

# ROWING SOUTH AFRICA



## MINIMUM STANDARDS FOR LOCAL CHAMPIONSHIP AND LOCAL REGATTAS

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# MINIMUM STANDARDS LOCAL CHAMPIONSHIP AND LOCAL REGATTAS

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# **1. Introduction**

## **1.1 Background**

This publication sets out the minimum standards for Local Championship and Local Regattas. Local Championship and Local regattas are defined in the RowSA Rules of Racing

## **1.2 RowSA Event Insurance**

All Regattas Classified as Local Championships and Local Regattas will be covered by RowSA event insurance and must therefore meet the minimum requirements set out in the RowSA Insurance Policy. The minimum Regatta Requirements outlined below ensures that the abovementioned minimum requirements are met.

## **1.3 S Class Regattas**

The minimum standards for regattas are not applicable to S Class Regattas, and S Class Regattas are therefore not covered by the RowSA event Insurance. Organising Clubs responsible for S Class regattas are advised to obtain Insurance for Regattas organised on this basis.

## 2. Minimum Standards for Local Championship Regattas

### 2.1 Course Requirements

#### 2.1.1 Demarcation of the Course

- (i) The course shall be fully buoyed over the full racing distance. Each racing lane shall be buoyed on both sides of the lane.
- (ii) Each lane of buoys shall be marked with distinguishing buoys at 100 metres to indicate the end of the start zone, as well as at the 500, 1000, 1500 and the 2000 metre finish.
- (iii) The start line will be clearly identified.
- (iv) The finish line will be clearly identified.

YES	NO
YES	NO
YES	NO
YES	NO

Comments:

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#### 2.1.2 Information visibly displayed

- (i) Traffic Rules at the outgoing jetties.
- (ii) Contact numbers as outlined in the relevant safety guidelines.

YES	NO
YES	NO

Comments:

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#### 2.1.3 Assembly and Warm up areas

- (i) An assembly area that enables the marshalling of crews to the start line.
- (ii) Defined warm up area.

YES	NO
YES	NO

Comments:

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**2.1.4 Jetties**

- (i) Sufficient jetty space to launch all classes of boats must be provided and must be the only jetties from which boats are launched.
- (ii) Outgoing and Incoming jetties should separated and clearly marked.
- (iii) The jetty area must be demarcated to ensure an orderly flow of crews, which enables all checks as defined in the RowSA Rules of Racing to be performed by Control Commission officials without delaying the launching of boats.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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**2.2 Facilities for Officials, Paramedics and Drug testing**

**2.2.1 Judge at the Start/Aligner Facilities**

- (i) Appropriate starting station for the Judge at the Start/Aligner with sufficient facilities for two officials fixed in place adjacent to the start line.
- (ii) Communication system which ensures that all commands can be heard by the crews in all eight lanes.
- (iii) Clearly defined start line.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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**2.2.2 Facility for Judge at the Finish**

- (i) Appropriate finish tower with facilities for Judge at the Finish and timekeepers
- (ii) The Finish tower should be positioned to ensure that the Finish Judges have an uninterrupted view of the start and finish lines.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

(iii) A hooter device, which can be heard by all crews crossing the finish line.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

(iv) Dedicated area for the recording of results either manually or electronically.

(v) 220V electricity supply

Comments:

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### 2.2.3 Regatta Control

(i) Appropriate facilities for at least 2 officials.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

(ii) Regatta Control Area must be identified.

(iii) A dedicated area for the recording and publishing of all information on a master sheet either manually or electronically.

Comments:

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### 2.2.4 Control Commission

(i) Appropriate facilities for at least 4 officials

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

(ii) Electricity supply to enable recording and issuing of relevant documentation.

(iii) Solid, smooth and level surface for a scale.

(iv) Scale to weigh coxwains and lightweight rowers.

(v) Appropriate Ballast of lead shot, steel shot or sand

Comments:

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### 2.2.5 Boat weighing

- (i) Appropriate facility for boat weighing.
- (ii) Scale for boat weighing.
- (iii) Facility for at least one official.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 2.2.6 Paramedics

- (i) Facilities in a central area to allow quick access to jetties and easy access to rowers shall be made available to land based paramedics in an appropriately demarcated area
- (ii) An area should be available to carry out emergency treatment

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 2.2.7 Drug testing

- (i) Appropriate facilities as outlined by the requirements of Drug Free Sport will be made available i.e. Separate private facilities clearly identified: working surface and chairs, toilet facilities, paper towels and fluids.

<b>YES</b>	<b>NO</b>
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Comments:

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## 2.3 Officials' Equipment

### 2.3.1 Umpires Boats

- (i) All Umpires Boats shall have handrails and a facility for a fixed loudhailer.
- (ii) The boats must be equipped with floatation vests, which should be worn by occupants while on the water.
- (iii) The boats shall be equipped with the safety equipment specified by the SAROC

YES	NO
YES	NO
YES	NO

Comments:

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## 2.4 Notice Board

- (i) A dedicated notice board should be made available for the display of the Regatta Programme, Results and any relevant information such as revised start times or revised programmes

YES	NO
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Comments:

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## 2.5 Timing of Races

- (i) All qualification races shall be timed from start to finish by appointed timekeeper

YES	NO
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Comments:

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## 2.6 Organisation

### 2.6.1 Regatta Notice:

The Regatta Organisers shall issue Notice of the Regatta through the RowSA Bulletin at least two weeks before the regatta date.

YES	NO
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Comments:

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### 2.6.2 Regatta Entries

(i) Regatta entries shall be made through the RowSA Regatta entry system on [www.regatta.co.za](http://www.regatta.co.za).

YES	NO
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(ii) Entries must be closed not less than 6 days before the Regatta

YES	NO
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Comments:

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### 2.6.3 Confirmation of compliance to minimum standards

(i) The Local Organising committee is responsible to ensure compliance to these minimum standards.

YES	NO
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Comments:

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**2.6.4. Rower Identification Cards and dress code**

- (i) Rowers’ identification cards shall be checked
- (ii) All rowers shall adhere to the dress code as detailed in the RowSA Rules of Racing.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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**2.6.5 Officials**

- (i) Each of the other Officials’ duties as outlined in the RowSA Rules of Racing will be performed, for the duration of the Regatta, by licensed officials registered on the Officials data base

<b>YES</b>	<b>NO</b>
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Comments:

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**2.7 Safety and Security**

**2.7.1 Water based rescue**

- (i) Not less than two (2) water -based rescue crews will be on the water for the duration of the regatta. Their duties will cease only once crews of the final race of the day have arrived at the incoming jetties.
- (ii) The qualifications of the rescue crews must meet the guidelines as determined by SAROC
- (iii)The rescue crews will have radio contact with all Officials’ stations.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 2.7.2 Land based Paramedic Crew

- (i) A land based paramedic crew shall be in attendance before the start of the first race. Their duties will cease only once crews participating in the final race have arrived at the incoming jetties.
- (ii) The qualifications of the paramedic crew must meet the guidelines as determined by the Safety Commission.
- (iii) Land based medical facilities will include radio contact with all Officials' stations
- (iv) An ambulance will be on site for the duration of the Regatta.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments

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### 2.7.3 Safety Information

- (i) Traffic Rules must be published in the Regatta notice, Regatta Programme and displayed at the outgoing jetties.
- (ii) Details e.g. emergency telephone numbers and maps to Hospitals and specialised Medical services in close proximity must be available to regatta Control and the Safety Officer.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 2.7.4 Safety Records

- (i) The appointed Safety Officer must complete a report, which must be forwarded to the President of the Jury as prescribed in the RowSA Rules of Racing.
- (ii) The safety report will contain all incidents reported during the regatta as well detailed minutes of meetings of the Fairness committee if appropriate.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 2.7.5 Security Arrangements

- (i) Security arrangements must be made to ensure that Spectators, participants, vehicles, boats, trailers and equipment of all present at the Regatta are safe and secure.

<b>YES</b>	<b>NO</b>
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Comments:

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## 2.8 General Facilities

### 2.8.1 Boat Racking and Storage

- (i) Storage and racking facilities for boats must be provided.
- (ii) The area should be secured as to prevent damage to equipment.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 2.8.2 Ablution Facilities

- (i) Sufficient ablution facilities should be provided for the expected number of participants and spectators.
- (ii) Ablution facilities should be available for all athletes and should have as a minimum:
- Change rooms
  - Showers
  - Toilets

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

(iii) Dedicated staff responsible for the replenishment of supplies and cleaning of the facilities should be employed not less than 2 days prior to and one day after the regatta and basic standards of hygiene and cleanliness should be maintained.

<b>YES</b>	<b>NO</b>
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Comments:

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### 2.8.3 Spectators' Facilities

(i) Adequate controlled parking shall be provided.

<b>YES</b>	<b>NO</b>
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(ii) Spectator areas should be clearly demarcated and be adequate to host spectators.

<b>YES</b>	<b>NO</b>
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(iii) Easy access to ablution facilities, which should be serviced by, dedicated staff.

<b>YES</b>	<b>NO</b>
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Comments:

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## 2.9 Failure of Organising Committee to deliver to Minimum Standards

### 2.9.1 Responsible person

(i) The Organising committee must appoint a Responsible person who will be available to Club Representatives and the President of the Jury/Regatta Control

<b>YES</b>	<b>NO</b>
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(ii) Complaints regarding failure to deliver on the Minimum Standards during the Regatta will be channelled through the responsible person

<b>YES</b>	<b>NO</b>
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Comments:

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## 2.9.2 Report

- (i) The President of the Jury/Regatta Control will incorporate complaints received in the Regatta Report as regulated by the RowSA Rules of Racing
- (ii) Serious breach of the Minimum Standards will be referred to a review Committee appointed by RowSA. The outcome of the investigation could be as serious as preventing the Organising Committee from organising future regattas.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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## 2.10 Minimum Requirements for Adaptive Rowing: (2007/8 season)

### 2.10.1 Jetty Requirements

An appropriately equipped jetty needs to be provided for adaptive crews i.e.

- (i) adequate signposting as befits the requirements for vision impaired athletes
- (ii) wheelchair access
- (iii) a non-slip surface

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 2.10.2 Storage facilities

- (i) An area adjacent to the jetty should be provided for the storage of adaptive boats and equipment
- (ii) facility to lock away prostheses while athletes are on the water

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 2.10.3 Officials

(iii) Officials who are fully conversant with the rules of adaptive competition should be appointed to the relevant official's duties

<b>YES</b>	<b>NO</b>
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Comments:

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## 3. Minimum Standards for Local Regattas

### 3.1 Course Requirements

#### 3.1.1 Demarcation of the Course

(i) The course shall be fully buoyed over the full racing distance.

<b>YES</b>	<b>NO</b>
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(ii) Each lane of buoys shall be marked with distinguishing buoys at 100 metres to indicate the end of the start zone, as well as at 500 metre intervals, if applicable, and the finish.

<b>YES</b>	<b>NO</b>
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(iii) The start line will be clearly identified.

<b>YES</b>	<b>NO</b>
------------	-----------

(iv) The finish line will be clearly identified.

<b>YES</b>	<b>NO</b>
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Comments:

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**3.1.2 Information visibly displayed**

- (i) Traffic Rules at the outgoing jetties.
- (ii) Contact numbers as outlined in the relevant safety guidelines.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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**3.1.3 Jetties**

- (i) Sufficient space to launch all classes of boats must be provided.
- (ii) The launch area must be sufficient to ensure an orderly flow of crews, which enables all checks as defined in the RowSA Rules of Racing to be performed by Control Commission officials.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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**3.2 Facilities for Officials and Paramedics**

**3.2.1 Judge at the Start/Aligner Facilities**

- (i) Appropriate starting station for the Judge at the Start/Aligner adjacent to the start line.
- (ii) Communication system, which ensures that all commands are, can be heard by the crews in all lanes.
- (iii) Clearly defined start line.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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**3.2.2 Facilities for Judge at the Finish**

- (i) Appropriate facilities for Judge at Finish and timekeepers
- (ii) The Finish tower should be positioned to ensure that the Finish Judges have an uninterrupted view of the finish line.
- (iii) A hooter device, which can be heard by all crews crossing the finish line.
- (iv) Dedicated area for the recording of results.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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**3.2.3 Regatta Control**

Appropriate facilities for Regatta Controller.

<b>YES</b>	<b>NO</b>
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Comments:

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**3.2.4 Control Commission**

- (i) Appropriate facilities for Judge at Control Commission.
- (ii) Electricity supply to enable recording and issuing of relevant documentation such as identification cards or an appropriate manual alternative

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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**3.2.5 Paramedics**

- (i) Facilities in a central area to allow quick access to jetties and easy access to rowers shall be made available to land based paramedics in an appropriately demarcated area

<b>YES</b>	<b>NO</b>
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(ii) An area should be available to carry out emergency treatment

<b>YES</b>	<b>NO</b>
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Comments:

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### 3.3 Officials' Equipment

#### 3.3.1 Umpires Boats

(i) All Umpires Boats shall have handrails and a facility for a fixed loudhailer.

<b>YES</b>	<b>NO</b>
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(ii) The boats must be equipped with floatation vests, which should be worn by occupants while on the water.

<b>YES</b>	<b>NO</b>
------------	-----------

(iii) The boats shall be equipped with all the safety equipment specified by the Safety Commission.

<b>YES</b>	<b>NO</b>
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Comments:

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### 3.4 Notice Board

A dedicated notice board should be made available for the display of the Regatta Programme Results and any relevant information such as revised start times or revised programmes.

<b>YES</b>	<b>NO</b>
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### 3.5 Timing of Races

All qualification races shall be timed from start to finish by appointed timekeepers

<b>YES</b>	<b>NO</b>
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Comments:

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### 3.6 Organisation

#### 3.6.1 Regatta Notice:

The Regatta Organisers shall issue Notice of the Regatta through the RowSA Bulletin at least one week before the regatta date.

YES	NO
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Comments:

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#### 3.6.2 Regatta Entries

Regatta entries shall be made through the RowSA Regatta entry system on [www.regatta.co.za](http://www.regatta.co.za). The entries normally close on Monday night for a Regatta the next Saturday with the first draw out on Tuesday. Late entries close on Wednesday and final draw out on Thursday.

YES	NO
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Comments:

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#### 3.6.3 Confirmation of compliance to minimum standards

- (i) The Chair of the Regatta Organising must confirm that the Regatta meets all the minimum conditions for Local Regattas as determined in this document

YES	NO
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Comments:

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#### 3.6.4 Rower Identification Cards

Rowers' identification cards shall be checked .

YES	NO
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Comments:

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### 3.6.5 Officials

(ii) Each of the Officials' duties as outlined in the RowSA Rules of Racing shall be performed, for the duration of the Regatta, by licensed officials registered on the Officials data base..

YES	NO
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Comments:

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## 3.7 Safety and Security

### 3.7.1 Water based rescue.

(i) At least one (1) water-based rescue crew will be on the water before the first race. Their duties will cease only once crews of the final race of the day have arrived at the incoming jetties.

YES	NO
-----	----

(ii) The qualifications of the rescue crews must meet the guidelines as determined by the Safety Commission.

YES	NO
-----	----

(iii) The rescue crews will have radio contact with all Officials' stations.

YES	NO
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Comments:

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### 3.7.2 Land based Paramedic Crew

(i) A land based paramedic crew shall be in attendance before the start of the first race. Their duties will cease only once crews participating in the final race have arrived at the incoming jetties.

YES	NO
-----	----

(ii) The qualifications of the paramedic crew must meet the guidelines as determined by the Safety Commission.

YES	NO
-----	----

(iii) Land based medical facilities will include radio contact with all Officials' stations

YES	NO
-----	----

(iv) An ambulance will be on site for the duration of the Regatta.

YES	NO
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Comments:

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### 3.7.3 Safety Information

- (i) Traffic Rules must be published in the Regatta notice, Regatta Programme and displayed at the outgoing jetties.
- (ii) Details e.g. emergency telephone numbers and maps to Hospitals and specialised Medical services in close proximity must be available to Regatta Control and the Safety Officer.

YES	NO
YES	NO

Comments:

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### 3.7.4 Safety Records

- (i) The appointed Safety Officer must complete a report and submit the report the Chair of the Safety Commission.
- (ii) The safety report will contain all incidents reported during the regatta.

YES	NO
YES	NO

Comments:

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### 3.7.5 Security Arrangements

- (i) Security arrangements must be made to ensure that Spectators, participants, vehicles, boats, trailers and equipment of all present at the Regatta are safe and secure.

YES	NO
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Comments:

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### 3.8 General Facilities

#### 3.8.1 Boat Racking and Storage

(i) Storage and racking facilities for boats must be provided.

YES	NO
YES	NO

(ii) The area should be secured as to prevent damage to equipment.

Comments:

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#### 3.8.2 Ablution Facilities

(i) Sufficient ablution facilities should be provided for the expected number of participants and spectators.

YES	NO
YES	NO

(ii) Ablution facilities should be available for all athletes and should have as a minimum:

- Change rooms
- Showers
- Toilets

Comments:

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#### 3.8.3 Spectators' Facilities

(i) Adequate controlled parking shall be provided.

YES	NO
YES	NO
YES	NO
YES	NO

(ii) Entry gates should be adequately manned to ensure fast and orderly access.

(iii) Spectator areas should be provided.

(ii) Easy access to ablution facilities, which should be serviced by, dedicated staff.

Comments:

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### 3.9 Failure of Organising Committee to deliver to Minimum Standards

#### 3.9.1 Responsible person

- (i) The Organising committee must appoint a Responsible person who will be available to Club Representatives and the President of the Jury .
- (ii) Complaints regarding failure to deliver on the Minimum Standards during the Regatta will be channelled through the responsible person

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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#### 3.9.2 Report

- (i) The President of the Jury will incorporate complaints received in the Regatta Report.
- (ii) Serious breach of the Minimum Standards will be referred to a review Committee appointed by the Constituent member The outcome of the investigation could be as serious as preventing the Organising Committee from organising future regattas.

<b>YES</b>	<b>NO</b>
<b>YES</b>	<b>NO</b>

Comments:

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### 3.10 Minimum Requirements for Adaptive Rowing: (2007/8 season)

#### 3.10.1 Jetty Requirements:

An appropriately equipped jetty needs to be provided for adaptive crew's i.e.

- (i) Adequate signposting as befits the requirements for vision impaired athletes.
- (ii) Wheelchair access
- (iii) Non-slip surface

YES	NO
YES	NO
YES	NO

Comments:

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#### 3.10.2 Storage facilities:

- (i) An area adjacent to the jetty should be provided for the storage of adaptive boats and equipment
- (ii) A facility to lock away prostheses while athletes are on the water

YES	NO
YES	NO

Comments:

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#### 3.10.3 Officials

Officials who are fully conversant with the rules of adaptive competition should be appointed to the relevant official's duties.

YES	NO
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Comments:

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