



ASSOCIATE UMPIRE

HANDBOOK

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CONGRATULATIONS! and WELCOME

to ROWONTARIO and Rowing Canada Aviron as a RCA Associate Umpire

We are very pleased that you have chosen to join the ranks of Canadian Umpires in the sport of Rowing.

The purpose of this handbook is to assist you as you continue the process toward full certification as an RCA Umpire. It is the first such handbook in Canada and thus if you have any suggestions as to how it could be improved, they are welcomed. Please email admin@rowontario.ca with your suggestions and put “Associate Umpire Handbook” in the subject line.

In this handbook you will find:

1. An overview of the ROWONTARIO Umpire Education Program.
2. An outline of the steps you need to take to obtain your RCA Umpire license.
3. A series of job descriptions of the role of the Umpire at each of the Umpire stations that are required to run a rowing regatta.
4. Umpire Coach Regatta Debrief Form.
5. Associate Umpire Training Log Sheet

We know that you will enjoy your time as an Umpire.

If you have any questions about the ROWONTARIO Umpire Education Program, please do not hesitate to contact your Mentor Umpire or the ROWONTARIO office by emailing us at admin@rowontario.ca.

We're here to help.

See you on the water!



Judy Sutcliffe
Chair, ROWONTARIO Umpires Committee
December, 2010

ROWONTARIO Umpire Education & Development Program

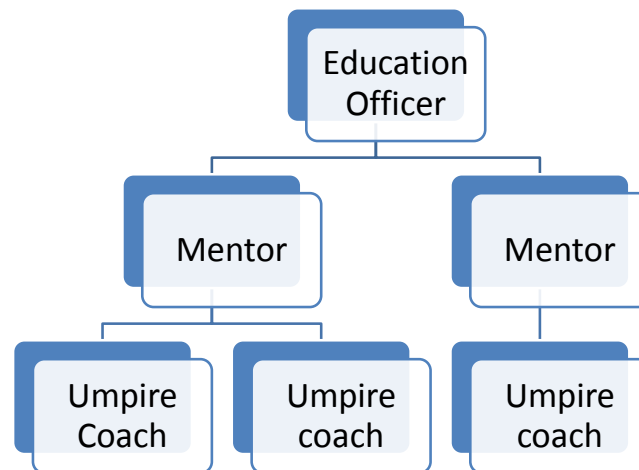
The primary objective of this program is to provide mentoring and training opportunities to Associate Umpires that will facilitate effective practical training and improved preparation for the RCA Umpire Exam.

This program will also provide all licensed Umpires across the province of Ontario with an opportunity for continuous professional development.

Who are the players and What are their roles?

A new program is being introduced by the ROWONTARIO Umpires' Committee (UC) which guides the development and improvement of umpiring in Ontario. Some of these positions (clinicians, mentors) are already operational. Some (Education Officer, Umpire coach) are being introduced in the 2010-2012 time frame. A diagram of the reporting relationships among all these positions is included:

Mentor program: Education Officer reports to Chair UC



Education Officer – The Education Officer (EO) will train and evaluate all mentors and clinicians/evaluators. The EO will also work to ensure that there is consistent application of the

training program content. The EO will certify all clinicians¹/evaluators and mentors. An Interim EO has been named, Tom Blacquiere. The EO reports to the Chair, Umpires Committee (UC).

Clinicians/Evaluators – Clinicians will continue to deliver Umpire Clinics and Seminars throughout the province as scheduled by the ROWONTARIO Umpires Committee. There are six clinicians: Glenn Bailey (Thunder Bay), Wes Kuran (Ottawa), Joe Lyttle (Brampton), Derek Ventnor (Toronto), Ken Campbell (St. Catharines) and Tom Blacquiere (Welland). Additional, Dave Derry, RCA's Domestic Development Officer – Sport Technical (DDO-ST) located in St. Catharines is also a clinician. Clinicians will act also as Umpire Evaluators. As an Evaluator, they will conduct formal Umpire evaluations as per the approved evaluation process. On occasion, a clinician/evaluator may act as an Umpire coach. After the end of a clinic, a Clinician will have five business days to submit the clinic paperwork. This will assist the ROWONTARIO office in making assignments of Associates to Mentors on a regional basis.

Mentors – Mentors are selected for their experience in umpiring and their willingness to provide guidance to Associate Umpires and Umpire coaches. With the assistance of the ROWONTARIO office, the Mentors will identify Umpires in their region who are willing to and would make good Umpire coaches. Mentors will provide guidance to Umpire Coaches within their region to ensure there is consistent application of the training program content to all Associate Umpires.

There will be a minimum of one Mentor per region. Mentors will also be available as resources to all Umpires and Associate Umpires for training and educational support. Mentors may also act as Umpire Coaches.

Mentors will be assigned to Associate Umpires as a resource on a regional basis. This will now be co-ordinated by the ROWONTARIO office within 10 business days of the clinic attended by the Associate Umpire.

The current roster of Mentors includes: Glenn Bailey (Northwest), Brian Storosko (Eastern), Judy Sutcliffe (Central), Jim Dover (Southwest), Carol Purcer, George Dart and Bill Ross (Niagara).

Umpire Coaches – Umpire coaches are experienced Umpires who have been identified by the ROWONTARIO office and Mentors on a regional basis that have the skills and the knowledge to work with Associates and developing Umpires on-site at regattas to provide practical training opportunities. The Umpire Coach will work with the associate for an assigned shift (as assigned by the Regatta Chief Umpire) and provide feedback using the Coach Umpires Regatta Debrief Worksheet at the end of each shift. This form is for the trainee's own use.

In order to facilitate an increased number of training opportunities, Umpire Coaches could consider acting as boat drivers for the Associate Umpires. This will also assist regatta organizers in filling their volunteer needs to run the event.

Umpire Coaches are in the process of being named.

¹ To be confirmed with RCA.

How will the program work?

The program will follow a number of steps:

1. A person takes a clinic and becomes an Associate Umpire upon completion of the clinic. The Umpire Education program will be explained as part of the clinic. Associates will receive this Handbook at the clinic.
2. Within 10 days of the end of the clinic, the ROWONTARIO office will assign the Associate to a Mentor and provide the Mentor with the Associate's contact information.
3. When a regatta is scheduled, the ROWONTARIO office will facilitate "Call for Umpires" notices for regattas. This will be circulated to all Umpires and Associates.
4. The ROWONTARIO office will communicate with the Chief Umpire and request his/her co-operation in assigning as many Associate training opportunities as is reasonable.
5. If an Associate is interested in attending a regatta to umpire, s/he will contact the Chief Umpire (as per #3) to schedule a training experience with an Umpire Coach at a regatta.
6. The Chief Umpire (CU) will assign an Umpire coach to work with the Associate at that regatta.
7. At the end of the shift/day, the Umpire coach will provide verbal and written feedback to the Associate on the Umpire Coach's Regatta Debrief Form. The completed form should be provided to the Associate for her/his use. A copy of this form is included in the appendices of this handbook and may also be downloaded from the ROWONTARIO website.
8. The ROWONTARIO office will track both Umpire and Associate activity in the Umpire database based on data collected with CU Regatta Reports.
9. After completion of the minimum number (five) of training experiences, the Associate may register to take the Umpire Exam.
10. If successful, the candidate will be issued an RCA Umpire license. If unsuccessful, further supervised training will be required.

How do I become a licensed RCA Umpire?

1. Sign up for and attend the one day RCA Umpire Clinic. Upon completion, the participant is deemed to be a RCA Associate Umpire.
2. Participate in as many regattas as possible to gain valuable practical training experience working with the designated Umpire Coaches and Mentors.
3. In order to qualify to sit the written and practical components of the RCA Umpire exam, the candidate must complete a minimum of five (5) training experiences that are confirmed by the signature of an Umpire Coach or Chief Umpire of the regatta. The required five (5) training experiences are defined as one (1) experience at each of the following stations:
 - a. On-Water Umpire
 - b. Control Commission

- c. Start
- d. Judge at the Start/Aligner
- e. Finish Judge

The five (5) training experiences cannot occur at a single regatta even if the regatta is a multi-day regatta. A minimum of three (3) separate regattas must be attended to obtain these experiences.

Each of the five (5) mandatory training experiences must be recorded and verified on the Associate Umpire Training Log Sheet. A copy of this sheet is included in the appendices of this handbook and may also be downloaded from the ROWONTARIO website.

The completed Associate Umpire Training Log Sheet must be provided to the Examiner at the time the Associate Umpire arrives to take the RCA Umpire Exam. Associates will not be permitted to write the exam without providing the completed Log Sheet, including all required signatures.

4. Once the minimum number of training experiences has been completed, the Associate Umpire may register to sit the RCA Umpire Exam. Exam dates and locations will be posted on the ROWONTARIO website.
5. After successfully completing the written and practical exams, the Associate Umpire will be promoted to RCA Umpire status.

What Can I expect as a RCA Umpire?

There are many benefits to being an RCA Umpire. For many, it is a great way to give back to the sport that has done so much for you as a former athlete or someone very close to you such as a child or grandchild. You will also find a great sense of camaraderie among your Umpire colleagues.

It's just as important to note that you can expect long days at the regatta site, in almost any kind of weather, with very few creature comforts such as shelter from the elements.

However, as our promotional material says, the Umpire's seat is the "best seat in the house" to watch some really great (and not so great) racing at all levels of rowing and to ensure that athletes have a fair and safe racing experience.

THANK YOU for choosing to become an RCA Umpire.

UMPIRE JOB DESCRIPTIONS

JOB DESCRIPTION

CHIEF UMPIRE

SUMMARY STATEMENT:

The *Chief Umpire* is in charge of the jury and shall allot duties to each member and supervise their activities. The *Chief Umpire* shall chair Jury meetings, Board of the Jury meetings and attend Organizing Committee meetings to ensure proper co-ordination with the OC.

RELATIONSHIPS:

Reports to: The Organizing Committee consults with ROWONTARIO for the appointment of the *Chief Umpire* for ROWONTARIO sanctioned Regattas, and with the RCA Umpires Committee for RCA National Regattas.

The following positions report to the *Chief Umpire*:

1. *Chief of the Control Commission*
2. *Weigh-in Chief*
3. *Starter*
4. *Judge at the Start / Aligner*
5. *Race Umpires*
6. *Chief Judge of the Finish*

The Organizing Committee consults with the *Chief Umpire* to appoint the members of the Control Commission.

Other contacts: Rowers, Coxswains, Coaches, Team Managers, Regatta Chair, Safety Advisor, Medical Advisor,

MAJOR RESPONSIBILITIES/DUTIES:

1. The *Chief Umpire* in collaboration with the Regatta Chair ensures that the regatta is run in accordance with the RCA Rules of Racing (5.2.4)
2. The *Chief Umpire* is consulted by the Organizing Committee to appoint the members of the Control Commission (5.2.6)
3. The *Chief Umpire* has the authority to allow boats on the racing course and the movement of all approved vessels on the water during racing (8.8)
4. The *Chief Umpire* or any RCA Umpire participates in the draw for the first round of heats (9.4)
5. In the event of a crew withdrawal, exclusion or disqualification the *Chief Umpire* may modify the draw or make a new Draw (9.4)

6. The *Chief Umpire* consults with the appropriate members of the Jury and the Chair of the Organizing Committee and may make changes to the program if the weather creates unfair or un-rowable conditions (9.5)
7. The *Chief Umpire* is advised by the Umpire or the Starter of a crew's objection to being excluded or disqualified at the start (10.8)
8. The *Chief Umpire* maybe called upon to decide on the next steps to be taken if a crew sustains damage to its boat or equipment while still in the start zone (10.9)
9. The *Chief Umpire* will be advised immediately of any impending objections by a crew (10.14.1) and will be consulted with to achieve resolution (10.14.3)
10. The *Chief Umpire* receives the written protest from a crew (10.16)
11. The *Chief Umpire* may at his/her discretion retroactively exclude the results of athletes, crews or clubs that have received a disqualification (10.16.4)
12. The *Chief Umpire* is a member of the Jury (11.5)
13. The *Chief Umpire* shall appoint and chair the Board of the Jury in the event of a protest (11.8)
14. The *Chief Umpire* is in charge of the Jury and shall allot duties to each member and supervise their activities (11.10)
15. The *Chief Umpire* ensures proper coordination between the Jury, the Organizing Committee, the Safety Advisor and the Medical Advisor in order to ensure the safety of Rowers (11.12)
16. The *Chief Umpire* is consulted by the *Starter* on:
 - a. unequal conditions caused by wind (11.14.3)
 - b. postponements due to broken equipment, lightning etc. (11.14.8)
17. The *Chief Umpire* is consulted by the Umpire on:
 - a. new starting time for a race to be re-rowed (11.16)
 - b. defects in the race installations and obstacles on the course (11.17.2)
18. Completes the Chief Umpires' Report as per the RCA Sanction procedure including analysis of potential improvements to the regatta organization and providing a list of the umpires who served as Jury members for the regatta

REQUIREMENTS/QUALIFICATIONS:

- *Chief Umpire* must be a National Umpire (RCA licensed umpire)
- Excellent organizational skills, must be comfortable in a multi-tasking environment
- Advanced knowledge of the RCA Rules of Racing normally acquired through 3-5 years of experience working the various positions of the Jury, Organizing Committee and Regatta
- Advanced supervision, communication, delegation of duties and dispute resolution skills

PERFORMANCE COMPETENCIES AND CRITERIA:

- Acts responsibly, fairly, and professionally in all duties.
- Advanced level familiarity with the RCA Rules of Racing
- Conducts self in a manner that helps create a positive experience for all involved

APPLICABLE RCA RULES OF RACING:

- 1.5, 1.6, 1.7, 5.2.4, 5.3.5, 5.3.6, 5.4, 8.8, 9.4, 9.5, 10.8, 10.9, 10.14.1, 10.14.3, 10.16, 10.18.4, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 11.10, 11.11, 11.12, 11.14.3, 11.14.8, 11.16, 11.17.2, 11.17.5, 11.20, 11.25

JOB DESCRIPTION

CONTROL COMMISSION

SUMMARY STATEMENT:

The general responsibilities of the Control Commission are to ensure that the composition of the crews is correct and that their equipment is in order. For those regattas where doping tests will take place the Control Commission assists with the identification and segregation of the rowers required to undergo doping tests after their race.

This job description has been aligned to the Rules of Racing. It is the Umpire's responsibility to consult with the Chief Umpire to see how these rules are applied at each regatta. I.e. for smaller regattas some of these responsibilities/duties may not apply.

RELATIONSHIPS:

Reports to: The Organizing Committee in concert with the *Chief Umpire* shall appoint the members of the Control Commission. The members of the Control Commission report to the *Chief of the Control Commission*. The *Chief of the Control Commission* reports to the *Chief Umpire*.

Other contacts: Chief Umpire, , Rowers, Coxswains, Coaches, Team Managers, Regatta Officials, Start Judges, Finish Judges, Race Umpires, Weigh –In Staff, Safety Boats , Doping Officials

MAJOR RESPONSIBILITIES/DUTIES:

1. *The Duties of the Control Commission are prescribed in 11.24 & 11.25 in the RCA Rules of Racing*
2. A member of the Jury shall be on the Control Commission and supervises the activities of this body.
3. In particular, the Control Commission is responsible for checking the following:
 - a. Crew changes before the race (7.6)
 - b. The replacement of substitutes for competitors who have fallen ill after the first heat/race (7.7)
 - c. Informing the start and finish lines of crews that did not go out on the water i.e. “no shows”, no less than 10 minutes before race time
 - d. Verifying that coxswains have been weighed by the presence of an arm stamp etc. and confirm that the coxswain has the appropriate weights (2.5)*
 - e. Informing the starter of the dead weight to be carried by coxswains (2.5) *
 - f. Verifying that the competitors in the lightweight events have been weighed by the presence of an arm stamp etc. (2.10, 2.11) *
 - g. Classification of competitors (2.3, 2.4, 2.7, 2.9, 2.10, 2.12)
 - h. Crew racing uniforms are the same for all members of the crew.
4. Boats and equipment
 - a. White ball on the bow of each boat (or equivalent construction) (3.3)
 - b. The presence of lane bow numbers identifying the crew and the assigned race lane
 - c. Presence of unauthorized transmitters/receivers for coaching and water soluble chemicals intended to increase the speed of the boat (3.4)
 - d. Conformity of the boat with the rules regarding “advertising” (6.1, 6.3, 6.4)
 - e. Appropriate identification of oar blades (6.5)

- f. Heel tie down-downs and foot stretchers or quick release mechanisms (3.5)
 - g. Where applicable , minimum weight of boats
5. Adaptive events – safety measures such as foot stretchers , strapping and/or pontoons
 6. Clothing uniformity of competitors and conformity with the rules regarding advertising (6.1, 6.2)
 7. Where doping tests are carried out, the Control Commission is responsible to ensure that the competitor to undergo such testing is escorted to the official responsible, immediately upon getting out of the boat
 8. For adaptive rowing: if Doping tests for visually impaired rowers or those with an intellectual disability are required, the Control Commission should seek the assistance of a team member before taking the rower to the responsible officials
 9. Provides commentary, recommendations etc. to Chief Umpire for inclusion in Regatta Report

*See the ROWONTARIO Job Description for Weigh-Ins for specific duties

REQUIREMENTS/QUALIFICATIONS:

- Chief of the Control Commission must be a National Umpire (RCA licensed umpire)
- Members must have excellent communication and organizational skills.

PERFORMANCE COMPETENCIES AND CRITERIA:

- Acts responsibly, fairly, and professionally in all duties.
- Familiarity with the RCA Rules of Racing
- Conducts self in a manner that helps create a positive experience for all involved

APPLICABLE RCA RULES OF RACING:

- 1.5, 1.6, 1.7, 2.3, 2.4, 2.5, 2.7, 2.9, 2.10, 2.11, 2.12, 3.1, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 5.4, 6.1, 6.2, 6.3, 6.4, 6.5, 7.6, 7.7, 8.10, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 11.12, 11.20, 11.24, 11.25 12.1- 12.3

JOB DESCRIPTION

JUDGES AT THE FINISH

SUMMARY STATEMENT:

The Judges at the Finish shall determine the order in which the bows of the boats cross the finish line. They shall ascertain from the Race Umpire that the race was in order. The *Chief Judge of the Finish* shall be responsible for officially validating the results.

This document outlines the expectations as they relate to the “ideal” finish tower set-up. Local/Regional regattas may not have on-site tower structures. In these cases, the Chief Umpire will outline his/her expectations of managing the finish area the day of the regatta.

RELATIONSHIPS:

Finish Judge Reports to *Chief Judge of the Finish*, *Chief Judge of the Finish* reports to the *Chief Umpire*,

Other contacts:

Chief Judge of the Finish has contact with: *Race Umpires*, *Chief Umpire*, *Starter*, *Chief of the Control Commission*, *Timing Chief*

COMMUNICATION AND EQUIPMENT:

1. Proper race timing system or:
 - a. Adequate supply of stopwatches capable of recording and storing multiple sets of finish times
2. Red flag, white flag, air horn or equivalent audible finish signal
3. Megaphone
4. Dependable communication link to the Chief Umpire, Starter and Chief of the Control Commission
5. Official clock synchronized with the starters clock
6. Binoculars, clipboard and/or notepad

FINISH TOWER INSTRUCTIONS INVOLVING TIMING (back-up to official timing system managed by the OC)

This approach to timing requires five positions including the Chief Judge at the Finish. A minimum of two positions must be occupied by Umpires. The description of roles below presumes the availability of the following supplies:

1. Three stop watches (with numbers printed on the back) that can record split times
2. Red/green light system on the start platforms
3. Red light at finish line to alert on-water umpire when the lead boat(s) approaches the 1750M mark (or best guesstimate) OR orange flag or other visual cue
4. Dependable communication system with Start – phone, cell phone, two-way radio with dedicated channel
5. Binoculars
6. If these supplies are not available for timing, then the Finish Judges should rely upon on the race times kept by the on-water Umpire.

FINISH TOWER INSTRUCTIONS INVOLVING TIMING continued...

7. Umpires must be seated one behind and above the other along the projection of the finish line. As a general rule, there shall be at least two judges, one of them the r Chief Judge of the Finish.

MAJOR RESPONSIBILITIES/DUTIES:

Position #.1- Chief Judge of the Finish: this role to be filled by an experienced Umpire.

1. Inspect and determine suitability of finish line and equipment before regatta
2. Assign staff to work stations
3. Educate staff on duties, act as a resource and provide advice and overall supervision
4. Inspects and reports on broken equipment
5. Record times across the line, that is the order of the finish
6. Verify results of each race with Positions #3 & #4
7. Receive the official finish times from the timing team, and verify with times recorded by back-up and by on-water umpires.
8. Sign the sheet of Finish times thus making it “official”, after which official results may be published.
9. Remind Positions #2-5 of their roles.
10. Provides commentary, recommendations etc. to Chief Umpire for inclusion in Regatta Report
11. In the case of an objection initiated by a crew on the water, and following the subsequent decision of the on-water Umpire, the Chief Judge at the Finish shall indicate the results as “Result Unofficial”. The race can be further protested (within one hour) by the club and could be the subject of a decision of the Board of the Jury.

Position #2 - :Timer – *This position should be on the Judges floor, but this **is not an umpire** function and this person is not part of the Jury. This position is optional depending on availability of appropriate equipment.*

1. Check that the stopwatch is cleared to zero
2. Record the watch number on the race schedule
3. Ensure that the communication system to the Start is open
4. Start advises the Finish one minute in advance that roll call is about to begin
5. On hearing the roll call, watch through binoculars the lights on the Start platforms. Start the stop watch when “Go” or horn is heard. Alternatively, start the watch when Green light is observed.
6. Hand the running stopwatch to position #3 or 4 as appropriate; mark the race program that the watch has started.
7. When the first boat (s) passes the 1750 mark, press the button to arm the red light for on-water umpires.
8. Communicate to Start and other officials as necessary through two-way radio or cell phone
9. Received cleared stopwatch from Position #3 and 4

Position #.3 - Judge at the Finish: this role to be filled by an Umpire or Associate Umpire

1. Receive stopwatch from Position #2 for assigned race.
2. Watch the boats cross the finish line and call out the lane number in order of their crossing of assigned race.
3. Record the splits as each boat crosses the line by pressing the “splits” button on the stopwatch each time a boat crosses
4. Record on-water umpire’s time

Position #.4- Judge at the Finish: this role to be filled by an Umpire or Associate Umpire

1. Receive stopwatch from Position #2 for assigned race

2. Watch the boats cross the finish line and call out the lane number in order of their crossing of assigned race.
3. Record the splits as each boat crosses the line by pressing the “splits” button on the stopwatch each time a boat crosses
4. Record on-water umpire’s time

Position #5 – Judge at the Finish – this role can be filled by an Umpire, Associate Umpire or Volunteer.

1. Press the button that sounds a horn as each boat crosses the line
2. Press the button that turns off the red light to signal to the on-water umpire that the first boat has crossed the finish line OR drop the orange flag as soon as the first boat crosses the finish line
3. Respond to the on-water umpire with the white flag acknowledging flag has been seen and race confirmed officially finished.

REQUIREMENTS/QUALIFICATIONS:

- *Chief Judge of the Finish* must be a National Umpire (RCA licensed umpire). Other judges must be an Umpire or Associate , Excellent organizational skills
- Excellent communication, auditory and visual skills

PERFORMANCE COMPETENCIES AND CRITERIA:

- Acts responsibly, fairly, and professionally in all duties.
- Thorough familiarity with the RCA Rules of Racing
- Conducts self in a manner that helps create a positive experience for all involved

APPLICABLE RCA RULES OF RACING:

- 5.4, 10.13, 10.14, 10.15, 11.1, 11.2, 11.3, 11.4, 11.9, 11.18, 11.19, 11.20, 11.21, 11.22, 11.23, Appendix 1: 3.1.5, 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5

JOB DESCRIPTION

ON-WATER UMPIRES

SUMMARY STATEMENT:

The general responsibilities of the umpire are to ensure the proper conduct of the race and ensure the safety of the competitors.

RELATIONSHIPS:

Reports to: *Umpires* report to the *Chief Umpire*

Other contacts: Rowers, Coxswains, Coaches, Team Managers, Regatta Officials, Start Judges, Finish Judges, Control Commission, Safety Boats

This job description is based upon a two race umpire scenario, with the umpires located in launches following the race down the course from start to finish. If there is only one on-water Umpire, then follow the responsibilities/duties of the Principal Umpire. The responsibilities and duties of the umpires in headraces and other competitions may be adapted from this description.

MAJOR RESPONSIBILITIES/DUTIES:

Principal Umpire

The Duties of the Umpire are prescribed in 10.9, 10.11, 11.17, 1-9 in the RCA Rules of Racing

1. In general the *Principal Umpire* will follow the race down on the finish tower/judges side of the course
2. Inspect the course periodically for hazards while on the way to the starting line
3. Time permitting, observe or monitor crews in warm up area, this may include guiding crews to the starting gates, if a warm-up marshal has not been assigned by the Chief Umpire.
4. Before the race visually ensure that safety boats and the secondary umpire are in place
5. At the starting line, note those crews whose coxswains are carrying weight
6. Start stopwatch when horn sounds to commence race
7. Follow the race down the course ensuring that you are positioned to optimize your observation of the race while not blocking the crews view, and minimizing your launches swell
8. Observe all crews at the end of the race for any indication of a protest
9. During the race make note of any unusual conditions (e.g., weeds or swells)
10. Receive acknowledgement from secondary referee that they have no issues to report
11. Record race time
12. Raise flag to advise status of race, announce race time to Finish Line Judges .

13. While still on the water advise Chief Umpire immediately of any race incidents//objections etc. and follow instructions to proceed to next race, come in to the dock etc.
14. Record race notes for possible future reference
15. Return to the start using the flow pattern determined by the Chief Umpire.
16. Provides commentary, recommendations etc. to *Chief Umpire* for inclusion in *Regatta Report*

Secondary Umpire

The Duties of the Umpire are prescribed in 10.9, 10.11, 11.17, 1-9 in the RCA Rules of Racing

1. In general the *Secondary Umpire* will follow the race down on the side opposite to the finish tower/judges side of the course
2. Inspect the course periodically for hazards while on the way to the starting line
3. Before the race visually ensure that safety boats are in place
4. At the starting line, note those crews whose coxswains are carrying weight
5. Start stopwatch when horn sounds to commence race
6. Follow the race down the course ensuring that you are positioned to optimize your observation of the race, and minimizing your launches swell and view blocking of the participants.
7. Observe all crews at the end of the race for any indication of a protest
8. Acknowledge to the primary umpire that you have no issues to report, or report any protests issues etc.
9. Record race time
10. Return to the start using using the flow pattern determined by the Chief Umpire.
11. Provide commentary, recommendations etc. to *Chief Umpire* for inclusion in Regatta Report

REQUIREMENTS/QUALIFICATIONS:

- Excellent organizational skills, must be comfortable in a multi-tasking environment i.e. time keeping, race management, note taking etc.
- Advanced knowledge of competitive racing normally acquired through rowing and racing experience
- Strong, projecting voice

PERFORMANCE COMPETENCIES AND CRITERIA:

- Acts responsibly, fairly, and professionally in all duties.
- Advanced level familiarity with the RCA Rules of Racing
- Conducts self in a manner that helps create a positive experience for all involved

APPLICABLE RCA RULES OF RACING:

- 1.5, 1.6, 1.7, 2.5, 5.4, 8.4, 8.10, 10.1, 10.8, 10.9, 10.10, 10.11, 10.12, 10.13, 10.14, 10.16, 10.17, 10.18, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.9, 11.12, 11.14.2, 11.16, 11.17 1-9, 11.22

BEST PRACTICES

- Actively participate in ROWONTARIO's Umpire Education program
- Before the commencement of the season review the RCA Rules of Racing in their entirety
- Throughout the season re-read and discuss scenarios related to the above applicable RCA Rules of Racing
- Report/share incidents with *Chief Umpire*/Umpire Committee
- Maintain accurate race notes in the event of a protest. See attached "Regatta Infraction Report" – Has this been drafted?

CLOTHING AND EQUIPMENT

- Stopwatch capable of keeping time to 1/100th of a second
- Paper and pen for note taking, clipboard, tape, adjustable wrench and screw driver

- Liquids to maintain hydration
- Layered clothing to allow for all kinds of weather conditions (RCA sanctioned colours if possible)

JOB DESCRIPTIONS

STARTER

JUDGE AT THE START/ALIGNER

SUMMARY STATEMENT:

The general responsibilities of the *Starter* and *Judge at the Start/Aligner* are to ensure that the correct starting procedure is followed.

RELATIONSHIPS:

Reports to: *Starter* and *Judge at the Start/Aligner* report to the *Chief Umpire*. Precedence: **except** for the duties specifically attributed to them the *Starter* and *Judge at the Start/Aligner* are subordinate to the *Primary Race Umpire*.

Other contacts: Rowers, Coxswains, Regatta Officials, Finish Judges, Control Commission, Race Umpires, Safety Boats

MAJOR RESPONSIBILITIES/DUTIES:

Starter

1. ***The Duties of the Starter are prescribed in 11.14, 1-8 in the RCA Rules of Racing***
2. Before the commencement of racing the starter should ensure that all starting equipment and communications systems are in place and in working order.
3. Maintain communication with the Chief Umpire, Control Commission, Finish Line Judges etc. for
 - a. Weather conditions. If the regatta is to be stopped for weather delay, all heats in one event should be rowed either before the weather delay or after the weather delay, but not split across the weather delay in order to ensure fair and equal conditions for all participants in that event.
 - b. Updates to race program i.e. scratched crews, postponements
 - c. Yellow cards
4. Compressing the race schedule can lead to major problems i.e. boat sharing between crews, hot seating etc. If you are in situation where you have fallen behind, consult immediately with the Chief Umpire.

STARTING PROCEDURES

Regular Start

1. 5 Minutes to race time: Call race to gates.

Note: In St. Catharines, call the crews into the Gates in reverse order as below. In other settings, call them in chronological order. Call crew name first, followed by lane number.

Regular Start continued...

Example:

“Seniors Men’s Eight Heat #1 (or Semi #1 or Final) St Catharines Lane 6, Argonauts Lane 5, Ridley Lane 4, Leander Lane 3, Hanlan Lane 2, Kingston, Lane 1...Five Minutes”

“4 Minutes”

“3 Minutes”

2. At 2 minutes they should be in the gate and locked on-- say “2 Minutes”
3. Check with the *Judge at the Start/Aligner* for white flag.
4. Ensure course is clear, and that there is an Umpire Boat ready.
5. Check coxies for weights
Example: “Hanlan Coxswain, may I see your weights?”
6. Issue & check for yellow cards,
Example: “St. Catharines, you have been issued a Yellow Card for being late to the start.”
7. ROLL CALL starting with Lane 1. Only use Lane # if more than one entry from the same club.
Example: “Leander Lane 1, Barrie, Ottawa, Leander Lane 4, Argonaut, St Catharines”
“Attention” (Red Light—in Welland and St. Catharines)
8. Definite pause
9. Green Light & Horn

Quick Start

1. Quick Start would be appropriate for use in weather and water conditions which would make the maintaining alignment of the crews, and thus a fair start for all, difficult. This may be caused by cross winds, rough water etc.
2. Advise the Chief Umpire, Control Commission and Race Umpires if the start reverts to a “Quick Start”
 - a. Call crews to start as per above, at 5 minutes or as directed by the Chief Umpire considering current race conditions.
 - b. Remind the crews by stating that “This will be a Quick Start”
 - c. Ensure crews are straight

NO ROLL CALL then “ATTENTION” (Red Light—in Welland and St. Catharines)

- d. Green Light & Horn
3. The next race is not to be called to the start until the race that precedes it has cleared the start zone (100 metre mark).

Judge at the Start/Aligner

1. ***The Duties of the Judge at the Start/Aligner are prescribed in 11.15, 1-4 in the RCA Rules of Racing***
2. The *Judge at the Start/Aligner* has four main duties, Communications, Alignment, False Start and Contact with the Umpire

Communications

3. Before the commencement of racing the Judge at the Start should ensure that all starting equipment and communications systems are in place and in working order.

Alignment

4. In cases where the Organizing Committee has not supplied an *Aligner* the *Judge at the Start* shall assume the dual role of *Judge at the Start* and *Aligner*.

5. Please note that the *Judge at the Start* can only be the aligner or can only judge a false start, if they are in line with the bows of the boats. If they are behind the start, then the *Primary Race Umpire* needs to do the alignment and determine any false starts.
6. Instruct the boat holders to adjust the position of the boats until they are correctly aligned
7. Indicate to the starter by means of raising a white flag that all boats are aligned.
8. If alignment is lost, lower white flag and instruct boat holders to regain alignment

False Start

9. If the *Judge at the Start* determines that there is a false start he or she advises the Starter by raising and waving a red flag
10. Advise the starter of those crews that have committed a false start.
11. The decision as to whether one or more crews have committed a false start is the sole responsibility of the *Judge at the Start*

Contact with the Umpire

12. Before the start the *Judge at the Start* shall confirm with the *Primary Race Umpire* that he or she is ready to take the race
13. *Judge at the Start/Aligner* observes the first 100 metres of the race (start zone) in order to assist the *Primary Umpire* in determining if any broken equipment has occurred within the start zone.

REQUIREMENTS/QUALIFICATIONS:

- *Starter* and *Judge at the Start/Aligner* must be a National Umpire (RCA licensed umpire)
- Excellent organizational skills, must be comfortable in a multi-tasking environment i.e. race start, recording changes to race schedule, keeping regatta on schedule, evaluating weather and course conditions

PERFORMANCE COMPETENCIES AND CRITERIA:

- Acts responsibly, fairly, and professionally in all duties.
- Advanced level familiarity with the RCA Rules of Racing
- Conducts self in a manner that helps create a positive experience for all involved

APPLICABLE RCA RULES OF RACING:

- 1.5, 1.6, 1.7, 5.4, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.9, 11.12, 11.13, 11.14 1-8, 11.15 1-4, 11.17.1, 11.20

JOB DESCRIPTION

CONTROL COMMISSION – WEIGH-INS

SUMMARY STATEMENT:

As an integral part of the control commission the weigh-in function is responsible for the weighing of coxswains, determining the dead weight to be carried by coxswains and the weighing of competitors in the lightweight events

RELATIONSHIPS:

Reports to: *Weigh-in Chief* reports to the Chief Umpire, Weigh –In support staff report to the *Weigh-in Chief*
Other contacts: Rowers, Coxswains, Coaches, Team Managers, Regatta Officials, Registrar/Clerk of the Course

MAJOR RESPONSIBILITIES/DUTIES:

Weigh-in Chief

1. Inspect and determine suitability of weigh-in room and equipment before regatta
2. Check the accuracy of the scales by placing the master weight on each scale before the weigh-in room opens.
3. Ensure that a proper set of stamps corresponding to the events in the regatta program and a stamp pad are located at each scale location, along with a pen, hi-liter, Did Not Make Weight’ form and blank receipt
4. Assign staff to work stations
5. Educate staff on duties, act as a resource and provide advice and overall supervision
6. Inspects and reports on broken weigh-in equipment
7. Ensures proper sequencing of crews to weigh-in station based upon race time
8. Periodic reconciliation of regatta schedule to ensure crews have weighed in
9. Maintains a master consolidated record of weigh-ins if more than one weigh-in station is used
10. Reports to Registrar/Clerk of the Course (before crew is on the dock)
 - a. Coxswains carrying weight and the weight of their sand
 - b. Rower or Crew not making weight
11. Ensures the receipt, control and remittance of the coxswains sand fees to Regatta Officials when applicable.
12. Provides commentary, recommendations etc. to Chief Umpire for inclusion in Regatta Report

Position # 1 – Recorder

1. Calls the Rower and/or Coxswain to the weigh-in station, generally coxswain first then in regatta program order

Position # 1 – Recorder continued...

2. Ask for club name, event, time etc. and finds in regatta program
3. Announce to *Position # 2 – Weigh Scale*, the full description of the event i.e. Under 23 Lightweight Women Pair, Senior 64 KG Men Cox Four etc.
4. Ask the rower or coxswain to present an official identification card with photograph (Acceptable forms will be published in regatta package.)
5. Once ID is confirmed highlight athletes name in regatta program
6. Record clearly in program the weight of the sand a coxswain has to carry
7. Collect fee for sand and provide receipt if requested
8. Complete “Did Not Make Weight” form if necessary and advise *Weigh-in Chief* immediately of any Rower or Crew not making weight
9. Complete reconciliation of crews weighed-in with *Weigh-in Chief* as required
10. As a best practice and quality control measure repeat weight category of rowers several times to *Position # 2 – Weigh Scale* during weighing in of crew, and repeat maximum weight of coxswain

Position # 2 – Weigh Scale

1. Listen to *Position # 1 – Recorder* for announcement of event
2. Call coxswain forward, advise of dead weight to be carried, if necessary
3. Weigh coxswain and dead weight together on scale
4. Weigh dead weight only and announce weight to *Position # 1 – Recorder*
5. Ask coxswain to line up to the side
6. Call lightweight rowers forward, read scale, advise rower made weight or did not make weight
7. Advise rower of his weight only upon request
8. Confidentially advise *Position # 1 – Recorder* of competitor that has not made weight, and their weight;
 - a. Advise the coach and crew who have just not made weight, as there is no need to proceed with weighing the remainder of the crew as the coach will need to make a substitution.
9. After entire crew is weighed, stamp arm of coxswain and lightweight rower with the correct stamp
10. A best practice is to maintain an obliging and professional manner towards the competitors, their coaches and the regatta officials

REQUIREMENTS/QUALIFICATIONS:

- Weigh-in Chief must be a National Umpire (RCA licensed umpire)
- Excellent organizational skills

PERFORMANCE COMPETENCIES AND CRITERIA:

- Acts responsibly, fairly, and professionally in all duties.
- General familiarity with the RCA Rules of Racing
- Conducts self in a manner that helps create a positive experience for all involved

APPLICABLE RCA RULES OF RACING:

- 2.4, 2.5, 2.6, 2.10, 2.11, 11.1, 11.9, 11.25

ROW ONTARIO

UMPIRE COACH'S REGATTA DEBRIEF FORM

REGATTA:		LOCATION/DATE:	
COACH UMPIRE:		SHIFT TIME :	
ASSOCIATE UMPIRE:		CHIEF UMPIRE:	

Please check the position you observed:

Start
 On-water
 Finish
 Aligner
 Control Commission (specify location) _____

ITEM	COMMENTS
Starts: Please comment on your associate's ability to: <ul style="list-style-type: none"> • Project voice so as to be heard in all lanes? • CALL TO THE START • Proper starting instructions? • Response to false starts • Overall awareness of start zone conditions • Response to crews late to the start • Wind / current issues 	
Finish: Please comment on your Associate's response: <ul style="list-style-type: none"> • Finish protocols—checking crews, raising white flag, communicating time to the finish tower • (If appropriate): Acknowledging partner umpire 	
Umpires Boats: Please comment on your Associate's ability: <ul style="list-style-type: none"> • To direct the crews properly • Boat positioning for lead umpire and second umpire 	

ITEM	COMMENTS
<ul style="list-style-type: none"> • Communications with second umpire to return or use two boats with race • Awareness of position of all crews • To determine if a race should be stopped for safety or fairness concern 	
<p>Objections (if any).</p> <ul style="list-style-type: none"> • Was the Associate or were you involved with any? • Was there any situation while mentoring an Associate where a protest could have happened? • Did you discuss those types of situations? 	
<p>Were any Yellow Card(s) issued?</p> <ul style="list-style-type: none"> • To what extent did your Associate appropriately handle the decision to issue a Yellow Card and inform the crews? 	
<p>Control Commission</p> <ul style="list-style-type: none"> • Manner in which Associate called crews • Associate handling of enquiries • Weigh-ins – appropriate decisions, responses to crew enquires 	
<p>Any other Issues with your Associate</p>	

SIGNED:

Coach Umpire _____

Date: _____



Associate Umpire Training Log Sheet

CLINIC ATTENDANCE	
Location of Clinic:	
Date of Clinic:	
Name of Clinician:	
Clinician Signature:	Licence #

Name: _____

Address: _____

Email: _____

Daytime Telephone: _____

Evening Telephone: _____

Club Affiliation: _____
(If applicable)

**REQUIREMENTS TO BECOME A
LICENSED RCA UMPIRE**

To be eligible to sit for the RCA Umpire Examination, a Candidate must meet the following requirements:

1. Attend a RCA Umpire Clinic.
2. One observation at each of the following five positions: Referee, Starter, Judge at Start, Finish Judge, and Control Commission .Each observation must be certified by an RCA Mentor Umpire or Umpire Coach.
3. An “observation” is more than a single race, and requires exposure to a sufficient amount of activity so that, in the opinion of the observing umpire, the
4. Candidate has seen a comprehensive sampling of the skills required for the position.
5. The five observations cannot occur at a single regatta. A minimum of **3** regattas must be attended to obtain these observations.
6. Once a Candidate has completed the observation and clinic requirements, he/she may take the written Umpire Examination. At the examination, the Candidate will be required to present this card as proof of compliance.

REFEREE OBSERVATION	CONTROL COMMISSION OBSERVATION
Name of Regatta:	Name of Regatta:
Location:	Location:
Date:	Date:
Observing Umpire: License #	Observing Umpire: License #

STARTER OBSERVATION	JUDGE AT THE START OBSERVATION
Name of Regatta:	Name of Regatta:
Location:	Location:
Date:	Date:
Observing Umpire: License #	Observing Umpire: License #

	FINISH JUDGE OBSERVATION
	Name of Regatta:
	Location:
	Date:
	Observing Umpire: License #