



SKI RACING AUSTRALIA EVENT SANCTIONING POLICY

Date: 01/08/2018

1. INTRODUCTION

- (a) Ski Racing Australia (**SRA**) is the governing body responsible for the sport of water ski racing in Australia.
- (b) The Board of SRA has created this Event Sanctioning Policy (**Policy**) to ensure that all ski racing events and competitions sanctioned under this Policy are conducted in a safe and professional manner. For the avoidance of doubt, this Policy is made by the Board of SRA under rule 23 of the Constitution and is binding on all SRA members. SRA reserves the right to update, vary or amend this Policy at any time.
- (c) SRA has created the Policy in order to set a standard of competition that all stakeholders, including but not limited to the participants, spectators and sponsors can count on. By virtue of being an SRA sanctioned event, it tells event participants that the event:
 - (i) has met minimum standards related to competitor safety;
 - (ii) will be run according to SRA's competition rules;
 - (iii) will have its results recognised by SRA; and
 - (iv) will be covered by SRA's insurance policy.
- (d) All events that SRA approve sanction of will be included for promotion in SRA's online event calendar.

2. KEY COMPONENTS

- (a) This Policy can be broken down into two key parts as follows:
 - (i) the first, under clause 3 below, outlines the process event organisers are required to undertake in order to have their event receive approval from SRA to be a sanctioned event;
 - (ii) the second provides the conditions under which an event organiser is required to conduct their event where SRA approve sanction.

3. EVENT SANCTION PROCESS

- (a) All applicant entities that wish to obtain sanction from SRA for their event must provide SRA with their draft dates and locations to hold a particular event. The draft dates and locations are to be forwarded to SRA by 1st April in each year for ratification by the board by 30th April or such other date determined by SRA. Ratification does not grant sanction, it will put a hold on such date and allow the applicant to progress to step 2 of the event sanction process under clauses 3(b) and (c) below.
- (b) All Major Event (River/Classics) applicant entities that wish to obtain sanction from SRA for their event must complete and submit:
- (i) the Event Sanction Application Form (which must be in the form attached or as available on the SRA website); and
 - (ii) the Risk Management Plan (see clause 3(b) and **Annexure 1**);
 - (iii) Event Management Plan;
 - (iv) Aquatic Licence granted by the relevant Marine Authority;
- to SRA at least 1 month prior to the date they intend to hold their event, unless determined otherwise by SRA.
- (c) All Other Ski Racing Event applicant entities that wish to obtain sanction from SRA for their event must complete and submit:
- (i) the Event Sanction Application Form (which must be in the form attached or as available on the SRA website); and
 - (ii) A venue specific Risk Management Plan. For the avoidance of doubt, applicants for non-classic events can complete one risk assessment for each venue or event type.
 - (iii) Event management plan
 - (iv) Aquatic Licence granted by the relevant Marine Authority
- to SRA at least 1 month prior to the date they intend to hold their event, unless determined otherwise by SRA.
- (d) In relation to the Risk Management Plan, the applicant entity must:
- (i) prepare and provide to SRA a Risk Management Plan which adopts the Australian Standard on Risk Management ISO 31000:2018 and complies with the matters set out at **Annexure 2**.
 - (ii) provide written confirmation to SRA that if required it has provided the Risk Management Plan to:
 - (A) the relevant local police force for the Event;
 - (B) the relevant local government(s) for the Event;
 - (C) the relevant State or Territory Marine Authority; and
 - (D) all other relevant authorities.

- (e) The SRA Board will consider all event sanction applications and may, in its sole and absolute discretion, grant or refuse sanctioning. Applications may also be granted on a conditional basis. If sanction is granted, the event organiser cannot transfer permission to conduct the event or activity to another organisation.

4. EVENT SANCTION CONDITIONS

Where an event is sanctioned by SRA under this Policy the event organising committee agrees to be bound by the following terms and conditions and is responsible for ensuring they are complied with for the conduct of the event. Further, the event organising committee must be familiar with the following terms and conditions (as amended from time to time).

Risk Management

- (a) It is acknowledged and agreed by the event organising committee that even though SRA will be provided with the Risk Management Plan, it has no obligation to review the plan and even if it does review it, SRA shall not be taken to have endorsed it and shall have no liability in respect of or arising from any mishap, accident or misadventure in relation to the event (attributable to a lack, deficiency, or failure of or in, safety or risk management or otherwise).

Responsibility for conduct of Event

- (b) The event organising committee and members of SRA acknowledge and agree that sanction of an event by SRA under this Policy does not mean SRA has control of, or is responsible for, that event.
- (c) The entire obligation of conducting a sanctioned event remains with the event organising committee. The event organising committee shall ensure that adequate officials are in attendance for all requirements at an event.

Liability

- (d) The event organising committee must provide to SRA a declaration that all persons involved with the event (including but not limited to the venue, contractors and event participants) have acknowledged and continue to acknowledge as a condition of their involvement in the event that SRA (and their respective officers, employees, agents and contractors) bear no liability for, and are released from, any claims arising in connection with this Policy or the event to the maximum extent permissible by law.
- (e) Notwithstanding clause 4(e) above, except where provided or required by law and where it cannot be excluded, it is a term of this Policy and of any sanction given under them that SRA is absolved from all liability however arising from injury or damage however caused arising out of the operation and/or implementation of this Policy.
- (f) Every person, body or group of persons under the jurisdiction of SRA including but not only the members of SRA acknowledges and agrees that this clause of the Policy may be pleaded as an absolute bar to proceedings, suit or action against SRA, and agrees that they will not become a party to any suit, at law or equity, against SRA, its officials or any other person subject to the SRA Constitution and this Policy, until all remedies allowed by the SRA Constitution and this Policy have been exhausted, save with the written consent of SRA.

Membership Administration

- (g) All event competitors and officials must be members of SRA, having provided all the necessary membership, licensing and executed waivers to SRA.
- (h) All International Competitors must be members of SRA and any international boats must be registered in accordance with local waterways requirements.

Fees

- (i) The race organisers, must within 7 days from the completion of the event, provide SRA with the final number of competing boats and number of competitors to enable SRA to raise an invoice for sanction and insurance fees. Payments are to be made within 21 days of receipt of the invoice from SRA.
- (j) All participants, officials and organisers must be financial members of SRA, together with their fees and any outstanding moneys paid in full.
- (k) SRA members cannot be required to take out additional club or state membership by virtue of entering an event.
- (l) The fee for sanctioning an event will be set by the SRA Board. SRA may levy a promotional fee on an event.

Event Administration

- (m) All Major Event (classic/river) events will have entry forms for the event published on the SRA website in conjunction with any other areas.
 - (i) All Race Class start lists will be placed in the Race packs for competitors' information and/or shall be displayed at the event start area in an appropriate Notice area, prior to the start of each class.
- (n) The final names of the members acting as the Race Director, Chief Judge, Assistant Chief Judges, Safety Officer and Chief Scrutineer are to be provided to SRA 14 days prior to the Event for ratification by the SRA. The above roles cannot simultaneously perform any other role listed under this clause.
 - (i) All Rescue boats must hold a current Scrutineering certificate as per **Annexure 3**.
- (o) The race organising committee must give consideration to the time zones as they affect the public liability and accident policies. As a guide the certificate of currency issued to the organisers covers car park incidents and is in force from launching to retrieval. It also covers any official prize giving activities until sunset.
- (p) A complete set of race results must be supplied to SRA within 48 hrs of the event.
- (q) Official passes issued to SRA Board Members, SRA Media and SRA Staff must be recognized by event organisers and their security personal. SRA requires the option for one (1) full page of advertising or the inclusion of a Chairman's message in event programs.

- (r) The organising committee shall make certain that all stall holders and exhibitors, or any other persons who may profit or gain advantage from the event are currently insured to an extent that shall protect SRA and the event organising committee from any public liability actions that might so arise. The organising committee need to obtain Certificate of Currencies from these stall holders and exhibitors with SRA noted as an interested party under this insurance. Insurance cover is to be for the amount of at least \$10 million.

Media, Critical Incident and Incident Reporting

- (s) Each and every incident must be recorded in each boats race day report.
- (t) Any incident is to be recorded on the SRA Incident Report Forms available on the SRA website and forwarded to SRA within 12 hours of the incident having occurred. The SRA Incident Report must be accompanied by all supporting statements, witness reports and chief judges' report/Scrutineers report related to the incident. Any forms required to be completed by other authorities must be copied to SRA within 12 hrs.
- (i) In the event of a Boat being damaged in any Incident, an SRA Boat Incident Report form will need to be completed. It is the responsibility of the Organising Committee and the Chief Judge to ensure that a copy be forwarded immediately to SRA and the original of this form is received by Ski Racing Australia within 7 days from the date of the incident.
- (u) For the purposes of the above, a "major/critical incident" has occurred when lifesaving medical attention has been administered, major musculoskeletal injury occurred, or vessels suffer major damage from a collision, or an incident that has drawn significant media or regulatory authority interest.
- (v) The event organiser must follow SRA's Critical Incident Management Plan where there has been a critical incident. Copies of the SRA Critical Incident Management Plan can be obtained from SRA.
- (w) Where it appears possible following an incident that there is or may be a fatality the event organiser must immediately advise SRA. Unless otherwise determined by SRA, no member of the event organiser is approved to speak to the media about the incident until discussion with SRA.
- (x) The event organising committee conducting any sanctioned event/s should do all in their power to have the event/s advertised in the press and in any other way they deem fit to attract the public interest. The event organising committee shall also provide reasonable facilities for the press on the day of the event/s and see that the results and description of the event/s are fairly and correctly recorded in the press.

Conduct of Event, Course and Racing

- (y) All events that obtain sanction MUST be conducted under and in accordance with the SRA Rule Book in force as at the time of the event and as amended from time to time (**SRA Rule Book**). No event can be run with any variation or amendment to the rules as set out in the SRA Rule Book.
- (z) Event organisers must comply with their risk management plan, event management plan and aquatic license conditions.

- (aa) All drivers and observers and skiers must attend official briefings. Organisers must maintain an accurate record of competitors who have completed the process. Briefings can take the form of an online briefing to be undertaken prior to the event. A face to face briefing is required for all first time participants. All sign in sheets and records are to be kept by the event organisers for 7 years or provide to SRA.
- (bb) All SRA Classic events are to be assessed by the Race Organiser for the number of State Ambulance service Paramedics and resources required to be on standby at each event via the Race Organisers risk assessment, reviewed and acknowledged by the relevant State Ambulance service. This assessment will be based around the outcome of the previous year's Event incidents and the current road access to the event course at the time of the particular event.

The above and below, must be read in conjunction with the SRA Rule Book, Sect. 4 Race Organising Committee, 4.2 Role of the Race Organising Committee, item (g).

- (i) Definitions.
 - (A) "A Paramedic is a healthcare professional, predominantly in the pre-hospital and out-of-hospital environment, and working mainly as part of emergency medical services (EMS), such as on an ambulance."
 - (B) Accredited First Aid Service - "First Aid is the assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery. It includes initial intervention in a serious condition prior to professional medical help being available, such as performing CPR while awaiting an ambulance, as well as the complete treatment of minor conditions, such as applying a plaster to a cut".

The Accredited First Aid Service must be able to provide the following; Pain Relief, Defibrillation, Complete Spinal care Back and Cervical Splinting, Oxygen therapy with bag and mask for resuscitation.

- (cc) It is recommended that the event organisers have a marshalling boat in the start area for communication duties.
- (dd) All SRA sanctioned events are to have mandatory breath testing and operated in accordance with the SRA Rule Book.
- (ee) All Classic/Major event organisers must follow the SRA Event Seeding Procedures. These procedures will be available from SRA. In this regard:
 - (i) For all major river races, the starting order will be determined by the SRA Seeding System for all racing. Where a "shootout" style event precedes the racing, the balance of the field will start behind the pre-determined shootout order, but from fastest to slowest as determined by the SRA Seeding System. If a competitor isn't listed as part of the Seeding System, then that competitor will be placed in the starting order as determined by the Race Organising Committee.
 - (ii) If a Superclass boat fails to finish the shootout for whatever reason, then that boat will start at the rear of the finishing Superclass boats but ahead of the remainder of the other class and Age/Speed group competitors. Any boats

finishing faster than a finishing Superclass boat will be seeded in that position for the next event.

- (iii) The club or organisation that is running the event must supply the FULL list of entries no less than 7 days prior to the event requiring the seeding to be returned to that club or organisation that is holding the event. All competitor seeding is to be done by SRA seeding committee.
- (iv) Presidents invitational & similar. These events may be run on the Saturday and will be classed as a different event. This type of event, and the result of these events will have no bearing on the start order of these crews for the Sunday event, and they will run in the class for which they conform. Unless the event is listed as a 'Dash' or where it is clearly stated the event will create the poll positions for any following race within the same event. Dash events must not include competitors under 16 years of age and those competitors between 16 and 18 years will be governed by their respective speed cap.
- (v) All other competitors will run in order from fastest to slowest. This order will be supplied by the SRA seeding/ranking process.
- (vi) Classic/Major Event organisers where required by SRA, must include Race Safe as part of their event management, including the requirement to have all competing boats fitted with a Race Safe unit, all briefings should contain instructions as to the importance of correctly using the unit.
- (vii) Where Race Safe is in use event organisers must confirm the required Race Safe units 7 days from the beginning of the event. The number of units confirmed prior to the event will be charged to the event organisers. Event organisers are to provide the required competitor information to Race safe in the format required and within required timeframes as advised by SRA. Information requirements include:
 - (A) copy of the race format (specific leg and stage start times, additional class information, 'shootout/qualifying' details and application to following races).
 - (B) copy of the race entries when closed (at least one week prior to the race) that includes the class, boat name and number, driver, observer and skier details and numbers.
 - (C) copy of race entries daily from the time racing entries close to race day to include any changes.
 - (D) provide substitutions update daily into a master spreadsheet for upload into the Race Safe system.
 - (E) Strictly no boat substitutions in the thirty minutes prior to the commencement of the first boat on any given race.

Post Event Reporting

- (ff) For Major Events (River/Classic) ski races within 7 days from the date of completion of the event the following reports must be provided to SRA:
 - (i) Race Director Report.
 - (ii) Chief Judge Report (and for the avoidance of any doubt, this must

include any disqualifications and penalties rendered during the event including those failing breathalyser or drug testing); on both first and second attempts.

(iii) Safety Officer Report.

The Event Organiser must complete and return the forms in the format set by SRA and made available on the SRA website.

(gg) For all other ski racing events within 7 days from the date of the completion of the event the following reports must be provided to SRA.

(i) Race Directors Report.

(ii) Chief Judges Report.

(hh) All outstanding documentation collected on behalf of SRA is to be forwarded to within 7 days from the date of the event.

5. FAILURE TO COMPLY WITH POLICY OR CONDITIONS

(a) The SRA Board may at any time, and at its absolute discretion, withdraw sanctioning for any reason whatsoever.

(b) Where any person bound by this Policy or event sanction conditions breaches or fails to comply with this Policy or event sanction conditions they may be subject to such disciplinary or other action as SRA considers appropriate under the SRA Constitution, SRA Rule Book, SRA Regulations or otherwise. SRA reserves the right to withhold sanction for any further events where an organising committee fails to comply with this Policy.

RISK MANAGEMENT PLAN

The Risk Management Plan must follow the Australian Standard on Risk Management ISO 31000:2018 and comply with any requirements of the Martine Licencing Authorities or of SRA as determined from time to time or otherwise as provided on the SRA website.

The purpose of the Risk Management Plan includes to:

- minimize potential liability of SRA and the entity responsible for the delivery of the event as a result of poorly managed event activities;
- improve governance practices and ensure compliance responsibilities are observed and complied with;
- reduce the incidence of injury to participants, volunteers and other persons associated with event activities;
- enhance the reputation of SRA, the entity responsible for delivery of the event and the event; and
- make certain the event can continue regardless of unplanned for occurrences arising. The Risk Management Plan will involve the following steps:
- Establishing the **risk context** to gain an understanding of the external factors (such as social standards) and the internal factors (such as goals, relationships, activities and capabilities) that affect risk management.
- **Identifying risks** to which the event, athletes, participants and other stakeholders are exposed (what things can arise, how and why).
- **Assessing and evaluating risks** by considering sources of risk, existing controls, likelihood, and consequences, to determine the levels of risk that exists and whether the level of risk is acceptable or unacceptable.
- **Treating risks** to determine whether the level of risk is acceptable or unacceptable and if unacceptable, to reduce, avoid, transfer or finance the risk.
- **Communication and Monitoring and Review** – the above steps of the risk management process are supported by the ongoing activities of communication and monitoring and review.

ANNEXURE 1

**SKI RACING AUSTRALIA
EVENT SANCTION APPLICATION FORM**

CONTACT DETAILS: Name of Club/Organisation Applying for Event Sanction

Club/Organisation Contact Surname or Family Name

--

Club/Organisation Contact Given Names

--

CLUB/ORGANISATION ADDRESS DETAILS:

Mobile Phone

--

Work Phone (include area code)

--	--

Email

--

EVENT DETAILS

Event Name:.....

Event Date:.....

Event Location:.....

Race Organising Committee

Race Director:

Technical Director:

Chief Judge:

Safety Officer:

Chief Scrutineer:

Name/Qualifications of Paramedic/Doctor to be in attendance at event.

.....

ATTACHMENTS

- Event Risk Management Plan (complying with the SRA Event Sanction Policy) Yes
- Event Management Plan Yes
- Aquatic Licence granted by the relevant Marine Authority Yes
- Provide written confirmation that the Event Risk Management Plan has been provided to the relevant authorities listed under clause 3(b)(ii) of the SRA Event Sanction Policy Yes
- Rescue Boat Scrutineering Certificate Yes
- Copy of current Liability Insurance cover for First Aid service provider/Doctor Yes

Agreement by the Applicant Entity to the SRA Event Sanction Policy and the Event Conditions:

I have read, understood and agree to be bound by the SRA Event Sanction Policy and the Event Conditions set out therein. I acknowledge that in submitting this application and where sanction is subsequently granted that the Event Applicant will abide by the before mentioned policies in relation to the organisation of and during the course of the outlined event. Furthermore, the Event Applicant acknowledges and declares that all persons involved with the event (including but not limited to the venue, contractors and event participants) have acknowledged and continue to acknowledge as a condition of their involvement in the event that SRA (and their respective officers, employees, agents and contractors) bear no liability for, and are released from, any claims arising in connection with the SRA Event Sanction Policy or the event to the maximum extent permissible by law. Otherwise by virtue of signing this form the event organiser agrees to indemnify, and keep indemnified SRA, its volunteers, members, employees, contractors and agents against all actions, claims and demands (including the cost of defending or settling any action, claim or demand) which may be instituted against SRA arising from injury or damage however so caused arising out of the operation and or implementation by the event organiser of its obligations under the Event Sanction Policy or the negligence of the event organiser, its agents, employees or any sub-contractor or any other person for whose acts or omissions the event organiser is vicariously liable and also against any action, claim or demand by the event organiser's employees or agents or their personal representatives or dependants arising out of the performance of this agreement. Where the Event Applicant is a corporate entity (company or incorporated association) the person/s signing below on behalf of the Event Applicant is certifying that they are authorised by the Event Applicant to sign on its behalf.

Signature of Event Applicant: Date:.....

Office Use Only:

Approved by SRA Date:.....

Confirmation sent:..... Date:.....

SEND COMPLETED FORM AND COPIES OF REQUESTED DOCUMENTS TO:

By Post

Chief Executive Officer
Ski Racing Australia
PO Box 919 Merlynston VIC 3058

OR

By Email memberships@skiracing.com.au

OR

Via the online form and document upload facility provided on the SRA Website

2018/2019 RESCUE BOAT SCRUTINEERING SHEET

Ski Racing Australia - PO BOX 919, MERLYNSTON, 3058
 Telephone: 03 9681 7058 - Fax: 03 8672 6449 - Email: memberships@skiracing.com.au

Club.	Waterways Reg. No.
Boat Name.	Reg. Expiry Date. _____ (If known)
Boat Owner.	

Checklist	1st Inspect	Rectify	2 nd Inspect
Check for suitable paddles and adequate for the job			
Basic first aid kit to be carried in boat.			
Waterways registration current and positioned on hull			
Check Life jackets for rips/Check one for each occupant			
Blow up jackets to be checked for buoyancy liner & cartridge			
Suitable Tow Rope			
Fire extinguisher fitted, charged & suitably positioned x 2. Check size			
Buoyancy			
Battery secure & fitted with isolator			
Steering cables in good condition			
Teleflex steering checked			
All moving parts in vicinity of occupants covered			
Propeller inspected and locked			
Engine ignition & fuel cut out switch & cord fitted & operational			
Fuel lines, tanks & accessories in good condition			
Bilge pump must be fitted & operational			
Self-draining bungs for hull not permitted			
Check flags present and in good condition- Yellow Green Medical Red Black			
Radio Operational			
Spine board			
Anchor and Bailing bucket			
Fuel checked			
Oil level Checked			
Sun-Cream			
Water			
Esky			
Last serviced, date ____/____/____			

Name of Scrutineer _____ **Signature** _____

Disclaimer. The completion of this scrutineering sheet is for the sole purpose of maintaining approval to participate in SRA sanctioned events and to ensure compliance with the SRA Rule Book. It shall not be construed as a structural report and it does not constitute a check for seaworthiness of the vessel under any relevant state or territory legislation. SRA, its Members or Officials are not engineers and have only checked off items according to compliance with SRA safety rules, most notably as set out under the SRA Rule Book. The issue of this scrutineering sheet no way implies that any mount or shield or hull condition has been structurally examined. The crew acknowledge that it is their responsibility to operate the vessel in accordance with a manufacturers design specifications.

Name of Safety Officer _____ **Signature** _____ **Date** _____

ANNEXURE 3