



ASSOCIATE UMPIRE

HANDBOOK

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CONGRATULATIONS! and WELCOME

to ROWONTARIO and Rowing Canada Aviron as a RCA Level 1 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 Level 2 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 derek@rowontario.ca put “Associate Umpire Handbook” in the subject line.

In this handbook you will find:

1. An overview of the ROWONTARIO Umpire Education Program.
2. Information on the RCA Umpire Levels
3. An outline of the steps you need to take to obtain your RCA Level 2 Umpire license.
4. 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.
5. Associate Umpire Regatta Debrief Form.
6. 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 derek@rowontario.ca

We're here to help.

See you on the water!



Judy Sutcliffe
Chair, ROWONTARIO Umpires Committee

September 2013

ROWONTARIO Umpire Education & Development Program

The primary objective of this program is to provide mentoring and training opportunities to RCA Level 1 Associate Umpires that will facilitate effective practical training and improved preparation for the RCA Level 2 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? What are their roles?

This program has been introduced by the ROWONTARIO Umpires' Committee (UC) to guide the development and improvement of umpiring in Ontario. It is important to note that every position described here (with the exception of the ROWONTARIO staff) is a volunteer position.

Clinicians/Evaluators (RCA Level 4 Umpires) – Clinicians deliver Umpire Clinics and Seminars throughout the province as scheduled by the ROWONTARIO Umpires Committee. There are eight clinicians: Glenn Bailey (Thunder Bay), Wes Kuran (Ottawa), Brian Storosko (Ottawa), Joe Lyttle (Brampton), Derek Ventnor (Toronto), Judy Sutcliffe (Toronto), Ken Campbell (St. Catharines) and Tom Blacquiere (Welland). Additionally, Dave Derry, RCA's Domestic Development Officer – Sport Technical located in St. Catharines is also a clinician.

A RCA Level 2 Umpire becomes a clinician after many years of experience as a RCA Level 2 Umpire, then as an RCA Level 3 Umpire (Chief Umpire). The RCA Umpires Committee designates RCA Level 4 Umpires (clinicians/evaluators) and there are 13 in Canada.

Clinicians act also as Umpire Evaluators. As an Evaluator, they conduct formal Umpire evaluations as per the approved evaluation process. After the end of a clinic, a Clinician submits the clinic paperwork to the ROWONTARIO office, containing the names of the Associates who completed the clinic. This will assist ROWONTARIO in making assignments of Associates to Mentors on a regional basis.

Mentors – Mentors are a minimum of RCA Level 2 Umpires selected for their experience in umpiring and their willingness to provide guidance to RCA Level 1 Associate Umpires. Mentors provide guidance to RCA Level 1 Associate Umpires within their region to ensure that Associates understand the application of the Rules as they move from regatta to regatta, gaining experience. There is a minimum of one Mentor per region, and additional mentors in the Niagara region. Mentors are also available as resources to all Umpires and Associate Umpires for training and educational support.

Mentors are assigned to RCA Level 1 Associate Umpires as a resource on a regional basis. This is co-ordinated by the Umpires Committee within 10 business days of the clinic completed by the RCA Level 1 Associate Umpire.

The current roster of Mentors includes: Glenn Bailey (Northwest), Brian Storosko (Eastern), Judy Sutcliffe (Central), Jim Dover (Southwest), Louise Hastings, George Dart and Rich Neufeld(Niagara).

How does the Mentor program work?

The program follows a number of steps:

1. A person takes a clinic and becomes an RCA Level 1 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 Associate will be assigned to a Mentor via a **Letter of Introduction** where the Associate receives correspondence from ROWONTARIO welcoming them and giving them their Mentor's name.
3. Shortly thereafter, the Mentor will make a **Personal Introduction** likely via email, with the new Associates, welcoming them to the program and offering support.
4. Assuming the clinic takes place in the fall or winter, in the **Spring (preseason)** the Mentor will have a **Touch Base Communication**, whereby she/he contacts the Associate to introduce or re-introduce self and to offer the opportunity to talk and to ask any questions.
5. When a regatta is scheduled, the ROWONTARIO office will facilitate "Call for Umpires" notices for regattas. This will be circulated to all RCA Level 2 Umpires and RCA Level 1 Associate Umpires.
6. The ROWONTARIO office will communicate with the Chief Umpire and request his/her co-operation in assigning as many Associate training opportunities as is safe and reasonable.
7. If an Associate is interested in attending a regatta to umpire, s/he will contact the Chief Umpire (as per #5) to schedule a training experience at a regatta.
8. The Chief Umpire (CU) will assign an experienced RCA Level 2 Umpire to work with the Associate at that regatta.
9. At the end of the shift/day, the RCA Level 2 Umpire may provide verbal and written feedback to the Associate on the RCA Associate Umpire Development 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.
10. The ROWONTARIO office will track both RCA Level 2 Umpire and RCA Level 1 Associate activity in the Umpire database based on data collected with CU Regatta Reports.
11. **Summer (mid season) Touch Base:** The Mentor will contact the Associate to offer a friendly hello by e-communication or in person in the middle of the season. This would be a touch base call/email to see if the Associate has any questions or concerns
12. **Fall (post season) Touch Base and Feedback:** The Mentor would inquire on how the season went and ask about suggestions for improvement.
13. **Winter:** The Mentor could advertise ergometer competitions as a good way for the Associate to interact and meet many umpires in an off season/ off water situation.

14. After completion of the minimum number (five) training experiences, the Associate may register to take the Umpire Exam.
15. If successful, the candidate will be issued an RCA Level 2 Umpire license. If unsuccessful, further supervised training will be required.

How do I become a licensed RCA Level 2 Umpire?

1. Sign up for and attend the one day Umpire Clinic. Upon completion, the participant is deemed to be a RCA Level 1 Associate Umpire.
2. Participate in as many regattas as possible (minimum of three regattas—five positions) to gain valuable practical training experience working with the designated RCA Level 2 Umpires and Mentors.
3. In order to qualify to sit the written and practical components of the RCA Level 2 Umpire exam, the candidate must have the five (5) training experiences confirmed by the signature of a RCA Level 2 Umpire or Chief Umpire of the regatta. The required five 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 training experiences cannot occur at a single regatta even if the regatta is a multi-day regatta. A minimum of three separate regattas must be attended to obtain these experiences.

PLEASE NOTE: An “observation” is more than a single race or a single shift in that position and requires exposure to a sufficient amount of activity so that in the opinion of the observing RCA Level 2 Umpire, the Associate has seen a comprehensive sampling of the skills required for the position.

Each of the five mandatory training experiences must be recorded and verified on the Associate Umpire Training Log Sheet. It is the responsibility of the Associate Umpire to maintain their Training Log Sheet and obtain the necessary signatures. 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 Level 2 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 RCA Level 1 Associate Umpire may register to sit the RCA Level 2 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 Level 2 Umpire status.

What Can I expect as a RCA Level 2 Umpire?

There are many benefits to being an RCA Level 2 Umpire. For many, it is a great way to give back to the sport that has done so much for them as a former athlete or someone very close to them such as spouse, 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. It is advisable to obtain a quality set of rain gear (fully water-proof jacket and pants, preferably in navy blue), and to carry in your knapsack: a set of rowing tools, basic first aid equipment, space (mylar) blanket, sunscreen, insect repellent and hand sanitizer.

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.

What should I wear as a RCA Level 1 Umpire?

All RCA Level 1 Umpires are expected to wear the same uniform as the RCA Level 2 Umpires, with the exception of the tie. That is, a light blue dress shirt, khaki slacks or skirt, and navy blue outer wear.

Upon successful completion of your exam, and being recognized as an RCA Level 2 Umpire, you will have the right to wear the tie and will have the opportunity to acquire a booklet of the RCA Rules of Racing, from RCA. To obtain the Rules booklet, you must register online with RCA through the Web Registration system:

THANK YOU for choosing to become an RCA Level 2 Umpire.

RCA Umpire Levels

RCA UMPIRE LICENSING LEVELS¹

Umpire Level	Title
Level 1	Associate Umpire
Level 2	Umpire
Level 3	Chief Umpire
Level 4	Clinician
Level 5	International (FISA) Umpire

For all levels listed below, being a member in good standing with RCA and the Umpire's provincial rowing association is mandatory.

Level 1- Associate Umpire

1. Become familiar with the RCA Rules of Racing.
2. Participate in an RCA Umpires' clinic for new candidates.
3. Gain regatta experience at a minimum of 5 RCA sanctioned events, within a two-year period of participating in the RCA Umpires Clinic for new candidates.

At the end of the two-year period, the associate umpire will write and obtain a passing grade in a written and practical examination (+80%) administered by a Clinician- Examiner and become a Level 2 Umpire.

Level 2 - Umpire

1. Active annual participation at RCA sanctioned regattas as an RCA Umpire.
2. Once every three years, must complete the following:
 - a) Participate in an RCA Umpire Seminar,
 - b) Be evaluated by an RCA Clinician as per the RCA Umpire Evaluation Policy.

Level 3 - Chief Umpire

1. A Licensed Umpire must have been licensed for a minimum of three years before taking the RCA Chief Umpire course.
2. Successfully complete the Chief Umpire course.
3. As of January 1, 2013, must have taken the Chief Umpire Course before being assigned the role of Chief Umpire.

Level 4 – Clinician

1. Have been nominated by your provincial rowing association and approved by the RCA

¹ Approved by the RCA Board of Directors 11/04/10

Umpires Committee on recommendation of the RCA Education Officer.

2. At a minimum, have reached Level 3 - Chief Umpire designation
3. Have participated in a RCA Clinician Training Seminar

Level 5 - International (FISA) Umpire

1. Have been nominated by your provincial rowing association and approved by the RCA Umpires Committee
2. Attend a FISA Clinic
 - Nominated to sit for FISA Umpire Examination as recommended by RCA Umpires Committee.
 - Fulfill the requirements as set by FISA for its written and practical examinations.
 - Attend a FISA seminar on a schedule as set by FISA.
 - Must maintain an active RCA Level 3 license.

Note: Obtaining Level 5, does not confer a Level 4 - Clinician license on the FISA Umpire

RCA Umpire Evaluation Policy and Procedure²

RCA UMPIRE EVALUATION ~ POLICY and PROCEDURE

1. POLICY

With the overall goal of improving umpiring in Canada, a regular, and continuous evaluation of umpires shall be performed under the following criteria:

- 1.1 All licensed umpires will be evaluated regularly commencing in 2011.
- 1.2 The evaluation will be in addition to the requirement that an umpire participate in an umpire seminar once every three years. [ref. RCA Rule of Racing 11.1]
- 1.3 Evaluations shall be performed by RCA umpire clinicians.
- 1.4 Evaluations will be based on observations by clinicians of umpires working at the following five stations at a regatta: control commission, judge at the start, starter, on-water umpire, and finish judge.
- 1.5 Once an umpire has been evaluated at a minimum of three stations within three years, he / she shall then be deemed to have met the evaluation requirement for maintenance of one's licence. Umpires are encouraged to be evaluated at as many stations as practicable in any given three year period.
- 1.6 Failure to be evaluated as outlined in this policy may result in the individual's umpire licence being suspended or revoked. [ref. RCA Rule of Racing 11.2]

2. PROCEDURE

² Approved by the RCA Board of Directors January 2013

- 2.1 Provincial / Territorial Rowing Associations (P/TRA's) will be responsible for organizing and conducting the evaluations within their respective province / territory using the approved RCA umpire clinicians in their province. If situations warrant it, clinicians from another province / territory may be engaged to conduct evaluations outside of the province / territory they reside in.
- 2.2 P/TRA's will file an annual report to the RCA Umpires Committee on the evaluations performed. The report shall contain the number of evaluations performed, the names of the individuals evaluated and the station(s) the individual was evaluated on. The report shall indicate if the evaluation was satisfactory, or if improvements are needed, the recommended steps that should be taken to improve umpiring skills are outlined.
- 2.3 The P/TRA annual reports shall be sent to the chair of the umpires committee (and copied to the DDO-ST) by the end of November each year.
- 2.4 The evaluation will be recorded on the standard RCA umpire evaluation form, a copy of which will be provided to the umpire being evaluated. The evaluator will keep a copy and the original will be forwarded to the P/TRA office.
- 2.5 While the goal is for every RCA umpire to be regularly evaluated at every station and at a minimum, at three stations within each three year cycle, the implementation will be phased-in, over a nine year period. The requirements are as follows:
 - a. By December 2013 – All RCA Umpires will have been evaluated at a minimum of one of the five stations specified in the policy.
 - b. 2014 – December 2016 - All RCA Umpires will have been evaluated at a minimum of two of the five stations specified in the policy.
 - c. 2017 – December 2019- All RCA Umpires will have been evaluated at a minimum of three of the five stations specified in the policy.
 - d. 2020 onwards – All RCA Umpires will have been evaluated at a minimum of three of the five stations specified in the policy within each subsequent three-year period.

ROWONTARIO POLICIES

ROWONTARIO POLICIES – INFO FOR UMPIRES

In June, 2012, the ROWONTARIO (RO) Board adopted new / revised policies to cover a wide variety of issues – appeals, code of conduct, appeals, harassment complaint procedures, dispute resolution, anti-doping and weather.

In general terms the policies apply to all members of RO – including Umpires, and to others acting for or involved in RO activities and events.

The policies are set out in full detail on the ROWONTARIO website – “About Us” tab. It is important that umpires are aware of the existence of these policies and their application. What follows is a quick reference guide for umpires.–

APPEAL POLICY AND PROCEDURE:

The Policy applies to anyone affected by a decision taken by RO.

Any member of RO can appeal decisions made by RO relating to eligibility, selection, allocation of competitive opportunities, discipline and harassment – but not to decisions around amendments to the constitution, budget, employment matters, carding procedures established by the Ministry, doping offences, RCA Rules of Racing, or any decisions made as the result of rules or policies of another agency.

When a valid appeal is received, with the required \$500.00 deposit (cash, credit card, certified cheque or bank draft) RO will appoint a Case Manager to oversee the procedure based on timelines set out in the policy.

WHAT UMPIRES NEED TO KNOW:

- That this policy is in place and available to any member of RO and how it can be accessed
- This policy does not apply to decisions taken under the Rules of Racing
- That solving these problems is a matter for the process, not for you!

ANTI-DOPING POLICY:

RO is totally opposed to any form of doping in sport and, like RCA, has adopted the Canadian Anti-doping Program. The Program, which recognizes the role of the World Anti-doping Agency (WADA) is administered in Canada by the Canadian Centre for Ethics in Sport (CCES).

The Policy applies to all RO athletes and to coaches, administrators, medical practitioners etc. engaged in any RO activity whether or not they are members of RO. Athletes participating in national regattas, such as the NRCs and Canada games, are subject to testing by CCES.

Violations of the Policy, which go well beyond simply taking or administering a banned substance are set out by CCES and can be found at <http://www.cces.ca>. The list of banned substances can be found at <http://www.cces.ca/en/prohibitedlist>.

WHAT UMPIRES NEED TO KNOW:

- That this Policy is in place, that it applies to RO athletes etc. and how it can be accessed
- At certain national regattas you may be asked to assist the CCES in identifying athletes selected for testing.
- That RO's Executive Director is the contact person for the receipt of any reports and test results and that any information with respect to the results of test results, either positive or negative is strictly confidential.

CODE OF CONDUCT, DISCIPLINE POLICY, HARRASSMENT COMPLAINT and DISPUTE RESOLUTION PROCEDURES

Because of the inter-relationship of these four issues, they are grouped under one policy – on a one-thing-leads-to-another basis. The policies applies to athletes, coaches, umpires, volunteers, employees and other RO members except the Board which is covered under a separate policy.

RO recognizes and respects the independence of member clubs to establish their own Codes of Conduct, Discipline Policy, Harassment Complaint and Dispute Resolution Procedures.

CODE OF CONDUCT:

Members of RO and participants in RO programs and activities are expected to act in a manner consistent with RO's stated values – namely:

- Excellence
- Integrity
- Respect
- Leadership
- Inclusion

Highlights of the Code include always treating people fairly and with respect, demonstrating the principles of fair play and sportsmanship, respecting individuals' right to privacy and refraining from behavior that could constitute sexual harassment, hazing or initiation rites.

Coaches have additional responsibilities and must always demonstrate a profound understanding and respect for the critical relationship and limits of that relationship between coach and athlete.

WHAT UMPIRES NEED TO KNOW:

- This policy exists and how it can be accessed
- Behavior that violates the Code may be subject to sanctions under RO's Discipline Policy.

DISCIPLINE POLICY

The Discipline Policy applies to all Members of RO and participants in RO programs and activities and to all discipline matters, except harassment, as defined in the Code of Conduct. The RO Board will appoint a Discipline Chair who may or may not be a member of RO but who will, ideally, have a legal background or experience in adjudication. Complaints of disciplinary infractions must be reported to the Discipline Chair within 14 days of the alleged infraction. In the case of employees' infractions, this matter should be reported to the Executive Director.

It is up to the Discipline Chair/Executive Director to decide if the matter is a minor infraction which could result in a reprimand, or possibly restriction of activities and privileges or a major infraction which could result in an investigation and hearing before an objective Discipline Panel, made up of three individuals with no knowledge of or connection to the complainant. The results of the hearing may range from a written reprimand to expulsion from membership in ROWONTARIO.

Appeals from discipline decisions (except for decisions with respect to hazing or harassment) may be appealed in accordance with RO's Appeals Policy.

WHAT UMPIRES NEED TO KNOW:

- This policy exists and how it can be accessed
- Decisions with respect to complaints are made by a Discipline Chair or Panel - not by Umpires, or the Executive Director

HARRASSMENT POLICY:

Again, this policy applies to anyone involved in RO activities, business and events – athletes, coaches, umpires, volunteers etc.

The policy does not prevent informal, corrective action being taken in what is deemed to be a minor incident of harassment. Anyone experiencing what they believe to be harassment is encouraged let the alleged harasser know that the behavior is unwelcome, inappropriate and contrary to RO's policy on harassment. If this can't happen or is unsatisfactory, the complainant should, as soon as possible contact someone in a position of authority within RO – such as the Executive Director, a Board Member, and Chief Umpire etc.

It is possible that someone could observe that a member of RO, such as a volunteer, athlete, coach, umpire, etc. is the subject of harassment – this should also be reported.

The outcomes of a meeting between a complainant and an official of RO can include agreement to dismiss the complaint, appointment of a mediator to pursue an informal resolution of the complaint or a decision by the complainant and/ or the official to proceed with a formal investigation of the matter.

WHAT UMPIRES NEED TO KNOW:

- That this policy exists and how it can be accessed
- That harassment is serious and should never be taken lightly

DISPUTE RESOLUTION POLICY

The policy applies to disputes with and among all categories of members of RO and to anyone involved in RO activities including umpires.

RO encourages members to communicate openly and wherever possible to reach consensus and agreement without having to resort to formal procedures. However in those, ideally rare, situations where that is not possible, procedures for dispute resolution and appeals exist under: The Sport Dispute Resolution Centre of Canada (SDRCC) at www.crdsc-sdrcc.ca, under the RO Appeals Policy, described above or if no other resolution can be found, by way of Arbitration.

No legal action will be brought against RO unless all other avenues have been exhausted or in respect of arbitration for which parties have entered into a written Arbitration Agreement.

WHAT UMPIRES NEED TO KNOW:

- That this policy exists and how it can be accessed

UMPIRE JOB DESCRIPTIONS

JOB DESCRIPTION

CHIEF UMPIRE

SUMMARY STATEMENT:

The *Chief Umpire* is responsible for the application of the Rules of Racing to a sanctioned regatta and shall uphold the principles of safety, fair competition and good sportsmanship. 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 coordination with the OC.

RELATIONSHIPS:

Reports to: The Organizing Committee. 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. *Assistant Chief Umpire*
2. *Chief of the Control Commission*
3. *Weigh-in Chief*
4. *Starter*
5. *Judge at the Start / Aligner*
6. *Turning Mark Umpire (Coastal Rowing)*
7. *Race Umpires*
8. *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 Level 2 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). This should always be done in collaboration with the Regatta Chair.
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 sits* as a member of the Canadian National Regattas Fairness Committee. (9.6)

8. 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)
9. 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)
10. 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)
11. The *Chief Umpire* receives the written protest from a crew (10.16)
12. 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)
13. The *Chief Umpire* is a member of the Jury (11.5)
14. The *Chief Umpire* shall appoint and chair the Board of the Jury in the event of a protest (11.8)
15. The *Chief Umpire, taking weather conditions into account will make decisions on Umpire Attire*(11.10)
16. The *Chief Umpire* is in charge of the Jury and shall allot duties to each member and supervise their activities (11.11)
17. 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)
18. The *Chief Umpire* is consulted by the *Starter* on:
 - a. unequal conditions caused by wind (11.14.2)
 - b. postponements due to broken equipment, lightning etc. (11.14.7)
19. 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)
20. The *Chief Umpire* implements the decisions of the Fairness Committee
21. 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 RCA Level 3 Umpire (having completed the Chief Umpire course)
- 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, including *Assistant Chief Umpire*, Organizing Committee and Regatta Management
- 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

APPENDICES 4, 5 & 8

All RCA Level 2 Umpires are also licensed to officiate at

- Head Races, Appendix 4
- Indoor Rowing Races, Appendix 5
- Coastal Rowing Regattas, Appendix 8

Ensure that you are familiar with all of the rules in the above noted Appendices to the RCA Rules of Racing. Never assume that the rules are the same for all types of racing, for example Coastal Rowing has very different rules for the race start, allows a time penalty to be applied as a result of a protest etc.

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, 11.14.2, 11.14.7, 11.16, 11.17.2, 11.17.5, 11.20, , Appendices 4, 5, 6 & 8

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, Assistant 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 of 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 restraints to a maximum 7 cm of heel lift for each shoe (3.5)
 - g. Where applicable, minimum weight of boats
5. Para-rowing (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 para (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 an RCA Level 2 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

APPENDICES 4, 5 & 8

All RCA Level 2 Umpires are also licensed to officiate at

- Head Races, Appendix 4
- Indoor Rowing Races, Appendix 5
- Coastal Rowing Regattas, Appendix 8

Ensure that you are familiar with all of the rules in the above noted Appendices to the RCA Rules of Racing. Never assume that the rules are the same for all types of racing, for example Coastal Rowing has different rules for the race start, allows a time penalty to be applied as a result of a protest etc.

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, 12.1- 12.3, Appendices 4, 5,6 & 8

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.

It is the responsibility of the Organizing Committee to provide a timing system that records the times of races. (5.3.2). Sometimes Judges at the Finish are asked to record “back-up” times.

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*, *Assistant 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 and store 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, or video monitor showing the Start
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.
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 Chief Judge of the Finish.

MAJOR RESPONSIBILITIES/DUTIES:

Position # .1- Chief Judge of the Finish: this role to be filled by a RCA Level 2 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. Review the official finish times online with the timing team, and verify with times recorded by back-up and by on-water umpires.
8. Verify online the 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, or the Monitor of the Start. 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 RCA Level 2 Umpire or RCA Level 1 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 on the program

Position # .4- Judge at the Finish: this role to be filled by an RCA Level 2 Umpire or RCA Level 1 Associate Umpire

1. Receive stopwatch from Position #2 for assigned race
2. Watch the boats cross the finish line and record 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 RCA Level 2 Umpire or RCA Level 1 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/white 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 RCA Level 2 Umpire. Other judges must be an RCA Level 2 Umpire or RCA Level 1 Associate Umpire.
- 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

APPENDICES 4, 5 & 8

All RCA Level 2 Umpires are also licensed to officiate at

- Head Races, Appendix 4
- Indoor Rowing Races, Appendix 5
- Coastal Rowing Regattas, Appendix 8

Ensure that you are familiar with all of the rules in the above noted Appendices to the RCA Rules of Racing. Never assume that the rules are the same for all types of racing, for example Coastal Rowing has different rules for the race start, allows a time penalty to be applied as a result of a protest etc.

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, Appendices 4, 5, 6 & 8

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 marshall 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, umpires are required to understand and be able to time races.
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 launch's swell
8. Advise the crew(s) being overtaken there may be wake/wash.
9. Observe all crews at the end of the race for any indication of a protest
10. During the race make note of any unusual conditions (e.g., weeds or swells)
11. Receive acknowledgement from secondary referee that they have no issues to report
12. Record race time
13. Raise flag to advise status of race, announce race time to Finish Line Judges .
14. 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.
15. Record race notes for possible future reference
16. Return to the start using the flow pattern determined by the Chief Umpire.
17. 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, umpires are required to understand and be able to time races.
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. Advise the crew(s) being overtaken there may be wake/wash.
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 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

APPENDICES 4, 5 & 8

All RCA Level 2 Umpires are also licensed to umpire at

- Head Races, Appendix 4
- Indoor Rowing Races, Appendix 5
- Coastal Rowing Regattas, Appendix 8

Ensure that you are familiar with all of the rules in the above noted Appendices to the RCA Rules of Racing. Never assume that the rules are the same for all types of racing, for example Coastal Rowing has different rules for the race start, allows a time penalty to be applied as a result of a protest etc.

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.

CLOTHING AND EQUIPMENT

- Stopwatch capable of keeping time to 1/100th of a second
- Paper and pen for note taking, clipboard (tape, adjustable wrench, screw driver, washers are optional)
- Liquids to maintain hydration, hat, sunscreen
- Layered clothing to allow for all kinds of weather conditions (In no case should red hats or red coloured outer clothing be worn. Exterior clothing should be RCA sanctioned colours if possible)

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, Appendices 4, 5, 6 & 8

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, 1-7 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. At any time after a crew is in the starting gates and prior to the roll call, yellow card information is given to the offending crew.
4. 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
5. 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

The verbal instructions and procedures used by the Starter are summarized in the “Start Script” in Appendix 6 of the RCA Rules of Racing

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:

“12:10 Race; Event 22; Seniors Men’s Eight, Heat #1 (or Semi #1 or Final) Kingston, Lane 1, Hanlan Lane 2, Leander Lane 3, Ridley Grad Lane 4, St Catharines Lane 5, Argonauts Lane 6. 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 Star/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. Late to the start. Yellow card.”
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, say “Quick Start”
- 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*
12. *If a crew has been issued two yellow cards and is therefore excluded from a race, the Starter shall instruct the excluded crew when and how to leave the start area.*

Contact with the Umpire

13. Before the start the *Judge at the Start* shall confirm with the *Principal Race Umpire* that he or she is ready to take the race
14. *Judge at the Start/Aligner* observes the first 100 metres of the race (start zone) in order to assist the *Principal 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 RCA Level 2 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

APPENDICES 4, 5 & 8

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- Head Races, Appendix 4
- Indoor Rowing Races, Appendix 5
- Coastal Rowing Regattas, Appendix 8

Ensure that you are familiar with all of the rules in the above noted Appendices to the RCA Rules of Racing. Never assume that the rules are the same for all types of racing, for example Coastal Rowing has different rules for the race start, allows a time penalty to be applied as a result of a protest etc.

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, Appendices 4,5,6 & 8

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
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. The coxswain and lightweight competitor shall be able to see the weight on the scale readout during the official weigh-in. If this is not practicable, the weigh-in personnel shall read out the coxswain’s or lightweight competitor’s weight if requested by the athlete or coach.
8. Confidentially advise *Position # 1 – Recorder* of name 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 but professional manner towards the competitors, their coaches and the regatta officials

REQUIREMENTS/QUALIFICATIONS:

- Weigh-in Chief must be a RCA Level 2 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
- The weigh-in positions have direct contact with the athletes and their coaches. As these positions are responsible for delivering “bad news” to the athlete, coach and crew i.e. “did not make weigh” it is imperative that a professional manner be retained from the start to finish of the weighing in process.

APPENDICES 4, 5 & 8

All RCA Level 2 Umpires are also licensed to umpire at

- Head Races, Appendix 4

- Indoor Rowing Races, Appendix 5
- Coastal Rowing Regattas, Appendix 8

Ensure that you are familiar with all of the rules in the above noted Appendices to the RCA Rules of Racing. Never assume that the rules are the same for all types of racing, for example Coastal Rowing has different rules for the race start, allows a time penalty to be applied as a result of a protest etc.

APPLICABLE RCA RULES OF RACING:

- 2.4, 2.5, 2.6, 2.10, 2.11, 11.1, 11.9, Appendices 4, 5, 6 & 8

JOB DESCRIPTION

ASSISTANT CHIEF UMPIRE

SUMMARY STATEMENT:

The *Assistant Chief Umpire* is responsible for the application of the Rules of Racing to a sanctioned regatta and shall uphold the principles of safety, fair competition and good sportsmanship.

RELATIONSHIPS:

Reports to: The *Chief Umpire*

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

MAJOR RESPONSIBILITIES/DUTIES:

1. The *Assistant Chief Umpire* in collaboration with the *Chief Umpire* ensures that the regatta is run in accordance with the RCA Rules of Racing
2. The *Assistant Chief Umpire* will assist the *Chief Umpire* in his/her duties and replace the *Chief Umpire* if needed.

REQUIREMENTS/QUALIFICATIONS:

- *Assistant Chief Umpire* must be a RCA Level 2 Umpire or higher
- *Assistant Chief Umpire* must be familiar with all of the duties of the *Chief 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, including Organizing Committee and Regatta Management
- 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

APPENDICES 4, 5 & 8

All RCA Level 2 Umpires are also licensed to umpire at

- Head Races, Appendix 4
- Indoor Rowing Races, Appendix 5
- Coastal Rowing Regattas, Appendix 8

Ensure that you are familiar with all of the rules in the above noted Appendices to the RCA Rules of Racing. Never assume that the rules are the same for all types of racing, for example Coastal Rowing has different rules for the race start, allows a time penalty to be applied as a result of a protest etc.

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, 11.14.2, 11.14.7, 11.16, 11.17.2, 11.17.5, 11.20, Appendices 4, 5, 6 & 8

ROW ONTARIO

REGATTA DEBRIEF FORM FOR ASSOCIATES

REGATTA:		LOCATION/DATE:	
LEVEL 2 UMPIRE:		SHIFT TIME :	
ASSOCIATE UMPIRE:		CHIEF UMPIRE:	

Please check the position you observed:

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

ITEM	COMMENTS
<p>Starts: Please comment on your associate's ability to:</p> <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 	
<p>Finish: Please comment on your Associate's response:</p> <ul style="list-style-type: none"> • Finish protocols—checking crews, raising white flag, communicating time to the finish tower • (If appropriate): Acknowledging partner umpire 	
<p>Umpires Boats: Please comment on your Associate's ability:</p> <ul style="list-style-type: none"> • To direct the crews properly • Boat positioning for lead umpire and second umpire • Communications with 	

ITEM	COMMENTS
second umpire to return or use two boats with race <ul style="list-style-type: none"> • Awareness of position of all crews • To determine if a race should be stopped for safety or fairness concern 	
Objections (if any). <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? 	
Were any Yellow Card(s) issued? <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? 	
Control Commission <ul style="list-style-type: none"> • Manner in which Associate called crews • Associate handling of enquiries • Weigh-ins – appropriate decisions, responses to crew enquires 	
Any other Issues with your Associate	

SIGNED:

RCA LEVEL 2 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: _____

REQUIREMENTS TO BECOME A LICENSED RCA LEVEL 2 UMPIRE

To be eligible to take the RCA Level 2 Umpire Examination, a Candidate must meet the following requirements:

1. Attend an 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 a Mentor Umpire, Chief Umpire or an RCA Level 2 Umpire.
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 Associate has seen a comprehensive sampling of the skills required for the position.
4. The five observations cannot occur at a single regatta. A minimum of **three** regattas must be attended to obtain these observations.
5. Once an Associate has completed the observation and clinic requirements, he/she may take the Umpire Examination. At the examination, the Associate will be required to present this page as proof of compliance. It is the RCA Level 1 Associate Umpire's responsibility to ensure that this Training Log is completed.

ON-WATER 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 #

Other: (specify):	FINISH JUDGE OBSERVATION
	Name of Regatta:
	Location:
	Date:
	Observing Umpire: License #