



# Senior Official Learner Guide and FAQ

August 2024



## Introduction

---

Senior Officials are officials who have been identified as leaders within their chosen field. People taking on senior roles take more responsibility for the safe and fair execution of an event. Officiating roles may include Chief Judge, Referee, Area Referee, Sectional Referee, Course Supervisor, Appeals Panel Member, Competition Liaison or Event Director. 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.

## You have decided to become a Senior Official:

---

Some states and/or branches may ask you to complete elements of the senior official course in a different order.

They may also have you complete the online modules in a Face-to-Face group setting. Before completing the modules, check how the course will be conducted in your Club/Branch or State. Regardless, you should always complete Step 1.

### 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.

### Step 2: Obtain Working with Children Check (WWCC)/Working with Vulnerable People Check (WWVP) or ensure yours is current

- 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: Child Safe Awareness Course

- Officials may be required to complete the SLS Child Safe Awareness Course. Please check with your Branch/State or Territory on this requirement.
- The SLS Child Safe Awareness Course is in the [SLS Members Area](#) > Click on eLearning > SLS – Safety and Wellbeing > SLS – Child Safe Awareness.

## 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.
  - Australian Sports Commission's Community Officiating Essential Skills
  - 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/Face to Face Course

Once you have completed the Australian Sports Commission's Community Officiating Essential Skills course and SLS online Senior Official Modules, please contact your State/Territory to arrange attendance at a face-to-face workshop.

Please note that each state may run this workshop annually or every second year. If your state is not running one within the next year, discuss the possibility of attending the course in another state.

## Step 6: On-Beach Assessments

- As a Senior Official, you will become proficient in roles such as:
  - Course Supervisor
  - Chief Judge
  - Sectional Referee
  - Area Referee
  - Referee
- For accreditation as a Senior Official:
  - You must carry out any three of these roles over a minimum of three surf sports events. An accredited senior official will assess you officiating in this role.
  - You will be assessed as competent in that role if you meet the summative score minimum requirement (please refer to Senior Official Assessment Portfolio).
  - Your three assessments must be carried out by at least two different assessors.
  - 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 or an approved Senior Official Assessor for your State.

## Step 7: Award Allocation

- Once you have completed all the above steps and been marked as competent in the course elements check list, your Assessor will sign and return your assessment paperwork to you.
- Send your completed Assessment Portfolio to your State/Territory Centre for 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 disciplines that you have been assessed on. With mentoring, you may wish to also explore other disciplines.

## 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 record and attain 100 points within a four (4) year period (please refer to the [electronic logbook](#) for more details).
- To reaccredit, complete the officiating reaccreditation form found on the [SLS Members Area](#) > Document Library
- When reaccrediting you may also have performed the roles of Event Director, Appeals Panel Member and Competition Liaison.

### Am I required to keep a logbook?

- Yes. At all levels, officials are required to log each surf sports event they attend in the electronic logbook. This will be confirmed by the event referee/coordinator/logbook approver.

### Where is the electronic logbook?

- The SLSA Officials Logbook is located on the [SLS Members Area](#) > Surf Sports > Add Official Attendance.
- The [SLSA Officials Logbook User Guide](#) is in the SLS Members Area > Document Library.

### How long will it take 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, two days or several half days. 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.
- Your on beach assessment should be carried out over a minimum of three (3) surf sports events.\* It may take up to 2-3 years to complete the on beach assessment phase depending on your availability, roles performed and performance in roles.  
\*For the purpose of Senior Official assessment, the surf sports event must be three different event types and must be interclub (or larger) and a range of age groups.

### Do I need to complete an assessment for all roles?

- No. there are five roles available during accreditation at the Senior Official level (Course Supervisor, Chief Judge, Sectional Referee, Area Referee and Referee). You will be assessed in three roles and achieve the minimum score for each to be successful. Please refer to the Senior Official Assessment Portfolio for more information.

### 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.
- Assessors must be current Senior Officials who have completed the Senior Official Assessor module and have been confirmed by your branch/state or territory official's advisor/panel.

### How much does it cost? How do I pay?

- Each State/Territory differs in price. Please contact your Club/Branch/State for payment of the Senior Officials course.

**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 Essential Skills Certificate?**

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

**How do I locate the Surf Sports Manual?**

- Browse to <https://sls.com.au/ssm> and then bookmark or add a shortcut to this webpage to your home screen (on any device) to make accessibility easier.
- A PDF copy is located in the [SLS Members Area](#) > Document Library

**What pathways are there for Senior Officials?**

- **SLS – Senior Official Mentor**  
The SLS – Senior Official Mentor eLearning course will provide you with the tools required to become a SLS Official's Mentor. Once you have successfully completed the course, you will be a qualified official's mentor.  
Please complete the SLS – Senior Official Official Mentor - Enrolment form in the SLS Members Area > Training Library > SLS – Officials if you want to become a Senior Official Mentor.
- **SLS – Senior Official Assessor/Facilitator**  
The Assessor's role, depending on their own SLSA official qualifications and skills, is to support training program participants through their assessment process.  
The Facilitator's role, is to give Official training program participants the opportunity to engage in practical/on-the-job learning activities.  
Please complete the SLS – Senior Official Assessor and Facilitator - Enrolment form in the SLS Members Area > Training Library > SLS – Officials if you want to become a Senior Official Assessor and Facilitator.
- **Taking on senior roles at larger surf sports events such as State Titles (ocean/pool/IRB), The Aussies, North Aussies, NSW Country Titles etc.**

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](#).