

RCA REGATTA SANCTIONING PROCEDURE

To Regatta Host Club/Association

We have prepared these documents to assist you in your planning to hold a safe and fair event. These documents are required for all regattas conducted within Canada. When considering holding an event, the Organizing Committee must be familiar with the RCA Rules of Racing.

These documents are intended to handle sprint racing as well as head racing. Where head racing dictates different requirements, these are indicated. As there are no standard dimensions for a head race, the onus is on the Chief Umpire and the Organizing Committee to carefully take into account the circumstances of the particular body of water in determining the requirements for a safe and fair regatta.

Step One

You need to create a local organizing committee, which includes the appointing of a Regatta Chair to head up your local organizing committee. If you are hosting an RCA national championship, the Chair of the regatta will be approved by RCA, in consultation with the organizing committee.

Step Two

Prior to hosting a regatta, the host organization must submit an "Application for Regatta Sanction" form to its Provincial Rowing Association. The following must be included in the submission:

Appendix A – Application for Regatta Sanction, both pages completed in full. In particular, when requesting exceptions from the RCA Rules of Racing, the applicant must clearly list the specific rules exceptions are being requested for AND clearly outline what measures are being taken to meet the same standards of safety and fairness provided by the Rules of Racing for which the exceptions are being requested.

Appendix C – Regatta Sanction Checklist – page 1 must be completed in full and page 2 column A (shaded column) must be completed.

In the case of the National Championship Regattas, application must be made to the Provincial Rowing Association, noting that before sanction is granted by the Provincial Rowing Association, these applications must first be reviewed and approved by RCA.



Very Important -- Applications should be received by the Provincial Rowing Association by the date determined by that association. Please be aware that, if an application is received after that date, the PRA may choose not to consider the application and deny sanction for the regatta.

Step Three

Each Provincial Rowing Association will determine the process for appointing / approving the Chief Umpire for each regatta. Host organizations should confirm this process with its PRA prior to applying for regatta sanction.

In the case of a National Regatta, the RCA Umpires Committee, in consultation with the Organizing Committee, will select the Chief Umpire.

Step Four

The Provincial Rowing Association will provide a letter of Sanction to the requesting applicant. As well, the Provincial Rowing Association will provide a copy of the Regatta Checklist (see Appendix C) and the Regatta Report Form (Appendix D). This documentation will be sent to the Regatta Chair and Chief Umpire.

Step Five

The Chief Umpire will communicate with the Local Organizing Committee to determine the necessary quantities of umpires, support staff, and volunteers. The Chief Umpire will also confirm the amount of safety and umpire launches that are required. The Chief Umpire will also ensure that any deficiencies or concerns from the previous year have been addressed.

Please note that it is the joint responsibility of the Regatta Chair and the Chief Umpire to determine the number of regatta staff, including the number of licensed umpires that will be required for the regatta. RCA Rules of Racing mandates a minimum of 4 licensed referees be at each sprint regatta. For head regattas, the number of licensed umpires will be determined by the Chief Umpire and the Organizing Committee, with a minimum of 2 umpires. It is the duty of the Chief Umpire to secure the required members of the Jury.

Step Six

On Regatta Day, it is the responsibility of the Chief Umpire and the Regatta Chair to provide the safest and fairest environment possible for all competitors. If any deficiencies arise, the Chief Umpire will bring these to the attention of the Local Organizing Committee immediately.



Any shortfalls on regatta day that the Chief Umpire cannot condone can be justification for delaying the regatta until the conditions are met.

If necessary, the Chief Umpire may remove the sanction for the regatta and refuse to allow the RCA Umpires to officiate.

Step Seven

After the regatta, the Chief Umpire will complete and send the enclosed "Regatta Report Form" (see Appendix D), as well as the completed "Regatta Sanction Checklist" (Appendix C) to the Provincial Rowing Association and to the Organizing Committee. For National Regattas, copies must also be sent to the RCA office. These reports must be submitted within 30 days of the event. The Chief Umpire should, without delay, report to the RCA office any incidents which may result in a claim against the RCA Insurance Policy.

Step Eight

The Provincial Rowing Association will review all Regatta Report Forms to help further the development of umpires and regatta administrators in the provinces. It will also report to RCA immediately any situations which may result in a claim against the RCA Insurance Policy.



Appendix A - APPLICATION FOR REGATTA SANCTION

Club/Association: _____

Regatta: _____ **Date:** _____

Location: _____

Distance: _____

Type of Course: (e.g. Lake, River, Ocean) _____

Regatta Site / Address: _____

Regatta Chair: _____

Telephone: _____ **Number of Events:** _____

Fax: _____ **Estimated Number of Races:** _____

E-Mail: _____



In applying for this sanction, the _____ Club/Association, hereafter referred to as the “Club”, recognizes that in order to receive sanction (approval)

- Sprint regattas must be hosted and staged according to the RCA Rules of Racing.
- Head regattas must be hosted according to the RCA Sanction procedure.

The Club is aware of the RCA Rules of Racing and will adhere to the RCA Safety guidelines. (Under the Exceptions Clause of the RCA Rules of Racing, variance from the Rules is permissible, but must be declared in advance using the space below, and approved by the Provincial Association.)

The Club agrees that all Umpire and safety boats will be in compliance with the current Transport Canada requirements.

The Club will complete the following Rowing Canada Regatta Checklist (Appendix C)

Exceptions from the RCA Rules of Racing are defined below and any exceptions must be listed below in the space provided. The host organization must also detail what measures are being taken to ensure the same level of safety and fairness is being provided if the exceptions are granted.

An Organizing Committee of a regatta may depart from the RCA Rules of Racing only if:

- a. the “local” rules to be applied are clearly outlined in the application for RCA Sanction, and are approved by RCA beforehand;
- b. all participants are notified of the “local” rules prior to the regatta in the pre-event information, and
- c. the local rules provide a level of safety and fairness equal to those in the RCA Rules of Racing.

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Authorized Signature

Date



Appendix B - REQUIREMENTS FOR REGATTAS

(Also see the Regatta Checklists- Appendix C)

Site Requirements:

A secure, controlled rowing site having a meeting place, adequate washrooms, shelter, change rooms, on-site drinking water, space for storage of boats, accessible and safe approaches and launching facilities for shells.

Schedule:

Enough copies of the regatta schedule for the number of anticipated umpires and coaches should be made available as soon as possible.

Drivers:

All Safety and Umpire Boat drivers must meet Transport Canada requirements and be competent to operate their assigned boat.

Safety Boats:

For Sprint Regattas, there must be a minimum of two (2) safety boats, in addition to the Umpire's boats.

For Head Regattas, the number of safety boats required is significantly more than for a Sprint regatta. The Chief Umpire and Local Organizing Committee must work closely together to determine the appropriate number of safety boats to ensure the safety of competitors. Because of distances and the potential for accidents to be out of sight of more than just a single safety boat, all safety boats should be able to communicate with the other safety boats, the umpires and the organizing committee.

Safety boats should be stationed along the course, including warm-up and cool-down areas, to minimize the potential for collision of rowing boats with other boats and with hazards such as bridge abutments, etc. The safety boats should also be stationed such that any part of the course can be seen and reached speedily. It is desirable that these boats remain stationary, pending any emergency, rather than moving up and down the regatta course, so as to reduce wash.

In addition, these boats are to conform to the current Transport Canada requirements, particularly with respect to the racing of rowing shells. See Transport Canada Regulations as appended to the RCA Safety Guidelines.

It is preferable that the safety boats be of an inflatable type.

Safety boats must be in operation during designated practice times.



Umpires Boats:

Umpire boats should be equipped in accordance with the Transport Canada requirements. Each Umpire's boat should have a red and a white flag, one stopwatch, two-way radio communication, and a horn or bell.

Spare, "fully-charged" batteries should also be available as well as loud hailers, clipboards (for race schedule).

Rowing Canada National Regattas should have at least six Umpire boats running at all times for optimal operation of the regatta.

A spare motorboat should be ready in the event of a breakdown. Spare motors plus extra fuel should also be available.

Starter:

Determine what Starters facilities should be in place.

Aligner/Judge at the Start:

Determine what facilities should be in place for aligning. For Head Regattas, this will typically be a launch, under the control of either a marshal or an umpire, responsible for getting crews ready for the start.

Finish:

Define an area accessible only by the umpires and support staff. Have it provided with tables, chairs and covered shelter. This should be a cordoned off area, free from interference.

Dock Marshal:

An umpire or individual(s) must direct the boats in and off the docks quickly and safely, so that there are no accidents or delays in the launch/landing areas.

Weigh In Facilities: (if applicable)

In a separate room (tent) large enough to accommodate the crew of an eight, there should be two calibrated scales, a table for each scale and two chairs for the officials who are doing the weigh in.

There should be a small scale for measuring the weight to be carried by coxswains. A supply of clean sand is required with a sufficient supply of containers, black markers, and duct tape. Sufficient sand is to be placed in the vessels according to the weight required. The tops will be wrapped with duct tape for sealing the weight.



Control Commission:

Situated at the dock where the shells enter and leave the water, the Commission members are responsible for ensuring that all boats have the safety features present and functional. (Bow ball, quick shoe release tie-downs at the proper length, etc.)

Course Maps/Markings:

The Local Organizing Committee is to provide a detailed layout of all facilities on-land and on-water.

For Head Regattas, the course maps should clearly indicate any landmarks, obstacles, no-passing zones and the like – e.g. bridges, navigation buoys, etc.

The Local Organizing Committee ensures that the warm-up and cool-down areas and the traffic patterns within those areas are clearly marked on the course diagrams.

The maps must also show the traffic patterns (training and racing) and that the maps/diagrams are readily posted and available to the rowers.

For safety reasons, the Local Organizing Committee may introduce special traffic rules for adaptive rowing.

Safety Advisor:

The Organizing Committee shall appoint a person as the regatta Safety Advisor. See RCA Rules of Racing for a list of responsibilities.

First Aid/Medical Officer:

At minimum a designated individual with a standard first aid certificate should be readily available thirty minutes before the start of the first scheduled race, and be in place until 30 minutes after the last race occurs each day. The organizing committee is encouraged to have an ambulance service and qualified medical staff on hand. Emergency contact information must be available. First aid must be available during regatta practice times.

First Aid/Medical Officer: (National Regattas)

Each national regatta will appoint a Chief Medical Officer who will be responsible for the medical organization at the Regatta. This will occur early enough in the planning of the regatta that ambulance and emergency response personnel can be organized. Normal minimal level of staffing would include a physician and physiotherapist, with ambulance access arranged.

Normal facilities requirement would be a private room, centrally located, heated/cooled, with two plinths and access to washrooms. Medical equipment would be supplied by the medical personnel, and replaced by the organizing committee as used.



Weather Service:

The Regatta Organizing Committee should have all necessary weather bureau telephone numbers available to the Chief Umpire. A portable radio and Internet access should be accessible on location.

At all National Regattas, the following equipment is required and is optional for other regattas:

- Lightning Detector (at Start and Finish)
- A Regatta Weather Station - RCA computer with access to the Environment Canada web site.
- Thermometer.
- Barometer (to be read hourly, to detect trend of pressure) (optional)
- Anemometer (Wind speed direction) (optional).

Designated Practice Times:

If the Organizing Committee is offering times during which the course will be open for practice, it shall publish designated times and traffic patterns for such practice. During designated practice times safety boats must be on the water and first aid must be available. There is no requirement that the course must be available for practice.

Communications:

A two-way system with a range capable of receiving a clear signal for the maximum distance required for racing and safety purposes, with a minimum of three operating channels must be available for regatta communications.

The Regatta Chairman and the Chief Umpire will determine the number of radios required for the regatta. They will also assign channels.

Additional Considerations for Head Regattas:

Head Regatta organizers must include information on the following items:

- A list of local traffic or racing rules, including procedures for overtaking/being overtaken
- Publication of penalties that will be incurred for violation of local traffic/racing rules
- Where feasible, seeding of faster crews to start them ahead of slower crews

Head Regatta organizers should consider the following:

- To minimize overtaking, faster crews should precede slower crews in the order of start.
- Again, to minimize overtaking, consider longer intervals between different shell types.
- As Head Races are essentially timed events, organizers should have a backup timing system in place.



Appendix C - REGATTA SANCTION CHECKLIST

REGATTA:	DATE:
RCA Host Club:	Location:
Chair:	Telephone:
Address:	Fax/Email:
	Deputy Name & Tel.:

CHIEF UMPIRE:	
Address:	Course Type:
	Course Distance:
	Course Water:
Telephone:	Number of Lanes:
Fax/ Email:	Race Interval:
	Start / Finish Times: /
Number of RCA Umpires required:	Sprint or Head Race?

SAFETY ADVISOR:	FIRST AID/MEDICAL OFFICER:
Address:	Address:
Telephone:	Telephone:
Fax/Email:	Fax/Email:



COLUMN A

COLUMN B

ITEM	AGREED (SPECIFY QTY IF APPLICABLE)	PROVIDED (TO BE COMPLETED BY CHIEF UMPIRE ON SITE)
Race Schedules *		
Safety Boats meeting Transport Canada standards *		
Umpire Boats meeting Transport Canada standards *		
Starter Boat / Platform *		
Aligner Boat/Platform		
Course/Traffic (racing & training) Maps *		
Contact for Emergency Services *		
Contact for Weather Updates *		
Required Permit(s)		
Radios / Cellular Phones *		
Dock Marshal *		
Warm-up area Marshal *		
Cool-down Marshall		
Drinking Water *		
Boat Drivers *		
Land Traffic Pattern Map *		
Course Markings *		
Weigh-In Scales		
Deadweights		
Result Sheets / Postings		
Bow Lane Markers *		
Water Thermometer		
Designated Practice Times *		

Please Note:

The foregoing items are the minimum requirements to run a regatta in a safe and fair manner. The items marked with an "*" are mandatory.



National Regattas should operate with six umpires boats. At sprint regattas the number of umpire boats to follow a race is based on the number of shells in the race: for races with four or more shells, it is ideal to have two umpire boats following a race with one boat always present at the start, and for races with three shells or less, only one umpire boat is necessary.

At Head Regattas, the number and positioning of umpire boats and safety launches is to be determined by the Chief Umpire and the Organizing Committee. Normally, at a Head Regatta, the umpires and safety boats will be stationary.

Any shortfalls on regatta day that the RCA Chief Umpire cannot condone can be justification for delaying the regatta until the conditions are met.

If necessary, the Chief Umpire may remove the sanction for the regatta and refuse to allow the RCA Umpires to officiate.

The following is an example list of positions/functions requiring RCA licensed umpires (and support personnel) at National Regattas.

<u>RCA Umpires</u>	<u>Local Officials</u>
• Chief Umpire	Regatta Chair
• Control Commission	Assistants
Weigh-ins	Assistants
Dock Marshals	Assistants
• Aligner (Judge at the Start)	Assistant
• Starter	Assistant
• Umpires (on-water)	Boat Drivers
• Chief Judge at the Finish	Timers
• Finish Judges	Flag/Horn person
• Marshals	Boat drivers
Warm-up / Cool-down zone	Safety boat drivers
	First Aid personnel



