



New Zealand Stunt Guild Grading Procedure Manual

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1 GENERAL INFORMATION

1.1 The Stunt Guild of New Zealand

Founded in 2001, the Stunt Guild of New Zealand (**SGNZ**) is an Incorporated Society registered under the Incorporated Societies Act 1908. Its members are industry leading Stunt Personnel including Stunt Performers, Stunt Coordinators, Riggers and other Stunt Specialists working in the New Zealand film and television industry.

The SGNZ Council (**Council**) is elected annually by the membership and constituted as follows:

- (i) President
- (ii) Vice President
- (iii) 3 x Council Members
- (iv) Treasurer
- (v) Secretary

All Council members must have worked in the industry for a minimum period of 10 years at Stunt Performer level or above, and be currently engaged in the industry. Council members must be a New Zealand citizen, and hold a New Zealand passport, or have permanent residency.

The role of the Council is to assist the President and Vice-President with driving vision and strategic direction for the SGNZ. Vision and strategy initiatives will be presented to Council members for discussion, and will be implemented by the President and Vice President. The three Council members may be delegated tasks and responsibilities by the President and VP as part of the implementation process.

The Council is responsible for, amongst other things:

- Putting together and reviewing, the Stunt Guild of New Zealand Grading Procedure Manual (**Grading Manual**);
- Putting together a Health & Safety Plan;
- Administrating the grading procedures set out in the Grading Manuale; and
- Review and consider matters affecting H&S Policy, H&S Plan, Stunt Work, stunt safety and related issues in the film and television industry.

Refer to Glossary in Health and Safety Plan for defined terms if not covered in this document.

2 GRADING LEVELS AND DEFINITIONS

2.1 Introduction

The SGNZ membership is divided into 5 levels of membership, with specialist areas. Each of these levels is based on demonstrated competency, skill, experience and qualifications, as set out and determined in accordance with this Grading Manual.

The grading system and level attained by a person determines the type of work a person is qualified and competent to engage in safely, and under whose supervision that work should be performed. It has been put in place to ensure that SGNZ members meet a high standard of competency, and to ensure the safety of our members. No person may work at a level that they have not been graded nor hold the appropriate SGNZ certificates for. For the avoidance of doubt, an applicant may not work in the grading category for which approval has been sought, until this has been signed off by the Grading Panel, and a certificate/dispensation issued by the SGNZ to the applicant.

It is the responsibility of all persons undertaking stunt training and/or Stunt Work to ensure they have obtained appropriate insurance coverage and/or that their trainer/employer offers adequate coverage.



For the avoidance of doubt, those members who have already been graded by SGNZ prior to the date this Grading Manual takes effect, shall remain graded and be entitled to work at that level without the need to re-certify.* New members or members wishing to certify and qualify for a new/higher level, shall be required to comply and certify in accordance with this Grading Manual.

*The only exceptions are Stunt Riggers and Stunt Safety Supervisors who will need to certify in accordance with the Grading Manual to carry out these roles within 16 weeks of the H&S Plan being approved by Council. With respect to Rigging, during this period, the Head/Key Rigger may require a shadow person on set at his/her discretion.

The five levels of members are:

- Level 1: Probation Stunt Performer;
- Level 2: Stunt Performer;
- Level 3: Senior Stunt Performer;
- Level 4: Assistant Coordinator; and
- Level 5: Stunt Coordinator.

Specialist areas include:

- Head/Key Rigger;
- Senior Rigger;
- Intermediate Rigger;
- Junior Rigger;
- Fight Coordinator;
- Sword Master;
- Stunt Horse Master;
- Precision Stunt Driver; and
- Stunt Safety Supervisor;

2.2 Membership Levels

Level 1 – Probation Stunt Performer

A Probation Stunt Performer is one who has met the requisite grading criteria under this Grading Manual. He or she is deemed to be sufficiently qualified and skilled to perform in Background Stunt Action and Group Stunt Work under the supervision of a graded SGNZ Stunt Coordinator.

A Probation Stunt Performer cannot be engaged to perform Mainline Stunts, act as a Stunt Double*, Stunt Rigger, Stunt Assistant, Stunt Safety Supervisor, Stunt Performer, Assistant Coordinator or Stunt Coordinator. He or she may assist others in their capacities in these roles to obtain further experience.

A Probation Stunt Performer must remain at this grading level for a minimum of 12 months to obtain experience and develop their understanding of Stunt Work and safety issues within the film and television industry.

*A Probation Stunt Performer may act as a Stunt Double if a letter of dispensation is obtained from the SGNZ Council. Dispensation is determined on a case by case basis at the discretion of the Council.

Level 2: Stunt Performer

A Stunt Performer is person who has met the eligibility criteria to be graded as a Stunt Performer in accordance with the Grading Manual and is judged by his or her peers as having demonstrated sufficient skill, knowledge and



competency in his or her chosen Industry Relevant Skills to undertake Mainline Stunt Work. A Stunt Performer has met the grading requirements of a Probation Stunt Performer and worked at that level for at least 12 months.

A Stunt Performer cannot perform fire burns and must not accept work as a Stunt Safety Supervisor, Assistant Stunt Coordinator or Stunt Coordinator under any circumstance.

Level 3: Senior Stunt Performer

A Senior Stunt Performer is person who has met the eligibility criteria to be graded as a Senior Stunt Performer in accordance with the Grading Manual and is judged by his or her peers as having demonstrated sufficient skill, knowledge and competency in his or her chosen Industry Relevant Skills to undertake Mainline Stunt work, including fire burns.

A Senior Stunt Performer must not accept work as a Stunt Safety Supervisor, Assistant Stunt Coordinator or Stunt Coordinator under any circumstance unless qualified at that level and may not hold a dual role in any circumstance.

Level 4: Assistant Stunt Coordinator

An Assistant Stunt Coordinator has met the criteria to be graded as an Assistant Coordinator in accordance with the Grading Manual.

An Assistant Coordinator has met the minimum eligibility criteria in this Grading Manual and is judged by his/her peers to be sufficiently qualified and skilled to assist the Stunt Coordinator with administrative procedures and the set up and execution of a Stunt.

An Assistant Coordinator may not act as a Stunt Coordinator on his or her own under any circumstances, nor can he/she direct Identifiable Stunt/Mainline Stunts on a film set without a Stunt Coordinator present to supervise. He or she may not act as a Stunt Coordinator, but may assist the Stunt Coordinator with administrative procedures, and the set-up and execution of a Stunt. He/she may not act as a Stunt Safety Supervisor unless graded at that level.

A Graded Stunt Co-ordinator can work as an Assistant Co-ordinator. He/she can direct Identifiable Stunt/Mainline Stunt on a film set without supervision from a HOD Stunt Coordinator.

Level 5: Stunt Coordinator

A Stunt Coordinator has met the minimum eligibility criteria in this Grading Manual and is judged by his/her peers to be suitably experienced to be totally responsible for all Stunt Work on a project from planning to execution and can be contracted as an 'Head Of Department' Stunt Coordinator.

A Stunt Coordinator may not accept a dual role as Stunt Safety Supervisor.

2.3 Specialist Areas

A Stunt Specialist is a person who concentrates primarily on a particular subject or activity, and who is highly skilled in a specific field of stunt work in relation to that subject or activity. Specialist Stunt Work refers to the particular specialist field in which the Stunt Specialist operates. If a non-member is engaged as a Stunt Specialist, a letter of dispensation must be obtained from the SGNZ Council.

Stunt Safety Supervisor

A SGNZ Stunt Safety Supervisor is a Stunt Specialist who concentrates primarily on "Stunt Safety" subject or activity, and who is highly trained in a cross section of stunts, and who works in relation to that subject or activity. A Stunt Safety Supervisor cannot hold a dual role where they are acting as a Stunt Safety Supervisor (e.g. Stunt Safety Supervisor and Head Rigger, or Stunt Coordinator and Stunt Safety Supervisor).



Fight Coordinator

Is a Stunt Specialist who specialises in fight choreography and has met the minimum eligibility criteria in this Grading Manual. A Fight Coordinator is charged with mapping out and overseeing staged combat for Film/TV, Theatre, Live Shows or other performance. A Fight Coordinator is directly involved in teaching and the instruction of actors, stunt performers and members of the public for “Fight” choreographed action only.

For the avoidance of doubt, a Fight Coordinator may specialise in a martial art system which may not use a grading or a belt system e.g: Boxing, Wrestling, Thai boxing and Mau rākau. In such case, the Fight Coordinator shall be required to demonstrate knowledge of hand and feet techniques, and be graded by 3 SGNZ graded Fight Coordinators in such techniques in a Verification of Competency Test.

Sword Master

A Sword Master is a Stunt Specialist who specialises in sword and weaponry and has met the minimum eligibility criteria in this Grading Manual. A Sword Master is charged with mapping out and overseeing staged with weaponry combat for film/TV, theatre, live shows or other performance. A Sword Master is directly involved in teaching and giving instruction to actors and Stunt Performers and members of the public for “Sword /Weaponary” choreographed action only.

Stunt Horse Master

A Stunt Horse Master is a Stunt Specialist who specialises in horse stunts and has met the minimum eligibility criteria in this Grading Manual. A Stunt Horse Master is charged with mapping out and overseeing Horse stunts for Film/TV, Live Shows or other performance. A Stunt Horse Master is directly involved in teaching and giving instruction to actors and Stunt Personnel/Stunt Performers and members of the public for “Horse” choreographed action only.

Precision Stunt Driver

A Precision Stunt Driver Is a Stunt Specialist who specialises in Precision Stunt Driving and has met the minimum eligibility criteria in this Grading Manual.

Head/Key Rigger

A Head Rigger has met the minimum eligibility criteria in this Grading Manual and is judged by his/her peers to be suitably experienced to be totally responsible for all stunt work on a project from planning to execution and can be contracted as a ‘Head of Department. A Head rigger cannot perform a dual role and act as a Stunt Co-ordinator

Riggers -Senior |Intermediate |Junior

Riggers that have met the minimum eligibility criteria in this Grading Manual and is judged by his/her peers to be suitably experienced to be responsible for Rigging working under the supervision/direction of a Head Rigger or Senior Rigger.

3 SGNZ GRADING PROCESS AND APPLICATION REQUIREMENTS

3.1 General Grading Information

The SGNZ Grading Panel consists of 3 people. These shall be the President, Vice President and one Stunt Coordinator who shall be elected by the Council, the President and the Vice President. That Stunt Coordinator shall not be a member of the sitting Council.

No person may work at a level that they have not been graded and hold the appropriate SGNZ certificates for. For the avoidance of doubt, an applicant may not work in the grading category for which approval has been sought, until this has been signed off by the Grading Panel, and a certificate issued by the SGNZ to the applicant.

Once a level of grading has been obtained, a member may not apply to advance to the next level until the expiry of the relevant period under this Grading Manual. This is to ensure that there is sufficient time for members to obtain the requisite skills and experience before they advance.



Members/Stunt Personnel who have been absent from SGNZ/New Zealand for 2 years or more must have their grading reconfirmed with the SGNZ Council upon their return. Each case shall be assessed on a case by case basis.

A member who is found to be in breach of the above, or where a non-member complaint is received about a member (which affects the reputation of other Stunt Personnel or safety of Stunt Personnel, is received), may have his or her membership revoked and/or have warnings issued.

Before any measures are taken, SGNZ will issue written notice to outline the breach/complaint, and provide the member with an opportunity to respond. This response will be considered by the Council before further action is taken.

3.2 Application submissions and requirements

All applicants must submit a completed application and provide all supporting documentation with evidence of skills and experience to the SGNZ Council.

Council members are encouraged to assist an applicant by ensuring that all the requirements have been met and the application is complete. Applicants are encouraged to discuss their application with a member of the SGNZ Council.

Council members are listed on www.stuntguildnz.com.

Applicants should note that the material presented to support applications for grading forms the basis upon which the Grading Panel will make its decision. Applicants are responsible for ensuring that the application has been correctly completed. Applicants must not include any untrue, misleading or falsified information in their application, and must verify that all information supplied for consideration, is true and correct.

All applications must be complete at the time of filing, and include all supporting documentation (logbooks, Show reels, recommendations etc.) are to be received no later than 17.00hrs /5pm on the closing date of the application

Applications should be submitted as follows:

The applicant may submit a Dropbox link with a copy of the application, together with all supporting material, may be emailed to SGNZ Council email found at **www.stuntguildnz.com**

Show reel to be sent by Dropbox® link must be in the following formats:

- MoV
- MP4
- AVI

An applicant may submit show reel via a YouTube® or Vimeo® link. Any such links shall be emailed to

SGNZ Grading panel email found at www.stuntguildnz.com email to be clearly labelled in the subject line as follows:

[Grading Procedure: Applicant Name – Level applied for]

Applications for Level 1-4, Specialists and Riggers, shall be decided by a majority vote of the Grading Panel. Applications for Level 5 Grading (Stunt Coordinator) must be made by a unanimous decision by the Grading Panel.

All applicants will be notified of the outcome of their applications by email. If approved, the applicant will be issued with a certificate for the new graded level, and the website will be amended to reflect the certification of the member.

Documents submitted should meet the following requirements.



Logbooks

Logbooks must include the date of training/work, details of the type of stunt undertaken and the level of competency achieved, and the name/signature of the graded Stunt Personnel and/or Stunt Coordinator supervising training/working session.

Stunt Riggers will also log their rigs and use of Stunt Speciality Equipment they have used, together with the name/signature of the graded Stunt Personnel or Stunt Coordinator supervising/providing training for the work.

Letters of Recommendation

Recommendations must be completed on the standard form (see Appendix C) and be provided by a SGNZ financial member. The letters must be legible, signed, and be completed no more than 12 months before the date of application.

Recommendations will not be accepted if the referee has not worked with the applicant. For Probation Stunt Performer applicants, it is sufficient if the applicant has trained with referee.

4 PROBATION STUNT PERFORMERS -SKILL CATEGORIES AND MINIMUM COMPETENCY REQUIREMENTS

In addition to the specific assessment criteria set out below for each level, all members/applicants must be able to demonstrate the following minimum competency requirements/skill level, and meet the following criteria for assessment purposes.

4.1 Body Control

4.1.1 *Fighting*

All applicants must provide evidence by way of written reference or certificate from a recognised instructor/coach of no less than one-year experience and active involvement in one of the following disciplines:

- Martial Arts
- Boxing
- Wrestling
- Fencing

4.1.2 *Physical*

All applicants must provide evidence by way of written reference or recommendation from a recognised coach/instructor, or competition awards, of at least one years' involvement in one of the following disciplines:

- Gymnastics
- Trampoline
- High Diving
- Dancing
- Parkour / Free running

4.2 Heights

All applicants must demonstrate no less than one years' experience and active involvement in competition and/or provide a reference from a recognised instructor or coach establishing level of experience, in one of the following area:

- Climbing
- Roping
- High Fall (25ft) Witnessed by a Stunt Co-ordinator (Video Evidence)
- Parachuting

4.3 Vehicles

All applicants must provide:

- Evidence of a valid NZ Driver Licence
- Evidence of successful completion of a SGNZ approved Stunt Driving Course – refer to SGNZ website for details of available courses.

4.4 Animals

All applicants must provide:

- Evidence of a minimum of no less than one year active involvement/experience with animal handling and/or evidence of competition. This can be any area - dressage, jumping, eventing, western pleasure, cutting, rodeo, carriage driving BUT applicant must establish that he/she has full knowledge and understanding of saddlery and tack.
- As an alternative, applicants may provide evidence of membership of Blue Group (or equivalent NZ level) Pony Club.

4.5 Water

All applicants must demonstrate and provide evidence of no less than one years' active involvement and experience in competition and/or a reference from a recognised instructor/coach in one of the following disciplines:

- Swimming Bronze Cross / Medallion or equivalent in Life Saving.
- PADI Scuba Diving Open Water Certificate (or international equivalent certification)
- Yachting
- Water skiing
- Wind surfing
- Surf boarding

5 GRADING LEVEL REQUIREMENTS AND ASSESSMENT CRITERIA

5.1 Assessment Criteria – General

Applicants must be NZ citizens or permanent residents 18 years of age to be eligible to be members of SGNZ.

Applicants must be financial members of SGNZ.

In assessing an application, the Grading Panel will consider:

- Whether the application has been completed correctly and all requested information has been provided
- Information contained in each application plus any additional video evidence as required
- Whether all minimum set criteria have been met, including all requisite qualifications and certifications All licences, qualifications and certificates must be nationally recognised in New Zealand unless otherwise specified in this Grading Manual. Qualifications obtained overseas and work performed under internationally recognised Stunt Coordinators will be considered at the Grading Panel's discretion.
- Other relevant qualifications and achievements.
- Quality and type of Stunt Work and/or training carried out by the applicant. Contracted work done under a SGNZ graded Stunt Coordinator will be considered for upgrade applications.
- Duration of time in the industry and jurisdictions in which work has been performed
- Ability to communicate effectively, both verbally and in written material

- Written recommendations/references in the standard format. Any referee or letter of recommendation included in the application must be written by a person who has worked closely with or directly trained the applicant.
- Aptitude and potential for work in the industry
- Attitude towards working in the stunt industry
- The applicant's safety record, including any previous involvement in any accidents resulting in harm or injury, including any accidents in the industry involving Injury, death or substantial damage to property;

Specific criteria for individual member levels are set out below. All applicants must demonstrate they meet the eligibility criteria for the Grade Level they are applying for.

In addition to the criteria below, all applicants must be able to demonstrate the core competencies set out at Part 4 of this Manual.

5.2 Specific Assessment Criteria – Member Levels 1 to 5

5.2.1 Level 1: Probation Stunt Performer

Applicants must meet the following criteria

- Be at least 18 years of age.
- Be a New Zealand Citizen and New Zealand passport Holder or Permanent Resident.
- NZQA Units – First Aid - 6400, 6401 and 6402
- Demonstrate competency and skill in at least 4 of the 5 categories (one of which MUST be Body Control)
 - (i) Body Control
 - (ii) Heights
 - (iii) Vehicles
 - (iv) Animals
 - (v) Water

5.2.2 Level 2: Stunt Performer

To be certified as a Stunt Performer, a member must meet the following minimum grading requirements and provide evidence of:

- Worked as a Probation Stunt Performer for no less than 12 months;
- NZQA Units – First Aid - 6400, 6401 and 6402;
- Worked a minimum of 100 days in front of camera – All claimed Stunt Work must be evidenced and supported by logbooks and call sheets. Mo-cap performance may be accredited to days of work;
- Performed on at least five productions and on a variety of production types (i.e. feature films, tele-movies, mini-series, television series and commercials) under the supervision of a graded SGNZ Stunt Coordinator;
- Demonstrate advanced stunt skills and training in five categories; and
- Written recommendations from two graded SGNZ Stunt Coordinators.

5.2.3 Level 3: Senior Stunt Performer

To be certified as a Senior Stunt Performer, a member must meet the following minimum grading requirements and provide evidence of:

- Worked as a Stunt Performer for no less than 10 years;
- Demonstrate at least 10 Years' Experience (or the equivalent of 1000 days in front of camera – assisting and rigging days may contribute to this total);
- Demonstrated experience in 50 Mainline Stunts e.g. Air ratchets, air rams, fire burns, doubling, fights, precision driving, horse falls; and
- NZQA Units – First Aid - 6400, 6401 and 6402;
- NZQA 497 – Job Safety – Health and Safety Practice;
- NZQA 17600 – Fall Arrest System – Explain safe work practices for working at heights;
- NZQA 15757 – Fall Arrest System – Install and disestablish temporary proprietary height safety systems when working at height;
- NZQA Units 4647, 3271, 18408 – Explain principles of fire science; Suppress fire with hand extinguishers and fixed hose reels; Demonstrate knowledge of fire and emergency warden duties in the workplace;
- Written recommendations from three graded SGNZ Stunt Coordinators or two SGNZ graded Stunt Coordinators and one SGNZ graded Assistant Coordinator.

5.2.4 Level 4: Assistant Co-ordinator

To be certified as an Assistant Coordinator, a member must meet the following minimum grading requirements and provide evidence of:

- At least 2 years as a Senior Stunt Performer;
- 12 years' experience in the Film and Television Industry;
- 100 days of Mainline Stunt work e.g. Air ratchets, air rams, fire burns, doubling, fights, precision driving, horse falls; and
- NZQA Units – First Aid – 6400, 6401, 6402;
- NZQA National Certificate in Occupational Health and Safety credits (see attached as Appendix B);
- Written recommendations from five graded SGNZ Stunt Coordinators with at least 5 years' experience or three SGNZ graded Stunt Coordinators and two SGNZ graded Assistant Coordinators.

5.2.5 Level 5: Stunt Coordinator

To be certified as a Stunt Coordinator a member must meet the following a minimum grading requirements and provide evidence of:

- At least 3 years as an Assistant Coordinator or has been graded as a Stunt Safety Supervisor;
- Demonstrate at least 200 days as an Assistant Stunt Coordinator working on at least 10 productions which must be a combination of feature films, television, television commercials;
- The applicant must be able to demonstrate that a reasonable range of work has been undertaken with varying degrees of complexity this must be verified by logbook entries signed by the relevant Stunt Coordinator, call sheets, crew lists, contracts and other supporting documentation;
- SGNZ Fight Co-ordinator or Graded Black belt in martial arts OR if in another discipline, a Competency Test is required together with recommendations from 3 graded SGNZ Fight Coordinators;
- Safety record including any involvement in accidents in the industry involving injury, death or substantial damage to property is provided for assessment;
- Written biography/filmography and logbook demonstrating the depth of experience in the following areas:
 - (i) Resume of stunts performed for a variety of film and television productions, the name of the supervising Stunt Coordinator and the number of days worked on each project.
 - (ii) Assistant Stunt Coordinator experience, including a list of credits and experience in the following:

- (A) 3 x Stunt breakdowns, including JSA | Risk Assessment
- (B) Script analysis
- (C) 3 x Budget breakdowns cost evaluation on a FF|TV|TVC
- (D) Casting experience for selection of suitable Stunt performer
- (E) Stunt safety experience (if applicable) (as Stunt Safety Supervisor or Assistant Stunt Safety)
- (F) Technical recce
- (G) Planning and preparing stunt action - personnel, rigs & rehearsals
- (H) Knowledge of Specialty Stunt Equipment
- (I) Demonstrated knowledge and competency in the Code of Practice, relevant H&S legislation and safety measures
- (J) Any other relevant certificates and qualifications held by the applicant to demonstrate experience and competency.
- (K) Written recommendations from at least 5 SGNZ graded Stunt Coordinators.

- NZQA Units – First Aid – 6400, 6401, 6402;
- National Certificate in Occupational Health and Safety credits (see attached at Appendix B);
- NZQA – Train the Trainer - 19444, 7096, 7115;
- NZQA National Certificate Industrial Rope (Recommended but not compulsory)

5.2.6 Level 5 Stunt Co-ordinator (Grandfather Clause)

An assistant Stunt Co-ordinator can apply to be a Stunt Co-ordinator if the person meets the following criteria that is set out known as the “Grandfather Clause”

- 20 years’ Experience as a Stunt Performer;
- NZQA Units – First Aid – 6400, 6401, 6402;
- National Certificate in Occupational Health and Safety credits (see attached at Appendix B);
- NZQA National Certificate Industrial Rope (see attached at Appendix B);
- NZQA Train the Trainer – 19444, 7096, 7115;
- Performed over a 200 Identifiable Stunts including but not limited to:
 - e.g.: Air ratchets, air rams, fire burns, doubling, fights, precision driving, horse falls,
- Demonstrated work on over 50 productions TV|FF|TVC|MV|SF;
- Has worked on at least three overseas productions;
- One written recommendation from a SGNZ graded Stunt Coordinator;
- Graded as SGNZ Stunt Safety Supervisor;
- Graded in three out of five specialist areas: Stunt Horse Master, Fight Coordinator, Sword Master, Senior Stunt Rigger or Precision Stunt Driving;
- Safety record including any involvement in accidents in the industry involving injury, death or substantial damage to property provided for assessment; and



- Demonstrated knowledge of Health and Safety Laws and SGNZ H&S Plan and Grading Manual.

5.3 Dispensation for Stunt Specialists/International Performers

From time to time, a international stunt specialist/stunt personnel may be required to be brought on for a job. If a Stunt Coordinator wishes to utilise a international stunt specialist/stunt personnel, he or she must obtain a letter of dispensation from the SGNZ Council. An application for a letter of dispensation should include the following:

- Standard application form (see Appendix A attached);
- Certificates and/or references as proof of qualification/level of competency;
- Evidence demonstrating that no graded New Zealand stunt performer could fulfil the role;
- Written recommendation on the standard form from one financial SGNZ graded Stunt Coordinator;
- A letter from production confirming that they using a stunt specialist and not a graded performer ;
- Risk assessment for all the stunts they will be performing.

International stunt coordinators and riggers must be shadowed by a graded SGNZ member unless dispensation is granted by SGNZ Council.

5.4 Specialist Areas - Assessment Criteria/Certification Requirements

5.4.1 Stunt Specialists

Riggers – Junior, Intermediate, Senior and Head/Key Rigger and Linesman

5.4.1.1 Junior Rigger

Applicants for Junior Rigger must meet the following criteria/minimum grading requirements and provide the following documentation/evidence:

- Must be graded as a Stunt Performer and be a financial member of the SGNZ;
- Must have at least 5 years' experience as Stunt Performer and demonstrate:
 - 200 days performing stunts (log book)
 - Worked on a minimum of 10 productions FF|TVC|TV
- First Aid Certificate – NZQA Units 6400, 6401, 6402;
- National Certificate in Occupational Health and Safety credits (see attached at Appendix B); and
- NZQA National Certificate Industrial Rope Access Level 3; OR
- AP8 Stunt Rigging Course (Australia) L1 plus the following:
 - NZQA Unit 23229 – Fall Arrest System
 - NZQA Unit 15757 – Fall Arrest System
 - NZQA 23962 – Level 4 – Elevated Work Platform – Assess the worksite and operate a self propelled boom lift elevating platform
 - NZQA 23960 – Level 3 Elevated Work Platform - Assess the worksite, prepare and operate a scissor lift elevating work platform

- NZQA 23966 – Level 3 Elevated Work Platform – Describe types of elevating work platforms and legislative requirements for their use

A Junior Rigger member cannot perform rigging by themselves they must take direction from a Head Rigger. A Junior Rigger member cannot be at the front of the rope when manual pulling stunt performer or actors.

5.4.1.2 Intermediate

Applicants for Intermediate Rigger must meet the following criteria/minimum grading requirements and provide the following documentation/evidence:

- Must be a graded at least as a Stunt Performer and be a financial member of the SGNZ;
- Demonstrate at least 10 years' experience as a Stunt Performer (or above) and no less than the following level of experience:
 - 300 days Stunt Work;
 - 500 days as a Rigger;
 - Has worked on at least 20 different productions - FF|TV|TVC|SF|MV
- First Aid Certificate – NZQA Units 6400, 6401, 6402;
- National Certificate in Occupational Health and Safety credits (see attached at Appendix B); and
- NZQA National Certificate Industrial Rope Access Level 3; OR
- AP8 Stunt Rigging Course (Australia) L2 plus the following:
 - NZQA Unit 23229 – Fall Arrest System
 - NZQA Unit 15757 – Fall Arrest System
 - NZQA 23962 – Level 4 – Elevated Work Platform – Assess the worksite and operate a self propelled boom lift elevating platform
 - NZQA 23960 – Level 3 Elevated Work Platform - Assess the worksite, prepare and operate a scissor lift elevating work platform
 - NZQA 23966 – Level 3 Elevated Work Platform – Describe types of elevating work platforms and legislative requirements for their use
- Demonstrate understanding of Specialty Stunt Equipment

5.4.1.3 Head/Key Rigger

Head/Key Rigger and Senior Rigger

A Head/Key Rigger and Senior Rigger has met the minimum eligibility criteria in this Grading Manual and is judged by his/her peers to be suitably experienced to be totally responsible for all stunt work on a project from planning to execution and can be contracted as 'Head of Department. A Head Rigger CANNOT perform a dual role as a Stunt Co-ordinator.

Applicants for Head Rigger/Senior Rigger must meet the following criteria/minimum grading requirements and provide the following documentation/evidence:

- Application to be a Head/Senior Rigger;
- Must be graded at least a Senior Stunt Performer;
- Demonstrate at least 15 years' experience in Stunt Work and demonstrate no less than the following experience:

- 800 days Stunt Work
- 800 days as a Rigger
- NZQA National Certificate in Occupational Health and Safety (see attached Appendix B);
- NZQA National Certificate Industrial Rope Access Level 3;
- Has worked a variety of 30 different production FF|TV|TVC|SF|MV;
- Demonstrate no less than the following level of experience:
- Demonstrate understanding of Specialty Stunt Equipment

In addition to the above, applicants for Head Rigger must have the following:

- NZQA NZQA - Train the Trainer – 19444, 7096, 7115; and
- Units 6400, 6401, 6402, 26551, 26552 and 424 (Stunt Medic) or PHEC

5.4.1.4 Stunt Safety Supervisor

Applicants for Stunt Safety Supervisor must meet the following criteria/minimum grading requirements and provide the following documentation/evidence:

- An application to be a Stunt Safety Supervisor;
- Must be graded at least as Senior Stunt Performer;
- Demonstrate at least 15 years' experience in Stunt Work and demonstrate no less than the following experience:
 - Performed over/at least 200 identifiable stunts;
 - No less than 600 days as a Stunt Performer (can be in fight sequences – Background Action | Lead actor fights | Stunt Double)
 - Worked on at least 30 different productions (FF/TVC/TV/MV)
- Provide a copy of the applicant's safety record, including any previous involvement in any accidents resulting in harm or injury, including any accidents in the industry involving Injury, death or substantial damage to property must be provided for assessment;
- NZQA National Certificate in Occupational Health and Safety (see attached Appendix B);
- NZQA National Certificate Industrial Rope Access Level 3;
- NZQA - Train the Trainer – 19444, 7096, 7115; and
- NZQA Units 6400, 6401, 6402, 26551, 26552 and 424 (Stunt Medic); or
- PHEC (Pre-Hospital Emergency Care)

5.4.1.5 Fight Coordinator

Applicants for Fight Coordinator must meet the following criteria/minimum grading requirements and provide the following documentation/evidence:

- Application to be a Fight Coordinator;
- Be a financial Senior Stunt Performer of the SGNZ or above;

- Graded Black Belt in an approved SGNZ martial art and competed at competition level for the same martial art. The martial art must be a recognised Japanese, Chinese and Korean based martial art that demonstrates application for both hand and foot techniques;*
- At least 10 years' experience in Stunt Work;
- No less than the following experience:
 - 600 days performer fight sequences –Back ground action | Lead actor fights |Stunt Double
 - Worked on 15 different productions including TV | Feature Film | Mini Series/|TVC | MV);
- NZQA - Trainer to Trainer - 19444, 7096, 7115 or C4 Instructor Certificate.

* A Fight Coordinator may specialise in a martial art system which does not use a grading or a belt system e.g: Boxing, Wrestling, Thai boxing and Mau rākau. An applicant for Fight Coordinator who wishes to apply based on this skill set shall be required to demonstrate knowledge of hand and feet techniques, and be graded by 3 SGNZ graded Fight Coordinators in such techniques in a Verification of Competency Test.

5.4.1.6 *Sword Master*

Applicants for Sword Master must meet the following criteria/minimum grading requirements and provide the following documentation/evidence:

- Application for Sword Fighter;
- Must be graded a Senior Stunt Performer;
- Black Belt in approved SGNZ Martial Art that has weaponry as a structured system e.g.: Sword/Stick fighting OR competed in competition level at Fencing with a minimum of 5 years' experience ;
- Competed at competition level;
- At least 10 years' experience in Stunt Work;
- Demonstrate no less than the following level of experience:
 - 600 Days performer fight sequences involving a sword (weapon) –Back ground /Lead actor fights/ Stunt Double
 - 15 different production that you have worked on ((TV | Feature Film | Mini Series/|TVC | MV)
- NZQA Trainer to Trainer Certificate Unit standard 19444, 7096, 7115 or C4 Instructor Certificate

5.4.1.7 *Precision Stunt Driver*

Applicants for Precision Stunt Driver must meet the following criteria/minimum grading requirements and provide the following documentation/evidence:

- Application to be a Precision Stunt Driver;
- Must be a Stunt Performer;
- Evidence of a valid New Zealand's Driver's Licence (or overseas equivalent);
- Evidence of completion of multiple SGNZ approved stunt/precision driving courses; and/or
- NZQA four wheel driving course; or



- Evidence of competing in Motor Sport e.g Go-karting, rally driving, circuit racing , drifting
- NZQA Trainer to Trainer Certificate Unit standard 19444, 7096, 7115 or C4 Instructor Certificate

5.4.1.8 Stunt Horse Master

Applicants for Stunt Horse Master must meet the following criteria/minimum grading requirements and provide the following documentation/evidence:

- Application to be a Stunt Horse Master;
- Must be graded at least a Senior Stunt Performer;
- Must be able to demonstrate no less than the following level of experience:
 - 10 years working professionally with horses or competing (excluding pony club)
 - 10 years' experience performing Stunt Work
 - 10 years' experience in stunt work performing horse based stunts
 - 600 days training film horses. Teaching actors. Performing and prepping horse action.
 - 15 different production that you have worked on (TV | Feature Film |Mini Series/|TVC | MV)
- NZQA Trainer to Trainer Certificate Unit standard 19444, 7096, 7115 or C4 Instructor Certificate

6 DISPUTE RESOLUTION PROCESS AND MISCONDUCT

All members of the SGNZ must comply with the SGNZ Grading Manual rules and procedures together with any decisions of the SGNZ Council made in accordance with this Grading Manual.

A member who fails to comply with the Grading Manual, H&S Plan or any other rules of the SGNZ, may have his or her membership revoked.

In the event a member or Stunt Co-ordinator disputes a decision of the Grading Panel, or in the event a decision is made about the conduct of a stunt member generally, the following procedure shall apply:

- 1) If a member does not agree with the decision of the SGNZ Grading Panel (Including but not limited to a decision on a grading application) they shall provide in writing a written summary of their concerns, and may request a review of the decision by the Council.
- 2) If the Council receives a review request, it shall review the decision of the Grading Panel and make a decision by way of majority vote.



Appendix A:

Glossary

GLOSSARY OF TERMS – GRADING MANUAL – REFER TO HEALTH AND SAFETY PLAN	
Assistant Stunt Coordinator	Means a person who has attained Level 4 ‘Assistant Stunt Coordinator’ grading in accordance with the Grading Manual.
Background stunt action	Stunt Work or action sequence occurring at furthest point away from camera
Competent/Qualified Person	Means a person who has the requisite grading level in accordance with Grading Manual, for a particular role, and who has acquired, through a combination of demonstrated qualifications, training or experience, the knowledge and skill for a particular role, and is capable of identifying existing and predictable hazards in the work place and who is authorized to take prompt corrective measures to eliminate these hazards.
Certificate	Certificate issued by SGNZ for grading purposes
Grading Manual	The Stunt Guild New Zealand Grading System Manual
Grading Panel	Grading Panel set up in accordance with this Grading Manual
Group Stunt Work	Background stunt action where there is more than 6 people
Fight Coordinator	Means a person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in the SGNZ H&S Plan and the Grading Manual.
Head Rigger/Key Rigger	Means a person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in this H&S Plan and the Grading Manual.
HSWA	Means the Health and Safety at Work Act 2015. The. HSWA came into effect on 4 April 2016.
H&S Plan	Means the SGNZ Health and Safety Plan.
Intermediate Rigger	Means a person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in the SGNZ H&S Plan and the Grading Manual.
Identifiable Stunt/Identifiable Stunt Sequence	Is any Stunt Action being performed by Stunt Personnel
Junior Rigger	Means a person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in this

	H&S Plan and the Grading Manual.
Industry Relevant Skills	Skills include but are not limited to <ul style="list-style-type: none"> ▪ Martial Arts; ▪ Vehicles; ▪ Gymnastics; ▪ Trampolining; ▪ High Diving; ▪ Horses; ▪ Parachuting/Sky Diving; ▪ Extreme Adventure Sports; ▪ Rock Climbing; ▪ Sub Aqua; ▪ Swimming; ▪ White Water; ▪ Snow Skiing/Boarding; ▪ Mountaineering/Single Rope Technique (SRT); ▪ Water Skiing/Wind Surfing/Surf Boarding
Mainline Stunt	Is Stunt Action/sequence that requires any extraordinary/Specialist Skill or endured discomfort as part of the performance for which a Stunt Adjustment may be paid. Examples include but not limited to: fire burns, near explosions, fight action, vehicle impacts, high falls, stair falls, horse falls, flying rigs, air rams, ratchet rigs and temperature extremes.
Precision Stunt Driver	Means a person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in the SGNZ H&S Plan and the Grading Manual.
Probation Stunt Performer	Means a person who has attained Level 1 'Probation Stunt Performer' grading in accordance with the Grading Manual.
Production	Unless the context requires otherwise, Production is a reference to the Production team.
Production Type	Includes but is not limited to feature film production, television production (television-movies, series, mini-series), television commercial production.
Qualified Person	Means a person who, by possession of a relevant recognised degree, other tertiary qualification or relevant certificate of professional standing, or who, by extensive knowledge, training and proven experience, has successfully demonstrated the ability to perform the task required & solve or resolve problems relating to the subject matter and work.
Rigging	Means the use of block and tackle, slings, shackles, ropes and/or other similar means for suspending or securing equipment and Stunt Personnel.
Rigging Assistant	Means a person who has attained Level 3 'Senior Stunt Performer' in accordance with the Grading Manual and is deemed suitably experienced to be contracted as an assistant to the Head Stunt Rigger or Stunt Coordinator/Assistant Stunt Coordinator in the execution of Stunt Rigging.
Safe	a) In relation to a person, means not exposed to any risks; and b) In every other case, means free from risks; - and "unsafe" and "safety" have corresponding meanings.
Safety Assistant	Is a person who has been appointed by the Stunt Coordinator to assist with on set safety processes.
Safety Spotter	Means a person appointed by the Stunt Coordinator to observe an "at risk" scene and assist in controlling risks.
Senior Rigger	Means a person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in the

	SGNZ H&S Plan and the Grading Manual.
Senior Stunt Performer	Means a person who has attained Level 3 'Senior Stunt Performer' grading in accordance with the Grading Manual.
SGNZ	Stunt Guild of New Zealand
Stunt/Stunt Work	Mean an unusual and/or difficult physical feat or an act requiring a special skill, performed for a Production Type
Stunt Adjustment	An extra payment (stunt adjustment or stunt loading) for the performance of a Mainline Stunt.
Stunt Coordinator/Stunt Coordinators	Means a person who has attained Level 5 'Stunt Coordinator' grading in accordance with the Grading Manual. Stunt Coordinator is responsible for Stunt Performers, actors and other Stunt Personnel, and have sufficient experience in a wide range of stunt applications in Industry Relevant Skills.
Stunt Double	Means a person who is acting as Stunt double for another person who has been engaged specifically as a skilled replacement for another person.
Stunt Horse Master	Means a person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in this H&S Plan and the Grading Manual.
Stunt Performer	Means a person who is qualified at level 2 as a 'Stunt Performer' under the Grading Manual. A Stunt Performer is deemed to be suitably graded, qualified and skilled to perform stunts under the supervision of a Stunt Coordinator or Assistant Coordinator. A Stunt Performer may be designated as a Stunt Assistant.
Stunt Personnel	Means any SGNZ member engaging in work on a Production Type/Production.
Stunt Safety	Mitigation and minimisation of risk in Stunt Work
Stunt Safety Supervisor	Means a person suitably graded and qualified and skilled specialist knowledge expertise and advice regarding the most appropriate measure to minimise risk associated with the production and who has obtained requisite grading in accordance with the Grading Manual.
Stunt Specialist	Is person who concentrates primarily on a particular subject or activity that is highly skilled in a specific field of stunt work possessing or involving detailed knowledge in that area. Stunt Specialists include Fight Coordinators, Sword Masters, Precision Stunt Driver, Riggers (Head/Key Rigger, Senior Rigger, Intermediate and Junior Riggers), Stunt Horse Master and Stunt Safety Supervisors
Stunt Specialist Equipment	Includes, but is not limited to, air rams, air ratchets, descenders, ascenders, fire protection gear, weaponry, harnesses, modified vehicles, boats and airplanes.
Stunt Work	Any work on a Production Type which requires the involvement of specialist skills by Stunt Personnel
Sword Master	Means a person who has attained the requisite grading for this role in accordance with the Grading Manual, with the responsibilities set out in this H&S Plan and the Grading Manual.
Verification of Competency Test	This is a competency test done by a Stunt Coordinator or Stunt Specialist E.g. Stunt Horse Master, who is qualified to assess the competency of an Actor during a rehearsal of a Stunt to make sure they have the necessary skills and competency to perform the stunt safely.



Appendix B:

Qualifications

National Certificate in Occupational Health and Safety (Workplace Safety level 3)

Covers of the following unit standards

Workplace Health & Safety, Workplace safety, Fire and Emergency Response, EWP, Fall Arrest Systems, Job safety, Communications

Workplace Health & Safety

UNIT 17601 Level 4 Occupational H&S Safety practice.

Produce an occupational health and safety incident investigation

UNIT 17602 Level 3 Occupational H&S Safety practice.

Apply hazard identification and risk assessment procedures in the workplace

UNIT 29315 Level 3 Health & Safety Representative

Describe the role and functions of the Health and Safety Representative in a New Zealand workplace

Workplace Safety

UNIT 17591 Level 3 Occupational H&S Safety practice.

Demonstrate knowledge of the prevention and management of Discomfort and Pain

Fire and Emergency Response

UNIT 3271 Level 2 Work place Fire and Emergency Response

Suppress fire with hand extinguishers and fixed hose reels

UNIT 4647 Level 2 Work place Fire and Emergency Response

Explain principles of fire science

Elevated work platform

UNIT 23962 Level 4 EWP

Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP)

UNIT 23960 Level 3 EWP

Assess the worksite, prepare and operate a scissor lift elevating work platform

UNIT 23966 Level 3 EWP

Describe types of elevating work platforms (EWPs), and legislative requirements for their use

Fall Arrest System

UNIT 15757 Fall Arrest System

Install and disestablish temporary proprietary height safety systems when working at height

UNIT 23229 Fall Arrest System

Use safety harness system when working at height

UNIT 17600 Level 3 Occupational H&S Safety practice.

Explain safe work practices for working at heights

UNIT 25045 Level 3 Occupational H&S Safety practice.

Employ height safety equipment in the workplace

Job Safety

UNIT 497 Level 1 Health and Safety Practice

Demonstrate knowledge of workplace health and safety requirements

UNIT 26623 Level 1 WORK AND Study Skills

Use number to solve problems

UNIT 17593 Occupational Health and Safety Practice

Apply safe work practices in the workplace

Communications

UNIT 1277 Level 2 Interpersonal Communications

Communicate information in a specified workplace

UNIT 4573 Level 2 Outdoor Equipment

Communicate in the outdoors using two-way radio

(PHEC) Pre-Hospital Emergency Care –St Johns

UNIT 25411, 25412, 14473

Pre-Hospital Emergency Care

SGNZ Stunt Medic or first aid (where applicable for other levels)

UNIT 6400 Level 3 1ST Aid

Manage first aid in an emergency situation

UNIT 26552 Level 3 1ST Aid

Assess and manage an emergency care situation during an outdoor recreation activity

UNIT 6401 Level 2 1ST Aid

Provide first aid

UNIT 26551 Level 2 1ST Aid

Provide first aid for life threatening conditions

UNIT 26552 Level 2 1ST Aid

Demonstrate knowledge of common first aid conditions and how to respond to them

UNIT 6401 Level 1 1ST Aid

Provide basic life support

NZQA Train the Trainer

UNIT 7115 Level 4 Adult Education and Training

Create and maintain a positive learning environment for adult learners

UNIT 19444 Level 4 Adult Education and Training

Deliver group training sessions for adult learners

UNIT 7096 Level 4 Adult Education and Training

Deliver learning presentations for adult learners

National Certificate Industrial Rope access level 3

UNIT 19359 Level 3 Industrial Rope Access

Describe legislative requirements for the industrial rope access industry

UNIT 19357 Level 3 Industrial Rope Access

Use, install and disestablish temporary proprietary height safety systems when working at height

UNIT 19358 Level 3 Industrial Rope Access

Inspect and maintain height safety equipment

UNIT 19360 Level 3 Industrial Rope Access

Plan for industrial rope access work; and - prepare equipment for industrial rope access work.

UNIT 23229 Level 3 Industrial Rope Access

Use safety harness system when working at height

Appendix C:

Forms

LETTER OF RECOMMENDATION

The Stunt Guild of New Zealand

PO Box 74415 Greenlane, Auckland

Email: info@stuntguildnz.com

Letter of Recommendation for all:

Probation Stunt member | Stunt Performer | Senior Stunt Performer

Assistant Stunt Coordinator | Stunt Coordinator

All letters of recommendation must be completed by the referee on this form.

Name of the applicant _____

Name of referee _____

Your contact number _____

Level at which you are graded _____

Date of your grading _____

How long have you known the applicant for? _____

Please list dates and details of personal experience working and/or training with the applicant taking into consideration level of competency and range of skills:

How does the applicant ensure that their work is not only safe but performed effectively?

Provide one example of how you have observed the applicant demonstrating a good Working relationship with other cast and crew

Does the applicant have a good general working knowledge of the industry in terms of the Technical and creative aspects?

YES | NO (Circle)

Does the applicant have a good working knowledge of safety in the film and television industry?

YES | NO (circle)

What is the applicant's physical type/capacity (with regard to casting requirements)?

In your opinion, what is the applicant's potential for stunt work?

Are you aware of the applicant having had any other experience in the industry?
If so, in what area(s)?

Please list any known credits of the applicant that you have worked together on

Do you believe the application and the facts it contains are genuine?
Yes/No (circle)

Signed:

.....

Date:

APPLICATION FOR DISPENSATION

Date:

Name of applicant:

Production Company:

Name of the Working Title:

Line Producer name:

- (1) Name of Stunt Coordinator applying for dispensation:

- (2) Do you believe there is no one in SGNZ that has the experience/skill and/or body shape/physical attributes to carry out the role?

- (3) What due diligence have you under taken to confirm this?

- (4) Has this person worked in the film industry before? In what capacity?

- (5) Is this person a probation member/specialist/International performer (please circle)

- (6) What skillset does this person specialise in:

- (7) What qualifications does the person have to support his/her skill set.

- (8) Is this person going to be a Stunt Double Yes | No (please circle)
If yes, what is the name of the person that they are doubling

- (9) If the person is an international performer are they accredited/affiliated with any other Stunt Guilds or equivalent organisation? If yes, which one?

- (10) Are you supporting your application with video evidence of VOC test (Verification of Competency?)
Yes| No (please circle)

- (11) Have you informed the insurers that you using a probation member | Specialist | International Stunt performer Yes/No (please circle)

(12) Please send a full body picture front and back of the person

(13) Any other information that supports why this person should be considered for dispensation

(14) List the stunts that this person is intended to perform and include risk assessment.

All Signatures required:

Line Producer: _____

Stunt Co-ordinator: _____

SGNZ President: _____

SGNZ Vice President: _____

SGNZ Senior Council member: _____