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OFFICIALS GUIDE

IWWF CABLE WAKEBOARD COUNCIL



IWWF CABLE WAKEBOARD – OFFICIALS GUIDE



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Introduction

Congratulations on becoming an IWWF Cable Wakeboard Official, we know that you are an extraordinary person, with an unbelievable passion for our sport.

Unfortunately, as our sport is only recognised by the IOC, and not actually an Olympic sport, we the IWWF Cable Wakeboard discipline rely heavily on a team of passionate volunteers to run our sport.

We do however believe that our onsite officials should have their expenses covered and we try to ensure a small allowance is paid at International / Titled events, although this is not at any kind of commercial rate.

We also recognise that several of our officials may not have event management / sports management experience, so this document is designed to assist officials in understanding the expectations and a few of the dos and don'ts whilst officiating in our sport. It is not a bible and may not deal with all issues that you may come across.

This document may seem strict, but it is written with the intention of keeping you the Official safe, and ensuring everyone understands the expectations of the organisers, but still allows you to enjoy a safe fun event.



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Who is classed as an Official

All members of the discipline councils are Cable Wakeboard Officials, and anyone who is asked to complete a role during an event would be classed as an official for our discipline.

Typical Official Roles:

- Discipline Council Members
- Riders Representatives
- Event Technical Delegate
- Competition Manager
- Chief Judge & Judges
- Chief Scorer & Event Scorers
- Dock Marshalls
- Social Media Managers
- Press Teams
- Safety Officers
- Medical Teams

This is not an exhaustive list, and depending on the level of the event, there may be more officials present.

General Guidelines and Expectations

Appearance

All officials must always appear smart and professional. If an Official Uniform is provided, it should be worn save in exceptional circumstances. As an official It is not acceptable to go topless whilst performing your duties.

Personal Hygiene

Due to working closely with others it is important that personal hygiene is always maintained. Please ensure you shower and wash your clothes regularly.

Smoking and Vaping

It is not acceptable to smoke or vape obviously whilst you are working on the event. Smoking or vaping is also not allowed on any of the start docks / Judging tents or Official offices. If you do smoke or vape, this is to be done discretely during breaks out of the way, please be especially conscious of smoking/vaping around children.

Attitude

Our organisers are paying for a professional event and expect to be met by fun enthusiastic officials, whilst some organisers can be challenging with their behaviours, when you are working in a customer facing position, you are to always remain professional. Any problems or issues should be reported to the Technical Delegate or Chief Judge immediately.



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Relationships

We recognise that in today's society a lot of us meet our partners whilst at work or volunteering, any in relationships whether between Officials. Riders or Organisers must be kept outside of the event. It is not acceptable to bring relationship problems into the event.

It is the Officials responsibility to highlight any 'Potential' conflict of interests that may occur at an event they are officiating at. A Judge should not be in a position where they are expected to Judge a participant that they have a personal relationship with. If this cannot be avoided the Chief Judge needs to be aware of this in advance and may ask for a Shadow Judge to also be present.

Internal Partners

It is important for us to maintain a great working relationship with our partners. Therefore, we work for and very closely with the Organisers & sponsors. It is important that you follow any site rules they may impose. If you have any issues with specific rules imposed, you must bring these up with the Chief Official at the event and not the Organiser directly.

Official's Room

If an Officials room is provided, this must be kept clean and tidy. Personal possessions are your own responsibility. We advise you not to bring anything of value to the event. Any abuse of the facility may result in loss of the amenity and damage must be repaid by the official responsible.

Time Keeping

Our Events run on tight schedules, please make sure you are ready before time to start the event. Any delays waiting for officials to show up look unprofessional, but can also add additional hours to a day, which we may not have depending on the time of year and the event timetables.

Alcohol

Alcohol is not to be consumed by any Official on duty during an event. Once the event has finished for the day, and the Organiser and Senior Official have declared the day is finished, it is then acceptable to have a drink at the bar. No Official should be seen intoxicated or drinking during an event.

Any alcohol consumed will be at your own expense and not charged back to the organiser. If the organiser offers to buy you a drink at the end of the day, this is absolutely fine, but it is not to be expected of the organiser, who has already spent a significant amount to host the event.

If you have finished your Official Duties for the day and the competition is still running, if you wish to have an "Alcoholic Beveridge" you should change out of any Official clothing so it does not look like you are actively part of the event at that time.

Safeguarding Policy

Every event should have a safeguarding officer, the person responsible for safeguarding will usually be from the organiser side as most cables will have a person responsible for welfare on site.

Safeguarding policies are intended to protect both children/vulnerable adults and Officials at Events. Regardless of whether there is a designated Safeguarding Official at an event, all Officials should be aware of the following protocols regarding their own behaviours and the behaviours of others at an Event.

Acting In Loco Parentis

All our Officials need to understand what acting in Loco Parentis means.

If a parent asks you to take responsibility for their child as they cannot attend an event with their child and ask you to look after them. Acting in Loco parentis means you are assuming parental responsibility for the child whilst in your care, if you agree to this you are responsible for the child from the moment you start travelling until you hand the child back to their parents once you return home.

This means you have full responsibility for the child, if they misbehave you are responsible for them. If they go missing you are responsible for them, if they cause damage you are responsible for them, if something happens to them you are responsible. We would **NOT** encourage any Official to take on parental responsibility for a child that is not a sibling or family member unless they have undergone specific Safeguarding training and understand in full what they are responsible for. If you are asked to undertake this role, you must get the written permission of the most Senior Official at the event before you accept.

The IWWF Cable Wakeboard Council will **NOT** allow any sharing of rooms with Officials of UNDERAGE Children unless the child is a direct family member (i.e. Sibling, Stepchild, Child) – unless written permission has been received in advance of the event explaining the full circumstances from the child's parents.

Children aged 17 and below must always have a Guardian on site with them and any unaccompanied child will have parents called and local social services will be asked to provide a qualified guardian until the parents arrive at site.

We should follow the IWWF Safe Sport Initiative.

IWWF SAFE SPORT POLICY

"Safeguarding Athletes and Participants from Harassment and Abuse Approved by the IWWF Executive Board January 2019"

The IWWF believes that all athletes, staff and volunteers have the right to participate and develop in sport, in a safe and inclusive environment, free from all forms of discrimination, abuse, violence, neglect and exploitation.

What is the IWWF Safe Sport Policy?

The aim of the IWWF Safe Sport Policy is to promote good practice, provide athletes of all ages with appropriate safety and protection whilst involved in the activities of the IWWF, and to allow staff and volunteers to make informed and confident responses to specific safe sport and athlete/child protection issues.

This includes respect for human dignity, rejection of discrimination of any kind on whatever grounds, be it race, colour, gender, age, sexual orientation, language, religion, political or other opinion, national or social

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origin, property, birth or other status. Rejection of all forms of harassment and abuse be it physical, professional or sexual, and any physical or mental injuries.

What is the definition of harassment and abuse?

Harassment and abuse can be expressed in, but not necessarily limited to, five forms which may occur in combination or in isolation.

These five categories are:

- i) psychological abuse,
- ii) physical abuse
- iii) sexual harassment
- iv) sexual abuse
- v) neglect

When does this policy apply and to whom?

The Safe Sport Policy, with regards to competitions, will be in effect from the time the participant initiates their travel to the event and concludes upon the completion of the travel from the event.

The IWWF regulations apply to all accredited persons on-site at major IWWF sanctioned competitions (e.g. World Championships, Junior World Championships). Any individual or organization participating in an IWWF sanctioned event including but not limited to administrative and technical staff, volunteers and all IWWF registered athletes, including those with temporary registration.

What to do if you suspect or witness an incident?

If you suspect or witness some form of harassment or abuse, you should the contact one of the IWWF Safe Sport Officers as soon as possible.

Contact information is as follows:

IWWF Safe Sport Officers:

Karen McClintock

Chair of the Safe Sport Committee and IWWF Lead Safe Sport Officer +1-294-1945

karen@karenmcclintock.com

Michael Kjellander

Safe Sport Committee Member and IWWF Alternate Safe Sport Officer +(46) 70 48 34 963

Michael.Kjellander@svwf.se

Is the process confidential?

If you suspect or witness an incident of harassment or abuse, it is important to note that there is in place a confidential reporting systems. The IWWF believes it is important for anyone who has concerns to speak up, in the confidence that wherever possible the organization will provide anonymity. The IWWF encourages anyone who has such concerns to 'blow the whistle' early, to prevent continuing damage to athletes or participants.

The IWWF is committed to ensuring that all concerns and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately. The IWWF will ensure that the responding party is assured of a fair process; notice will be provided to the individual/individuals concerned, and they will be given the right to respond before any measure or sanction is applied.

Please refer to the full IWWF Safe Sport Policy, Reporting Documentation, Definitions, and IWWF Code of Ethics. Please contact: karen@karenmcclintock.com to request a copy.

OFFICIALS LEVELS

GAINING LEVELS FOR OFFICIALS

Official Level	Technical Officers	Scorer	Judge	How to acquire level
*(1 Star)	Theory 80% + TO1	Theory 80% + Scoring 1	Theory 80% + Judging 1	National or International seminar
** (2 Star)	T02	Scoring 2	Judging 2	National or International seminar
*** (3 Star)	T03	Scoring 3+live results	Judging 3	National or International seminar
**** (4 Star)	Theory 90%+ event assessment	Scoring 4 + event assessment	Judging 4+ event assessment	International Seminar+ event assessment
***** (5 Star)	Appointed	Scoring 5+ livestream	Judging 5	JDC Clinic + Appointed
***** (6 Star)	Appointed	Appointed	Appointed	Appointed

It is up to the National Federations to educate National Officials. National Federations are invited to contact CWWC to ask for support to organise National or International Seminars.

International Officials are educated and granted levels in the following categories: Technical Officer, Scorer or Judge.

Technical Officers can act at events as Technical Delegate, Competition Manager Dock Marshall, Safety Officers, Registration etc. Judges can act at event as Judge and Dock Marshall. Scorers can act at event as Scorer, Dock Marshall and registration officer.

Judges and Scorers must pass theoretical and practical exams to acquire 1-4 Star. Chief Judge at international event must pass both Technical Officer and judging exams.

4 Star qualification is granted by a senior Official upon assessment at an event.

All 4 Star International Officials can apply to become seminar instructors. They will be appointed by the relevant Council once an assessment has been made.

All 4 Star Officials are encouraged to assist their National Federations in creating the next generation of Officials for successful events.

Progress can be made only one level at a time. In certain cases, for outstanding candidates, one more level can be achieved. All International Officials have to officiate at minimum one International event before making further progress.



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REDUCING LEVELS FOR OFFICIALS

Reducing levels- for **** Officials (4Star): If in the past two seasons, a 4 Star Official has not officiated at one international event, or a National Championship, or hasn't passed the official exam for the appropriate level, his level is reduced by one.

Reducing levels - for ***** Officials(5Star): A 5 Star Official will be reduced to 4 Star by the decision of the CWWC or when they haven't officiated at five international events or national championships in the last two years, or were not appointed again by the CWWC.

Reducing levels - for ***** Officials(6Star): All 6 Star Officials are reduced automatically to 5 Star at the end of the year. New 6 Star Officials are appointed by the CWWC at the beginning of the year.



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APPLYING TO BE AN OFFICIAL AT AN EVENT

We need to ensure that all Officials Panels are balanced but also encourage succession planning by allowing Officials to gain experience.

To allow for this, with the implementation of the IWWF EMS System, we will be rolling out the 'Jury Panel' process embedded into the system. But will be making one change to how the current system works for Waterski. For Cable Wakeboard the Official Panel must be approved by the Cable Wakeboard Discipline Admin

All Officials should monitor the EMS Cable Wakeboard Events that are registered and if they want to be considered as part of the panel, they should apply within the EMS Competition. Organisers can ask for specific Officials to be considered for an event, but the CWWC Confederation Council has the final decision for all INTERNATIONAL competitions and FEDERATIONS have the final decision for NATIONAL Competitions.