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RCA REGATTA SANCTIONING PROCEDURE

To Regatta Host Club/Association

This document has been prepared to assist member clubs and organizations in their planning to hold a safe and fair event. An approved sanction application is required for any regatta conducted within Canada. When considering holding an event, the Organizing Committee (OC) must be familiar not with just the requirements outlined herein but also with the Rowing Canada Aviron (RCA) Rules of Racing.

These documents are appropriate for 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 Organizing Committee and the Chief Umpire to carefully take into account the circumstances of the particular body of water in determining the requirements for a safe and fair regatta.

The policy behind the regatta sanction procedure is found in the CARA Constitution, Article XX. An excerpt from Article XX is provided here to underscore the importance of obtaining regatta sanction: *“Sanction is an approval for the hosting of Rowing Regattas.....Objectives of Regatta Sanction are: (A.) Safety of Competitors, (B.) Fairness of Competition, and (C.) A good presentation of the Sport of Rowing.”*

If it is determined that a club or an OC has breached the sanction policy a record will be kept on file at the Provincial/Territorial Rowing Association office (P/TRA) and the club so advised. The next time the club applies for regatta sanction, the application will be reviewed in the context of the previous breach.

The RCA Safety and Events Committee will conduct spot checks on regatta sanction awarded by the P/TRA's with the intention of increasing awareness across the country about the importance of running safe, fair and well organized regattas.

All forms required to be sent to your P/TRA office for an application for sanction and post regatta reporting are found in the appendices. Clubs are encouraged to read all pages of Parts A and B before starting to complete the forms.

Documentation summary:

PART A: Steps to follow – before and when applying for sanction, preparing for the regatta, hosting the regatta and at the conclusion of the event.

PART B: Overview of what is required at a regatta to meet sanction.

APPENDIX 1: Sanction Application Form

APPENDIX 2: Regatta Checklist to be sent with Sanction Application Form

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Canadian Paralympic Committee/ Comité paralympique canadien

APPENDIX 3: Regatta Report Form to be sent by Chief Umpire along with Regatta Checklist.

Appendices 1, 2, and 3 are the only parts that need to be transmitted and thus are separate from Part A and Part B.

PART A
REGATTA SANCTION APPLICATION PROCESS

Step One

To begin the process, an Organizing Committee needs to be created. The OC will include a Regatta Chair to head up the Committee. (See RCA Rules of Racing, Part 5 for OC duties.)

Step Two

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

Application for Regatta Sanction (Appendix 1)

Complete both pages of the application form. In particular, when requesting exceptions from the RCA Rules of Racing, the applicant must clearly list the specific rules pertaining to the exceptions and clearly outline what measures are being taken to meet the same standards of safety and fairness provided by the RCA Rules of Racing for which the exceptions are being requested.

Regatta Sanction Checklist (Appendix 2)

Column A must be completed and sent with the Application for Regatta Sanction.

In the case of the Canadian National Regattas, application must be made to the P/TRA. Once the P/TRA has approved the application, it is then forwarded to the RCA Safety and Events Committee for review and approval. Consequently, OC's hosting national regattas must make application well in advance to ensure adequate time for both levels of review and approval.

Applications must be received by the P/TRA by the date determined by that association. Please be aware that if an application is received after that date, the P/TRA may choose not to consider the application and deny sanction for the regatta.

Step Three

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

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

Step Four

The P/TRA will provide a letter of Sanction to the requesting applicant. As well, the P/TRA will provide a copy of the Regatta Checklist and the Regatta Report Form. In addition, the P/TRA will provide the report of the previous Chief Umpire for the regatta, if applicable. This documentation will be sent to the Regatta Chair and Chief Umpire.

Step Five

The Chief Umpire will communicate with the Organizing Committee to determine the necessary number of umpires, support staff, and volunteers. The Chief Umpire will also confirm the number of safety and umpire launches that are required. Additionally, 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 four 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 four umpires. The P/TRA will decide the process by which the Jury will be appointed. It is the responsibility of each regatta organizing committee to confirm this process with the P/TRA prior to applying for sanction. The RCA Umpires Committee will consult with the OC regarding the appointment of the jury members for Canadian National Regattas.

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 Organizing Committee immediately.

Any shortfalls on regatta day that the Chief Umpire will not accept can be justification for delaying the regatta until the conditions for a safe and fair regatta 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" (Appendix 3) as well as the completed "Regatta Sanction Checklist" to the P/TRA 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. If there is an incident that may result in a claim against the RCA, the Regatta Chair is required to, without delay, report the incident to the RCA office.

Step Eight

The P/TRA will review all Regatta Report Forms to help further the development of umpires and regatta administrators in the provinces. The P/TRA should verify that all accident and injury reports, in particular, those that may result in insurance claims, have been reported to RCA.

PART B

REQUIREMENTS FOR REGATTAS

(See also the Regatta Checklist)

Estimating Jury Number and Organizing Committee personnel

The following list of jury functions and related OC assisting roles for a Canadian National level regatta is provided as a guide. The numbers could be higher or lower for your regatta depending on the size and duration of the event i.e., number of shifts per day of personnel:

<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

Site Requirements:

A secure, controlled rowing site with 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 must be available.

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 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 OC must work closely together to determine the appropriate number of safety boats to ensure the safety of competitors. 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 an audible device.

Megaphones and spare, fully-charged batteries should also be available as well as clipboards (for race schedule).

Canadian 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, in consultation with the Chief Umpire, the appropriate starting facility for your regatta.

Aligner/Judge at the Start:

Determine, in consultation with the Chief Umpire, 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 on 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. A calibrated test scale shall also be available during the hours the course is open for practice and racing.

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 release tie-downs at the proper length, coxswains weights, rower ID etc.)

Course Maps/Markings:

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

For Head Regattas, the course maps should clearly indicate any landmarks, obstacles, and no-passing zones.

The 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 posted in advance and readily available to the participants.

For safety reasons, the 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 Advisor:

At minimum, a designated individual with a standard first aid certificate should be readily available before the course opens for the day's races, and be in place until 30 minutes after the last race occurs each day. The OC 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 Advisor: (National Regattas)

Each national regatta will appoint a Chief Medical Advisor 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, 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 Canadian National Regattas, the following equipment is required and is optional for other regattas:

- Lightning Detector
- A computer with high-speed 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.

Permits:

If the OC is planning to install for example, a buoy system for the regatta and / or a new docking system, or a start tower and none have been installed before at the regatta site, it is highly recommended that the nearest Transport Canada office be consulted to determine if a permit to allow the installation will be needed under the Navigable Waters Protection Act. Note, the process to obtain a permit can take anywhere from weeks to many months.

Some bodies of water are controlled under the Vessel Operation Restriction Regulations under the Canada Shipping Act. The regulations are particular to the body of water and may, for example, restrict the horsepower of any boats used. Regatta organizers can find out from their municipality or Transport Canada if any regulations are in effect for their venue. The restrictions can, in some cases, be lifted temporarily. Application for a temporary waiving of a restriction is normally required to be made months in advance.

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.

Please complete Appendix 1 (the Application for Regatta Sanction) and Appendix 2 (Regatta Checklist) and send, along with Appendix 3 (Regatta Report Form) left blank, to your P/TRA office.

**APPENDIX 1
APPLICATION FOR REGATTA SANCTION**

(Three pages total including Appendix 2)

Host Club/Association: _____

Regatta name: _____

Date(s): _____

Venue name & address: _____

Race Distance(s): _____

Regatta Chair: _____

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

E-Mail: _____ **Estimated Number of Races:** _____

Fax: _____

CHIEF UMPIRE :	VENUE INFORMATION:
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 ADVISOR:
Address:	Address:
Telephone:	Telephone:
Fax/Email:	Fax/Email:
	Qualification(s)

In applying for regatta sanction, the _____ Club/Association, hereafter referred to as the “Club”:

- i) recognizes that in order to receive sanction (approval) regattas must be hosted and staged according to the RCA Rules of Racing;
- ii) the Club is aware of the RCA Rules of Racing and will adhere to the RCA Safety Guidelines;
- iii) understands that in accordance with Rule 1.6 “Exceptions”, variance from the RCA Rules of Racing is permissible, but must be declared in advance using the space below, and approved. 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.

Exceptions request detail:

iv) and the Club will complete only column A of the following Regatta Checklist:

**APPENDIX 2
REGATTA CHECKLIST**

ITEM	COLUMN A Promised by Organizing Committee	COLUMN B Provided (To be completed by Chief Umpire on-site)
<i>Mandatory Items:</i>		
Boat Drivers		
Bow Lane Markers		
Contact for Emergency Services		
Contact / Internet for Weather		
Course Markings		
Course Traffic Maps (practice & racing)		
Designated Practice Times		
Dock Marshall		
Drinking Water		
Land Traffic Pattern Map		
Race Schedules		
Radios / Cell Phones		
Safety Boats		
Starter Boat Platform		
Umpire Boats		
Warm-up Area Marshall		
<i>Discretionary Items:</i>		
Aligner Boat / Platform		
Cool Down Marshall		
Deadweights		
Required Permits		
Result Sheets / Postings		
Water Thermometer		
Weigh-in Scales		

Authorized signature _____

Date _____

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