



## Rowing BC Chief Umpire Guidelines

*Revised: January 8, 2016*

This document is intended to serve as a practical summary of the Chief Umpire (CU) responsibilities enumerated in the [RCA Regatta Manual](#) and the [RCA Rules of Racing](#) as adapted to current BC practices. The chronological organization of this document will assist both new and experienced CUs.

Very early in the year (prior to the annual Umpire Refresher Seminar), the Rowing BC office and Rowing BC Umpire Committee (UC) will attempt to arrive at a reasonable and stable regatta calendar. The UC will solicit CU, Assistant CU, and jury applications and publish the results shortly after the seminar.

As soon as sanction has been granted or by one month prior to the regatta, the Rowing BC office will send the sanction application document and the past two regatta reports to the CU.

By one month prior to the regatta, the UC will send the CU (if not a member of the UC) a jury contact list containing email addresses and a high-level description of Associate experience, plus potential evaluation opportunities (if a Clinician is also on the jury).

One month prior to the regatta, the CU should:

- Begin discussions with the Organizing Committee's Regatta Chair confirming the regatta checklist and addressing any issues from prior years. Ongoing communications and OC meeting attendance may be warranted. Confirm Umpire car-pool and equipment transport parking, Umpire meeting location, volunteer and infrastructure requirements (such as tents, tables, chairs, video recording, etc.) of the various positions, and lunch arrangements. Ensure the racing schedule does not exceed jury or Umpire boats capacity. Encourage useful breaks in the racing schedule (a new or challenging regatta will require a longer lead time).
- Poll the jury to confirm their continued availability, resolve tentative statuses, ascertain detailed Associate experience, and determine any billeting requirements/availability.
- Keep the UC fully informed of any independent changes to the jury.



- Continue any communications with the UC to develop a plan to deal with any serious Licensed Umpire shortfall. Any billeting shortfall may require double occupancy hotel arrangements (the UC, Rowing BC office, and/or the OC may assist with billeting or other accommodation coordination, if requested).
- Discuss Umpire equipment requirements and delivery with the “equipment managers”.

One month prior to the regatta (following the jury contact notification), the UC should address any jury shortfalls as a priority and advise the CU of any ongoing Google Docs maintenance along with additional contact details, etc.

In the week prior to the regatta, the CU should:

- Prepare Umpire shift assignments with due consideration to minimize transition difficulties, take advantage of racing breaks for snacks/lunches and “bio-breaks”, balance the carefully-paired mentored experience for Associates, and facilitate any outstanding evaluations. A Clinician could offer advice, if requested. First-time CUs may find “[Umpire Assignments simple 1-day 2-shift template.xlsx](#)” helpful.
- Keep the jury fully informed (arrival and departure times, parking, extended social activities).

On the day of the regatta, the CU should:

- Attend and address the coaches and coxswains meeting.
- Verify regatta checklist provisions, first aid, weather, etc.
- Conduct a pre-race meeting to advise Umpires of regatta peculiarities (such as progression, start line procedure, leniency with novices, para-athlete participation and classifications, course evacuation, safety and first aid communication), breaks and lunch process. Welcome new Associates and ensure they have equipping assistance.
- Ensure all Umpires have racing schedules and Umpire assignments, plus required equipment.



- Ensure that Umpire and safety boat control are synchronized with launch and relief scheduling (in an ideal world, a draft race schedule would have appeared early on and this could have been initiated then).
- Encourage optimal PA announcements to keep the regatta on schedule (consider adding a reminder about any upcoming Associate Umpire Clinics).
- Conduct a post-race meeting to insure all concerns are addressed and/or included in the regatta report.

In the week following the regatta, the CU should:

- Complete the [RCA Event Report](#) (cover form and regatta report detail including the four listed categories plus daily athlete count) and send it to the Rowing BC office ([admin@rowingbc.ca](mailto:admin@rowingbc.ca)) plus OC Chair. Encourage two-way communication. (Note that the OC must submit an [RCA Incident Report](#) ASAP after a serious injury to a person or damage to equipment.)
- Report to the UC and Clinicians opinions on Associate performance as they near the threshold for examination consideration.
- Remember to thank the members of the jury and any others deserving special mention.