

Appendix 13: Regatta Roles

1. THE ORGANISING COMMITTEE

By-Law to RULE 46 — Duties of the Organising Committee

1.1 Authority of RA

All RA Events are under the authority of RA and of the Member Association concerned.

1.2 Date and Programme

The Organising Committee fixes the date and programme of the regatta in agreement with RA. For its part, the Member Association shall submit the proposed date to RA for approval not later than 31 March of the year preceding the event.

1.3 Course, Installations, Bulletins, Jury

The Organising Committee is responsible for the course and all necessary installations and equipment, both on land and on the water. It is also responsible for the organisation of the regatta. It shall draw up bulletin(s) which shall also describe the type of course installations and send it to all those concerned. RA shall appoint the Jury, typically through the RA Umpires Committee.

1.4 Safety Officer

The Organising Committee shall appoint a person as the regatta Safety Adviser with specific responsibilities for ensuring that all the appropriate safety measures, including traffic rules, have been considered and then implemented for the safe running of the regatta. Nevertheless, the legal responsibility for safety matters rests with the Organising Committee as a whole, and nothing in the Rules of Racing or Racing By-Laws shall be taken as imposing legal liability on the Safety Adviser personally.

1.5 Medical Officer

The Organising Committee shall appoint a person as the regatta Principal Medical Coordinator with specific responsibility for ensuring that appropriate overall medical support and facilities are readily accessible to the regatta. First aid facilities and a rescue service on the water must always be available, as specified in the RA Medical Services Provisions.

1.6 Safeguarding Officer

The Organising Committee shall appoint a Safeguarding Officer with appropriate skills and experience who will be responsible for ensuring that a safeguarding plan is in place for the event, including during the planning stages as well as during the regatta. The Safeguarding Officer within the organising committee will work in collaboration with the RA Event Safeguarding Officer and RA Safeguarding Officer.

1.7 Compliance with Rules of Racing

The Organising Committee is responsible for ensuring the proper running of the races and heats in accordance with the Rules of Racing. The Board of RA may nominate Technical Delegates to any event held under the RA Rules of Racing to report on the conduct of the event.

1.8 Radio and Telephone Communications

It is essential that there should be direct telephone and/or radio communication between the President of the Jury, the finish, the start and the Control Commission in order to enable the members of the Jury properly to carry out their duties properly. It is also essential that radio communication is provided between the rescue service on the water and the medical staff on duty at the course to deal with any emergency.

2. THE TECHNICAL DELEGATE(S)

By-Law to RULE 14 — Duties of the Technical Delegates

2.1 The Technical Delegate(s) shall:

- 2.1.1 have had hands on experience in the conduct of major rowing events; and
- 2.1.2 have a sound knowledge of the Rules of RA as well as its policies and procedures.

2.2 The Technical Delegate(s) shall maintain a continual liaison with the RA Events Staff and the President of the Jury.

2.3 The Technical Delegate(s) shall, along with the RA Events Staff will maintain a continual liaison with the Organising Committee for any event being conducted on behalf of RA and the Technical Delegate(s) shall have the authority to agree on the facilities to be provided on behalf of RA.

2.4 The Technical Delegate(s) shall monitor and report to the Board of RA along with the RA Events Staff on the preparations for each RA Event, in particular, addressing issues relating to the responsibilities of the Organising Committee

2.5 Arrangements

The Technical Delegate(s) shall be provided with accommodation, meals and local transport during the duration of stay at the regatta

2.6 Duration of Stay

The Technical Delegate(s) should arrive at the RA Event site at least one day before the Briefing of Competitors Meeting and should stay for the whole period of the regatta. They should make themselves known to the Chairman of the Organising Committee, the President of the Jury, the Safety Officer and the Medical Officer.

2.7 Inspection

2.8 On arrival the Technical Delegate(s) should inspect the regatta course with a representative of the Organising Committee and the President of the Jury taking particular note of safety aspects, including warm-up and cool down areas, traffic rules in racing and training, and areas where crews will be marshalled. They will also inspect the boating area, to ensure that the arrangements for boating and disembarking are satisfactory and that the traffic rules are adequately displayed. They will also ensure that the minimum requirements for the regatta required by the Rules of Racing and By-Laws are in place (e.g. distance markers, photo finish, weighing arrangements, medical facilities, rescue services, etc.).

2.9 Once the Technical Delegate(s) is satisfied that the course and event environs meet the requirements of the RA Rules the Technical Delegate shall declare it fit for use and hand over the course to the President of the Jury for competition.

2.10 Briefings / Draw

The Technical Delegate(s) shall attend the Briefing of Competitors Meeting and observe the draw. In a regatta where RA has decided that seeding is necessary, the Technical Delegate will ensure that the seeding recommendations received from the RA High Performance Director are put into effect, and that the competitors are made aware that seeding is being practiced.

2.11 Jury Meeting

The Technical Delegate(s) shall attend at least the first meeting of the Jury and should notify the Jury of any problems that they foresee, either from a safety or competitive point of view. However, the Technical Delegate(s) should leave the Jury to carry out its role as set out in the Rules of Racing.

2.12 Advice

During the regatta, the RA Events Staff, Organising Committee and the President of the Jury may consult the Technical Delegate(s) on any matter where there is any uncertainty concerning the application of RA Rules.

2.13 The Technical Delegate(s) shall advise the Organising Committee, President of the Jury of any failure to comply with RA Rules. In the event of a disagreement between RA Events Staff, Organising Committee, President of the Jury and the Technical Delegate in regards to eligibility

and/or conduct of the regatta, the position of the Technical Delegate shall prevail. For clarity, the conduct of the regatta shall not include decisions made by the Jury during racing.

2.14 Safety Responsibility

The Technical Delegate(s) shall satisfy themselves that the organising committee, which has legal responsibility for matters of safety, has made proper provisions for safety. Nothing in the Rules of Racing or By-Laws shall be taken as imposing legal liability on the Technical Delegate(s).

2.15 Technical Delegates Report

Within two months of the end of the event, the Technical Delegate(s) shall send a report to the RA Board through the RA Events Staff, who shall then forward it to the Organising Committee of the Regatta. The report should set out comments, proposals, and criticisms in a prescribed format.

3. DUTIES OF THE UMPIRES

By-Laws to RULE 95 — Duties of the Control Commission

3.4 The Control Commission

3.4.1 The Control Commission shall include Jury members and appointed technical officials. The number of such Jury members and officials appointed shall take into account the regatta program and the number of competitors. The Control Commission shall carry out its duties in the boating area and at the boating pontoons. In particular, the Control Commission is responsible for checking the following points where possible:

3.4.1.1 The correct weighing of coxswains following the procedures required by the Rules of Racing and By-Laws;

3.4.1.2 Dead weight to be carried by coxswains (before and after the race);

3.4.1.3 The correct weighing of competitors in lightweight events following the procedures required by the Rules of Racing and By-Laws:

3.4.1.4 Receiving notification of crew changes before the race.

3.4.1.5 The provision of substitutes for competitors who are injured or have fallen ill after their first heat of their event.

3.4.1.6 The identity of competitors to ensure that the composition of the crew is the same as the official entry and any subsequent changes which have been approved in accordance with the Rules of racing and By-Laws.

3.4.1.7 At RA regattas where other arrangements are not in place for this purpose, the status and registration of competitors, the ages of Under 17, Under 19, Under 21, Under 23 and Masters competitors and, where applicable, the average ages of Masters crews;

3.4.2 Boats and equipment:

3.4.2.1 Compliance with all safety requirements provided for in the Rules of Racing.

3.4.2.2 Correct bow numbers on each boat.

3.4.2.3 possible use of unauthorised equipment.

3.4.2.4 where applicable, minimum weights of boats.

3.4.2.5 conformity of the boat with the rules regarding advertising/identifications.

3.4.2.6 presentation of oar-blades where required.

3.4.3 Uniform clothing of competitors and its conformity with the rules regarding Identifications.

3.4.4 Receiving and giving decisions on objections lodged by crews against sanctions which were awarded during cool-down, training or other times and which objections, in order to be valid, must be lodged with an umpire before the crew embarks for the race to which the sanction and objection apply (Rule 76).

3.4.5 Where doping tests are carried out, the Control Commission is responsible for seeing that the competitors required to undergo tests are taken to the officials responsible for

this immediately after getting out of the boat.

- 3.4.6 The control commission in conjunction with any technical officials appointed by RA will ensure that all para-rowers are compliant with the equipment and strapping requirements set out in Appendix 6.

By-Laws to RULE 96 — Duties of the Starter and the Judge at the Start

3.5. Starter

- 3.5.1 **General Duties** — Before taking up their duties, the Starter must satisfy themselves that all equipment and installations required by the Rules covering the start and the course are present and in working order. The Starter shall check that the radio and/or telephone communication with the Judge at the Start, the President of the Jury, the Judges at the Finish and the Control Commission is in working order. The Starter shall also make certain that any crews on the water are obeying the prescribed traffic rules.
- 3.5.2 **Communication** — In principle, the Starter and the Umpire shall use visual signals to convey information. Where verbal communication is necessary, they shall address the rowers in English. If, for any reason, the use of another language enables a member of the Jury to be better understood by a crew, a competitor or an accompanying official, they may repeat their information in that language.
- 3.5.3 **Unfair or unsafe conditions** — The Starter shall consider whether the weather is likely to create unfair or unsafe conditions and, shall consult with the President of the Jury, and the Fairness Committee where applicable. The President of the Jury shall inform the Starter of any required changes, in principle, at least two minutes before a start. The Starter shall take whatever steps may be necessary in accordance with these Rules to ensure a safe race.
- 3.5.4 **Information to Crews** — The Starter shall inform the crews of the time remaining before the start and tell them (as soon as they enter the start zone for the first time) in which lane they will race. In addition, they shall inform the crews when there is five minutes, four minutes and three minutes remaining before the start time. They shall check that the competitor's' equipment and clothing are in order.
- 3.5.5 **Starting Procedures** — The Starting Procedures to be employed by the Starter (including Quick Starts and False Starts) are described in in these Rules of Racing. If a crew is excluded at the start or does not arrive at the start for its race the Starter shall leave the lane of that crew vacant.
- 3.5.6 **Exclusion** — The Starter shall award a Red Card and exclude a crew if the crew has received two Yellow Cards that apply to that race.
- 3.5.7 **Late Arrival** — The Starter may award a Yellow Card to crews arriving late (less than 2 minutes before the start time) at their starting positions or not ready to race at the designated start time. They may exclude a crew arriving after the start time.
- 3.5.8 **In the case of a Yellow Card previously awarded to a crew the sanction shall be announced of "Two Minutes" for the race concerned.** The Starter shall instruct the official on the starting platforms to place a yellow marker adjacent to the starting position of that crew.
- 3.5.9 **Delay** — Should it be necessary to delay a race (e.g. equipment breakage) or should some other unexpected event occur (e.g. lightning), the Starter shall consult, if possible, with the Umpire and then with the President of the Jury; then inform the crews of the new starting time. The Starter shall inform the Control Commission and the Judge at the Finish of the new starting time and the President of the Jury of anything unusual. In all cases, crews must inquire from a member of the Jury regarding any changes before getting out of the boat.

3.6 Judge at the Start

- 3.6.1 **Communications** — Before taking up their duties, the Judge at the Start shall ensure that

the radio and telephone link with the Starter and between the aligner and the officials on the starting platforms is in working order. The Judge at the Start sits at the front of the aligner's hut, in line with the start line.

- 3.6.2 **Aligning** — The Organising Committee shall appoint the aligner and the officials on the starting platforms as required. The aligner instructs these officials to adjust the position of the boats until they are correctly aligned. If a separate person, the aligner sits behind the Judge at the Start, in line with the start line, seated on a higher (30cm) chair or platform, looking over the head of the Judge at the Start.
- 3.6.3 The Judge at the Start checks that the aligner has positioned all the boats with their bows exactly on the start line. When they are satisfied that this is the case they indicate this to the Starter by raising their white flag. (Where a white and red light are available for this purpose, the Judge at the Start shall use these lights in place of the white and red flags.) Should correct alignment be lost during the subsequent starting procedure they shall lower their flag or switch off the white light until the boats are realigned.
- 3.6.4 **False Start** — The Judge at the Start, the Starter and the Umpire shall follow the procedure outlined in Rule 74.
- 3.6.5 **Contact with the Umpire** — Before the start, the Judge at the Start shall make contact with the Umpire to assure them self that the latter is ready.

By-Laws to RULE 97 — Duties of the Umpire

3.7 Umpire

- 3.7.1 **Precedence** — Except for the duties specifically attributed to them, both the Starter and the Judge at the Start are subordinate to the Umpire.
- 3.7.2 **Duties on the Way to the Start** — On the way to the start, the Umpire shall inspect the course installations to ensure that they are in proper order and shall satisfy them self that there are no obstacles on the course or wash from other motor boats affecting the course. They also make certain that any crews on the water are following the prescribed traffic rules. Should they find any defect in the installations or any other problems, they shall inform (e.g. by radio from the start if necessary) the President of the Jury and they shall also inform any crews concerned.
- 3.7.3 **Duties during the Starting Procedure** — During the starting procedure, the Umpire's launch should in principle either be immediately beside the Judge at the Start or behind the crews, in the centre of the course. Should the start for any reason be faulty, other than for a false start for which the Judge at the Start is alone responsible, the Umpire may order the Starter to stop the race or may stop it themselves by ringing a bell and waving their red flag.
- 3.7.4 As soon as the race has started, the Umpire's launch shall follow immediately the competitors in the centre of the course.
- 3.7.5 **Position of the Umpire's Launch** — During the race, the Umpire must ensure that their launch is so placed as best to enable him to take action as effectively as possible. The position of the Umpire's launch depends on the progress of the race and the progression of the crews to subsequent rounds; it may also depend on weather conditions. The Umpire must satisfy them self that crews whom they may wish to address can hear them. Should it be necessary to overtake one or more crews, they must see to it that they are not hampered more than is necessary by the wash of their launch.
- 3.7.6 **Type of Race** — The Umpire's decision may be influenced by the type of race (heat, repêchage, quarter-final, semi-final or final). They must therefore take this factor as well as the position in the subsequent races into account in considering any action which they may take under these rules.
- 3.7.7 **Safety** — The Umpire shall take every care to ensure the safety of the competitors and they must do their utmost to prevent damage to boats and equipment. When necessary, they may call a crew's attention by raising their white flag, stating the name of the crew, and stop it by giving the command "Stop". Should one or more competitors fall into the water or should any boat capsize or sink, the Umpire must satisfy him or herself that the rescue service is in action and, if not, they shall remain with the capsized crew until they are satisfied that all the members are safe and the rescue service is present.

- 3.7.8 Adverse Weather — In the case of squalls or sudden deterioration of the weather, it is the responsibility of the Umpire to decide if the race may be started, is to continue or if it is to be stopped. The safety of the competitors is more important than any of the provisions of the Rules of Racing.
- 3.7.9 Clothing — When officiating, the Umpire shall stand upright in their launch and wear the prescribed clothing.
- 3.7.10 Coaching – As coaching with electric, electronic or other technical devices is not allowed during racing, the Umpire must make a regular check on the area adjacent to the course.
- 3.7.11 Overall Ability, Coaching — The Umpire must keep themselves informed on rowing questions in general. As coaching with electric, electronic or other technical devices is not allowed during racing, the Umpire must make a regular check on the area adjacent to the course.
- 3.7.12 Zonal Umpiring – For zonal umpiring, the President of the Jury shall designate the points along the course at which the umpires shall be positioned and shall give such instructions as are necessary, including for contingency or other situations. Zonal umpires when stationed in boats, may move to the centre of the course after the race has passed to confirm that all crews are within their lanes and shall then return to their designated position. If the umpire considers that any crew is about to interfere with another crew the umpire may follow the race for such distance as they consider necessary to take the appropriate actions under these rules.
- 3.7.13 Where zonal umpiring is in force, the provisions of this By-Law shall refer to each of the umpires responsible for their respective zone and outside where appropriate. The extent to which zonal umpires carry out their duties shall be subject to their location and consequent ability to oversee the race. In zonal umpiring the Umpires shall be in radio communication with each other and with the President of the Jury.

By-Laws to RULE 98 — Duties of the Judges at the Finish

3.8 Judge at the Finish

- 3.8.1 Duties - The duties of the Judges at the Finish are as follows:
 - 3.8.1.1 Determine the order in which the bows of the boats reach the finish line;
 - 3.8.1.2 Satisfy themselves that the Umpire has indicated, by raising their white flag, that the race was in order and to indicate to the Umpire acknowledgement of their signal by raising a white flag or displaying a white light;
 - 3.8.1.3 List the crews in their correct order of finish;
 - 3.8.1.4 Check that the official results on the result sheet are correct and announce 'race (number) official' which authorises publication of the official result..
- 3.8.2 The senior Judge at the Finish shall sign the official record of the results.
- 3.8.3 Position —As a general rule, there shall be at least two judges, one of them the senior judge, at the finish. They shall be positioned so as to enable them to carry out their responsibility to determine the finish order.