



## Information to Support the Event Checklist

### **Mandatory Items:**

#### **1. Boat Drivers:**

All Safety and Umpire Boat drivers must meet Transport Canada requirements and be competent to operate their assigned boat. Include the number of certified boat drivers required.

#### **2. Bow Markers:**

A set of clearly legible bow markers is required at a regatta. This ensures that the right boat is at the start in the right lane.

#### **3. Communication Tools:**

A two-way radio 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 Chair and the Chief Umpire will determine the number of radios required for the regatta. They will also assign channels.

Where radio systems cannot be effective, the use of cell phones may be used. Ensure each member of the jury has a correct phone number list for regatta use.

Access to the Internet is preferred but not required.

#### **4. Contact for Emergency Services:**

The Organizing Committee must have researched the required emergency services for the regatta site and post telephone numbers for easy access.

#### **5. Contact/Internet for Weather:**

The OC must 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 and direction).

#### **6. Control Commission Infrastructure:**



Situated at the dock where the shells enter and leave the water, the Control 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.) Please explain the infrastructure for the Control Commission.

### **7. Course Markings:**

The OC is to provide markings on the course to indicate the start, finish and lane indicators. Also areas of danger must be clearly marked.

### **8. Course and Land Traffic Pattern Maps (Training and Racing)**

The OC must make available clearly marked Racing Traffic Pattern maps, and if providing practice/training time, Training Traffic Pattern maps. The maps must show the on-water warm-up and cool-down areas as well as the traffic patterns within those areas used for practice/training and racing. The OC should also develop clearly marked Land Traffic Pattern maps for entrance and exit on the waterway.

All maps must be posted in advance and readily available to the participants.

For safety reasons, the OC may introduce special traffic rules for participating para rowing crews. For Head Regattas, the course maps should clearly indicate any landmarks, obstacles, and no-passing zones.

### **9. Designated Practice Times:**

If the OC is offering times during which the course will be open for practice, it shall publish designated times and a Training Traffic Pattern map for such practice. During designated practice times, safety boats must be on the water and first aid must be available.

### **10. 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.

### **11. Drinking Water:**

The regatta site must have easily accessible drinking water for all regatta participants and personnel.

### **12. Finish Area:**

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 by athletes, coaches and spectators.



### **13. Race Schedule/Draw:**

Enough copies of the Regatta Race Schedule/Draw for the number of anticipated umpires and coaches should be made available as soon as possible. Explain how these schedules will be made available.

### **14. Safety Boats:**

All safety boats are to conform to the current Transport Canada requirements. See Transport Canada Regulations as appended to the RCA Safety Guidelines.

For Sprint Regattas, there must be a minimum of two safety boats, in addition to the Umpire boats. For Head Regattas, the OC must work together with the Chief Umpire to determine the appropriate number of safety boats to ensure the safety of competitors. All safety boats must be able to communicate with the other safety boats, the umpires and the OC.

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.

It is preferable that the safety boats be of an inflatable type.  
Safety boats must be in operation during designated practice times.

### **15. Start Infrastructure:**

Determine the appropriate starting facility for your regatta.

### **16. Umpire Boats:**

Indicate the number of umpire boats available for the regatta. Umpire boats should be equipped in accordance with Transport Canada requirements. Each umpire 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.

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.

### **17. Warm Up Area Marshal:**

All warm up area marshal boat drivers must meet Transport Canada requirements and be competent to operate their assigned boat. The warm up area marshal must circulate at low speeds in the warm



up area to ensure all boats are following the training pattern and respond to assist athletes should an issue arise.

**18. Aligner Infrastructure:**

Determine what facilities should be in place for aligning.

**19. Required Permits:**

Once the site for the regatta is decided, the OC must investigate whether permits are required to use the site/waterway. All expectations of the permit must be met and filed accordingly. Accessing a permit may take weeks or months and therefore should be pursued in the early stages of planning. If installations are required (start area, course layout, etc.) 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 Navigation Protection Act.

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.

**20. Results Sheets/Postings:**

Determine a public area to post race results.

**21. Emergency Action Plan (EAP):**

As part of the Local Club Safety Plan, an EAP may already be established. If the venue you are holding your regatta at does not have an EAP, you will need to create one for your event and attach it to the Sanction Application submission.

**22. First Aid Plan:**

Include information regarding the qualifications of the services providers involved during the regatta, and detail regarding the site services available. The complexity of the First Aid Plan must reflect the complexity of the regatta.

**23. Regatta Package:**

Attach the communication tool being used to provide information regarding the event to clubs interested in participating. A URL address can be provided if that is more convenient.



## **Discretionary Items:**

### **24. Cool Down Marshal:**

All cool down area marshal boat drivers must meet Transport Canada requirements and be competent to operate their assigned boat. The cool down area marshal must stay clear of the finish area during a race but ensure athletes are safe at the end of the race. It is also their responsibility to move boats out of the area quickly and efficiently after all boats have crossed the finish line.

### **25. Deadweight:**

A supply of clean sand is required with a sufficient supply of containers, black markers, and duct tape.

### **26. Water Thermometer:**

For events held in spring, fall or otherwise cold water areas, a water thermometer is necessary to determine whether local cold water safety rules apply.

### **27. Weigh in Facilities:**

In a separate room (tent), large enough to accommodate the crew of an eight, there should be at least one calibrated scale, a table and two chairs for the officials who are doing the weigh in. A calibrated test scale could also be available during the hours the course is open for practice and racing. In inclement weather, provision for a warm sheltered area must be made.

## **Further Information for Staging a Successful Event:**

RCA has developed *Regatta Manual: A Guide to your Planning* to assist you in preparing for a regatta. It is available at [\[insert link here\]](#) The manual is very helpful in determining the logistics regarding OC personnel, understanding the roles that umpires play at an event and a variety of tips and timelines for a successful event.

### **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, and safe approaches and launching facilities for shells must be available.

### **Safety Advisor:**

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



Should there be any mishaps that occur at the event, a report must be submitted by the OC to RCA immediately to ensure that all details are recorded for insurance purposes.

**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
- Publication of penalties that will be incurred for violation of local traffic/racing rules
- Where feasible, seeding of faster crews to start ahead of slower crews
- 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.