

## SEMINAR CONTRACT

This agreement is made on: [DATE]

Between:

[1] IWWF Cable Wakeboard Council

&

[2]

To hold a seminar at: [Location]

On the following dates: [DATE]

Signed: IWWF Council Representative \_\_\_\_\_  
DATE:

Signed by Host/Organiser \_\_\_\_\_  
DATE:

Signed by Federation \_\_\_\_\_  
DATE:

Please provide the below information for administration purposes, as we need to send each participant a direct link to the theoretical exam that needs to be completed prior to participation on the seminar.

Organiser Contact Name	Telephone Number:	
	Email Address:	

Participant Name	Participant Email Address
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

If the above information is not available on registration, please provide the information as soon as possible, as the seminar will not be able to go ahead if the participants have not completed the theoretical paper.

**SEMINAR COSTS:**

Detail	Amount	Info
<b>Seminar Registration Fee</b>	€100	This goes to the relevant Confederation Council
<b>Instructor Fee</b>		
<b>1-5 Participants</b>	€400	1 Instructor, 2 Days
<b>6-12 Participants</b>	€800	2 Instructors, 2 days
<b>13- 25 Participants</b>	€1200	2 Instructors, 3 days
<b>Flights/Mileage</b>	Organiser	To be agreed in advance
<b>Accommodation</b>	Organiser	Provided by Organiser
<b>Travel Day fee</b>	€200 per instructor required	This fee is payable if the seminar is being arranged as a standalone seminar not attached to a competition. It allows the instructor one day for travelling
<b>Max Fee to charge Participants</b> (host can charge less, especially if accessing government grant funding)	€175	Lunch and refreshments to be provided in this charge  Income to be retained by the organiser

Rules: It is up to the host site/Federation to advertise the seminars, and to get participants. There will be no discount on pricing for less participants. The seminar will be posted on Cablewakeboard.net and through our social media streams, we will share all organiser media for the seminar.

Seminar Registration fee to be paid to the IWWF Cable Wakeboard account to confirm registration. The Seminar registration fee is non-refundable.

The Travel Day fee for instructors is required for all standalone seminars as the Instructor will be required to take additional time away from work to cover. If the seminar is linked to a competition that runs afterwards, then the travel day fee is not required.

IWWF Cable Wakeboard Account Details as follows:

ABN-AMRO BANK

PO Box 59

NL-1180 AB Amstelveen

The Netherlands

Account Number: 40.33.66.453

IBAN: NL74ABNA0403366453

BIC / SWIFT:  
ABNANL2A

this is the point the Seminar will be registered on Cablewakeboard.net.

Final confirmation of participant numbers should be should be at least 14 days before the seminar to confirm how many instructors are required. The Instructor Fee must then be paid to IWWF account 10 days before the seminar start date. It is highly unlikely that we will be able to find additional instructors at short notice.

All flights, airport transfers, hotels and meals should be arranged and paid for, for the Instructors by the host organiser. Instructors should receive 3 meals per day (Breakfast, Lunch and Dinner), Non-Alcoholic refreshments should be provided during the day.

**Host must provide:** A large room for conducting the seminar, with desks for participants to work. A large screen/projector for showing the competitions and wall/screen to present onto. Laser Printer, Paper, Whiteboard/Pens, Flipchart, writing pens/pencils, clipboards. Lunch & water/refreshments for all participants on the seminar. The laser printer and paper must be available on the arrival of the Instructor, so they can prepare any site specific seminar documents.

### **Cancellation of the Seminar.**

If for any reason the Seminar has to be cancelled by the organiser, the organiser agrees to reimburse any fees (if any) incurred by the Instructors relevant to the seminar (Flights, hotels, transfers etc), the organiser will also be required to reimburse any registered and paid up participants for any costs incurred prior to the start date of the seminar provided proof of purchase is shown.

If for any reason the seminar is cancelled by the IWWF Cable Wakeboard Council, we will reimburse any fees incurred by the organiser relevant to the seminar.

### **IWWF Will provide the following:**

Qualified, Professional Instructors.

Instructors will help to complete the Seminar Bulletin, and will produce all timetables in advance of the seminar. Bulletin should ideally be available 30days before, but an updated bulletin and timetable will be uploaded 7 days prior to the Seminar.

Instructors will come prepared with:

- A laptop / Ipad to run the seminar, with standard connectors for HDMI/USB connections
- All Seminar Documentation. Including test papers, presentations
- Certificates for Participants who pass

Depending on the number of participants, the course duration is either 2 or 3 days. The Seminar will start promptly at 9:30am on day one, and all participants should expect full days in the classroom, and should be ready to judge video clips of previous European and World Championships as well as complete details on organising competitions, dealing with registration, scoring, official ceremonies etc.

Any Participant who is not deemed competent to complete the judging part of the seminar, will still be offered the opportunity to complete the rest of the Officials seminar, and could qualify as a Non-Judging Official. These roles are pivotal to the running of a competition.

All Participants are expected to bring a printed copy of the World Rulebook with them to the seminar, and they are also expected to have read it, and highlighted any area's they do not understand or need clarity on.

The rulebook can be downloaded from the documents part of [Cablewakeboard.net](http://Cablewakeboard.net).

# Reasons for hosting an Officials Seminar

You have been approached by riders/ Parents/ local organising committees asking you to host a Seminar, or you have struggled to find qualified Officials to help you run your own events in the past.

Also, many competition organisers get asked the question, how do I become an official. Below is a list of reasons you can use to sell your event to gain additional participants.

## Why?

If you are a rider you will find taking a judging seminar invaluable to your competition performance. If you have ever wondered why your run didn't score as highly as you thought it should have the seminar will answer your questions. The seminar will teach you how to score tricks and how runs should be composed. Officiating is also a great thing to do while you are injured or if you are just looking for something more to do at competitions.

If you are not a rider but love the sport then we encourage you to qualify too. There are a whole host of responsibilities we need people for and becoming an official is a fun and rewarding way to give back to the sport.

## What will I learn ?

A typical seminar usually consists of the following:

- Introduction: Why is it important to become an Official? IWWF Structures; Officials' levels
- Organising a competition: Crew for the competition
- Before the competition: Chief judge duties, Safety, Time table, Heat system, Rule Book
- During the competition: How do we judge? / judging system, Overview of the trick list,
- Grabs, Slider, tricks, Short cut and signs, Overview of the rules, Changes to the rules, Protests, Video analysis
- Scoring the Competition: Scoring System and Program
- After the competition: Results, Paperwork
- Practical exercise /Video/ Questions, Examination theoretical, Examination practical, individual evaluation, announcement of results
- Official ceremonies for Titled Competitions

## Who are the officials?

Officials can be made up of: CWWC or Confederation Council members and everyone working in organising the sport element of an event.

They are nominated by CWWC or a Confederation Council and include: Chief Judge and Chief Scorer, IWWF delegates, judges, scorers, assistants, jetty marshals, officeholders, competition director. At big events & Titled Events there are more officials with different tasks for coordination: registrations, doping control, cable security, obstacles, safety, TV production, team captains' coordinator etc.

Organisation of an Officials seminars can be contracted with the CWWC and each Confederation. National Federations can grant levels up to \*\*\* (3 stars). Higher levels can only be awarded by the CWWC after discussion with the respective Confederation Council.

## **Seminar Content**

Progress can be made only one level at a time. In certain cases for outstanding candidates, exceptions can be allowed. The maximum Star Level an Official can receive on their first seminar is 3 Stars. They would then have to attend events as an official over the next 12months +, then they could attend a Judging Clinic before a Titled Event, or attend another seminar to increase their Star Rating.

**Reducing levels – for \*\*\*\* and higher:** If a judge in the past two seasons hasn't judged at an international event or national championships, or hasn't passed the official exam for the appropriate level, his level will be reduced by one.

**Due to the fast development of the sport, all Officials have to take part at one seminar in 4 years, regardless of the experience in the given period.**