



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. Boat Pool Identification:

Clarify how to identify which boats are in which lanes.

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, 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 Organization and Phone Number(s)

The Organizing Committee must have researched the required emergency services for the regatta site and must post telephone numbers for easy access. Include marine safety, if relevant.

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. List weather apps that will be used.

Indicate the individual that will be responsible for monitoring the weather. Indicate who will be making decisions based on changes in the weather.

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 on the beach 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. (quick release tie-downs at the proper length) In order to ensure athletes are in correct lanes, the OC must keep CC informed as to progression and lane assignment/selection. Please detail the infrastructure for the Control Commission [e.g. tents, tables, chairs, etc].

7. Course and Start/Finish Markings:

The OC is to provide markings on the course to indicate the start/finish, slalom and turning buoys. Determine the appropriate start/finish set-up for your regatta (flags, buttons, other).

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 OC should clearly mark the area on land where boats “on deck” will be stored. It should also describe the format of the finish (flag, button, run-through, or other).

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

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. The OC should describe the practice sign-up method.

10. Beach Marshal:

An umpire or individual(s) must direct the boats on and off the beach 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. Designated 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. The OC is responsible for ensuring that the Race Schedule/Draw. Including any changes, is consistent on all computer systems used by athletes and coaches.

14. Number of 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. All safety boats must be able to communicate with the other safety boats, the umpires and the OC.

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

Safety boats must be in operation during designated practice times.

15. Umpire Boats:

Ideally there should be one umpire boat for every two lanes. The Chief Umpire will confirm need with the OC, based on regatta venue. The umpire boat should be appropriate for the water conditions. 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.

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

16. 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.

17. Results Sheets/Postings:

Determine a public area to post race results. When results are posted electronically, indicate how the results are to be posted.

18. 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.

19. 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.

20. 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. If changes are made to the Regatta Package, these changes must be approved by the Chief Umpire and communicated to coaches and athletes by a Regatta Bulletin.

Discretionary Items:

21. 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.

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.