

EVENT SANCTIONING POLICY

2023

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, professional and consistent manner. For the avoidance of doubt, this Policy is made by the Board of SRA under Clause 24 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 preparedness and competition that all stakeholders, including but not limited to the participants, spectators and sponsors can rely 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) Clause 3 defines the Event Sanctioning Process that Event Organiser/s are required to undertake for their event/s to be considered for sanctioning by SRA, and
 - ii) Clause 4 confirms the responsibilities of the Event Organiser/s with regard to the conditions under which the sanctioned event must be run. The event organiser cannot transfer permission to conduct the event or activity to another person or organization. Similarly, if an event is moved to an alternative venue then the sanctioning process must be re-completed in full.

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 venues are to be forwarded to SRA by 30th May in each year for ratification by the board by 30th June or such other date determined by SRA. Ratification of a proposed event date does not grant sanction; it will however secure the proposed event date and allow the applicant to progress to the next steps of the event sanction process under clauses 3(b) and 3(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 (Annexure 2 or as available on the SRA website), and
 - (ii) the Risk Management Plan (see clause 3(d) and **Annexure 1**), and
 - (iii) the Event Management Plan, and
 - (iv) the 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.

- (b) All other ski racing event applicant entities (Point Scores, Series Events, Lake Races, etc.) that wish to obtain sanction from SRA for their event must complete and submit:
 - (i) the Event Sanction Application Form (Annexure 2 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.), and
 - (iii) the Event Management Plan, and
 - (iv) the 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 1**.
 - (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 (entity responsible for the waterway, entity responsible for the foreshore area to be used, etc.)
- (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 person or organization. Similarly, if an event is moved to an alternative venue than the sanctioning process must be re-completed in full.

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. The event organising committee members must all be familiar with the following terms and conditions (Note: these terms and conditions may be 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 its 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(d) 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, and having paid any and all financial dues 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 may choose to have the event entry forms published on the SRA website.
- 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. SRA reserves the final right of approval for the above-mentioned roles.
- 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 hours 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 personnel. SRA requires the option for one (1) full page of advertising or the inclusion of a Chairman's/CEO 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 needs to obtain a Certificate of Currency from each of these stall holders and exhibitors with SRA noted as an interested party under this insurance. Public Liability insurance cover is to be for the amount of at least \$20 million.

Media, Critical Incident and Incident Reporting

- s) Each and every incident must be recorded in each boat's 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 is forwarded to SRA within 12 hours.

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. Event organisers must advise the SRA Administrator or Chairperson of the incident, in the event that the SRA Administrator or Chairperson is not available, the relevant SRA Board State Delegate (Annexure 5).

- u) The event organiser must follow SRA's State and Event Critical Incident Management Plan (Annexure 5) where there has been a critical incident.
- v) 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 organizing committee is approved to speak to the media about the incident until discussion with SRA.
- w) 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

- x) 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.
- y) Event organisers must similarly comply with their Risk Management Plan, Event Management Plan and Aquatic License conditions.
- z) All drivers and observers and skiers must attend official briefings. Organisers must maintain an accurate record of competitors who have completed the process. Briefings must take place prior to the event commencing. Where possible, a face-to-face briefing is preferred for all first-time participants. All sign-in sheets and records are to be kept by the event organisers for 7 years or provided to SRA.
- (bb) All SRA Classic events are to be assessed by the Race Organiser, for the number of Accredited First Aid service Paramedics and resources required to be on standby at each event, via the Race Organisers risk assessment, and then reviewed and acknowledged by the relevant Accredited First Aid 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.
 - (1) "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."
 - (2) 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. Any positive results need to be recorded and forwarded to SRA using the breath test results form within 7 days. Annexure 4
- (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 races. Where a “shootout” style event, including “Presidents Invitational”, “Dash”, “Junior Dash” and similar, precedes the race proper and may be used to determine the start positions for any following race at the same event, the field will start in the pre-determined shootout order, 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. Note: “Reverse” style shootout or qualifying races can only be sanctioned by the SRA Board after a recommendation from the SRA Racing Committee and will stipulate a greater gap, than the typical 2 minutes, between competing boat start times. All competitors will be governed by their respective SRA speed cap.
 - (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 the SRA seeding committee.
 - (iv) All other competitors will run in order from fastest to slowest. This order will be supplied by the SRA Seeding Committee.
 - (v) Classic/Major Event organisers, where required by SRA, must include RaceLive as part of their event management, including the requirement to have all competing boats fitted with a RaceLive unit, all briefings should contain instructions as to the importance of correctly using the unit.
 - (vi) Where RaceLive is in use Event organisers are to provide the required competitor information to RaceLive (and a copy SRA) in the format required and within required time frames 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 close (at least two weeks 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 RaceLive system.
 - (E) Strictly no boat substitutions in the thirty minutes prior to the commencement of the first boat on any given race.

- (ff) For Major Events (River/Classic) ski races within 5 days from the date of the 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 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 SRA 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 breach of this agreement or for whatever 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 2

SRA - EVENT SANCTION APPLICATION FORM

CONTACT DETAILS

7 Club:

Club:	Maritime Rego No:
Boat Name:	Reg. Expiry Date:
Boat Owner:	

Checklist	1st Inspect	Rectify	2nd Inspect
Check for suitable paddles & that they are adequate for the job			
Basic First Aid kit to be carried in the boat			
Waterways Registration Current & Positioned on the hull (If required by			
Check Life Jackets for rips / Check one for each occupant			
Blow up Jackets to be checked for Buoyancy liner and Cartridge			
Suitable Tow Rope			
2 x Fire Extinguishers - fitted, charged & suitably positioned. Check			
Buoyancy			
Battery secure & fitted with Isolator			
Steering Cable in good condition			
Teleflex Steering checked			
All Moving parts in the vicinity of occupants covered			
Propellor inspected & 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 bugs for hull not permitted			
Check flags present & in good condition – Green, Yellow, Red, Black,			
Radio operational			
Spinal Board			
Anchor & Bailing Bucket			
Fuel Checked			
Oil level checked			
Sun Screen			
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 4](#)

incident may be or may escalate to be life threatening:

- Contact Ski Racing Australia using the contact list at the bottom of this document.
- Ask for continued updates from the Ambulance services on the status of the patient.
- Dispatch the Safety Officer, or a representative of the Safety Officer to the scene (where possible) to report information back to the Race Organising Committee.
- Have RaceLive remove the public view from access.
- Ensure Police are notified to attend the scene.

When confirmed by the Ambulance Service that the patient(s) have non-life sustaining injury or are deceased:

- Ensure 'crime scene' is maintained for the vessel and area around where the incident occurred;
- Provided authorities with Emergency Contact information from the Ski Racing Australia membership database;
- The Race Organising Committee and the Chief Judge to discuss, abandoning racing for the remainder of the day and to establish how they would advise competitors;
- Contact Ski Racing Australia using the contact list at the bottom of this document.
- Schedule an Organising Committee meeting – including Ski Racing Australia Directors on site, Race Officials and Event organisers to discuss the incident;
- Where possible, from the crew involved in the incident, witnesses and first responders, attempt to establish possible causes, that might affect the ability to complete the event or continue racing;
- Schedule a meeting with all competitors to update them on the incident;
- Prior to the main meeting of all competitors, segregate the competitors from that class (i.e. Superclass or MOC etc) and update them first and more specifically, discuss with them if necessary the continuation of racing, if necessary schedule a later meeting with this group to update them again on the status of racing;
- Cycle update meetings again with the Ski Racing Australia Directors, Authorities, Event Organisers.
- Have RaceLive commence an interim report on their information, speed maps, compare speed maps, establish what units they need from competitors to gather information, establish where the unit from the vessel(s) in question are located and how to access those.
- Review Risk assessment – update and make changes as necessary based on the events of the day.
- Contact the relevant RMS representative to brief them on the current actions – Note that RMS may force a stop to racing and implement new controls before allowing racing to continue.

Event Organisation

Ensure all key personnel are willing and able to continue their race duties, all key roles (Race Controller, Chief Judge, Assistant Chief Judge, Safety Officer etc need to be able to perform their roles again under increased scrutiny and pressure, if necessary replace roles that require a break and ensure follow up with counselling.

Media

Statements to the media / public should only be provided by Ski Racing Australia.

Statements to the Ski Racing Australia, State or Event websites or links to statements on Social Media should be made after discussion with the competitors.

State and Event Websites

Review the State or Event website, previous stories, blog updates or photographs that relate to the incident, the team or individuals involved in the incident and have these removed. Where necessary remove the advertising that features on the State or Event website in relation to the event.

Authorities

Police

Ski Racing Australia and the Race Organising Committee should as soon as practicable schedule a meeting with the local police authorities, and where possible the Detective that will be managing the report for the coroner and the investigation. All documents and information should be provided in draft format, no formal interviews should be conducted by any member of Ski Racing Australia, staff or directors, without discussion with Garth Towan, Lander and Rogers. Where possible and necessary Garth Towan Lander and Rogers should be in attendance at all interviews.

A vessel incident report (or format thereof, different in each state) is required to be completed for any incident whereby there is a serious injury or damage to vessel(s) or property in excess of \$5000.00 AUD. These blank reports will be provided by the boating officer for each event, and are frequently updated, these can be completed in conjunction with the Ski Racing Australia Incident Report.

Contact Listing

Name	Role	Contact	email
FIRST CALLS			
Kerrie Nutley	SRA Administrator	0429 634 697	memberships@skiracing.com.au
Jon Horbury	Chairperson	0499 110 889	jonihorbs@gmail.com
SECOND ROUND CALLS/TEXTS			
Ben Casey	ACT Director	0412 653 001	ben@centralmilling.com.au
Dave McMillan	NSW Director	0407 932 380	dmcmmpropertyservices@gmail.com
Stewart Smith	QLD Director	0417 737 943	stewart.smith@live.com
Andrew Donohue	SA Director	0408 528 040	andrew@donehuesleisure.com.au
Tim Pickford	VIC Director	0418 398 855	tim@sapphirespas.com.au
Mark Stephenson	Independent - Finance	0412 282 280	mark@stephensonpartners.com.au
CALLS TO ADVISE IF REQUIRED			
Ben Casey	President: ACT	0412 653 001	ben@centralmilling.com.au
Alan France	President: NSW	0400 804 343	alan@adfrance.net.au
David McCallum	President: QLD	0411 517 820	alldentz@optusnet.com.au
Graeme Stegmeyer	President: SA	0407 712 592	gstegs@me.com
Brendon Fogarty	President: VIC	0408 790 074	b_fog@yahoo.com.au