

## **Appendix 13: Regatta Roles**

### ***By-Laws to Rules 47***

*Rowing Australia should ensure that all the roles are filled by appropriately qualified and experienced people. Rowing Australia will create an organisational structure which includes the following roles:*

#### **a) Competition Manager**

RA will appoint a Competition Manager with suitable experience to manage and oversee the competition aspects of the regatta, including but not limited to the competition infrastructure, on-water traffic rules, rescue services and athlete facilities. The Competition Manager shall be well acquainted with the Rules of Racing and By-Laws in addition to the RA Events Manual and shall be the main point of contact on the organising committee with the Technical Delegate and the President of the Jury.

#### **b) The Technical Delegate**

- i) The Board shall appoint up to two Technical Delegates, to ensure that the RA Rules of Racing, related By-Laws, and Event Regulations are complied with, and that regattas are satisfactorily operated in terms of safety and competition.
- ii) Rowing Australia shall notify the appointment of the Technical Delegate to the organising committee of the regatta.
- iii) The Technical Delegate(s) shall:
  - (1) have had hands on experience in the conduct of major rowing events; and
  - (2) have a sound knowledge of the Rules of RA as well as its policies and procedures.
- iv) The Technical Delegate(s) shall maintain a continual liaison with the RA Events Staff and the President of the Jury.
- v) The Technical Delegate(s) shall, along with the RA Events Staff maintain a continual liaison with the Organising Committee for any event being conducted on behalf of RA and the Technical Delegate(s) shall have the authority to agree on the facilities to be provided on behalf of RA.
- vi) The Technical Delegate(s) shall monitor and report to the Board of RA along with the RA Events Staff on the preparations for each RA Event, in particular, addressing issues relating to the responsibilities of the Organising Committee
- vii) Arrangements - The Technical Delegate(s) shall be provided with accommodation, meals and local transport during the duration of stay at the regatta
- viii) Duration of Stay - The Technical Delegate(s) should arrive at the RA Event site at least one day before the Briefing of Competitors Meeting and should stay for the whole period of the regatta. They should make themselves known to the Chair of the Organising Committee, the President of the Jury, the Safety Officer and the Medical Officer.
- ix) Inspection - On arrival the Technical Delegate(s) should inspect the regatta course with a representative of the Organising Committee and the President of the Jury taking particular note of safety aspects, including warm-up and cool down areas, traffic rules in racing and training, and areas where crews will be marshalled. They will also inspect the boating area, to ensure that the arrangements for boating and disembarking are satisfactory and that the traffic rules are adequately displayed. They will also ensure that the minimum requirements for the regatta required by the Rules of Racing and By-Laws are in place (e.g. distance markers, photo finish, weighing arrangements, medical facilities, rescue services, etc.).

Once the Technical Delegate(s) is satisfied that the course and event environs meet the requirements of the RA Rules the Technical Delegate shall declare it fit for use and hand

over the course to the President of the Jury for competition.

- x) **Briefings / Draw** - The Technical Delegate(s) shall attend the Briefing of Competitors Meeting and observe the draw. In a regatta where RA has decided that seeding is necessary, the Technical Delegate will ensure that the seeding recommendations received from the RA High Performance Director are put into effect, and that the competitors are made aware that seeding is being practised.
- xi) **Jury Meeting** - The Technical Delegate(s) shall attend at least the first meeting of the Jury and should notify the Jury of any problems that they foresee, either from a safety or competitive point of view. However, the Technical Delegate(s) should leave the Jury to carry out its role as set out in the Rules of Racing.
- xii) **Advice** - During the regatta, the RA Events Staff, Organising Committee and the President of the Jury may consult the Technical Delegate(s) on any matter where there is any uncertainty concerning the application of RA Rules, Related By-Laws and Event Regulations. The Technical Delegate(s) shall advise the organising committee and the President of the Jury of any failure to comply with the Rules of Racing, related By-Laws and Event Regulations.

The Technical Delegate(s) shall advise the Organising Committee, President of the Jury of any failure to comply with RA Rules. In the event of a disagreement between RA Events Staff, Organising Committee, President of the Jury and the Technical Delegate in regard to eligibility and/or conduct of the regatta, the position of the Technical Delegate shall prevail. For clarity, the conduct of the regatta shall not include decisions made by the Jury during racing.
- xiii) **Safety Responsibility** - The Technical Delegate(s) shall satisfy themselves that the organising committee, which has legal responsibility for matters of safety, has made proper provisions for safety. Nothing in the Rules of Racing or By-Laws shall be taken as imposing legal liability on the Technical Delegate(s).
- xiv) **Technical Delegates Report** - Within two months of the end of the event, the Technical Delegate(s) shall send a report to the RA Board through the RA Events Staff, who shall then forward it to the Organising Committee of the Regatta. The report should set out comments, proposals, and criticisms in a prescribed format.

**c) Safety Officer**

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

**d) Medical Officer**

The Organising Committee shall appoint a person as the Regatta Medical Officer with specific responsibility for ensuring that appropriate overall medical support and facilities are readily accessible to the regatta.

The responsibility shall include:

- i) Provision of medical services and first aid facilities for all competitors, officials, spectators and other persons attending the event as specified in the RA Medical Services Manual.
- ii) Close cooperation with the rescue services on the water and provision of related emergency services support.

The Medical Officer shall work closely with and report to the Regatta Doctor on arrangements and set up of the medical support and facilities and cooperation with rescue services.

First aid, rescue, medical and emergency services must be available during all venue opening times.

**e) Regatta Doctor**

- i) For RA Events, on the recommendation of the Rowing Australia Principal Medical Officer

and in line with the “Medical Services at RA Events” Policy, the organising committee will appoint a Regatta Doctor.

- ii) The Regatta Doctor will have the authority to undertake the duties and fulfil the responsibilities at that event as provided for by these Rules and By-Laws.
- iii) The Regatta Doctor shall have consultative oversight over all medical, hygiene and related rescue arrangements at the regatta in order to assist the organising committee in those aspects. That notwithstanding, the legal responsibility for the safe delivery of the medical, hygiene and rescue aspects of the regatta remains at all times with the organising committee.
- iv) Responsibilities of the Organising Committee to the Regatta Doctor:
  - (1) The organising committee shall provide all necessary support to the Regatta Doctor to ensure that the Regatta Doctor is fully informed at all times about all the medical, hygiene and related rescue plans for the regatta and any related issues that arise. The Regatta Medical Officer of the organising committee shall be primarily responsible for the provision of this support.
  - (2) The organising committee shall, in particular, provide to the Regatta Doctor all or any reports and plans it has, develops or amends as to the medical, hygiene and related rescue plans for the regatta.
  - (3) The organising committee shall keep the Regatta Doctor fully and promptly informed of any issue arising in respect of the medical, hygiene and related rescue aspects of the regatta and, particularly, any critical or emergency issues as they arise.
  - (4) The organising committee shall respond promptly and fully to the Regatta Doctor as to any inquiry made by the Regatta Doctor.
  - (5) The organising committee shall give careful consideration to any advice that it receives from the Regatta Doctor as to the medical, hygiene and related rescue aspects of the regatta and any critical or emergency issues that arise. Any such advice notwithstanding, responsibility for those matters necessarily remains solely with the organising committee

**f) Sustainability Officer**

The Organising Committee is responsible for appointing a Sustainability Officer with the responsibility for ensuring that the sustainability principles and objectives of the organisation are upheld. The Sustainability Officer shall coordinate the implementation of the Environmental Management System, including the planning, delivery, monitoring and reporting phases.

**g) Fairness Committee**

- i) RA shall appoint a Fairness Committee which shall consist of the President of the Jury, the Technical Delegate and a representative from RA. A member of the Athletes Commission in the case of the Australian Rowing Championships shall also be represented in the case of the Australian Rowing Championships.
- ii) The Fairness Committee shall take appropriate measures in accordance with the By-Law to Rule 72 if the weather has created, is about to create, or is likely to create unfair or unrowable conditions.
- iii) Two members shall form a quorum for the Fairness Committee, one of whom shall be the President of the Jury
- iv) The President of the Jury shall implement the decisions.

**h) The President of the Jury**

- i) The President of the Jury shall allot duties to each member of the Jury and shall supervise their activities. They shall take the chair at meetings of the Jury and ensure proper co-ordination with the organising committee. The President of the Jury shall chair the Board of the Jury under 2) g) of this Appendix.

- ii) In the case of unsafe conditions, the President of the Jury is empowered to take any necessary decisions and communicate any required changes to the Starter and the Umpires on the course. If time allows, the President of the Jury shall consult the organising committee before taking such decisions. The President of the Jury shall ensure proper co-ordination between the Jury and the organising committee, in particular with the Safety Officer and with the Medical Officer.
- iii) The President of the Jury shall appoint and chair the Board of the Jury.
- iv) The President of the Jury shall be appointed by RA

**i) RA Event Chief Para Classifier**

- i) For RA Events, RA may appoint an Event Chief Para Classifier with appropriate skills and experience. The Chief Para Classifier will ensure classification regulations are applied appropriately during competition and will manage protests relating to the Para Rowing Classification Policy and Competition Regulations.

**j) RA Event Safeguarding Officer**

- i) For RA Events, RA shall appoint an Event Safeguarding Officer with appropriate skills and experience. The Event Safeguarding Officer will be the Designated Person at a Rowing Australia event responsible for managing concerns and reports about harassment and abuse, in accordance with the National Integrity Framework Policies.

**k) The Jury**

- i) Composition of the Jury - The Jury shall consist of persons carrying out the following duties:
  - (1) President of the Jury;
  - (2) Starter;
  - (3) Judge at the Start;
  - (4) Umpires;
  - (5) Judges at the Finish, one of whom shall be the Senior Judge;
  - (6) Members of the Control Commission, one of whom shall be senior member
- ii) The President of the Jury, the Starter, the Judge at the Start, the Umpires, the Senior Judge at the Finish and the senior member of the Control Commission shall each hold an RA Umpire's licence.
- iii) The proper running of a regatta requires close collaboration between the organising committee and the Jury. The members of the Jury shall, within the scope of their duties, maintain a constant check on the various items of technical equipment on the course.
- iv) Appointment of the Jury
  - (1) RA Regattas – The Jury shall be appointed by the Board of RA in consultation with the RA Umpires Committee.
  - v) Clothing – When officiating, the Jury shall, in principle, wear the prescribed clothing (RA umpires top, event specific top, hat, RA umpires jacket, neutral coloured pants or shorts).
  - vi) In wet weather, the Jury may wear blue or navy waterproofs.
  - vii) In principle, the Jury's clothing should be free of club, school or state markings. (1) At Multi-sports events, the Jury may wear the event-related official's uniform. (2) RA may make regulations for the clothing of the Jury at certain events, including coastal, beach sprint, and indoor

**l) The Board of the Jury**

- i) The names of the Board of the Jury members shall be published in advance of racing

each day.

- ii) In the case of a protest, any member of the Board directly involved in the dispute (e.g. the Umpire or the Starter) shall not be a member of the Board which decides that protest. In such a case, the President of the Jury shall call upon a substitute.

## 2) DUTIES OF THE UMPIRES

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

#### The Control Commission

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

- 1) The correct weighing of coxswains following the procedures required by the Rules of Racing and By-Laws;
- 2) Checking dead weight to be carried by coxswains (before and after the race);
- 3) The correct weighing of competitors in lightweight events following the procedures required by the Rules of Racing and By-Laws;
- 4) Receiving notification of crew changes before the race.
- 5) Checking the identity of competitors to ensure that the composition of the crew is the same as the official entry and any subsequent changes which have been approved in accordance with the Rules of racing and By-Laws.
  - a) At RA regattas where other arrangements are not in place for this purpose, checking the status and registration of competitors, the ages of Under 17, Under 19, Under 21, Under 23 and Masters competitors and, where applicable, the average ages of Masters crews;
  - b) Where doping tests are carried out, to support the anti-doping officials to identify the rowers selected for testing by the anti-doping authority.
- 6) Boats and equipment – checking the following:
  - a) Compliance with all safety requirements provided for in the Rules of Racing.
  - b) Correct bow numbers or other identification as may be required on each boat and where applicable that each boat is carrying an official GPS unit and other equipment where required by Rowing Australia.
  - c) possible use of unauthorised equipment.
  - d) where applicable, minimum weights of boats.
  - e) conformity of the boat with the rules regarding advertising/identifications.
  - f) Correct colours and design of oar-blades, where required.
- 7) Uniform clothing of competitors and its conformity with the rules regarding identifications.
  - a) Receiving and giving decisions on objections lodged by crews against sanctions which were awarded during cool-down, training or other times and which objections, in order to be valid, must be lodged with an umpire before the crew embarks for the race to which the sanction and objection apply (Rule 76).
- 8) The control commission in conjunction with any technical officials appointed by RA will ensure that all para-rowers are compliant with the equipment and strapping requirements set out in Appendix 6.

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

## Starter

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

## Judge at the Start

- 1) Communications — Before taking up their duties, the Judge at the Start shall ensure that the radio and/or telephone link with the Starter and between the aligner and the officials on the starting platforms is in working order. The Judge at the Start sits at the front of the aligner's hut, in line with the start line.
- 2) Aligning — The Organising Committee shall appoint the aligner and the officials on the starting platforms as required. The aligner instructs these officials to adjust the position of the boats until they are correctly aligned. If a separate person, the aligner sits behind the Judge at the Start, in line with the start line, seated on a higher (30cm) chair or platform, looking over the head of the Judge at the Start.
- 3) The Judge at the Start checks that the aligner has positioned all the boats with their bows exactly on the start line. When they are satisfied that this is the case they indicate this to the Starter by raising their white flag. (Where a white and red light are available for this purpose,

the Judge at the Start shall use these lights in place of the white and red flags.) Should correct alignment be lost during the subsequent starting procedure they shall lower their flag or switch off the white light until the boats are realigned.

- 4) False Start — The Judge at the Start, the Starter and the Umpire shall follow the procedure outlined in Rule 74.
- 5) Contact with the Umpire — Before the start, the Judge at the Start shall make contact with the Umpire to assure them self that the latter is ready.

## By-Laws to RULE 97 — Duties of the Umpire

### Umpire

- 1) Precedence — Except for the duties specifically attributed to them, both the Starter and the Judge at the Start are subordinate to the Umpire.
- 2) Duties on the Way to the Start — On the way to the start, the Umpire shall inspect the course installations to ensure that they are in proper order and shall satisfy them self that there are no obstacles on the course or wash from other motor boats affecting the course. They also make certain that any crews on the water are following the prescribed traffic rules. Should they find any defect in the installations or any other problems, they shall inform (e.g. by radio from the start if necessary) the President of the Jury and they shall also inform any crews concerned.
- 3) Duties during the Starting Procedure — During the starting procedure, the Umpire's launch should in principle either be immediately beside the Judge at the Start or behind the crews, in the centre of the course. Should the start for any reason be faulty, other than for a false start for which the Judge at the Start is alone responsible, the Umpire may order the Starter to stop the race or may stop it themselves by ringing a bell and waving their red flag.
- 4) As soon as the race has started, the Umpire's launch shall follow immediately the competitors in the centre of the course.
- 5) Position of the Umpire's Launch — During the race, the Umpire must ensure that their launch is so placed as best to enable him to take action as effectively as possible. The position of the Umpire's launch depends on the progress of the race and the progression of the crews to subsequent rounds; it may also depend on weather conditions. The Umpire must satisfy them self that crews whom they may wish to address can hear them. Should it be necessary to overtake one or more crews, they must see to it that they are not hampered more than is necessary by the wash of their launch.
- 6) Type of Race — The Umpire's decision may be influenced by the type of race (heat, repêchage, quarter-final, semi-final or final). They must therefore take this factor as well as the position in the subsequent races into account in considering any action which they may take under these rules.
- 7) Safety — The Umpire shall take every care to ensure the safety of the competitors, and they must do their utmost to prevent damage to boats and equipment. When necessary, they may call a crew's attention by raising their white flag, stating the name of the crew, and stop it by giving the command "Stop". Should one or more competitors fall into the water or should any boat capsize or sink, the Umpire must satisfy him or herself that the rescue service is in action and, if not, they shall remain with the capsized crew until they are satisfied that all the members are safe and the rescue service is present.
- 8) Adverse Weather — In the case of squalls or sudden deterioration of the weather, it is the responsibility of the Umpire to decide if the race may be started, is to continue or if it is to be stopped. The safety of the competitors is more important than any of the provisions of the Rules of Racing.
- 9) Clothing — When officiating, the Umpire shall stand upright in their launch and wear the prescribed clothing.
- 10) Coaching — As coaching with electric, electronic or other technical devices is not allowed during racing, the Umpire must make a regular check on the area adjacent to the course.
- 11) Overall Ability, Coaching — The Umpire must keep themselves informed on rowing questions

in general. As coaching with electric, electronic or other technical devices is not allowed during racing, the Umpire must make a regular check on the area adjacent to the course.

## 12) Zonal Umpiring

- a) For zonal umpiring, the President of the Jury shall designate the points along the course at which the umpires shall be positioned and shall give such instructions as are necessary, including for contingency or other situations. Zonal umpires when stationed in boats, may move to the centre of the course after the race has passed to confirm that all crews are within their lanes and shall then return to their designated position. If the umpire considers that any crew is about to interfere with another crew the umpire may follow the race for such distance as they consider necessary to take the appropriate actions under these rules.
- b) Where zonal umpiring is in force, the provisions of this By-Law shall refer to each of the umpires responsible for their respective zone and outside where appropriate. The extent to which zonal umpires carry out their duties shall be subject to their location and consequent ability to oversee the race. In zonal umpiring the Umpires shall be in radio communication with each other and with the President of the Jury.

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

### Judge at the Finish

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