Official (or equivalent).

Generally, processes will follow one of the below steps;

1. States will distribute a call for nominations and/or select participants to upskill to the Senior Official accreditation. The State will organise allocation of the Senior Official (online theory modules) course for you to complete.
2. States require the participant to complete an online enrolment before the modules are allocated. Online enrolment can be completed by:
 - Logging into the [SLS Members Area](#) > click on eLearning > Training Library > SLS – Officiating (view courses) > SLS – Senior Official Enrolment

Please note completion of the online enrolment form does not guarantee course allocation. You will be notified if your enrolment is successful, or if you require further practical experience before upskilling.

Each State/Territory's course allocation processes differ, please contact your [State/Territory](#) for further details.

Note: You will receive an email from 'etrainu LMS' once you have been allocated a course.

If you require technical assistance with the SLS Members Area or with the online training process, consult the *SLS eLearning User Guide* available on the [SLS IT Helpdesk website](#).

Step 2: Working with Children Check (WWCC)/Working with Vulnerable People Check (WWVP)

- The requirements for WWCC/WWVP are slightly different in each State and Territory. To determine what they are for your situation, please visit the [AIFS website](#)
- Once the requirements for your State/Territory are complete, please provide your SLS Club with your WWCC/WWVP number so this may be recorded in SurfGuard
- Contact your State/Territory if you are unsure of the requirements

Step 3: Complete Australian Sports Commission's (ASC) Community Officiating General Principles

- Community Officiating General Principles course is Module 1 of the SLS Senior Official course. The online course has been developed to assist officials in learning the basic skills they will need to officiate effectively
- Log into the [SLS Members Area](#) > eLearning > My Training > Senior Official > Australian Sports Commission's Community Officiating General Principles > View Slides > Start > Click the link button
- You will be taken to [Australian Sport Learning Centre](#) (external website) > Log In or Create New Account > Officials General Principles Go > Complete: Community Officiating General Principles course (no fee)
- Upon completion, take note of the certificate number located at the bottom of the certificate
- Log back into the [SLS Members Area](#) > eLearning > My Training > Technical Official > ASC Community Officiating General Principles > View Slides > Take Assessment > Complete Question 1 and 2 (enter certificate number) > Submit

Step 4: Complete the Online Modules

- Login to the [SLS Members Area](#) > click on eLearning > My Training > SLS - Senior Official
- Complete the following course modules at your own pace
 - Module 1 – Advanced Officiating General Principles
 - Module 2A – Senior Officiating Roles: Course Supervisor
 - Module 2B – Senior Officiating Roles: Chief Judge
 - Module 2C – Senior Officiating Roles: Sectional Referee
 - Module 2D – Senior Officiating Roles: Area Referee
 - Module 2E – Senior Officiating Roles: Referee
 - Module 3 – The Senior Official in Action
- Upon successful completion of the course, you will automatically be allocated SLS “SS - Senior Official (Online Theory Modules)” award

Step 5: Book in a Workshop

- Once you have completed the ASC Community Officiating General Principles course and SLS online Senior Official Modules, please contact your State/Territory to arrange attendance at a face-to-face workshop.
- The State/Territory will organise a practical workshop (duration dependant).

Step 6: On-Beach Role Specific Assessment

- As a Senior Official, you may choose to become proficient in any of the below role/s:
 - Course Supervisor
 - Chief Judge
 - Sectional Referee
 - Area Referee
 - Referee
- To be signed off on at least two to three of these roles, an accredited official of a higher level, will watch and assess you officiating in this role at an event. They will then complete the relevant assessment paperwork. Please note that additional assessments may be required at the discretion of your assessor and yourself.

Note: If you are being assessed as a Referee, your Assessor may be any Senior Official who is regularly appointed in this role.

Step 7: Award Allocation

- Once you have completed all the above steps, and been marked as competent in all theory, and one or more Senior Official role/s, your Assessor will sign and return your assessment paperwork to you
- Ensure your paperwork is complete and endorsed by your Club/Branch (your Assessor will help you with this).
- Send you paperwork to your State/Territory Centre for final endorsement. They will then process the relevant documents and forward to SLS for formal accreditation.

Step 8: Begin Officiating

- As a Senior Official, you may officiate at all levels in the discipline that you have been assessed on.

FAQS

Is Technical Official a pre-requisite for Senior Official?

- Yes. Technical Official is designed as one of the entry level officiating accreditations and includes information essential for the Senior Official award.

How long does the Senior Official accreditation last for?

- All courses are accredited for four (4) years. Please ensure you submit your reaccreditation by the end of the fourth year to maintain accreditation. Officials are required to keep a logbook and attain 100 points within a four (4) year period (please refer to logbook for more details).
- To reaccredit, complete the officiating reaccreditation form found on the [SLS Members Area](#) > Document Library

Am I required to keep a logbook?

- Yes. At all levels, officials are required to log each carnival they attend and have their logbook signed by the event referee/coordinator and/or the stamp of the organising body.

How do I get a logbook?

- If your Club/Branch does not supply you with a logbook, you can purchase one from your State/Territory Centre.

How long will it take for me to complete the course?

- Each online learning module is designed to take approximately 30 minutes.
- The duration of the practical workshop is dependent on each State/Territory, however it is typically a full day. Each elective will have its own face to face component/assessment at an event. Please note, there may be a period of time between completing the Senior Official (online theory modules) and attending a practical workshop.

Do I need to complete an assessment all roles/electives?

- No. there are five roles available for completion at the Senior Official level (Course Supervisor, Chief Judge, Sectional Referee, Area Referee and Referee). You can choose at least two to three of these roles to be formally assessed (practical) and accredited in.

How do I find a suitable assessor?

- This will be communicated and/or allocated to you at the practical workshop. For further information, contact your State/Territory.

How much does it cost? How do I pay?

- Each State/Territory differs in price. Payment can be made with credit/debit card in the [SLS Members Area](#) > eLearning. You will receive an invoice to your email address once payment has been processed.

I haven't received the receipt for my course. Where is it?

- All coaching courses are linked to SurfGuard, your receipt will be emailed to the email that is registered with SurfGuard. Please ensure your email is up to date in the [SLS Members Area](#), as well as checking your junk or spam folders.

The online course starts at Module 2. Where is Module 1?

- Module 1, is the Australian Sports Commission's Community Officiating General Principles course. Please refer to step 3.

I've got to the last slide, however it won't let me complete the course.

- Make sure that you have opened every slide in the course and that you have completed all the questions, clicked all tiles/icons and watched each video to the end.

Where can I find my Official's license number?

- Log into the [SLS Members Area](#) > Memberships > Awards > SS – Senior Official > Award Number. Your Award Number is your license number.

Where can I find the expiry date of my Officials qualification?

- Log into the [SLS Members Area](#) > Memberships > Awards > SS – Senior Official > Expiry Date

If I would like a copy of my SLS certificate of completion, where can I find it?

- Log into the [SLS Members Area](#) > click on eLearning > My Training > scroll down to Completed Courses > SLS – Senior Official > Click on Certifications > Certification 1

How do I locate my Australian Sports Commission Community Officiating General Principles Certificate?

- Log into Sport Australia's Learning Centre <https://learning.ausport.gov.au/login/index.php>
- OFFICIALS General Principles Go > Click on Go
- Scroll to the bottom of the page, click on 'Community Officiating General Principles Certificate > View certificate