ROWING CANADA AVIRON

UMPIRE HANDBOOK

March 2022

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Purpose

This handbook is designed to be of assistance to the newly appointed Level 1 Assistant Umpire, as well as the Associate Umpire, Licensed Umpire, Associate Chief Umpire and Chief Umpire.

It includes information and log sheets to use in your pathway to Umpire development. The following information is included in this Handbook:

1. The Umpire Licensing Policy and the Umpire Evaluation Policy and Procedure
2. The Umpire Education Pathway – so that you can plan and track your development
3. Details of the stages of the Umpire Education Pathway and the requirements at each level
4. Practical Observations Logs (you will need these to track your practical experiences at regattas)
5. Key information on RCA's website

RCA Umpire Licensing Policy

1. Purpose – Supporting the highest level of competence amongst RCA Licensed Umpires is essential for delivering regattas that are fair and safe for all competitors. This policy outlines how to obtain and maintain an RCA Umpire Licence by describing the training and development requirements necessary so Umpires can remain current on new expectations and standards.

2. Definitions and Acronyms - The following terms have these meanings:
    a. *RCA* - Rowing Canada Aviron
    b. *P / TRA*- Provincial / Territorial Rowing Association
    c. *RCA Umpire Licence* – an accreditation achieved once an individual has completed training and passed the Level 2 written and practical examination
    d. *Assistant Umpire* – an individual who has participated in a Level 1 Umpire Clinic and who is in a practical training program
    e. *Associate Umpire* – An individual who has completed the Level 1 practical training program as an Assistant Umpire, has participated in a Level 2 Umpire Clinic and is now in the Level 2 practical training program
    f. *RCA Licensed Umpire* – An individual (herein after referred to as an "Umpire") who has completed practical training and passed an exam and is maintaining an RCA Umpire Licence

ELIGIBILITY

3. An individual who is a registered participant in good standing with RCA may familiarize themselves with the RCA Rules of Racing and initiate the process of obtaining an RCA Umpire Licence. Individuals under the age of 18 are not eligible to obtain an RCA Umpire Licence.

OBTAINING AN RCA UMPIRE LICENCE

4. To obtain an RCA Umpire Licence, an individual must first become an Assistant Umpire by attending a Level 1 Umpiring clinic and participating in the practical training program.
5. An individual that has attained the age of 18 and has completed the Level 1 practical training program requirements may obtain an RCA Umpire Licence through completion of all of the following:

a. Attend an RCA Level 2 Umpire's training clinic
b. Practice as a Level 2 Associate Umpire for a period of up to three years but not less than one year
c. Pass the Level 2 written and practical examination, and
d. Register with the PRA of the province in which the Umpire resides and with RCA.

MAINTAINING AN RCA UMPIRE LICENCE

6. To maintain an RCA Umpire Licence, an Umpire is required to meet the following requirements:
    a. On an annual basis, ensure their information in the RCA Web Registration System is up to date
    b. Be in good standing with RCA and with the PRA in the province in which they are a resident
    c. Be active at the local and / or provincial level in the previous year, serving as a regatta Umpire in at least one local or provincial regatta annually, where possible
    d. Be evaluated in three-year blocks and be deemed to have met the evaluation requirement as described in the RCA Policy on Umpire Evaluation
    e. Attend an Umpire Seminar a minimum of once every three years matching the three year blocks for evaluation
    f. Do not umpire at a Canadian regatta that is not sanctioned by RCA
    g. Abide by the policies of RCA, including the RCA Code of Conduct, the RCA Prevention of Abuse, Harassment and Bullying Policy and Procedure, and the Umpire Code of Conduct (Rules of Racing s.11.5)

SUSPENSION AND REVOCATION OF AN RCA UMPIRE LICENCE

7. Umpires that do not adhere to the requirements necessary to maintain an RCA Umpire Licence are subject to having their RCA Umpire Licence suspended or revoked.
8. Appeals of a final decision that results in the suspension or revocation of an RCA Umpire Licence will be dealt with in accordance with the RCA Appeal Policy.

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 a 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: Control Commission, Judge at the Start, Start, Race Umpire, and Finish.

1.5 Once an Umpire has been evaluated at a minimum of three stations within three years, they 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

2.1 Provincial Rowing Associations (PRAs) 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 PRAs 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 PRA annual reports shall be sent to the Chair of the Umpires Committee 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 (clinician) will keep a copy and the original and provide information on the umpire's status (e.g., "in good standing") to the PRA 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 block, the implementation will be phased-in, over a nine-year period. The requirements are as follows:

- By December 2013 – All RCA Umpires will have been evaluated at a minimum of one of the five stations specified in the policy
- 2014 – December 2016 - All RCA Umpires will have been evaluated at a minimum of two of the five stations specified in the policy
- 2017 – December 2019- All RCA Umpires will have been evaluated at a minimum of three of the five stations specified in the policy
- 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 and all five stations over two, three-year blocks
- *Due to the pandemic of 2020 the grace year has been extended for an additional year. Umpires who did not achieve their three evaluations in the 2017-19 block can now approach clinicians to request that evaluations be done by December 2022, and then proceed to meet the requirements of the Policy for the remaining two-year block by getting three more evaluations done by December 2024.* *(RCA approval 07/20)*

Amended by the RCA Board of Directors January 26, 2013

Table of Evaluation Blocks				
January 1, 2017-December 31, 2019	January 1, 2022 - December 31, 2024	January 1, 2025 - December 31, 2027	January 1, 2028 - December 31, 2030	January 1, 2031 - December 31, 2033

* Due to a global pandemic, there were no regattas in 2020, and limited regattas in 2021. The year 2022 is the "grace year" for umpires to "catch up" who did not get three evaluations completed in 2017 - 2019.

Umpire Education Pathway

All Rowing Canada Aviron (RCA) Licensed Umpires undertake training to ensure that racing is fair and safe for all competitors. The training, development and licensing of Umpires is overseen by the RCA Umpires Committee and is supported by Provincial Rowing Associations.

The RCA Umpire Education Program is a five-tiered structure. The first three tiers consist of content delivered during clinics, supervised practical training, formal evaluation and ongoing mentoring. PRAs organize and deliver the components of Level 1, Level 2 and Level 3 clinics, training, evaluation and mentoring. These are managed differently in each province, so for further information, please contact your Provincial Rowing Association.

Umpire Education Pathway

Level 1 Assistant Training Program (support to jury)

L1 Clinic — *Test: self-assessment* → L1 RCA Assistant Umpire Certification

Level 2 Prerequisite

Practical experience period

Level 2 Umpire Training Program

L2 Clinic — *Practical training (as Associate Umpire)* — *Exam* → L2 RCA Umpire Licence

Level 2 Maintenance & **Level 3** Prerequisites

Refresher seminar every 3 years | Test: self-assessment | Evaluation at 3/5 stations

Level 3 Chief Umpire Training Program

L3 Clinic — *Practical training (as Associate Chief Umpire)* — *Exam* → L3 RCA Chief Umpire Certification

Level 4 Clinician Training Program

Orientation — *Co-facilitating clinics, seminars and exams* — *One-on-one review with mentor* — *Exam* → L4 RCA Umpire Clinician Certification

Level 5 Preparation for international umpire licence

RCA Development of Future World Rowing Umpires Program — *Candidate for World Rowing Umpire Licence (exam conducted by World Rowing)* → L5 World Rowing Umpire Licence (awarded by World Rowing)

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RCA Umpiring Framework – Levels of Training

Below are the various stages of the Umpire Education Pathway. This provides slightly more detail than is included in the diagram above, covers Level 4 and Level 5 Umpires and also makes reference to the requirements to maintain an umpiring licence, as outlined in the RCA Umpire Licensing Policy (above).

That is, within each three year block as defined in the Umpire Evaluation Policy and Procedure, licensed Umpires must attend a Seminar and be evaluated at three of five stations (the five stations are: Control Commission, Start, Judge at the Start, Race Umpire and Finish).

Level 1 – Assistant Training Program (support to Jury)

- Clinic
- Test – Self-assessment

Level 1 – RCA Assistant Umpire

To continue development:

- Practical experience period is a prerequisite to continue to the Level 2 Clinic

Level 2 – Umpire Training Program

- Clinic
- Practical Training Program (as Associate Umpire)
- Self-assessment
- Exam

Level 2 – RCA Umpire Licence

- Seminar (minimum once every 3 year block)
- Ongoing development
- Where possible attendance at one sanctioned regatta per year
- Evaluation at three of five stations every 3 year block (as noted, the five stations are: Control Commission, Start, Judge at the Start, Race Umpire and Finish).

Level 3 – Chief Umpire Training Program

- Clinic
- Practical Training Program (as Associate Chief Umpire)
- Examination

Level 3 – RCA Chief Umpire

Level 4 – Clinician Training Program

- One-on-one review of materials with Clinician Mentor and self-study
- Co-facilitating clinics, seminars and exams
- Exam / Evaluation

Level 4 – RCA Umpire Committee - Umpire Clinician

Level 5 – Preparation for International Umpire licence (WR)

- RCA Umpire Committee Development of Future WR Umpires Program
- Candidate for WR Umpire Licence (Examination conducted by WR)

Level 5 – WR Umpire Licence (awarded by WR)

Note: the mentor training session included within the L3 Clinic is also available as additional development for any experienced RCA Umpire who wishes to become a Mentor.

Level 1 – Assistant Umpire

The Clinician who delivers the Level 1 clinic recommends to RCA to appoint the L1 Assistant Umpire following the clinic's completion; and RCA confirms the appointment. The PRA will receive from the Clinician the list of candidates who completed the L1 Assistant Umpire's Training Program and will send their (the PRA's) congratulations. This is also an opportunity for the PRA to activate the Assistant Umpire in the RCA Web Registration System (WRS).

The Assistant is now faced with two options for future umpiring:

1. They can remain as an Assistant Umpire from this time forward – supporting Jury members at regattas in the various roles discussed at the clinic

   OR

2. They can pursue an RCA Umpire licence, following the Umpire Education Pathway above.

If the Assistant chooses Option 2 above and follows the Umpire Education Pathway, they will need to complete the following, supervised and signed off by an RCA licensed Umpire

1. A minimum of 1 shift (minimum 2 hours each shift) at four stations plus one observation. The stations are:

   a) Control – (docks and weigh ins), Finish, Start, Judge at the Start and

   b) An observation with a Race Umpire on the water

These are the minimum pre-requisites to move on to the Level 2 RCA Umpire Training Program for an RCA licence.

Finally, the **uniform** that may be worn by Assistant Umpires is khaki / beige skirt / trousers / skort / shorts and light blue dress shirt, without an RCA logo and without a tie.

Assistant Umpires should use the **Level 1 Assistant Umpire Practical Observations Log** to record the hours and stations worked. Please remove it from this book or make a copy and take it with you to regattas so that it can be signed off. (Found in Appendix A)

Level 2 - Associate Umpire

PROCESS AND REQUIREMENTS TO BE A CANDIDATE FOR THE L2 UMPIRE EXAMINATION

Candidates who complete the Level 2 clinic become Associate Umpires, and then begin the practical training program, for a minimum of one and a maximum of three years.

Practical Training Program Requirements as Associate:

- Practical experiences at regattas with a Mentor Umpire
- Practical Program Feedback Form(Appendix B) and Log completed at each regatta (see Appendix C for Associate Umpire Practical Experience Log)
- Examination
- Licensing
    - Conditions for maintaining an RCA Umpire Licence
        - Registration, be active, follow codes of conduct and policies
        - RCA Umpire Evaluation Policy and Procedure (three evaluations in a three-year block)
        - Umpire Seminar requirement (once in a three-year block)

PRACTICAL PROGRAM AS ASSOCIATE UMPIRE

The Associate Umpire is encouraged to participate in as many regattas as possible in order to gain practical experience. There are a minimum number of regattas required, as described below, with practical evaluations and signatures of the Chief Umpire and / or Umpire Mentor, before the Associate Umpire can submit a request to the Provincial Rowing Association for licence examination.

During this practical training period the Associate Umpire must keep a record of which regattas they attend, plus what stations are worked. The record is to be signed by the Chief Umpire of each regatta or by the Umpire Mentor with whom the Associate Umpire has worked.

To attend these regattas the Associate Umpire must sign up to attend the regatta, following the method used in that province. As the process may work differently in each province, the Clinician who delivers the Level 2 workshop will explain how the process works in that jurisdiction. In some provinces, the Associate Umpire should get in touch with the Chief Umpire of the regatta that they want to attend, at least two weeks prior to the regatta. In other provinces, the Umpires sign up months in advance online. As there is a great deal of planning on the part of the Chief Umpire in advance of a regatta, it would only be fair to give the Chief Umpire as much notice as possible, of the

Associate Umpire's desire to attend the regatta. An Associate may ask the PRA to act as a liaison if need be.

When sufficient experience has been acquired, or when the Associate Umpire wants, the Clinician of the original L2 clinic may recommend the Associate Umpire to the PRA for examination. The PRA will then work with a Clinician to make sure the candidate's requirements are fully completed, to confirm whether other candidates are also ready, and to assist with the logistics for organizing the RCA Umpire's licence exam.

PRACTICAL EXPERIENCE REQUIREMENTS

1. Minimum of 10 shifts, 2 hours each, as below

2. Two shifts in each position: Control, Finish, Race Umpire, Start, Judge at the Start – supervised and signed off by the Chief Umpire or Umpire Mentor (Use the Associate Umpire – Practical Experience Log, Appendix C, to track your experiences.)

    a) Over four or more regattas, more than one venue, three sprint and one of head race, coastal, indoor, skills or para.

3. Minimum of one and maximum of three years to pass the examination.

EXAMINATION FOR RCA UMPIRE LICENCE

The exam consists of two parts – the written exam and the practical exam. Successful completion of these will ensure that the Associate Umpire is recommended to the RCA Umpire Committee for licensing. Only RCA can license RCA Umpires.

TRACKING YOUR UMPIRING EXPERIENCES

As a Level 2 Licensed Umpire, you will want to keep track of the regattas that you attend, and the stations that you work. If you choose to apply to be on the jury of a national regatta (Royal Canadian Henley Regatta, National Rowing Championships and Canada Cup, Canadian University Rowing Championships, Canadian Masters Rowing Championships and the Canada Summer Games), you will need to supply the information gathered on the form in Appendix D – Level 2 Licensed Umpire Regatta Log, along with your application form.

As well, it is wise to keep track of the clinics and seminars that you attend (in Appendix E – Clinic and Seminar Log) to ensure you are meeting the requirements of Umpire Licence Maintenance. When you have an evaluation completed by a Level 4 RCA Clinician, they will use the RCA Umpire Evaluation Form, as shown in Appendix F. Please familiarize yourself with this, so that you know what to expect when you ask to be scheduled for an evaluation.

Level 3 - Chief Umpire

This section provides an overview of the requirements to take a Chief Umpire's clinic, the practical experiences that you need to acquire as an Associate Chief Umpire and also provides an overview of the role of a Chief Umpire before, during and after a regatta.

CHIEF UMPIRE ELIGIBILITY CRITERIA

To become a candidate for the Chief Umpire's Training Program, you must have a:

- Valid RCA Umpire Licence for a minimum of two years
- Variety of regatta experiences: eight (8) regattas as a member of the Jury, over a minimum period of two years, which will include:
  - ✓ Three (3) regattas at different levels: local, regional, provincial, interprovincial
  - ✓ Four (4) different regatta venues (locations)
  - ✓ Experience in several types of regattas which must include: a mixture of seven standard - sprint races or head races, and at least one of the following: indoor competition, coastal rowing regatta, skills event or para rowing regatta

PROCESS

Umpires who complete the Level 3 Chief Umpire clinic are referred to as Associate Chief Umpires at the beginning of their training period. They are assigned a Mentor who is an experienced Chief Umpire, and they begin a period of practical training. To be eligible to write the Level 3 Chief Umpire exam, they must have completed the following steps:

- Attend a Chief Umpire clinic
- Participate in a practical training period (up to three years from the date of the clinic) as an Associate Chief Umpire with an experienced Chief Umpire as a Mentor at the following regattas:
  - Five (5) different regattas at three (3) regatta levels (local, regional, provincial / interprovincial) which must include at least one of each of the following types:
    - Standard sprint race
    - Head race, Indoor competition Skills, Para or Coastal rowing
  - The five regattas must take place at, at least three (3) different regatta venues (locations)

In order to complete the training program successfully to be appointed as a Chief Umpire, the Associate Chief Umpire will need to show competency and a growth minded attitude towards improvement - via the Associate Chief Umpire Practical Experience Feedback Form that may be found in Appendix G. When identified by the Mentor Chief Umpire, the Associate Chief Umpire may apply to write the Chief Umpire exam.

OVERALL ROLES AND RESPONSIBILITIES OF THE CHIEF UMPIRE

Chief Umpire is the RCA representative and has overall authority at the regatta. Some Chief Umpire responsibilities include:

- Together with the Regatta Chair (or designated representative of the Organizing Committee) prepare the regatta sanction application
- Together with Regatta Chair, ensures complete preparation for regatta day
- Ensures course is ready (technical requirements, umpire requirements)
- Assembles Jury members and prepares the schedule of their regatta assignments
- Responsible for all aspects of running a safe and fair regatta on the day(s) of the regatta
- Completion of the Chief Umpire Report and any other post regatta documentation (e.g., incident reports) as needed by RCA

RESPONSIBILITIES OF THE CHIEF UMPIRE PRE-REGATTA

- Participate in the development of the sanction along with the Organizing Committee, and the PRA and RCA Safety and Events Committee (for national regattas only)
- Work with the Organizing Committee (sanction, preparation of regatta, Jury logistics, safety considerations)
- Jury selection, preparation of assignments, Board of Jury
- Establishment of a Fairness Committee (if applicable)
- Notify Jury of regatta details (include all important information for pre-reading)
- Confirm traffic patterns (land and water)
- Appoint a Deputy Chief Umpire and involve them in pre-regatta steps
- Appoint an Associate Chief Umpire for the regatta (if available) and provide training and mentoring
- Exercise quality control pre-event, through pre-regatta site checks
- Prepare notes for the Coaches' meeting and the Jury meeting immediately prior to the regatta
- Ensure that the communications planned for the regatta are appropriate and effective
- The draw: work with the Organizing Committee on questions arising about the draw

REGATTA DAY

- Check for quality controls – weather monitoring, regatta installations, safety and medical, trained volunteer boat drivers, sufficient volunteers, umpire equipment, etc.

- Jury meeting (equipment readiness), umpire uniform check, issues / sanction exceptions for the day; telecommunications / radio check and protocol ("Hey you! It's me.")
- Attend and make remarks at the Coaches' and Team Managers' meeting
- Maintain ongoing communications with Regatta Chair throughout the day
- Ensure all Organizing Committee requirements are in place, as promised in the Sanction
- Be available, manage and problem-solve-all day
- At the end of the day, Jury de-briefing, encourage submission of comments post-regatta for inclusion in regatta report

POST REGATTA

- Debrief with the Regatta Chair
- Complete the post regatta report (share draft with the Jury for feedback) and send copies to the Organizing Committee, PRA (and for national regattas to RCA)

Appendices

Appendix A Assistant Umpire Practical Observation Log
Appendix B Associate Umpire – Practical Program Feedback Form
Appendix C Associate Umpire – Practical Experience Log
Appendix D Level 2 Licensed Umpire Regatta Log
Appendix E Clinic and Seminar Log
Appendix F Maintaining an Umpire Licence - RCA Umpire Evaluation Form
Appendix G Associate Chief Umpire – Practical Experience Feedback Form
Appendix H Chief Umpire Regatta Log
Appendix I Rowing Canada Aviron

Appendix A

ASSISTANT UMPIRE PRACTICAL OBSERVATIONS PROGRAM - LOG

Requirements: Minimum of 1 shift (minimum 2 hours each) at each of these positions: Control-Dock, Weigh-in, Judge at the Start, Start, Finish and an observation with a Race Umpire. Supervised and signed off by an RCA licensed Umpire.

INFORMATION			
Assistant Umpire Name		Email or Telephone	
Club Affiliation / Province		RCA Membership #	
Clinic 1 - Date Completed		Clinic 1 - Clinician's Name	

Position 1		Shift Duration	From:	To:
Regatta Name		Location:	Date:	
Observations / Comments				
Supervision: Mentor / RCA Licensed Umpire Signature				

Position 2		Shift Duration	From:	To:
Regatta Name		Location:	Date:	
Observations / Comments				
Supervision: Mentor / RCA Licensed Umpire Signature				

Position 3		Shift Duration	From:	To:
Regatta Name		Location:	Date:	
Observations / Comments				
Supervision: Mentor / RCA Licensed Umpire Signature				

Position 4		Shift Duration	From:	To:
Regatta Name		Location:	Date:	
Observations / Comments				
Supervision: Mentor / RCA Licensed Umpire Signature				

Position 5		Shift Duration	From:	To:
Regatta Name		Location:	Date:	
Observations / Comments				
Supervision: Mentor / RCA Licensed Umpire Signature				

Appendix B

ASSOCIATE UMPIRE – PRACTICAL PROGRAM FEEDBACK FORM (POST L2 CLINIC)

This form is designed to have the Associate reflect on their experience and provide an opportunity for Mentor feedback. Complete one of these forms for each position that is worked.

Associate Umpire Name:				
Regatta Date:			Regatta Type:	
Regatta Location:			CU Name:	
Position / Role:	Control Commission ☐		Judge at Start ☐	Start ☐
	Race Umpire ☐		Finish ☐	Other ☐
ASSOCIATE UMPIRE COMMENTS (LEARNINGS)				
What key points did you learn from your shift?				
What was the biggest challenge with this role?				
What one aspect of this role do you need to work on?				
UMPIRE MENTOR COMMENTS (FEED BACK)				
Knowledge of the responsibilities of the role				
Preparation (uniform, equipment, schedule, attitude)				
Voice and attitude toward athletes, coaches, colleagues				
Flag work and role duties				
Observation and situational awareness				
Knowledge and understanding of the rules				
Penalties, Objections, Decisions				
Chief Umpire / Umpire Mentor		Associate Umpire		
Signature:		Signature:		

Appendix C

ASSOCIATE UMPIRE – PRACTICAL EXPERIENCE LOG

A log to record your experiences as you volunteer at sanctioned regattas.

POSITION / ROLE	DATE OF REGATTA	LOCATION OF REGATTA TYPE OF REGATTA	RCA UMPIRE MENTOR SIGNATURE/LICENCE #
Control Commission Dock			
Control Commission Weigh-ins			
Judge at the Start			
Judge at the Start			
Start			
Start			
Finish			
Finish			
Race Umpire			
Race Umpire			
Other			
Other			

Appendix D

LEVEL 2 LICENSED UMPIRE – REGATTA LOG

The Level 2 Licensed Umpire must maintain their licence as per the Policy on Umpire Licensing (above). After having been licensed for three years, they have the opportunity to apply for national regattas, through a process that is described by the RCA Umpires Committee in the fall / winter of the preceding year, via communication to all Umpires.

Regatta Log

A regatta log will assist you in keeping track of any sanctioned events you Umpire at. This information is required when applying for any National Regattas.

Name: _____ RCA#: _____

Regatta	**Date**	**Type** (sprint, head, indoor, coastal, skills, para)	**Stations worked**

Appendix E

CLINIC AND SEMINAR LOG

To maintain an Umpire licence, it is mandatory to attend a Seminar once in every three year block. This log is for your use in recording your attendance at clinics and seminars as you progress through the Umpire pathway.

Name: _____RCA#: _____

Location:	**TYPE OF Seminar/Clinic:**	**Date:**	**Clinician:**	**Clinician Signature:**

Appendix F

MAINTAINING AN UMPIRE LICENCE

This form is used by RCA Clinicians in conducting evaluations of your umpiring skills. More detail on the process and timing of evaluations may be found in the RCA Umpire Evaluation Policy and Procedure.

RCA UMPIRE EVALUATION FORM

Excellent umpiring is ensuring the regatta is run by the Rules, while emphasizing safety and fairness.

DATE_____ UMPIRE EVALUATED:_____
REGATTA: _____ EVALUATOR NAME: _____

Station Evaluated: Control Commission [ ], Start [ ], Judge at the Start [ ],
Starter [ ], On-Water Umpire [ ], Finish Judge [ ]

This form can be used for more than one station per Umpire.

Level of Regatta: Local [ ], Regional [ ], Provincial [ ], National [ ]

	SATISFACTORY	NEEDS SOME IMPROVEMENT	NEEDS MUCH IMPROVEMENT (a check in this block requires comment in Category E)	NOT OBSERVED
CATEGORY A – KNOWLEDGE				
1. Knows and understands the rules				
2. Knows and understands proper officiating mechanics				
CATEGORY B – APPLICATION				
3. Applies rules accurately				
4. Adheres to fairness principles				
5. Assures crew safety				
6. Gives appropriate signals				
7. Demonstrates accurate judgment				
8. Anticipates race situations				
9. Gets in proper position				

	SATISFACTORY	NEEDS SOME IMPROVEMENT	NEEDS MUCH IMPROVEMENT (a check in this block requires comment in Category E)	NOT OBSERVED
10. Handles unusual situations				
11. Demonstrates decisiveness				
CATEGORY C – DEPORTMENT				
12. Is physically able to assist in rescuing an athlete from the water				
13. Wears the proper uniform				
14. Demonstrates poise and proper control				
15. Demonstrates effective teamwork with partners				
16. Demonstrates proper emphasis on calls and signals				
17. Acts in a professional manner				
CATEGORY D – COMMUNICATION				
18. Displays and executes superior verbal communication skills				
19. Handles challenges appropriately				
20. Communicates effectively with crews				
21. Communicates effectively with partners				
22. Communicates effectively with coaches				
23. Communicates effectively with volunteers				
24. Shows a positive attitude toward the sport and toward the people involved				

CATEGORY E. COMMENTS:

_____

_____

UMPIRE'S Signature: _____ Date: _____

Appendix G

ASSOCIATE CHIEF UMPIRE – PRACTICAL EXPERIENCE FEEDBACK FORM

Associate Chief Umpire Name:					
Regatta Date:			Regatta Type:		
Regatta Location:			Chief Umpire Name:		
Position / Role	Control Commission	☐	Judge at Start	☐	Start ☐
Race Umpire		☐	Finish	☐	Other ☐

ASSOCIATE CHIEF UMPIRE COMMENTS (REFLECTIONS AND LEARNINGS)
What key points did you learn from your shift?
What was the biggest challenge with this role?
What one aspect of this role do you need to work on?

CHIEF UMPIRE OR CLINICIAN COMMENTS (FEEDBACK) INDICATE GOOD/FAIR/NEEDS IMPROVEMENT OR NOT APPLICABLE
Knowledge of the responsibilities of the role
Maintains visibility around regatta site and interacts positively with volunteers
Demonstrates effective teamwork, poise and even temperament
Works closely with the Chief Umpire and Assistant Chief Umpire to ensure all technical requirements are in place for the regatta day and troubleshoots requirements during the regatta
Shows strong organizational skills and initiative when working with Chief Umpire and Assistant Chief Umpire

Chief Umpire or Clinician Mentor	Associate Chief Umpire
Signature	Signature

Appendix H

CHIEF UMPIRE REGATTA LOG

A regatta log will assist you in keeping track of any sanctioned events at which you are the Chief Umpire.

Name: _____ RCA#: _____

Regatta:	**Date:**	**Type:** (sprint, head, indoor, coastal, skills, para)	**Comments/Observations:**

Appendix I

ROWING CANADA AVIRON

On the RCA Website, you will find several pages devoted to Umpires. Go first to the RCA Website, go to the Menu:

- Click on "Community"
- Click on "Umpires"
- Click on "Resources"

You will find for your reference:

- RCA Rules of Racing – you will need to review these several times before you are comfortable that you know them.
- RCA Umpire Committee Terms of Reference – describes the mandate and purpose of the RCA Umpires Committee, what the Committee intends to accomplish, the structure and sub-committees, and how they provide oversight to umpiring in Canada.
- RCA Event Sanction Policy – A key element of regatta delivery is the sanction that provides the framework for a safe and fair regatta in accordance with the Rules. All Umpires should be familiar with the Sanction Policy.
- Jury Support Program for National Regattas – every year the RCA Umpires Committee solicits applications for licensed Umpires to be appointed to the Jury for a National regatta. There are different requirements for the Juries of different regattas that are outlined in this document.
- RCA Umpire Evaluation Policy – Since 2011, the RCA Board has expected that licensed Umpires will be evaluated at up to three stations over the course of a three-year block. This policy describes the rationale for evaluation and expectations of Umpires.
- RCA Umpire Licensing Policy – This policy provides the definitions about licensing and Umpire titles and outlines the requirements of obtaining and maintaining an Umpire licence. Umpires who do not meet these requirements, are subject to having their licence suspended or revoked.
- Regatta Central Updates – Umpires at Control Commission need to know how registration works, and that athletes who intend to race are indeed RCA members.
- Rule 3.5 Quick Release Foot Stretchers – when the 2018 Rules of Racing were introduced, the implementation of Rule 3.5 was delayed by one year, to permit athlete and coach education to take place. In January 2019, this memo was released to all RCA members advising them that Rule 3.5 is now in full effect.