

## 2016 Rules Changes

The following is a summary of the rules changes that will take effect in the 2016 Rules of Racing.

Rules Changes	Summary
1-202: Other Definitions	Added Novice definition and re-lettered section.
2-310: Broken Equipment	Added language to rule for courses where the Starting area is not clearly marked with different colored buoys,
2-311 Leaving the Starting Area	Replaced word “protest” with “objection”.
2-501: Finish of the Race	<p>Replaced word “protest” with “objection” throughout, to clarify that a protest does not occur until it is officially filed.</p> <p>Allows unofficial results to be released as “unofficial” with approval from Chief Judge.</p>
Part F - Penalties, Objections, and Protests	Added word objection to title.
2-601: Imposition of Penalties; Effect on Crew Members	Added word “objection” in addition to “protest”. Added section c) regarding notification of penalty to crew.
2-604: Matters Subject to Protest (*)	Replaced word “protest” with “objection” throughout.
2-605: Raising an Objection (*)	Replaced word “protest” with “objection” throughout. Clarified procedure to inform crews.
2-606: Filing the Protest Statement (*)	Added word “objection” in addition to “protest” for clarification.
2-607 Protest Hearing	Added word “objection” in addition to “protest” for clarification. Re-worded definition for clarity.

3-104 Minimum Weight of Boats	Clarifies what is included in minimum weight of boat and defines “Attached” and “Firmly Fastened”.
3-108 Footgear Release (*)	Addresses quick release foot stretchers
3-110 Bow Numbers	Addresses what constitutes a legal bow number and provides recommendations for size, shape, and color.
4-104.2 Classification by Skill	Moves “Novice” definition from Rule 4-104.2 to Rule 1-202.
4-105.1 Coxswain’s Weight	Clarifies placement of coxswain’s deadweight during race.
4-106 Weighing of Competitors	Clarifies racing uniform and addresses failure of Lightweight Rowers to weigh-in during either the Weigh-in Window or the Adjusted Weigh-in Window.
5-301 National Championship Events (*)	Re-named USRowing Head Race National Championships.
6-105 Penalties for Interference in Trials Races	Deleted

# Procedure to Propose Changes to the Rules of Rowing.

All members of USRowing may propose changes to the Rules of Rowing. To propose a change to the Rules of Rowing, submit your proposal in the following format.

## 1. Rule X-XXX (x)(#): Title

State what the current rule is as found in the Rules of Rowing.

*Proposed Change:* Revise paragraph X-XXX (x)(#) to read:

State what your proposed rule change would look like in the revised Rules of Rowing. *Italicize and bold your proposed changes within your proposed change to identify what you are proposing.*

**Reason:** Strongly defend your proposed change with examples, reasons, and explanations of how the proposed change will improve safety and/or fairness to provide more equitable racing conditions.

Submit your changes to [members@usrowing.org](mailto:members@usrowing.org). All changes must be submitted no later than **August 31** of the current year for consideration of incorporation into the following year's Rules of Rowing. Anything submitted after August 31 will not be considered.

The proposed changes will be reviewed by the Referee Committee during the year. Once the changes are reviewed and any clarifications added, the proposals will be posted to the USRowing website October 1-31 for public review and comment. Any pertinent comments received will be reviewed and the proposal modified appropriately. The final version of the proposals, accompanied by the Referee Committee's recommendations, will be sent to the Board of Directors for its consideration at the December meeting.

# **Rules of Rowing**

2016 Edition

Edited by  
The Referee Committee

The United States Rowing Association  
2 Wall Street, Princeton, NJ 08540  
Telephone: 800.314.4769 Fax: 609.924.1578  
[www.usrowing.org](http://www.usrowing.org)

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# **The Rules of Racing 2016**

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# **ARTICLE I – GENERAL**

## **Part A – Introductory Provisions**

### **1-101 Title**

These rules are established by the United States Rowing Association (USRowing), and shall be known and may be cited as the USRowing Rules of Racing.

### **1-102 Purposes (\*)**

The purposes of these rules are to:

- (a) provide for the safety of Competitors and Race Officials;
- (b) provide for fair and equitable racing under rules that are adapted to the needs of the sport of rowing;
- (c) promote consistent application of rules in situations where they apply.

### **1-103 Interpretation (\*)**

These rules shall be interpreted to effect the purposes described in Rule 1-102 (“Purposes”). Wherever possible, provisions of these rules shall be interpreted consistently with each other, but if such interpretation is not possible, the more specific language shall control the general, and provisions regarding safety shall control any other provision. Captions, titles and headings are part of these rules. In case of ambiguity, these rules shall be interpreted consistent with the current rules of FISA.

### **1-104 Scope and Exceptions (\*)**

(a) These rules shall apply to all rowing Races and Regattas that take place in the United States and that are registered by USRowing. These rules shall not apply to any Races or Regattas that are within the exclusive jurisdiction and control of FISA.

(b) Any exceptions or amendments to these rules must be described in detail to USRowing at the time of registration, publicized in writing and distributed to every competing Team. USRowing may take the extent and nature of variation into account in determining whether to register a Regatta.

(c) Subsection (b) above notwithstanding, there shall be

no exceptions or amendments to any provision designated as absolutely binding. In these rules, such provisions are noted by an asterisk (\*) in the appropriate caption or subsection heading.

(d) Head Races (Article VIII, “Head Races”), Races for Open Water Events (Part A of Article IX, “Open Water Racing”), and USRowing Trials (Article VI, “Trials Rules”) shall be held under the specific rules designated for them.

### **1-105 Situations Not Covered (\*)**

In situations not covered under these rules, Race Officials are empowered to make such decisions and give such instructions as are necessary to carry out their responsibilities, and to effect the purposes described in Rule 1-102 (“Purposes”).

## **Part B – Definitions**

### **1-201 Rowing Defined (\*)**

“Rowing” is the propulsion of a displacement boat through water by the muscular force of one or more Rowers, with or without a Coxswain, in which oars are levers of the second order, and in which the Rowers are sitting with their backs to the direction of forward movement of the boat.

### **1-202 Other Definitions (\*)**

Unless the context clearly indicates otherwise, the following definitions shall apply when the terms below, or grammatical variations thereof, are used in these rules:

(a) “Advertisement” shall mean any writing, symbol, emblem, mark, or other graphic design that identifies or promotes a person, Club, organization, sponsor, corporation, trade product, association or entity, other than the Club for whom a Crew is competing.

(b) “Club” shall mean any entity recognized by USRowing as an organizational member that operates or sponsors a rowing program.

(c) “Competitor” shall mean any person who participates in a Crew as a Rower or Coxswain.

(d) “Course” shall mean a body of water including all tech-

nical installations and equipment.

(e) “Class “A” Course” shall mean a Course that meets the FISA standards for international racing.

(f) “Coxswain” shall mean any Competitor in a Crew who is not a Rower and who, apart from operating a bona fide steering mechanism, does not participate in the physical propulsion of the boat.

(g) “Crew” shall mean an entity comprised of Competitors and constituted for the purpose of competing in an Event at a Regatta. A Crew shall be considered an entity subject to these rules, and members of a Crew shall be collectively responsible for its conduct throughout a Regatta.

(h) “Equipment” shall mean any part of a boat, oar, or other mechanism that is used in the normal propulsion, floatation, or steering of a boat.

(i) “Event” shall mean a Race or series of Races, including all heats, repechages, semifinals, petite finals, and grand finals, that together determine the winner and order of placement in a particular class of competition.

(j) “FISA” shall mean the International Rowing Federation (Federation Internationale des Societes d’Aviron), or any successor body recognized by the International Olympic Committee as the international governing body of rowing.

(k) “Head Race” shall mean a Race in which the participating Crews start a Race at different times, and where the order of finish is determined by comparison of the elapsed time taken to traverse the Course.

(l) “Interference” shall consist of physical contact with another Crew (including clashing of oars), Washing another Crew, or forcing another Crew to alter its own course in order to avoid imminent collision.

(m) “LOC” shall refer to the local organizing committee responsible for the operation and execution of a Regatta.

(n) “May,” when used in describing duties, powers, or responsibilities of a Race Official or other authority described in these rules, implies the exercise of discretion and judgment in light of training, knowledge, and experience.

(o) “National Team” shall mean all members of those Crews that are selected to represent the United States and bear the national colors in international competition, as defined in

the Ted Stevens Amateur Sports Act, 36 U.S.C. § 220501 et seq., including, but not limited to, the Olympic Games, Pan American Games, and any FISA Championship Regatta. The National Team shall include all coaches, managers, trainers, doctors, administrators, or other staff selected to serve.

(p) “Novice” shall mean a Rower or Coxswain whose initial competition within that same discipline has been in the previous 12 months of the date of the Regatta. This definition is advisory only.

(q) “Race” shall mean the rowing of the Course in a competitive manner by one or more Crews, the results of which are used as part of the process to determine the winner and order of placement in an Event.

(r) “Race Official” shall mean any person who possesses a valid USRowing Referee or Assistant Referee license, and serves at a Regatta as the Chief Referee or in one of the capacities described in Rule 2-104 (“Officials”).

(s) “Regatta” shall mean a combination of different Events sponsored by the same LOC as a single unit.

(t) “Registered Regatta” shall mean any Regatta that has been specifically designated by USRowing as such.

(u) “Regatta packet” shall mean the set of information provided by the LOC of a Regatta with details about entries and deadlines, local rules including amendments or exceptions to these rules, traffic pattern, course map, and any other information relevant to that specific Regatta.

(v) “Rower” shall mean any person acting as an oarsman or oarswoman who participates in the physical propulsion of a boat.

(w) “Scheduled Time,” when used in reference to a Race time, shall mean that time as posted or published at the beginning of the relevant Race day, as may be officially adjusted throughout the day when, in the judgment of the Race Officials, such adjustment is necessary to ensure the safety of the Competitors and the fairness of competition, provided that in the event of such official adjustment, the revised official schedule is posted or published in a manner that is made available to all Competitors as promptly as possible through reasonable and customary means of communication. Commonly occurring delays in Race times throughout the day are

not considered an official adjustment to the “Scheduled Time.”

(x) “Scul” shall mean an oar used in a boat in which each Rower uses two oars. “Scul” also shall refer to boats and Events in which such oars are used.

(y) “Selection criteria” includes all procedures, policies, and regulations that determine the manner of selecting the National Team, as approved by the Board of Directors.

(z) “Shall,” when used in describing duties, powers, or responsibilities of a Race Official or other authority described in these rules, means that the action that is referenced must be executed.

(aa) “Starter’s flag” shall mean the plain red flag used predominantly in the U.S. or the FISA standard red flag with white “X”.

(bb) “Starting area” shall mean the first 100 meters of the Course, as well as the adjoining water at the perimeter of the Course.

(cc) “Static refereeing” refers to the system of on-the-water officiating without trailing referee launches commonly used at the World Rowing Masters Regatta, and includes the pre-start procedures and mechanics of marshalling used at that regatta.

(dd) “Sweep” shall mean an oar used in a boat in which each Rower uses one oar. “Sweep” also shall refer to boats and Events in which such oars are used.

(ee) “Team” shall mean all Competitors, coaches, managers, trainers, boatman, and other administrators who represent the same Club at a particular Regatta. A Team, and members thereof, shall be considered constituted and subject to these rules throughout a Regatta.

(ff) “Unaffiliated” - Competitors are not considered to be representing an organization in Event(s) in which they are registered as “Unaffiliated.”

(gg) “USRowing” shall mean the United States Rowing Association, as well as any officer, employee, committee, or other entity acting within the scope of its authority granted under the USRowing Bylaws, or delegated by USRowing Board of Directors.

(hh) “Unsportsmanlike conduct” shall include, but not be limited to, failure to heed the instructions of Race Officials,



use of obscene language or gestures, delaying a Race without just cause, intentional or flagrant disregard of principles of safety and fairness, or abusive behavior toward a Race Official, Team member, or spectator as witnessed by a Race Official.

(ii) “To wash” shall refer to the creation of water turbulence that affects the progress of a Crew. “Wash” refers to this water turbulence.

(jj) “Weigh-in Window” shall mean the period of time that is no less than one (1) hour and not more than two (2) hours before the Scheduled Time of the first Race in which the weight is relevant.

(kk) “Adjusted Weigh-in Window.” Should the LOC or Race Officials adjust or alter the racing schedule for compelling reasons, changing the amount of time between the Weigh-in Window and the newly Scheduled Time of the Race, an Adjusted Weigh-in Window shall be created. The Adjusted Weigh-in Window shall be no less than one (1) hour and not more than two (2) hours before the newly Scheduled Time of the Race.

## **ARTICLE II - CONDUCT OF THE RACE**

### **Part A - Officials**

#### **2-101 Primary Duties of Race Officials (\*)**

(a) It is the primary duty of every Race Official to provide for the safety of Competitors and Race Officials.

(b) Subject to subsection (a) above, it is the duty of all Race Officials to ensure that all Crews have a fair and equal opportunity of winning, placing, or advancing. Where a Crew has been affected by unfair advantage or disadvantage, whether due to another Crew or outside circumstances, it is the responsibility of Race Officials to restore fair racing conditions.

(c) These primary duties shall control the operation of all other provisions of these rules.

## **2-102 Appointment of the Chief Referee (\*)**

(a) Before the Regatta, a Chief Referee shall be appointed.

(b) All persons acting as Chief Referee at a Registered Regatta shall hold a Referee license.

## **2-103 Duties of the Chief Referee (\*)**

(a) The Chief Referee shall:

(1) assign the functions of all other Race Officials at the Regatta;

(2) supervise the Control Commission to verify that:

a) Crews and Competitors comply with the rules regarding Equipment described in Article III (“Equipment”) and the rules regarding Competitors described in Article IV (“Competitors”);

b) Competitors required to undergo drug testing are identified to the officials responsible for this immediately after getting out of their boat.

(b) If these rules call for a decision by the Chief Referee, the Chief Referee may refer such matter to the Jury for resolution.

(c) Any complaints or concerns about the appointment or assignment of Race Officials should be made to USRowing.

## **2-104 Officials (\*)**

(a) For each Race at a Regatta, the Chief Referee shall cause to be assigned Race Officials to perform the following functions:

(1) Referee: The Referee shall have general supervision of the Race and shall follow the progress of the Race from start to finish. All other Race Officials for a particular Race shall be subject to the control of the Referee except where duties are specifically delegated to them under these rules.

(2) Starter: The Starter shall administer the starting procedures and shall be responsible for their fairness.

(3) Judge at Start: The Judge at Start shall supervise the process of bringing the Crews into alignment with the plane of the starting line, shall be the sole determinant of when a Crew has left the starting line before the proper commands, and may otherwise assist the Starter.

(4) Chief Judge: The Chief Judge shall supervise the judges at the finish line and, along with the judges, shall inspect photographic records of finishes to determine the proper order and compute the appropriate time margins. If there is disagreement, the finding of the Chief Judge shall prevail over an individual judge.

(b) All persons acting as a Referee, Starter, Judge at Start, or Chief Judge at any Registered Regatta shall have a valid Referee or Assistant Referee license.

(c) International FISA Umpires holding a valid FISA umpiring license, or international umpires/officials holding a valid national license, can work in the United States at USRowing Registered Regattas after receiving approval from USRowing.

## **2-105 The Jury (\*)**

(a) Before the Regatta, the Chief Referee shall appoint a Jury.

(b) Jury members shall have a valid Referee or Assistant Referee license.

(c) The Jury shall:

(1) hear and decide all protests arising out of competition;

(2) decide matters referred to it by the Chief Referee.

(d) The decision of the Jury made within its jurisdiction shall supersede any decision of an individual Race Official.

(e) When the Jury is hearing and deciding a protest as authorized under subsection (c)(1) above, no Race Official shall serve as a member if the issue to be decided involves a decision made by that Race Official, or if that Race Official must give testimony as a witness. The Chief Referee shall designate an alternate member to serve instead.

## **Part B – Safety and Fair Conditions**

### **2-200 Safe Equipment**

All boats must satisfy the requirements presented in Article III (“Equipment”), Part A (“Construction and Design”).

## **2-201 Suspending Racing (\*)**

If the Chief Referee finds that either of the requirements of safety or fairness described in Rule 2-101 (“Primary Duties of Race Officials”) cannot be met under then existing conditions, he or she shall stop or suspend all racing until such time as safe and fair conditions are restored. If the Referee or Starter for a particular Race finds that the requirements of Rule 2-101 (“Primary Duties of Race Officials”) cannot be met under then existing conditions, he or she shall suspend that Race and shall inform the Chief Referee.

## **2-202 Regatta Information**

All Crews and Teams shall be responsible for any information disseminated in the Regatta Packet and at the pre-Regatta meeting conducted by the Chief Referee or his or her delegate.

## **2-203 Traffic Patterns (\*)**

All Competitors are responsible for knowing all traffic patterns and regulations on the water, as well as the location of any “warm-up” area, “cool-down” area, and known obstacles. Such information shall be posted at the Regatta site and published in the Regatta Packet.

## **2-204 Rowing Near the Course while Race in Progress (\*)**

Whenever a Race is approaching, a non-competing Crew rowing at or near the perimeter of the Course shall stop rowing, come to a complete rest, and make sure that it does not interfere with the Race, either by obstructing the path of the competing Crews or accompanying launches, or by causing a Wash. Crews shall not stop at a point that obstructs or hinders the view of the start line by the Judge at Start or the finish line by the Chief Judge.

## **2-205 Violation of Safety Rules**

A Crew that violates the posted traffic pattern, or otherwise operates in an unsafe or unfair manner, may be assessed one of the penalties as described in Rule 2-602 (“Types of Penalties”) by any Race Official. Such penalties shall be applicable to the next Race in which the Crew competes.

## **2-206 Number of Referees; Safety Launches (\*)**

(a) Each Race shall be followed by at least one Referee.

(b) In addition to one Referee launch, for each Race there shall be another launch immediately accessible to the Crews for use in case of emergency.

(c) The Referee launch shall assume immediate responsibility for attending to an emergency if for any reason a safety launch is unavailable. If the emergency requires the Referee to leave a Race in progress for a significant amount of time and if there is no other Referee available to follow the Race, the Referee shall stop the Race.

## **Part C – The Start**

### **2-300 Approaching the Start; Warm-up on the Course**

(a) No Crew shall enter the Starting area unless explicitly permitted to do so by the Starter. Except where required by the posted traffic pattern (Rule 2-203, “Traffic Patterns”), a Crew shall not practice on the Course itself during racing without permission of the Starter.

(b) After a Crew has been given permission to practice on the Course, it shall do so only in its assigned lane. If it is necessary to cross other lanes to reach its assigned lane, a Crew shall yield to any other Crew practicing in its own lane.

### **2-301 Reporting to the Start**

(a) Each Crew is responsible for being attached to its starting station and ready to race two minutes before the Scheduled Time of the Race, whether or not announcements have been made by the Starter. If racing is delayed, Crews shall be responsible for being within voice range of the Starter and in a position to respond to instructions.

(b) A Crew that is not attached to its starting station at least two minutes before the Scheduled Time of the Race may be assessed a warning (Rule 2-602(b), “Types of Penalties”) by the Starter. A Crew that is not attached to its starting station by the Scheduled Time of the Race may be excluded by the Starter. If racing is delayed, the Starter may announce a new racing time, which shall have the same effect as the original

Scheduled Time for purposes of this rule.

### **2-302 Appearance of Crews**

If a Crew does not comply with Part B (“Insignia and Advertising”) of Article III (“Equipment”) of these rules, the Referee, Starter, or other Race Official may reprimand the Crew as described in Rule 2-602(a) (“Types of Penalties”), and shall then report the incident to the Chief Referee. If in any subsequent Race at the Regatta the Crew persists in the violation, the Chief Referee may impose one of the penalties described in Rule 2-602 (“Types of Penalties”).

### **2-303 Changing Race Times and Lane Assignments**

The Starter may change the schedule of racing or any lane assignments previously made.

### **2-304 Alignment**

(a) Before the start, the Judge at Start shall cause the bows of all boats to be aligned with the plane of the starting line.

(b) When the Judge at Start is satisfied with the alignment, he or she shall so indicate by any of the following methods:

(1) raising and keeping aloft a white flag, (2) raising and keeping aloft a fluorescent green flag, or (3) causing a white light to be illuminated.

### **2-305 Start**

(a) After the Judge at Start signals that alignment has been achieved, the Starter shall announce the name of each Crew.

(b) If alignment is lost during the announcement of the Crews, the Starter may suspend the process and resume when the previous condition is restored. If there is a significant delay, the Starter may repeat the entire procedure.

(c) Once the announcement of the names of the Crews begins, the Starter shall disregard any Crew signaling that it is not ready under this procedure regardless of when such signal is given.

### **2-306 Starting Commands with Flags**

(a) After the Crews have been announced, the Starter shall start the Race by: (1) calling out “Attention!”, (2) raising the

Starter's flag overhead, and then (3) after a distinct and variable pause, calling out "Go!". The command "Go!" shall be accompanied by a quick and simultaneous downward motion of the Starter's flag to one side.

(b) If, after the Starter's flag has been raised, the Starter believes for any reason that the start should not occur, he or she shall call out "As You Were!" and gently lower the Starter's flag directly in front of him or her. The Starter then shall repeat the starting commands in their entirety, but may dispense with announcing the Crews.

(c) Crews may leave the starting line when the Starter's flag begins to move.

### **2-306.1 Starting Commands with Lights**

(a) After the Crews have been announced, the Starter shall start the Race by: (1) calling out "Attention!", (2) the Starter shall press a button (or switch) to change the traffic lights from the neutral (unlit/black) position to red, and then (3) after a distinct and variable pause, the Starter shall give the starting command by pressing a button that shall at the same moment:

- Change the red light to green;
- Make an audible signal through the loudspeakers.

(b) If after the red light has been illuminated, the Starter believes for any reason that the start should not occur, he or she shall call out, "As You Were!" and change the lights from red to neutral. The Starter shall repeat the starting commands in their entirety, but may dispense with announcing the Crews.

(c) Crews may leave the starting line when the light turns from red to green.

### **2-307 "Quick Start"**

If weather or other conditions prevent use of the normal starting procedure, the Starter may dispense with the announcement of Crews described in Rule 2-305 ("Start"). The Starter first shall announce to the Crews that a "Quick Start" will be used. When the Starter determines that the Race may be safely and fairly started, the Starter shall call out "Quick Start!" followed by the starting commands (Rule 2-306, "Starting Commands with Flags" or Rule 2-306.1, "Starting Commands with Lights"). Once the announcement of "Quick Start" is

made, the Starter shall disregard any Crew signaling that it is not ready.

### **2-308 False Start**

(a) A Crew commits a false start when its bow crosses the plane of the starting line before the Starter's red flag begins to move or green light illuminates. More than one Crew may be assessed a false start at the same time.

(b) Crew(s) committing a false start will be assessed a warning. A Crew that receives two warnings, including false starts, applicable to the same Race shall be excluded under Rule 2-602(c) ("Types of Penalties").

(c) In the event of a false start, the Judge at Start shall raise a red flag or cause a red light to be illuminated. The Starter shall stop the Race by sounding a bell or sound device, waving a red flag, or illuminating a flashing red light, and calling "Stop!"

(d) After a Race has been stopped due to a false start, the Starter shall instruct the Crews and Race Officials how to proceed.

### **2-309 Failure to Start**

If a Crew fails to leave the starting line after the starting commands have been given, the Starter shall stop the Race. If the Crew's failure to start is not justified, the Starter may impose one of the penalties described in Rule 2-602 ("Types of Penalties").

### **2-310 Broken Equipment**

(a) "Broken Equipment" shall mean a condition in which any Equipment, as defined in Rule 1-202 ("Other Definitions"), is not in a normal operable state. The following shall not count as Broken Equipment:

(1) A condition that is the obvious result of carelessness or neglect;

(2) Crabs and jumped slides (in which a Rower's seat comes off its track);

(3) The condition of a Coxswain's sound amplification system (including a COX-BOX), a stopwatch, stroke



watch, or similar device.

(b) If a Crew suffers Broken Equipment after launching but prior to entering the Starting area, it shall stop rowing and immediately signal to the closest Race Official. The Race Official shall inspect the equipment for damage. If the Race Official determines that there is Broken Equipment, the Race Official shall communicate with both the Starter and Chief Referee to determine if the Crew will be able to race.

(c) If a Crew suffers Broken Equipment after the starting commands but before it has left the Starting area, or 20 seconds has elapsed on courses where the Starting area is not clearly marked with different colored buoys, it may stop rowing and signal to the Referee. The Referee shall stop the Race as described in Rule 2-407(d) (“Referee’s Instructions to Crews”) and inspect the damage. If there is in fact Broken Equipment, the Race shall be restarted after the Crew has had sufficient time to make repairs. If there is no Broken Equipment, the Race may be restarted immediately, and the Referee may impose upon the offending Crew one of the penalties described in Rule 2-602 (“Types of Penalties”).

(d) A Crew is deemed to have left the Starting area once its bow crosses the 100-meter mark. If a Crew attempts to claim Broken Equipment after it has left the Starting area and if the boat can still be operated safely, the Referee shall instruct it to continue rowing as described in Rule 2-407(c) (“Referee’s Instructions to Crews”).

### **2-311 Leaving the Starting Area**

A Crew that rows out of the Starting area waives any right to object on the grounds that the start was not fair.

## **Part D - The Body of the Race**

### **2-401 A Crew’s Water (\*)**

Each Crew shall be assigned a lane, which shall constitute that Crew’s own water for the duration of the Race. A Crew that rows in its own water is entitled to protection by the Referee. A Crew that leaves its own water does so at its own risk and peril.

## **2-402 Steering**

Each Crew is responsible for its own steering. The Referee will not render assistance to Crews merely to steer a better course, even if a Crew leaves its own water, and will instruct a Crew to alter its course only to prevent Interference, otherwise ensure safety, or to ensure fairness to other Crews.

## **2-403 Referee's Position (\*)**

During the Race, the Referee shall have final authority over the operation of his or her launch and shall position the launch wherever it might be necessary to observe and control the Race and take necessary action. This may require that the Referee pass a trailing Crew, thereby creating an adverse condition (i.e. Wash) for that Crew.

## **2-404 Interference or Foul (\*)**

(a) If a Crew has left, or is about to leave, its own water and is in danger of Interference with another Crew that is rowing in its own water, the Referee shall instruct the offending Crew to alter its course as described in Rule 2-407(a) ("Referee's Instructions to Crews"). A Crew leaves its water when any part of its boat or Equipment leaves the Crew's assigned lane.

(b) It shall not be Interference if a Crew is Washed or obstructed while rowing outside its own water. If two Crews both rowing outside their own water are in danger of collision, the Referee shall instruct them to keep apart as described in Rule 2-407(a)(1) ("Referee's Instructions to Crews"), but neither Crew shall be entitled to claim Interference as a result of any such collision.

(c) A Crew, improperly rowing outside of its water, shall yield to another Crew attempting to return to its own water.

(d) If a Crew fails to respond to instructions, or if it is about to cause a serious collision, the Referee may order the Crew to stop rowing as described in Rule 2-407(b) ("Referee's Instructions to Crews").

## **2-405 Stopping a Race in Progress**

The Referee shall stop the Race by giving the instruction described in Rule 2-407(d) ("Referee's Instructions to Crews"),

if due to Interference or unfair condition, it is likely that a Crew in contention has been deprived of its opportunity of winning, placing, or advancing, and if further continuance of the Race would be of no further competitive value.

### **2-406 Penalizing Interference**

(a) The Referee shall take such action under Rule 2-603 (“Restoring Opportunity of Winning; Altering Results”) and may impose one of the penalties described in Rule 2-602 (“Type of Penalties”) upon a Crew guilty of Interference as is necessary to restore the aggrieved Crew’s fair opportunity of winning, placing, or advancing.

(b) The appropriate penalty for Interference shall be presumed to be exclusion. Nevertheless, the Referee may impose a different penalty if he or she explicitly finds that special circumstances existed.

### **2-407 Referee’s Instructions to Crews**

(a) An instruction for a Crew to alter its course shall consist of raising a white flag vertically, calling out the Crew’s name, and then dropping the flag laterally to whichever direction the Crew should move.

(1) Alternatively, if the Referee wishes to instruct two Crews simultaneously to keep apart, he or she shall instruct them by raising a white flag vertically, calling out the names of both Crews, and calling out “Keep Apart!”

(b) An instruction for a Crew to stop rowing shall consist of raising a white flag vertically, calling out the Crew’s name, and then calling out “Stop!” If thereafter the reason for stopping the Crew ceases to exist, the Referee may instruct the Crew to continue rowing as described in subsection (c).

(c) An instruction for a Crew to continue rowing shall consist of raising a white flag vertically, calling out the Crew’s name, and then dropping the flag directly forward, while calling out, “Continue Rowing!”

(d) An order to stop an entire Race shall consist of sounding a noise-making device such as a bell, siren, or air horn; waiving a red flag; and then calling out “Stop!”

## **2-408 Instruction to Avoid Unsafe or Unfair Conditions (\*)**

(a) If a Crew is steering toward a previously known or identified obstacle or installation and is in reasonable danger of collision, the Referee shall alert the Crew by raising a white flag vertically, calling out the name of the Crew, and then calling out “Obstacle!” If collision is imminent, the Referee shall order the Crew to stop as described in Rule 2-407(b) (“Referee’s Instructions to Crews”). That Crew then may correct its course and continue with the Race, but shall not be entitled to any consideration, such as a rerow or advancement in the progression system, as a result of such occurrence.

(b) If a Crew is steering towards a previously unknown or unidentified obstacle or installation obstructing its assigned lane and is in reasonable danger of collision, the Referee shall alert the Crew by raising a white flag vertically, calling out the name of the Crew, and then calling out “Obstacle!”, and instruct the Crew to alter its course as described in Rule 2-407(a) (“Referee’s Instructions to Crews”). If collision is imminent, the Referee shall order the Crew to stop as described in Rule 2-407(b) (“Referee’s Instructions to Crews”), after which it may correct its course and continue with the Race. If the opportunity of a Crew to win, place, or advance is affected by such occurrence, the Referee may take appropriate action to restore that opportunity pursuant to Rule 2-603 (“Restoring Opportunity of Winning; Altering Results”).

(c) If a Crew is rowing outside its assigned lane and is thereby in a position to gain an unfair advantage, either by shortening its course or by receiving the benefit of more favorable environmental conditions such as wind or current, the Referee shall instruct the Crew to return to its lane as described in Rule 2-407(a) (“Referee’s Instructions to Crews”). If the Crew does not comply with such instruction, the Referee may impose any one of the penalties described in Rule 2-602 (“Types of Penalties”).

## **2-409 Outside Assistance**

(a) No Crew shall receive any outside assistance, coaching, or advice during a Race. Nothing in this rule shall preclude communication to Crews from shore using the unaided voice.

(b) No Team member, including coaches, shall follow a

Race in a launch without the explicit permission of the Chief Referee. The penalty for such an infraction is presumed to be exclusion of the offending Crew and/or Team member, and/or disqualification of the coach.

(c) Team members shall be permitted to volunteer in any capacity at a Regatta but are not allowed to provide assistance to their Crew unless specifically instructed to do so by a Referee.

### **2-410 Unsportsmanlike Conduct (\*)**

(a) A Crew or Team that engages in Unsportsmanlike conduct, as witnessed by a Race Official, may be assessed by a Race Official with one of the penalties described in Rule 2-602 (“Types of Penalties”), regardless of whether such conduct otherwise constitutes a violation of these rules. If another Crew’s opportunity to win, place, or advance is affected by such conduct, the Race Official shall take appropriate action to restore that opportunity, pursuant to Rule 2-603 (“Restoring Opportunity of Winning; Altering Results”).

(b) Any Team member, including a Competitor, who engages in Unsportsmanlike conduct at any time during the Regatta, as witnessed by a Race Official, may have his or her further participation at the Regatta curtailed or prohibited by a Race Official.

(c) If any Team member engages in personally abusive language or conduct, the incident shall be reported by a witnessing Race Official to USRowing.

## **Part E – The Finish**

### **2-501 Finish of the Race**

(a) A Crew has finished the Race when its bow or any part of its hull touches the plane of the finish line.

(b) Each Crew or Competitor finishing a Race will be placed in order by the Chief Judge and times assigned to their placement. There may be a visible and/or audible signal when a Crew or Competitor finishes the Race.

(c) A Race is not complete until the last competing Crew has finished the Race and the Referee has declared the Race to

be official.

(1) Before declaring the Race to be official, the Referee may require that a Coxswain display any deadweight required under Rule 4-105.1 (“Coxswain’s Weight”).

(2) If no Crew signals that it has an objection, and if the Referee is satisfied that the results of the Race are proper, he or she shall declare the Race to be official by raising a white flag.

(3) If the Referee decides to impose one of the penalties described in Rule 2-602 (“Types of Penalties”) upon one of the Crews, and there is no further objection as a result, the Referee shall raise a red flag, inform the affected Crews of the penalty, and then raise a white flag.

(4) If there is an objection that cannot be resolved immediately, the Referee shall raise a red flag.

(d) The results of the Race shall be considered official once the Referee has raised the white flag and the Chief Judge has certified the results.

(e) Results shall be released to Competitors, spectators, and the media as official with the approval of the Chief Judge. The results of a Race that has not been declared official may be released and shall be marked as unofficial.

(f) All results are subject to revision based on the outcome of Equipment and Competitor compliance validations that are completed on land subsequent to a Crew finishing the Race.

## **2-502 Placement of Crews; Dead Heats**

(a) Subject to the other subsections of this Rule, Crews competing in a Race shall be placed by the Chief Judge according to the order of finish. Being placed shall entitle the Crew to applicable awards, prizes, or advancement in the progression system.

(b) A Crew that does not complete the Course shall not be placed and shall not be entitled to advance in the progression system.

(c) In Events with Coxswains, a Crew that touches the finish line missing its Coxswain shall not be placed.

(d) A Crew, including a single Scull, which touches the finish line missing one or more of its Rowers shall be placed.

(e) A Crew whose Equipment does not comply with Part

A (“Construction and Design”) of Article III (“Equipment”) of these rules shall be penalized as described in 3-104 (“Minimum Weight of Boats”) and shall be placed consistent with that rule or not at all.

(f) A Crew whose Competitors do not comply with applicable provisions of Article IV (“Competitors”) of these rules, or with the announced criteria for the Event of these rules, shall not be placed.

(g) A Crew that has been excluded or disqualified as described in Rule 2-602 (“Types of Penalties”) shall not be placed.

(h) If the judges, after having used all best efforts and available resources, are unable to determine the order of finish with reasonable certainty, it shall be considered a dead heat if two or more Crews finish the Race simultaneously.

(1) If a dead heat occurs in a final’s Race, and if a proper order of finish is necessary to determine which Crews are entitled to medals or awards, the Referee shall order the Crews involved in the dead heat to rerow after a rest interval. If a Crew refuses to rerow, the Referee shall award the higher place being contested to the other Crew, and he or she may exempt it from rerowing the Course. If a rerow is not practical, the Referee may order that duplicate medals be awarded.

(2) If a dead heat occurs in a Race other than a final’s Race, and if a proper order of finish would be necessary to determine which Crews advance in the progression system, the Referee shall, wherever possible, allow all Crews involved in the dead heat to advance. If such action is not possible, the Referee shall order the Crews to rerow, after allowing for a rest interval and after having taken into account the Scheduled Time of the next Race in the Event. If a Crew refuses to rerow, the Referee shall award the higher place being contested to the other Crew, and he or she may exempt it from rerowing the Course.

## **Part F – Penalties, Objections, and Protests**

### **2-601 Imposition of Penalties; Effect on Crew Members**

(a) Race Officials may in the course of their duties impose the penalties described in Rule 2-602 (“Types of Penalties”) on Crews as authorized under these rules. It is not necessary for a competing Crew to lodge an objection or file a protest in order for a Race Official to impose a penalty.

(b) A Crew and its members are each responsible for the individual acts of its members. Unless otherwise provided pursuant to Rule 2-602(d)(2) (“Types of Penalties”), any penalty imposed on a Crew shall be deemed imposed on each member of the Crew.

(c) Race Officials shall inform a Crew of a penalty at the earliest practicable time.

### **2-602 Types of Penalties**

(a) Reprimand: A reprimand shall consist of an informal caution and shall have no immediate effect upon a Crew. Subsequent behavior by the Crew inconsistent with the terms of the reprimand, however, may be evidence that the Crew acted flagrantly or intentionally.

(b) Warning: A Crew that receives two warnings applying to the same Race shall be excluded pursuant to subsection (c) below. A false start shall have the same effect as a warning.

(1) All warnings shall expire and be of no further effect once the Race to which they apply has been successfully completed. However, if a Race is rerowed, warnings applicable to the original Race shall apply to the rerow.

(c) Exclusion: A Crew that is excluded shall be removed from the Event. The excluded Crew may still compete in other Events.

(d) Disqualification: A Crew that is disqualified shall be removed from all subsequent Races and Events in the same Regatta. Disqualification shall be presumed to be appropriate where a Crew has acted in flagrant or intentional violation of rules concerning safety or fairness.

(1) In no event shall the duration of disqualification imposed by an individual Race Official or Jury exceed the duration of the Regatta. All cases of disqualification,



however, shall be reported to USRowing.

(2) Instead of disqualifying a Crew, Race Officials may disqualify an individual Competitor, in which case the remainder of the Crew may continue in subsequent Events in which it is able to comply with the rule regarding substitutions (Rule 5-206, “Substitutions”).

(e) Relegation: The penalty of Relegation shall consist of placing a Crew in last place in a Race. Relegation is reserved for violations of 3-104 ( “Minimum Weight of Boats”).

## **2-603 Restoring Opportunity of Winning; Altering Results (\*)**

(a) If the Referee finds that a Crew has been deprived of its fair opportunity of winning, placing, or advancing, whether due to Interference or other unfair condition on the Course, he or she shall take such measures as are necessary to restore that opportunity. Such measures may include rerowing a Race with all or some of its original participants, or advancing the aggrieved Crew into an extra lane in a semifinal or final.

(b) If the Referee advances an aggrieved Crew into a semifinal or final under subsection (a) above, he or she may take such action as necessary to prevent the Crew from gaining an unfair advantage over other Crews.

(c) Apart from imposing one of the penalties described in Rule 2-602 (“Types of Penalties”) or taking action under subsection (a) above, the Referee shall not alter the placement of Crews in a Race, except that:

(1) He or she may order, as an alternative to imposing one of those penalties, that a Crew guilty of Interference be placed directly behind the aggrieved Crew in the order of finish, if such action would restore the aggrieved Crew’s opportunity of winning, placing, or advancing, and if the rights of other Crews in the Race would not be adversely affected.

(2) He or she may order that an aggrieved Crew shall be considered to have rowed a dead heat with the Crew immediately preceding it in the order of placement.

## **2-604 Matters Subject to Protest (\*)**

(a) Any Crew claiming that a Race in which it competed

was not fair or proper, or that the Rules of Racing were not followed, or that its opportunity of winning was unfairly deprived, may raise an objection as described in Rule 2-605 (“Raising an Objection”).

(b) Only matters that affect the substantial rights of a Crew shall be subject to protest, and the Jury shall disregard harmless errors that did not affect the outcome of the Race.

(c) To the extent that Race Officials acting within the scope of their duties make explicit findings of fact, those findings shall be final.

### **2-605 Raising an Objection (\*)**

(a) An objection involving the conduct of a Race shall be lodged by the Crew at the finish while it is still on the water and before the Referee declares the Race to be official, unless circumstances beyond its control prevent it from doing so. A coach or other team member may not lodge an objection on behalf of a Crew. An objection concerning exclusion of a Crew at the start may be lodged with the Starter at the time the penalty is imposed.

(1) An objection concerning any action on land shall be lodged by an affected team member with the Chief Judge, or with another Race Official designated by the Chief Referee, within one hour after being informed of such action. The protest statement required under Rule 2-606 (“Filing the Protest Statement”) shall be filed within the same time.

(b) A Crew wishing to lodge an objection shall signal to the Referee immediately after finishing the Race by having a member of the Crew raise his or her hand until the attention of the Referee has been gained. The Crew shall then explain its objection and state its requested resolution or outcome.

(c) The Referee shall make his or her decision and inform the objecting Crew, as well as any other affected Crews, of his or her decision and then display a white or red flag as described in Rule 2-501 (“Finish of the Race”).

### **2-606 Filing the Protest Statement (\*)**

Once an objection is lodged, a Crew wishing to be heard before the Jury shall submit a concise written statement, describing the facts that underlie the objection and the relief that

the Crew seeks, to the Chief Judge, or another Race Official designated by the Chief Referee whose identity is conspicuously posted, within one hour after it reaches land. The written statement shall comprise the protest statement. The statement shall be accompanied by cash or a check payable to the LOC in the amount of \$50. An objection in which such a protest statement is not filed shall not be heard.

(a) The protest statement shall be signed by a member of the objecting Crew with his or her individual name. Such signature constitutes a representation to the Jury that the facts contained therein are true and correct to the best of the signer's knowledge or belief.

(b) The \$50 shall be returned to the Crew if the objection is upheld, or if it is found by the Jury to be substantially justified. The \$50 shall be returned to the Crew if an appeal to USRowing under Rule 2-608 ("Appeal from the Jury") is sustained. The \$50 shall otherwise be remitted to the LOC.

(c) The written protest statement may be amended after it is submitted, but the Jury may take such amendment into account in assessing the credibility of the statement.

## **2-607 Protest Hearing**

(a) The purpose of a protest hearing is to review the events of a Race that a Crew has objected to and determine, in a speedy time frame, an outcome that is fair for all parties.

(b) In deciding a protest, the Jury may impose any of the penalties described in Rule 2-602 ("Types of Penalties"), or take any other action that an individual Race Official acting in the same situation would be empowered to take.

(c) The Jury shall adjudicate a protest statement after having conducted a hearing. The decision of the Jury shall be based solely on the testimony and evidence presented before it in the hearing.

(1) The hearing shall not commence until after each Crew named or involved in the action leading to the filing of the protest statement has had a reasonable opportunity to inspect the written protest statement and gather evidence in its favor.

(2) When a Crew's objection appears to involve an explicit finding of fact, the Jury may make the determination that

the matter is not subject to protest following a review of the Crew's protest statement and testimony from the appropriate Referee(s).

(d) Each Crew named or involved in the protest statement shall have the right to have one representative present at the hearing, except for the actual deliberations of the Jury. This representative may be a coach, manager, or other team member. This representative shall not be a witness at the hearing.

(e) The Jury shall review the protest statement, hear relevant testimony and review appropriate evidence.

(f) Witnesses who give evidence before the Jury shall not be present at the hearing except for such time as they are actually giving testimony.

(g) Formal rules of evidence shall not apply, and the Jury may consider any evidence or testimony that it considers to be useful in resolving the issues. Presentation of evidence may be by narrative testimony, tangible evidence, or by questions asked by the Jury. A representative of a Crew may request that a question be asked by the Jury.

(h) After the Jury has deliberated, it shall render its decision. The Chief Referee will announce the Jury's decision to all parties to the objection.

(i) Upon the request of any party to the objection, the Jury shall provide a written statement of findings and conclusions that formed the basis of its decision.

## **2-608 Appeal from the Jury (\*)**

(a) Any Crew aggrieved by the decision of the Jury may appeal from that decision to USRowing.

(b) The grounds for an appeal shall be limited to actions that affected the outcome of the Race and shall further be limited to:

(1) actions that are at variance with the USRowing Rules of Racing or custom or precedent established there under;

(2) actions in areas committed to the discretion of Race Officials that are demonstrably arbitrary or capricious, or where the exercise of discretion is without substantial foundation under the circumstances.

(c) Actions that are not appealable under subsection (b)

above but are nevertheless relevant in assessing the professional conduct of Race Officials may be reported to USRowing.

(d) An appeal under this Rule shall be filed by placing in the United States mail, or equivalent method of delivery, an appeal statement to USRowing within five working days of receiving the Jury's decision.

(e) Any appeal submitted in accordance with subsection (d) above will be investigated and a written decision will be rendered.

## ARTICLE III - EQUIPMENT

### Part A – Construction and Design

#### 3-101 Free Construction of Equipment (\*)

Except as specifically limited in these rules, there shall be no limitations on the design and construction of boats, oars, and other Equipment.

#### 3-102 General Requirements for Boats (\*)

(a) A boat in the sport of Rowing shall have all of its load bearing parts, including the axes of moving parts, firmly fixed to the body of the boat, but the seat of a Rower may move along the axis of the boat.

(b) The use of "sliding riggers," in which the fulcrum of the oar is not stationary with respect to the body of the boat, is strictly forbidden.

#### 3-103 Categories of Boats

Boat types may include:

<i># of Rowers</i>	<i>Oar</i>	<i>Coxswain</i>	<i>(Abbr.)</i>
1	scull	without	1x
2	scull	without	2x
2	sweep	without	2-
2	sweep	with	2+
4	sweep	without	4-
4	sweep	with	4+
4	scull	without	4x
4	scull	with	4x+

8	sweep	with	8+
8	scull	with	8x

### 3-104 Minimum Weight of Boats

(a) All boats described in Rule 3-103 (“Categories of Boats”) shall comply with the following minimum weights:

<i>Category</i>	<i>Weight (lbs.)</i>	<i>Weight (kgs.)</i>
1x	30.86	14
2x	59.53	27
2-	59.53	27
2+	70.55	32
4-	110.23	50
4+	112.44	51
4x	114.64	52
4x+	116.85	53
8+	211.64	96
8x	213.85	97

(b) The minimum weight of the boat shall include seats, rudders, skegs, fins, and riggers. For the purposes of determining the minimum weight of boats, the following definitions shall apply:

(1) “Attached” shall mean glued, taped, “Velcro-ed” or any other form of attachment such that if the boat is picked up or turned over, the item shall not fall out.

(2) “Firmly Fastened” shall mean a glued, screwed, bolted, welded, or any other form of fastening such that it is not possible to change or manipulate the item during the time on the water or that the equipment or boat shall be damaged by forceful removal of the item.

(c) The minimum weight of the boat shall also include:

(1) Loud speakers, if they are firmly fastened to the boat, and associated wiring for such speakers;

(2) Any housings or fixings that are firmly fastened to the boat for the purpose of holding electronic or other equipment;

(3) Cables and wires required to connect the firmly fastened equipment, and

(4) Seat pads that are attached to the seat.

(d) The weight of a boat shall not include oars, the bow

number, or any other item not firmly fastened to the boat.

(e) If a boat is underweight, additional deadweight shall be added to bring the boat into compliance.

(f) It is the sole responsibility of the Crew to ensure that its boat has met the required minimum weight.

(g) Crews nominated to have their boats weighed will be notified as they leave the water by a Race Official or other appointed person who shall accompany the Crews to the weighing scales.

(h) Once the Crew has been notified, no extra weight of any description can be added to the boat until the boat has been weighed.

(i) At the official weighing of the boat, the normal wetted surface of the boat is accepted. However, any standing water must be removed before the weighing, in particular any water between the shoulders and under the decking. All other items not firmly fastened must be taken out of the boat before the weighing.

(j) If a boat is below the minimum weight, it will be reweighed after the Race Official has tested the scales with a gauged weight.

(k) The first offense penalty for having raced in an underweight boat in an Event, except for a finals race, shall be relegation. If the Crew races again in an underweight boat in a later round of the same Event, the penalty shall be exclusion. The penalty for having raced an underweight boat in a finals race shall be exclusion.

### **3-105 Bowballs (\*)**

Every boat shall have a supple or plastic ball, of a white or fluorescent color, firmly attached and mounted on its bow, unless equivalent provision for visibility and protection against puncture injury is included in the boat's basic construction. The bowball shall be at least 4 centimeters in diameter.

### **3-106 Foreign Substances**

No substance or structures (including riblets) capable of modifying the natural properties of water or the boundary layer of the hull/water interface shall be used during a Race.

### **3-107 Oars (\*)**

The blade of an oar shall have the following minimum thickness: Sweep oar, 5 mm. (measured 3 mm. from the tip of the blade); Scull oar, 3 mm. (measured 2 mm. from the tip of the blade).

### **3-108 Footgear Release (\*)**

Quick release foot stretchers: In all boats, the foot stretchers, shoes, or other devices holding the feet of the rowers shall be a type which allows the rowers to get clear of the boat with no delay. Where shoes or other devices holding the feet will remain in the boat, each shoe or device shall be independently restrained such that the heel will not lift more than three inches (7.5 cm) above the foot board to which it is anchored. In addition, where laces, Velcro, or similar materials must be opened before the rower can remove his or her feet from the shoes or other devices, these must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap.

### **3-109 Boat Construction for Coxswains (\*)**

A boat in which the body of the Coxswain is enclosed, or partially enclosed, within the hull of the boat shall conform to the following requirements:

(a) The opening through which the Coxswain enters and exits shall be at least 2.30 feet (70 cm.) long when measured along the longitudinal axis of the boat. For a length of at least 1.64 feet (50 cm.), the opening shall be as wide as the inner hull of the boat itself.

(b) The inner surface within which the Coxswain's body rests shall be smooth and free of any obstacles, devices, or other structures that would hinder quick exit.

### **3-110 Bow Numbers**

Each boat shall be capable of having mounted on its bow an identifying card of sufficient size and contrast such that a Race Official can easily identify the Crew. Recommended standards for the card include:

- (a) A square or rectangular shape.
- (b) Waterproof and opaque.



(c) A minimum height of 5 inches for any numbers and letters.

(d) A white background with black numbers and letters or a black background with white numbers and letters.

## **Part B – Insignia and Advertising**

### **3-201 Uniforms**

(a) Subject to subsection (b), all Competitors in a Crew shall wear identical clothing. Such clothing shall cover the torso of the body and may include sweat gear. The Chief Referee may grant exceptions to this rule on account of unusual weather conditions. An exception also will be granted to composite Crews.

(b) Individual Competitors in a Crew may choose whether or not to wear a hat or other headgear, which may be of the individual Competitor's own choosing and need not be identical with those worn by other Crew members.

(c) No Competitor may wear the uniform of the U.S. National Team while participating as a member of a Crew without the express approval of USRowing.

### **3-202 Oars**

Oars, whether Sweep or Scull, must be uniform throughout the Crew, except that each Rower in a composite Crew may use the colors of his or her own Club. Only the national or Club colors may appear on oar blades. Unpainted oars also are permitted for all boats, whether composite or otherwise, if all Rowers use such oars. Use of National Team colors without the express approval of USRowing is specifically prohibited.

### **3-203 Manufacturer and Sponsor Advertising**

(a) Advertisement is allowed on Equipment and clothing by manufacturers of both Equipment and clothing and by sponsors of a Crew or Club. Except as otherwise specified in these rules, the content, placement, size, and density of Advertisement is not restricted.

(b) Advertisements promoting tobacco products are prohibited. Advertisements promoting any alcoholic beverage are

prohibited at Youth Events. In other Events, Advertisements promoting alcoholic beverages whose alcohol content is more than 15% are prohibited.

(c) A sponsor who is commonly identified as a provider or manufacturer of a prohibited product or service, but who also provides or manufactures permitted products or services, may advertise if the Advertisement affirmatively and clearly associates itself with the permitted product or service only.

(d) Provisions in this rule shall apply throughout the duration of the Regatta and shall extend throughout the Regatta site.

## ARTICLE IV – COMPETITORS

### 4-101 Amateur Standing (\*)

(a) An amateur is one who competes in rowing without obtaining, or having in the past obtained from it, any direct and immediate material gain or profit.

(1) An individual who is remunerated for acting as coach, trainer, manager, or administrator in the sport of Rowing does not thereby lose his or her amateur standing.

(b) Only amateur Competitors may compete in any Race or Event classified by skill as novice, intermediate, or senior or classified by age as Youth. A Competitor in a Race or Event classified as elite need not be an amateur, but any elite Competitor receiving remuneration or other direct and immediate material gain or profit under a sponsorship contract must receive approval in advance from USRowing.

(c) Clubs, LOCs, and sponsors of Regattas may award, and Team members may receive:

(1) medals, diplomas, trophies, or other mementos of participation or achievement;

(2) travel or other expenses incurred in attending any Regatta; and

(3) Equipment intended for use by the Team member in competition.

(d) No forms of award or prize other than those described in this rule shall be allowed.

(e) Other sanctioning bodies may have additional require-

ments to be considered an amateur athlete.

#### **4-102 Doping (\*)**

(a) It is absolutely forbidden for any Competitor, whether in competition or in practice, to engage in doping.

(b) In determining which substances, or which methods, constitute doping, USRowing adopts the definitions contained in the Anti-Doping Code of the Olympic Movement, the Anti-Doping Bylaws of FISA, and the anti-doping rules of the United States Olympic Committee. The version of each of these provisions in effect at the time of the alleged violation shall apply.

(c) Competitors at USRowing Registered Regattas, and athletes in training for membership on the National Team, thereby agree to such testing and anti-doping controls by the independent anti-doping agency designated by the United States Olympic Committee, both during competition and out-of-competition, with or without advance notice, as may be promulgated by that agency, and as may be permitted by law.

(d) Upon the communication by the independent anti-doping agency to USRowing of a sanction imposed for violation of the rules against doping, the CEO shall take necessary steps to enforce those sanctions according to their terms. Sanctions imposed by the independent anti-doping agency are not subject to further review by USRowing, whether by protest, appeal, grievance, or otherwise.

(e) As of October 2, 2000, the United States Anti-Doping Agency (USADA) has been designated by the United States Olympic Committee as the independent anti-doping agency as that term is used in this rule. Further information about prohibited substances, and anti-doping procedures and protocols, can be obtained from the USADA website.

#### **4-103 Eligibility to Compete in Events**

(a) Rowers may compete in a higher skill class but not a lower skill class. For example, a Senior athlete may compete in an Elite Event but not an Intermediate Event.

(b) A Coxswain may compete in any of those categories regardless of his or her classification by skill, except that a Coxswain who is not an amateur shall not compete in Events

classified by skill as Intermediate or Senior, or classified by age as Youth.

(c) A Rower who does not comply with Rule 4-104.3 (“Lightweights”) and Rule 4-106 (“Weighing of Competitors”) shall not compete in a lightweight Event. Any Coxswain who otherwise complies with applicable rules may participate in a lightweight Event.

(d) A Coxswain who does not comply with Rule 4-105.1 (“Coxswain’s Weight”) and Rule 4-106 (“Weighing of Competitors”) shall not compete.

(e) A Competitor, including a Coxswain, who does not comply with Rule 4-104.1(a) (“Classification by Age”) shall not compete in a Youth Event.

(f) A Rower who does not comply with Rule 4-104.1 (“Classification by Age”) shall not compete in a Masters Event, or in an inapplicable Masters age category Event as described in Rule 4-104.1 (“Classification by Age”). A Coxswain may compete in any Masters Event regardless of age.

(g) A female Rower shall not compete in Events for men, and a male Rower shall not compete in Events for women. A Crew competing in a mixed Event must be 50% male and 50% female, not including the Coxswain.

(h) A Competitor’s gender is considered to be that indicated on the athlete’s driver’s license or other government issued ID.

(i) A Competitor shall know his or her eligibility and shall not compete in an Event for which he or she is not eligible.

(j) Other sanctioning bodies may have additional eligibility requirements.

## **4-104 Classification of Competitors**

### **4-104.1 Classification by Age**

(a) A Competitor’s eligibility to compete in events classified by age is not affected by his or her classification by skill under Rule 4-104.2 (“Classification by Skill”). A Competitor’s classification by skill in non-age category events shall be as provided in that rule.

(b) The following classifications are used to determine a Competitor’s eligibility based on age:

(1) U23: A Competitor may compete in the U23 category until December 31 of the year of his or her 22nd birthday.

(2) U19: A Competitor may compete in the U19 category until December 31 of the year of his or her 18th birthday.

(3) U17: A Competitor may compete in the U17 category until December 31 of the year of his or her 16th birthday.

(4) U15: A Competitor may compete in the U15 category until December 31 of the year of his or her 14th birthday.

(c) Youth: A Youth is a Competitor who in the current calendar year does not attain the age of 19, or who is and has been continuously enrolled in secondary school as a full-time student seeking a diploma. A Competitor thus ceases to be a Youth after December 31 of the year of his or her 18th birthday, or of the year in which he or she completes the 12th grade of secondary school, having been a full-time student, whichever is later.

(d) Master: A Master is a Competitor who has attained, or will attain, the age of 21 during the current calendar year. A Competitor's age is determined as of December 31 of the current calendar year, rounded down to the nearest whole number. A Competitor thus becomes a Master on January 1 of the year of his or her 21st birthday. A Masters Crew shall be comprised exclusively of Masters Rowers, but the Coxswain need not be a Master.

(1) Masters Crews shall be classified by age according to the following categories:

(AA) 21 to 26 years,

(A) 27 to 35 years,

(B) 36 to 42 years,

(C) 43 to 49 years,

(D) 50 to 54 years,

(E) 55 to 59 years,

(F) 60 to 64 years,

(G) 65 to 69 years,

(H) 70 to 74 years,

(I) 75 to 79 years,

	Age	4x	2x	1x		Age	4x	2x	1x	
		8+	4+/4-	2-			8+	4+/4-	2-	
A	27	0.0	0.0	0.0	E	55	15.7	16.9	19.6	
	28	0.0	0.0	0.0		56	16.8	18.2	21.0	
	29	0.1	0.1	0.1		57	18.0	19.4	22.5	
	30	0.2	0.2	0.2		58	19.2	20.8	24.0	
	31	0.3	0.3	0.4		59	20.5	22.1	25.6	
	32	0.5	0.5	0.6	F	60	21.8	23.5	27.2	
	33	0.7	0.8	0.9		61	23.1	25.0	28.9	
	34	1.0	1.1	1.2		62	24.5	26.5	30.6	
	35	1.3	1.4	1.6		63	25.9	28.0	32.4	
	36	1.6	1.7	2.0		64	27.4	29.6	34.2	
B	37	2.0	2.2	2.5	G	65	28.9	31.2	36.1	
	38	2.4	2.6	3.0		66	30.4	32.9	38.0	
	39	2.9	3.1	3.6		67	32.0	34.6	40.0	
	40	3.4	3.7	4.2		68	33.6	36.3	42.0	
	41	3.9	4.2	4.9		69	35.3	38.1	44.1	
	42	4.5	4.9	5.6		H	70	37.0	39.9	46.2
	43	5.1	5.5	6.4			71	38.7	41.8	48.4
44	5.8	6.2	7.2	72	40.5		43.7	50.6		
45	6.5	7.0	8.1	73	42.3		45.7	52.9		
46	7.2	7.8	9.0	74	44.2		47.7	55.2		
47	8.0	8.6	10.0	I	75		46.1	49.8	57.6	
48	8.8	9.5	11.0		76		48.0	51.9	60.0	
49	9.7	10.5	12.1		77	50.0	54.0	62.5		
D	50	10.6	11.4	13.2	J	78	52.0	56.2	65.0	
	51	11.5	12.4	14.4		79	54.1	58.4	67.6	
	52	12.5	13.5	15.6		80+ add the following for				
	53	13.5	14.6	16.9		each year over 80				
	54	14.6	15.7	18.2		2.0    2.3    2.7				

To calculate handicaps without using the above chart:

$$HC = (\text{age} - 27)^2 * K \quad \text{*AA category (ages 21-26)}$$

K = .020 for 8+'s and 4x's    has no handicaps.

.0216 for 2x's and 4's

.025 for 1x's and 2-'s

*When determining boat age averages, always round down.  
(example 59.8 = 59.0)*

(J) 80 and over.

(2) The age category of a Masters Crew shall be determined by the average age of the Rowers in the Crew, rounded down to the nearest whole number. The age of a Coxswain shall not be counted. The ages of individual Rowers need not fall within the age category, so long as each Rower is a Master and so long as the average age of the Crew falls within the applicable category.

(3) A Masters Crew may compete in a lower (younger) age category but not in a higher category.

(4) A Master Competitor's eligibility to compete in Masters Events is not affected by his or her classification by skill under Rule 4-104.2 ("Classification by Skill"). A Master Competitor's classification by skill in non-Masters Events shall be as otherwise provided in that Rule.

(5) A Rower who is a member of the current year's National Team shall not be eligible to compete in the current year at the Masters National Championships.

(6) The handicaps listed on page 46 shall be applied in Masters Events where time handicaps are used. The time handicap for each Crew shall be calculated by subtracting the handicap for the youngest Crew in the Event from the handicap that applies to each Crew.

#### **4-104.2 Classification by Skill**

(a) A Competitor's classification by skill shall be determined separately with respect to Sweep Events and Sculling Events. Except for the provisions of subsection (c)(4) below (Elite status affecting Scull or Sweep status), a Competitor's classification in one category shall not affect his or her classification in the other.

(b) A Competitor's classification by skill shall not be determined separately with respect to open Events and lightweight Events, and thus a Competitor's status as Elite, Senior, or Intermediate is applicable regardless of weight class.

(c) Competitors shall be classified according to skill by the following criteria:

(1) Intermediate: A Competitor is an Intermediate who has not advanced to the status of Senior or Elite.

(2) Senior: A Competitor is a Senior who has

won any Intermediate or Senior 2,000-meter Event at a designated USRowing national championship regatta or at the Royal Canadian Henley Regatta, and who has not advanced to the status of Elite.

(3) A Competitor who is an Elite as a Sweep Rower shall be advanced to Senior for all Sculling Events, and a Competitor who is an Elite as a Scull Rower shall be advanced to Senior for all Sweep Events.

(4) Elite: A Competitor is Elite who has been a member of the USRowing Senior National Team or any country's Senior National Team as a Competitor (including as a spare) or a medalist at the U23 World Championships in the category at issue.

(d) All Trials Events to select the National Team, except those for Youth, U23, or Masters Events, shall be classified as Elite Events.

(e) Youth or Masters Races do not effect a Competitor's classification by skill under this Rule.

(f) All changes in classification by skill shall take effect on January 1 following the year of competition.

(g) Any other provision of these rules notwithstanding, a Competitor who is not an amateur shall be deemed an Elite for all Events.

#### **4-104.3 Lightweights**

A lightweight Crew is one that complies with the requirements below. An open Event is one that is not a lightweight Event.

(a) Men:

(1) A men's lightweight Crew, including a single Scull (1x), shall have no Rower who weighs more than 160 lbs.

(2) A men's lightweight Youth Crew, including a single Scull (1x), shall have no Rower that weighs more than 150 lbs.

(b) Women:

(1) A women's lightweight Crew, including a single Scull (1x), shall have no Rower who weighs more than 130 lbs.

(c) The Coxswain shall not be counted for purposes of this rule.



(d) Rules relating to USRowing National Team Trials Regattas and Regattas governed by FISA may vary.

#### **4-105 Coxswains**

(a) A Coxswain is a member of the Crew and subject to all rules governing Competitors unless a specific exception is written.

(b) A male Coxswain may compete in Events for women, and a female Coxswain may compete in Events for men.

(c) Rules relating to USRowing National Team Trials Regattas and Regattas governed by FISA may vary.

#### **4-105.1 Coxswain's Weight**

(a) All Competitors who are competing as a Coxswain must meet the following minimum weights and their weights shall be determined as provided in Rule 4-106 ("Weighing of Competitors").

(1) A Coxswain in an Event for men's Crews shall weigh at least 120 lbs.

(2) A Coxswain in an Event for women's Crews shall weigh at least 110 lbs.

(3) A Coxswain in an Event for mixed Crews shall weigh at least 120 lbs.

(b) Coxswains who do not comply with subsection (a) above shall carry deadweight in order to achieve the minimum weight. Any such deadweight shall be placed in the boat as close to the torso of the Coxswain as possible, and such weight shall remain in the boat throughout the duration of the race.

(c) It is specifically forbidden to distribute deadweight throughout the boat.

(d) A Crew whose Coxswain does not to have his or her deadweight at the finish of the Race shall not be placed.

(e) At any time, before or immediately after the Race, the Referee, another Race Official, or a member of the Control Commission may require the weight of the deadweight to be checked.

(f) Excess clothing, Equipment, electronic systems, tools, or other utilitarian devices germane to competition shall not be considered part of the Coxswain's weight and shall not be included as part of any deadweight required under subsection

(b) above.

#### **4-106 Weighing of Competitors**

(a) Competitors shall be weighed in racing uniform without shoes or other footgear. The racing uniform shall cover the torso of the competitor.

(b) The weight of Rowers in lightweight Events as described in Rule 4-104.3 (“Lightweights”) shall be determined once each day during either the Weigh-in Window or the Adjusted Weigh-in Window, but not both.

(c) Lightweight Rowers who fail to weigh-in during either the Weigh-in Window or the Adjusted Weigh-in Window shall be deemed ineligible to race.

(d) The weight of Youth Rowers in lightweight Events as described in Rule 4-104.3 (“Lightweights”) shall be determined once each day during either the Weigh-in Window or the Adjusted Weigh-in Window, but not both. Each Youth Rower shall have only one (1) initial opportunity to weigh in. A Rower within one (1.0) pound or less of the weight standard is allowed one (1) re-weigh within the same window as his or her initial opportunity. A Rower whose initial weight is greater than one (1.0) pound above the weight standard will be ineligible to compete in the Event.

(e) The weight of Coxswains as described in Rule 4-105.1 (“Coxswain’s Weight”) shall be determined once each day during either the Weigh-in Window or Adjusted Weigh-in Window, but not both. In the event a Coxswain is weighed after the applicable Weigh-in Window or Adjusted Weigh-in Window, but before the first Race in which the weight is relevant, the Coxswain may be subject to one of the penalties described in Rule 2-602 (“Types of Penalties”); the presumed penalty for such infraction is a Warning. Failure to weigh-in at any point in time prior to the first Race in which the weight is relevant shall constitute a violation of Rule 4-105.1 (“Coxswain’s Weight”) and result in the Coxswain being deemed ineligible to race.

(f) When an Adjusted Weigh-in Window is created due to a scheduling change, a Competitor may weigh-in during either the original Weigh-in Window or the Adjusted Weigh-in

Window, but not both, provided the Competitor completes his or her weigh-in prior to the newly Scheduled Time of the Race and on the same day as the newly Scheduled Time of the Race.

## **ARTICLE V - REGATTAS**

### **Part A - Regatta Organization**

#### **5-101 Regatta Director**

The Regatta Director shall have general responsibility for the logistical operation of the Regatta, shall be the principal liaison between the LOC and USRowing, and shall have the power to execute binding commitments on behalf of the LOC.

#### **5-102 Regatta Secretary**

The Regatta Secretary shall receive and administer procedures regarding entries, as described in Part B (“Entries”) of this article, and shall publish necessary and proper information regarding such entries. The Regatta Secretary shall supervise the publication of results.

### **Part B – Entries**

#### **5-201 Submission of Entries**

(a) The LOC shall establish the method of entry, all applicable deadlines, and entry fees.

(b) All Competitors must have a signed waiver on file at USRowing.

(c) All entries must include: (1) the name of the Club submitting the entries, (2) the names of all Competitors, (3) USRowing membership number of each Competitor and the date of expiration, (4) the affiliation of each Competitor, if such affiliation is not with the Club submitting the forms, and (5) the boatings of all Crews being entered.

#### **5-202 Reporting of Entries**

After entries have closed, the Regatta Secretary shall publish the number of entries received and the applicable format of the progression system that applies to each Event.

## **5-203 General Requirements for Entries and Affiliation (\*)**

(a) Regattas shall be open to entries submitted by Clubs in the United States' that are organizational members of USRowing, or by foreign Clubs that are members of the appropriate national rowing federation recognized by FISA or its national Olympic Committee. Such Clubs shall have been organized at least one month prior to the first day of the Regatta.

(b) Regattas shall be open to Unaffiliated Competitors who may compete as "Unaffiliated" in a single Scull or as members of a composite Crew with other Competitors who are members of Clubs or are also Unaffiliated.

(c) Only Competitors who are bona fide members of a Club shall be entered by that Club, except that a composite Crew may be entered by any of the Clubs to which one of the Competitors in the Crew belongs.

(d) A Competitor shall represent only one Club at a Regatta. A Competitor shall not represent more than two Clubs in any calendar year. Individual exemptions from the requirements of this subsection may be granted by USRowing to Competitors upon a showing of good cause.

(e) Foreign Competitors representing their national federation are exempt from USRowing membership requirements.

(f) All Competitors at Registered Regattas shall be individual members of USRowing, or in the case of foreign Competitors, members of their national rowing federation recognized by FISA or its national Olympic committee.

## **5-204 Composite Crews**

Composite Crews are those that include Competitors from more than one Club and/or Unaffiliated Competitors. Such Crews shall be ineligible to receive points or other scores used to determine Team trophies or awards. Once a Crew has been entered as a composite Crew, it shall remain so, regardless of subsequent substitutions.

## **5-205 False Entries**

(a) The Chief Referee, or his or her delegate, shall exclude any Crew when he or she determines that there has been intentional deception or falsehood in that Crew's entry information concerning a Competitor's identity, classification, affiliation,

amateur standing, or other information relevant to his or her competitive status. The Chief Referee, or his or her delegate, may curtail or prohibit the further participation at a Regatta of any Team member found responsible for such deception or falsehood. The Chief Referee shall make a report of such incidents to USRowing.

(b) A challenge to the entry of a Crew, or to the status of a Competitor, may be made by any Team to the Chief Referee or his or her delegate. Such challenge shall be made no later than one hour after the final Race in an Event that is completed and shall be resolved pursuant to the procedures described in Rule 2-607 (“Protest Hearing”).

### **5-206 Substitutions**

(a) Once an entry has been submitted and the deadline for submitting the identity of members of the Crew has passed, a Crew other than a single Scull may substitute up to one half of its Rowers, as well as the Coxswain. The LOC may prohibit such substitution if it is not submitted in writing to the LOC at least one hour before the first Race of the Event in which the Crew is entered.

(b) No substitutions shall be made for a Competitor in a single Scull (1x), except for illness or injury as provided in Rule 5-207(b) (“Illness of Competitors”).

(c) After the first Race in an Event has taken place, the composition of a Crew shall remain the same and no substitution shall be allowed for any subsequent Races in that Event, except as provided in Rule 5-207 (“Illness of Competitors”).

(d) Any substitutions must comply with the same provisions regarding Competitors contained in Article IV (“Competitors”), as applied to the original Competitor.

### **5-207 Illness of Competitors**

(a) If the LOC finds that serious and sudden illness or injury prevents a Competitor in a Crew other than a single Scull (1x) from competing, that Competitor may be substituted at any time before the Event is completed. A certificate from a health professional shall be required unless the LOC finds the requirement impractical. Such substitution shall not count toward the maximum amount of substitutions allowed under

Rule 5-206(a) (“Substitutions”).

(b) If the LOC finds that serious and sudden illness prevents a Competitor in a single Scull (1x) Event from competing, that Competitor may be substituted by the Club that submitted the entry at any time before the first Race in that Event. No substitution shall be made for a Competitor in a single Scull (1x) Event after the first Race of the Event, regardless of the circumstances.

(c) A Competitor substituted due to illness or injury under this rule may not return to competition in the same Regatta until the Competitor is restored to good health. A certificate from a health care professional shall be required unless the LOC finds the requirement impractical.

### **5-208 USRowing Progression Systems**

(a) Progressions shall be determined based on the number of entries in an Event and the format of the Regatta.

(b) All progressions shall be published in the initial Regatta packet. The final schedule may be amended based on the total number of entries.

(c) Random lots or a randomized computer program shall be used to determine the composition of heats and the assignment of lanes in heats. In Events with more than 36 entries, the composition of the repechages shall be determined by seeding entries according to the order of finish in the heats. Lane assignments for subsequent rounds shall be assigned according to the orders of finish in the prior round.

### **5-209 Changes in the Form of Progression**

(a) Once the form of progression has been published, according to the number of entries received pursuant to Rule 5-202 (“Reporting of Entries”), it may be changed only under the following circumstances:

(1) by the LOC, no later than one hour before the Scheduled Time of the first Race in the Event, if due to scratches, the reduced number of entries would call for a different form of progression under the applicable progression system; or

(2) by the LOC any time before the first Race in the Event, if due to scratches, the Event would be reduced to a

final only, with no heats, under the applicable progression system.

(b) If the LOC changes the form of progression under subsection (a), it shall conduct a new draw to determine composition of heats and lane assignments.

## **Part C – National Championship Regattas**

### **5-301 National Championship Events (\*)**

The Events for the Elite National Championships, Masters National Championships, Youth National Championships, Club National Championships, and Head Race National Championships will be published on [www.usrowing.org](http://www.usrowing.org).

### **5-302 Course Requirements (\*)**

National Championship Regattas shall take place on a Class “A” Course, unless specific approval for another level of Course is given by USRowing.

### **5-303 Masters National Championships (\*)**

(a) Information about this Regatta, including the proposed listing and order of Events, shall be available on [www.usrowing.org](http://www.usrowing.org) by early spring, typically by March 31.

(b) When a Race consists of only one entrant per age category, a gold medal will automatically be awarded upon completion of the Race.

### **5-304 Youth National Championships (\*)**

(a) The Youth National Championships is an invitation-only championship Regatta. Crews must qualify for a Youth National Championship invitation by attending a recognized qualification Regatta and placing in one of the 18 Youth National Championship Events.

(b) Information about this Regatta shall be available on [www.usrowing.org](http://www.usrowing.org) by early spring, typically by March 1.

## **ARTICLE VI - TRIALS RULES**

### **6-101 Title, Purpose, and Scope of Trials Rules**

(a) The rules contained in this article shall be known as the USRowing Trials Rules.

(b) The purpose of these Trials Rules, in addition to those described in Rule 1-102 (“Purposes”), is to facilitate the process of selecting the most competitive Crew to represent the United States in international competition.

(c) These Trials Rules shall apply to all Races, Events, and Regattas that are used to select the National Team that will represent the United States and bear the national colors in international competition, as defined in the Ted Stevens Amateur Sports Act of 1978, 36 U.S.C. § 220501 et seq., including but not limited to the Olympic Games, Pan American Games, and any FISA Championship Regatta.

(d) Except where specifically altered or superseded in these Trials Rules, all other applicable FISA Rules of Racing in effect at the time shall be enforced. USRowing may publish each year such supplemental Selection Procedures as are consistent with these Trials Rules.

### **6-102 Trials Director**

(a) For each Trials, the CEO shall appoint a Trials Director, or in default of such appointment, shall be the USRowing Director of High Performance.

(b) The Trials Director shall be responsible for implementing and executing the selection criteria and procedures adopted by the Board of Directors pursuant to Rule 6-101(d) (“Title, Purpose, and Scope of Trials Rules”).

(c) The Trials Director shall have right of audience at all meetings and deliberations of the Jury, and the Trials Director shall consult, whenever practicable, with the Chief Referee on decisions related to the conduct of a Trials Regatta.

### **6-103 Substitutions**

The Trials Director, after consultation with the Chief Referee, may relax the limitations on substitutions if such relaxation is appropriate in order to select the most competitive Crew.



## **6-104 Order of Racing**

(a) The start of each racing session shall be separated by at least six hours.

(b) The exact schedule of racing shall be posted at the Regatta site no later than 6:00 p.m. on the day preceding the first Race in the Event. Racing is nevertheless subject to change depending upon weather or other conditions.

## **6-105 Penalties for Interference in Trials Races**

[Deleted]

## **6-106 Results**

The Chief Referee and Jury of a Trials Event shall certify in writing the results prepared by the Chief Judge as being in accordance with the Trials Rules. The results so certified shall be transmitted by the Chief Referee to USRowing headquarters.

# **ARTICLE VII - THE COURSE**

## **Part A - General Course Requirements**

### **7-100 Course Approval**

USRowing must approve all Courses used for Registered Regattas. Such approval indicates only that the Course, as represented to USRowing, meets basic safety requirements for the race format proposed.

### **7-101 Minimum Requirements**

Minimum Course requirements, as well as specifications for Class “A”, Class “B”, and Class “C” Courses, are available in the USRowing LOC Guidance Manual. LOCs wishing to register a Regatta are encouraged to review these specifications prior to requesting registration.

## **Part B – Classes of Courses**

### **7-201 Classification of Courses**

(a) USRowing may classify Courses within the United States as either Class “A,” Class “B,” or Class “C” Courses.

(b) If USRowing is of the opinion that a Course not complying with all the applicable specifications should nevertheless be certified as falling in a particular class, it may do so provided that it specifically finds that the Course complies with substantially all the requirements for the class and that any deviations do not detract from the quality of the Course as compared to others in that class.

## **ARTICLE VIII - HEAD RACES**

### **8-101 Scope of Rules Regarding Head Races (\*)**

This Article shall apply to all Races at Registered Regattas that are conducted as Head Races. Articles I (“General”), III (“Equipment”), IV (“Competitors”), and V (“Regattas”) shall apply, where applicable by their terms, to Head Races. Article VII (“Courses”) shall not apply to Head Races. Article II (“Conduct of the Race”) shall apply to Head Races to the extent not superseded by the provisions of this Article.

### **8-102 Course Configuration (\*)**

USRowing must approve the Course layout for all registered Head Races. Such approval indicates only that the Course, as represented to USRowing, meets basic safety requirements for the race format proposed.

### **8-103 Officials**

[Supersedes Rule 2-104(a) (“Officials”)]

For each Race, the Chief Referee shall cause to be assigned officials to perform the following functions:

(a) Starter: The Starter shall be responsible for administering the starting procedures, including maintaining the order of the start and the proper intervals between Crews.

(b) Marshal: The Marshal is responsible for organizing participating Crews above the start into the proper order and interval.

(c) Timer: The Timer shall mark the starting time of each Crew.

(d) Clerk: The Clerk is responsible for recording and communicating the starting time for each Crew.

(e) **Monitors:** Monitors shall be stationed at each point along the Course wherever conditions may require the observation or control of Crews. Monitors shall note any violation of local Regatta rules, including traffic pattern rules, right of way rules, or turning rules. Monitors shall give instructions to Crews to avoid serious collision or accident, to avoid Interference, and are empowered to exclude a Crew on the spot while a Race is in progress.

(f) **Chief Judge:** The Chief Judge shall mark the finish time of each Crew.

### **8-104 Qualifications of Officials (\*)**

All persons acting as Chief Referee at a registered Head Race Regatta shall hold a Referee license. The Starter, Marshal, member of the Jury, and the Chief Judge shall possess a Referee or Assistant Referee license.

### **8-105 Local Regatta Rules (\*)**

For each Regatta sponsoring a Head Race, the LOC shall devise and publish local Regatta rules that govern the conduct of racing and that are adapted to the particular characteristics of the Course.

### **8-106 Map of Course (\*)**

The LOC shall prepare and publish a map of the Course, showing the Starting area, finish area, paths to be taken by launching or returning Crews, the location of the first-aid station, and the Course itself.

### **8-107 The Start**

[Supersedes Article II (“Conduct of the Race”), Part C (“The Start”)]

(a) Any Crew that does not appear within the time specified in the local Regatta rules may be excluded by the Marshal or Starter.

(b) The LOC may require that each Crew carry a bow number, denoting its place in the starting order, or that the bowperson of each Crew have the bow number affixed to his or her back, or both.

(c) Crews shall be responsible for maintaining their proper

order, for maintaining the proper interval between it and other Crews, and for staying within the chute as they approach the starting line. Crews not maintaining their proper position may be delayed, moved to the end of the starting order, penalized, or excluded by the Marshal or Starter.

(d) All Crews not currently involved in the staging of the start shall yield to Crews being summoned by the Marshal or Starter. A Crew that interferes with the staging of the start may be penalized by the Marshal or Starter.

(e) If racing is delayed, the Starter shall provide for a sufficient amount of time between Events, such that Crews in different Events do not overlap at the finish line.

### **8-108 The Body of the Race**

(a) Monitors shall give instructions to Crews in the manner set forth in the Rules of Racing. Should it be necessary to exclude or disqualify a Crew during a race, the monitor shall raise a white flag, order the Crew to “Stop!”, and announce the decision.

(b) If one or more Rowers are ejected or lost from a boat during a Head Race, the affected Crew must stop and remain with those individuals until all are safely out of the water.

(c) After a Crew has finished the Race, it shall continue to row at least 100 meters to avoid interfering with following Crews.

### **8-109 The Finish**

[Supersedes Article II (“Conduct of the Race”), Part E (“The Finish”)]

The order of finish shall be determined according to the order of elapsed times, after any time penalties have been assessed.

### **8-110 Types of Penalties**

(a) Time Penalties: The LOC may provide in the local Regatta rules for the imposition of time penalties, to be added to a Crew’s elapsed time, for violation of published local Regatta rules. Time penalties may be imposed by Race Officials for infractions of the rules that would have been punishable by a warning or false start under Article II (“Conduct of the Race”) of these rules.

(b) Exclusion: See Rule 2-602(c) (“Types of Penalties”).

(c) Disqualification: See Rule 2-602(d) (“Types of Penalties”).

## **ARTICLE IX - SUPPLEMENTAL RULES**

### **Part A – Open Water Racing**

#### **9-101 Scope of Open Water Rules (\*)**

(a) The rules contained in Part A of this article shall be known as the USRowing Open Water Rules.

(b) These Open Water Rules shall apply to all Races that are held on open bodies of water, such as bays, gulfs, large lakes, or the ocean, and that do not comply with the minimum requirements of Article VII (“Courses”). Other parts of the Rules of Racing shall apply only if specifically adopted pursuant to the particular rules for the Event (Rule 9-103, “Particular Rules of the Event”).

#### **9-102 General Principles of Open Water Racing (\*)**

The following principles shall govern the conduct of open water racing:

(a) The LOC and Race Officials shall provide for the safety of participants and fairness of the competition and shall be empowered to take whatever action is necessary to achieve those purposes.

(b) The Equipment used shall be appropriate to the body of water on which the Race is held and shall be capable of being operated safely under the prevailing environmental conditions.

(c) Race Officials shall be appointed in sufficient number to observe and control the Race and to protect the competing boats from outside interference and hazard.

(d) There shall be adequate communication between the competing boats, Race Officials, and safety personnel, and there shall be a commonly understood method by which officials may relay instructions to competing boats.

(e) The Course shall be adequately marked and shall be described or identified to the Competitors before the Race begins.

(f) Crews shall progress on the Course without outside assistance or interference. If a Crew is affected positively or negatively by an unfair circumstance, it is the responsibility of Race Officials to restore fair racing conditions.

(g) Each boat shall be equipped with safety devices, including PFDs, in sufficient number to accommodate every Competitor.

### **9-103 Particular Rules of the Event (\*)**

To be eligible for registration by USRowing, each class or type of open water competition shall present for approval a set of particular rules and requirements that implement the General Principles of Open Water Racing contained in Rule 9-102 (“General Principles of Open Water Racing”) and that are adapted to the particular needs of that Event.

# **Referee Procedures Manual 2016**

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## **I) INTRODUCTION**

This manual is intended to serve as guidance for licensed referees in performing the duties assigned to Referees at Registered Regattas. It is not a replacement for reading and understanding the Rules of Racing, as not all Rules have additional procedural information described in greater detail in this document. Not all positions will be in use at all Regattas, nor will licensed Referees staff all positions if not required by the Rules of Racing. These procedures are only a framework; please refer to any Regatta-specific instructions from the Chief Referee and the information in the Regatta packet for any variations or exemptions.

In this manual, references to terms defined in the Rules of Racing, Rule 1-202 are capitalized. Additionally, references to specific positions typically staffed by licensed referees are in italics. When referring generally to a licensed Referee or Assistant Referee, the term “referee” with neither capitalization nor italics will be utilized unless capitalization is required for correct grammar.

## **II) REGATTA RACE OFFICIAL POSITIONS AND PROCEDURES**

The Race Official staffing for a Regatta is comprised of a Chief Referee and other licensed referees. For a Registered Regatta, this requires a minimum of five licensed referee. The Chief Referee for a Registered Regatta must have a Referee license; others may have a Referee or an Assistant Referee license. The Local Organizing Committee (LOC) for a Regatta may select the Chief Referee and work in conjunction with the Chief Referee to recruit the other referees, except where specifically designated otherwise in the Internal Operating Procedures (IOP) of the Referee Committee.

### **1) Chief Referee**

The Chief Referee will fulfill his or her role by performing the

following duties:

- Work with the LOC to recruit referees.
- Assign referees to positions and oversee their work.
- Be President of the Jury.
- Determine the members of the Jury.
- Verify the existence of safety requirements at the regatta site and execute the Regatta Safety Checklist, reporting his or her findings to USRowing.

- o It is required that the USRowing Regatta Safety Checklist be submitted electronically through the RDS.

- o If there are significant safety issues with the Regatta that are documented in the Checklist, a signed copy must be sent to USRowing.

- Staff the Control Commission to ensure that Crews and Competitors comply with the rules regarding equipment (Article III, “Equipment”) and the rules regarding Competitors (Article IV, “Competitors”).

- Ensure that Competitors required to undergo drug testing are identified to the officials responsible for this immediately after getting out of their boat.

- In the case of unsafe or unfair conditions, shall consult, if possible, with the LOC either before suspending racing, or as soon as practical thereafter.

- May act individually as a Race Official.

- Perform such other functions as are assigned to him or her under the Rules of Racing.

### **a) Pre-Regatta Meeting**

Prior to the first Race of the Regatta, typically beginning at least one hour before the first Race, the Chief Referee will conduct a pre-regatta meeting, also known as the Coaches and Coxswains meeting, to cover information relevant to the Regatta.

At a minimum, this meeting should cover the following topics:

- Any local rules and exceptions/amendments to the Rules of Racing
- Traffic pattern
- Regatta time
- Emergency procedures (e.g. course evacuation, medi-

cal)

## 2) Race Officials

Race Officials for a Regatta must possess a Referee or Assistant Referee license. Certain positions must be staffed by a licensed Referee or Assistant Referee, while others may be staffed with LOC volunteers. The requirements are different for a Head Race and for a Sprint Race.

### a) Sprint Racing

The following positions must be staffed by a licensed Referee or Assistant Referee:

- *Referee*
- *Starter*
- *Judge at start*
- *Chief judge*

### b) Head Racing

The following positions must be staffed by a licensed Referee or Assistant Referee:

- *Starter*
- *Start marshal*
- *Chief judge*
- *Jury*

### c) Jury

The *jury* shall normally be comprised of five members, including the Chief Referee as President. A different number may be designated by the Chief Referee, provided that there is an odd number of members and that there are no fewer than three members.

## 3) Control Commission

The *control commission* verifies that Crews and Competitors comply with the rules regarding Equipment (Article III, “Equipment”) and the rules regarding Competitors (Article IV, “Competitors”). The tasks typically under direct control of licensed referees fall into several categories:

- Athlete Weigh-Ins
  - o Weighing of lightweight Rowers
  - o Weighing of Coxswains and checking dead weight to be carried by Coxswains
- Boat Weighing
  - o Minimum weight of boats
- Athlete/Crew Identification
  - o Requirement of a bow number
  - o Prohibited advertising
  - o Uniforms
- Boat Safety Checks
  - o Requirement of a bowball on the boat that meets the specifications in Article III (“Equipment”)
  - o Requirement of foot release devices that meets the specifications in Article III (“Equipment”)
  - o Minimum thickness of Oars
  - o Dimensions of Coxswain openings, especially in bow-coxed boats
  - o Use of prohibited substances on the hull or oars

Other tasks included in the duties of the *control commission* are typically handled by the LOC, including:

- Substitution of Competitors
- Replacement of Ill Competitors
- Classification by Age of Competitors
- Classification by Skill of Competitors

### **a) Athlete Weigh-Ins**

Consistent application of the procedures for determining eligibility to compete as a Coxswain or lightweight Rower is essential. The rules set forth in the Rules of Racing, or as amended in the Regatta packet, are to be followed to ensure that all Crews receive the same fair, consistent treatment.

#### **(1) Role**

Ensure that all lightweight Rowers and Coxswains comply with their respective weight limit rules and that they are weighing in within an official Weigh-in Window or Adjusted Weigh-in Window.

## **(2) Equipment**

- Scale(s) (ideally a practice scale and an official scale)
- A certified weight or a reference weight for the scales
- Material to make deadweight for coxswains (e.g. sand, baggies, duct tape, markers) if being provided by the LOC
- Paperwork
- Binder to compile paperwork
- Pens/Markers
- Clock
- Wristbands
- Heat sheet
- Radio

## **(3) Position Set-up**

- If possible, split the weighing of Coxswains from the weighing of lightweight Rowers onto separate official scales, each with its own set of paperwork and materials.
- Configure the athlete weighing area to ensure easy flow of athletes both into and out of the controlled area.
- Determine that the scale(s) is on hard, level ground.
- Test the scale using a certified weight.
- Position the clock so that it is visible to the athletes (confirmed set to regatta time).
- Assemble sand, baggies, tape, markers, and other supplies out of the way of the scale(s).
- Organize wristbands or other identifiers for easy distribution.
  - o If multiple colors are available, use one color for lightweight Rowers, a second color for Coxswains requiring dead weight, and a third color for Coxswains not requiring deadweight.
  - o Make sure the Chief Referee and referees/volunteers working in the boat launching area know the colors for that day.

## **(4) Weights**

- All athletes must be weighed in just their racing uniform with no shoes, outer gear, or headgear.
  - o Jackets, tights/pants, second shorts, glasses perched on head must be removed.

o Uniforms must be unrolled and the torso of the competitor must be covered

### **(5) Weigh-in Times**

- Monitor long lines and bring athletes forward for earlier Races if needed.

- The Weigh-in Window opens two (2) hours and closes one (1) hour before the Scheduled Time of the Race (not the Event) where the weight is relevant.

- o If the race schedule is officially altered, an Adjusted Weigh-in Window opens two (2) hours and closes one (1) hour before the newly Scheduled Time of the Race.

- Athletes may weigh-in either during the original Weigh-in Window or the Adjusted Weigh-in Window, but not both, provided that the weigh-in occurs on the same day and before the Scheduled Time of the Race.

- As the window closes for events, communicate the coxswain weights to the *assistant starter* (cell phone, text, or radio channel reserved for weights information preferred).

- Alternatively, if the *finish marshal* is checking weights rather than the referee, communicate the weights to the *finish marshal* (cell phone or text preferred).

- Common sense applies, so we do not negatively affect the opportunity for athletes to weigh-in within their window.

### **(6) Procedure – Coxswain**

- Coxswain prepares paperwork.

- If within correct Weigh-in Window or Adjusted Weigh-in Window, continue with procedure.

- o If too early, ask Coxswain to move aside and wait for his or her window to open.

- o If too late, but before the Scheduled Time of the Race, the Coxswain may weigh-in but is subject to a penalty (presumptive penalty is a warning).

- Notify the Chief Referee and the *assistant starter* if any penalty is assessed.

- o Referee/volunteer compares Coxswain's credential against the submitted paperwork.

- Check any discrepancies through a prescribed process with LOC.



- The Coxswain is responsible for his or her own deadweight, if required.
  - o Deadweight may consist of weights provided by the Coxswain, or be constructed of materials supplied by the LOC if required.
  - Before the Coxswain is invited to step onto the scale, ensure that the scale reads zero.
  - Review the Coxswain’s paperwork and invite him or her to step onto the scale.
  - If no deadweight is required:
    - o Write “0” on the wristband;
    - o Record “0” on the Coxswain’s paperwork;
    - o Record the time of weighing and the referee’s initials on the Coxswain’s paperwork; and
    - o Record “0” on the master list, if in use.
  - If deadweight is required:
    - o Record the body weight on the Coxswain’s paperwork.
    - o Inform the Coxswain of the amount of deadweight required.
      - Direct the Coxswain to supplies for creating deadweight, if provided by the LOC.
        - o With the Coxswain holding his or her deadweight, have he or she step back onto the scale to re-weigh.
        - o Certify the deadweight by writing the date, amount, and the referee’s initials on the deadweight.
        - If the Coxswain is using a weight plate or other item that does not require duct tape to seal, write the weigh-in information on a piece of tape and adhere it to the item.
        - If the deadweight is divided into multiple parcels, make a note of the number on the paperwork and relay that detail along with the amount when communicating the weights.
          - o Write the amount of deadweight carried on the wristband.
          - o Record the amount of deadweight on the Coxswain’s paperwork.
          - o Record the time of weighing and the referee’s initials on the Coxswain’s paperwork.

o Record the amount of deadweight on the master list, if in use.

• Referee/volunteer attaches wristband around Coxswain's wrist.

o May go on either wrist.

o Prior bands need not be removed unless there is an obvious potential for confusion.

### ***(7) Procedure – Lightweights***

• Crew prepares paperwork.

• If within correct Weigh-in Window or Adjusted Weigh-in Window, continue with procedure.

o If too early, ask Rowers to move aside and wait for their window to open.

o If too late, notify Chief Referee (this constitutes a violation of the window and the lightweight rower is ineligible to race).

o Referee/volunteer compares each Crew member's credential against the submitted paperwork.

• Check any discrepancies through prescribed process with LOC.

• Crew members weigh-in in seat order – bow to stern.

• For non-Youth Rowers, if a Crew member does not make weight, continue to weigh-in the entire Crew, noting those individuals who do not make weight.

o Those who do not make weight on their first attempt may re-weigh as many times as necessary until their weigh-in window closes. Use discretion when allowing such individuals to re-weigh, without disrupting the overall flow of other Crews who have been waiting for their turn at weigh-in.

o Wristbands or other identifications are not given until the entire Crew is in compliance.

• For Youth Events, each Rower shall have one (1) initial opportunity to weigh-in.

o A Rower with one (1.0) pound or less above the maximum weight is allowed just one additional re-weigh during either the Weigh-in Window or Adjusted Weigh-in Window, but not both.

o A Rower who is more than one (1.0) pound above the maximum weight will be ineligible to compete in the

Event.

- Once the **entire Crew** has made weight, a referee/volunteer attaches wristbands around each Competitor's wrist.
  - o May go on either wrist or ankle.
  - o Prior bands need not be removed unless there is an obvious potential for confusion.

### ***(8) Notes***

- Do not suggest ways for the athlete to make weight.
- Do not have food or drink in view of the athletes at the weigh-in station.
- Be alert for health issues caused by methods to make weight.

## **b) Boat Weighing**

### ***(1) Role***

Ensure that boats used in competition meet minimum weight standards as set forth in the Rules of Racing.

### ***(2) Equipment***

- Boat scale, often two scales connected by a control box, certified by an outside authority
- Certified test weight
- Paperwork
- Binder to compile paperwork
- Heat sheet
- Extra boat slings
- Radio

### ***(3) Position Set-up***

- The scales should be placed on a hard, flat surface protected from wind and rain in an area easily accessible from the incoming docks reserved exclusively for the weighing of boats during the Regatta.
  - Once the scales have been certified by an outside authority, they should not be moved.
  - Any wiring placed on the ground should be secured to minimize the trip hazard to Competitors.
  - The scales will be open for test weighing of boats during the practice sessions and the racing sessions unless

circumstances arise to prevent it.

- Referees/volunteers at boat weighing must ensure that test weighing does not interfere with required weighing.

- o If the Race Official in charge of boat weighing determines that Crews are waiting too long or the area has become too congested or unsafe, test weighing may be suspended until the situation has been resolved.

- Inform the Chief Referee immediately if this occurs.

#### ***(4) Procedure – Identification of Boats for Weighing***

- Prior to the start of each racing session, the Chief Referee or delegate determines which boats will be weighed.

- o Boats may be selected from each Race randomly by lane or based on the order of finish.

- If the boats will be selected by order of finish, the Chief Referee will give the list of selected places from each race to the *chief judge*.

- o After the completion of each Race, the *chief judge* will communicate the bow numbers and identities of each selected Crew to the Race Official at *control commission* in charge of boat weighing.

- If the boats will be selected randomly by lane, the Chief Referee will give the list of selected boats to the Race Official at *control commission* in charge of boat weighing.

- A member of *control commission* will:

- o Meet the Crew as it leaves the recovery dock;

- o Notify the Crew that it has been selected to weigh its boat; and

- o Escort the boat directly to the scales.

- A coach may accompany his or her Crew.

- Anyone may carry the boat.

- All Race Officials in the boat weighing process should be observant for Unsportsmanlike Conduct, such as pouring water on the shoes.

- o If this type of activity is observed, the Crew is to be assessed a penalty applicable to their next Race in the Event (presumptive penalty is a warning).

- o If this type of activity occurs during a final, contact the Chief Referee immediately.

### **(5) Procedure – Weighing of Boats**

- Prior to the boat being placed on the scales, instruct the Crew to remove everything with the exception of the wiring for the CoxBox/SpeedCoach/other electronics, speakers, seats, foot-stretchers, skeg, rudder, and riggers.

- Everything that is **not firmly fastened** must otherwise be removed prior to weighing (e.g. bow numbers, CoxBox, SpeedCoach, bungee cords, seat pads, water bottles, sponges).

- Request that the Crew open the ports for inspection.

- Ensure that the scale reads zero (“0”).

- Instruct the Crew to place the boat on the scales, hull down, if possible.

- If the boat is carrying added weight, it must be firmly fastened (anywhere is fine) and not serve any other purpose in the boat.

- The Race Official will inform the coach/Crew of the boat’s weight.

- Complete and file the paperwork.

- o A representative from the Crew must sign the paperwork.

- Once all boats for a Race have been weighed, notify the *chief judge*/timing staff that weighing is complete for that Race; note any penalties assessed.

### **(6) Procedure – Underweight Boat**

- Document the weight of the boat from the initial weighing.

- Both the Race Official and a representative from the Crew sign the paperwork.

- Remove the boat from the scales, place in slings if available.

- Ensure that the scale reads zero (“0”).

- Place the certified test weight on each scale and confirm an accurate reading.

- Ensure that the scale reads zero (“0”).

- Weigh the boat again.

- o Confirm the boat is well seated on the scales and balanced.

- o Confirm any stands or slings are centered on the scale.

- If the boat fails again:
  - o Document the weight of the boat during the second weighing;
  - o Have both the Race Official and a representative from the Crew sign the paperwork;
  - o Apply the appropriate penalty as listed in the Rules of Racing (3-104, “Minimum Weight of Boats”);
  - o Notify the *chief judge*/timing staff which Crew has been relegated or excluded, so that results may be updated;
 and
  - o Notify the Chief Referee.

### **c) Boat Launching / Recovery**

#### **(1) Role**

Ensure that there have been no improper substitutions and that all Equipment meets the safety standards in the Rules of Racing (Article III, “Equipment”). These Athlete/Crew identification and boat safety checks take place in the boat launching area. In the boat recovery area, members of the *control commission* observe Crews for health issues, facilitate (but not conduct) the repair of broken equipment discovered on the water, and record the retrieval of Crews to confirm full Course evacuation in the case of a weather emergency.

Identification of Crews for boat weighing, described in the boat weighing section above, and of Competitors for drug testing also takes place in the boat recovery area. Typically, these functions are only conducted at large, championship-level Regattas.

#### **(2) Equipment**

- Heat sheet
- Megaphone
- Clipboard
- Pen
- Bow numbers, if being distributed by the Regatta during launching
- Boat slings
- Radio

### ***(3) Pre-Race Procedure***

- Assign the referees/volunteers to specific functions (e.g. checking identifications, safety checks).
- Train the volunteers on appropriate communication/commands and procedures for assigned roles.
- Develop/maintain a trailer map to quickly locate any Crew and needed parts, if required.
- Monitor the location of medical resources and confirm established procedures for contacting them in case of an emergency.
- Place a set of boat slings in a convenient, but out of the traffic flow, location for Crews to use if adjustments are needed to bring a boat into compliance with the safety checks.

### ***(4) Procedure – Boat Launching – Athlete Identifications***

- Identify the name of each Crew and the Race in which it is competing.
- Confirm the boat is carrying the correct bow number card.
  - o For a time trial or head race where a bib number also is in use, confirm its accuracy and visibility.
- Check for Coxswain and lightweight Rower wristbands; each Coxswain/lightweight Rower must have the correct color wristband attached in order to launch.
- If instructed by the Chief Referee to confirm athlete identities, compare the athlete credentials with the lineups provided on the heat sheet.
  - o Check any discrepancies through the prescribed process with the LOC.
- Check for consistency in uniforms (singlet or unisuit); additional layers or outerwear is acceptable when launching, but Crews must race in consistent uniforms.
- Verify that all Rowers in Events for men are male and that all Rowers in Events for women are female.
  - o Gender is determined by the Competitor's government issued ID and will be noted on the Competitor's credential.

### ***(5) Procedure – Boat Launching – Safety Checks***

- It is the Crew's responsibility to have its equipment in

compliance with the rules; the Referee/volunteer may randomly check boats as they are launching to affirm compliance with the rules governing bow balls, quick release and heel ties on shoes, and Coxswain's openings in bow-coxed boats.

- o Check bow ball.

- o Check for quick release and heel ties on shoes.

- o Ensure that both shoes can be opened by pulling with a single hand, single motion. If you are concerned that the competitor's feet cannot be released from their shoes with a single hand motion, ask the competitor to demonstrate the mechanism with the boat in slings.

- o Check for correct size openings for Coxswains.

- A boat failing any safety check may not launch until the safety issue is resolved.

- o Allow the Crew to place the boat into slings to address the issue. The boat may not proceed onto the launch dock or be placed into the water until the boat is in compliance.

#### ***(6) Procedure – Boat Launching – Broken Equipment***

- Notify the assistant starter and, under his or her direction, allow the Crew to repair or replace the Broken Equipment on shore.

- o The Crew is responsible for having its Equipment in working order and for locking on to its starting position no fewer than two minutes prior to the Scheduled Time of the Race. Races are not held for broken Equipment not resulting from an incident during the Race.

- **Do not launch** boats with known broken Equipment.

#### ***(7) Procedure – Recovery – Drug Testing***

- If drug testing is being conducted at the Regatta, an official responsible for escorting the selected Competitor(s) will present themselves to the Race Official at *control commission* in charge of boat recovery.

- The Race Official will be informed of which Crew and seat has been selected for drug testing.

- As that Crew returns to the recovery dock, the Race Official will identify the Competitor(s) to the escort immediately after the Competitor gets out of the boat.



- All further action is in the hands of the officials responsible for the drug testing.

### **(8) Notes**

- Once a Crew has passed all inspection procedures and is ready to launch, record the launch time for each Crew. Make any relevant notes for future use.

- If sufficient staffing is available for recovery docks, also record the return time for each Crew.

- o In case of weather or another emergency requiring clearing the Course, it is imperative to track which Crews have returned and which may still be on the water.

- Authority extends to the docks – encourage Crews to get off the docks in a timely manner.

- Manage any groups of spectators if crowding becomes a safety concern.

## **4) Starting Area**

### **a) Start Marshal**

At a Head Race Regatta, the position of *start marshal* must be staffed by a licensed Assistant Referee or Referee. At a Sprint Race Regatta, the *start marshal* may be a licensed Assistant Referee, Referee, or a LOC volunteer.

### **(1) Role**

The *start marshal* monitors the warm-up area for safety and stages Crews for timely entry onto the Course for their Race. This position is critical to staying on time, especially at larger regattas. The *start marshal* may be assisted by additional warm-up marshals stationed in the warm-up area that can be either licensed Referees, licensed Assistant Referees, or volunteers provided by the LOC.

### **(2) Equipment**

- Megaphone
- Heat sheet
- Clipboard
- Pen
- Binoculars

- Radio
- Basic tools for simple repairs/adjustments
- Duct tape
- Race Official assignment sheet

### **(3) Pre-Race Procedure**

• Prior to the arrival of Crews in the warm-up area, confer with the starter to determine when to begin moving Crews to the starting stations for each Race. This is especially important for venues where the warm-up area is not within audible range from the starter's sound system or megaphone.

### **(4) Procedure**

- Identify all arriving Crews
  - o Contact *control commission* to determine if missing Crews have launched.
  - o Alert the *assistant starter* to any missing Crews and their whereabouts, if known.
  - o If necessary, hurry dawdling Crews or escort them to the Starting area.
- Stage Crews for entry to the Course.
  - o Work with the *starter* to move Crews to the Starting area at the desired intervals.
  - o If necessary, direct the entrance sequence of crews (e.g. high bow numbers first).
- Identify any issues (e.g. illness, injury, Broken Equipment).
  - o Communicate with the *assistant starter* to resolve.
- If an illness or other safety issue arises:
  - o Assess the situation and notify the appropriate resource (e.g. medical, additional safety launch).
  - o If the Competitor can be safely removed from the boat, take the Competitor in the referee launch to the nearest medical personnel.
  - o After securing the safety of the Competitor(s), notify the Chief Referee of the Competitor's status and any additional resources necessary.
  - o Communicate the resolution to the assistant starter.
- If there is broken Equipment:
  - o Determine the extent of the damage, whether it can

be resolved on the water, and the time frame for repair.

- o Communicate what is required to the Chief Referee (e.g. Crew name, women's 8+, seven seat back stay).

- o Communicate with the *assistant starter* to receive further instructions.

- Assist the *starter* with other tasks (e.g. moving stake-boat holders, delivering tools or equipment to Crews in the warm-up area, etc.)

### **(5) Notes**

- Proper staging of Crews is critical for the on-time running of the Regatta. This requires active participation on the part of the *start marshal*.

- Calm, assertive, concise directions are easier to understand over long distances.

- Use a higher setting on the megaphone rather than shouting to be heard.

- Unless there is an urgent need, limit announcements in the warm up area during the roll call and starting commands of a Race, if in a location where the Crews in their starting positions can hear.

### **b) Judge at Start**

The position of *judge at start* must be staffed by a licensed Assistant Referee or Referee. The *judge at start* may be assisted by an *aligner* provided by the LOC. At larger Regattas, both the *judge at start* and *aligner* positions are typically staffed by licensed Assistant Referees or Referees.

### **(1) Role**

The *judge at start* shall supervise the process of bringing the Crews into alignment with the plane of the starting line, shall decide when a Crew has left the starting line before the proper commands, and may otherwise assist the *starter*. The *judge at start* may be assisted by an *aligner*.

### **(2) Equipment**

- White or florescent green flag (“alignment flag”)
- Red flag
- Sound device

- Megaphone or silent alignment equipment
  - o Spare batteries
- Heat sheet
- Radio

### **(3) Pre-Race Procedure**

- Train the stakeboat holders.
  - o Stress safety; specifically warn against putting any part of their bodies between the boat's stern and the starting platform.
  - o Review the need for silence on the docks when Crews are in the Starting area.
  - o Explain the terms to be used (e.g. "in three inches", "out six inches").
  - o Instruct them to release the boats on the "G" of "Go".
  - o Review the need to remain still for the first few strokes after the starting commands.
    - It is distracting to Crews and Race Officials to have a boat holder sit or stand up immediately after releasing the boat.
  - o Request notice before a stakeboat holder needs to exit his or her post.
    - Check the sound equipment.
    - Verify that each stakeboat holder knows his or her lane number and can hear instructions.
    - Verify that stakeboat holders aren't wearing red clothing.
    - Communicate with the *starter* to test the location and the color of the raised flag for visibility against the background.

### **(4) Procedure – Alignment and Fair Start**

- Begin alignment as soon as the first Crew locks on.
- Try to have the Crews aligned before the two minute announcement is given by the *starter*; however, if alignment is achieved earlier, do not raise the alignment flag prior to the two-minute announcement.
  - If wind or other conditions make alignment difficult, the *judge at start* shall use his or her best judgment to determine

when alignment is as correct as possible under the circumstances.

- Either at or after the two-minute announcement, once alignment is achieved, raise and keep aloft the alignment flag or illuminate the white light if the Course is equipped with a light system.

- If alignment is lost, the *judge at start* shall lower the flag or turn off the white light and, if necessary to gain the *starter's* attention, shall raise a red flag or illuminate a red light.

- If using silent alignment, continue to make micro adjustments while the alignment flag is raised until the *starter* says "Attention" as part of the starting commands.

- After the race has started, continue to hold the flag aloft or keep the white light on until the Referees are in position behind the Race to allow the Referees to have the opportunity to check that the start was fair (indicated by the alignment flag still being held aloft or the white light is still on).

- Once the Crews have left the Start area, the alignment flag should be lowered or the white light turned off.

### ***(5) Procedure – Lost Alignment or False Start***

- If a Crew begins a rowing motion before the start command is given, thereby gaining unfair momentum, but does not cross the plane of the starting line:

- o Drop the alignment flag and raise the red flag to stop the race.

- If using a light system, illuminate the red light.

- o Sound the bell or other noisemaker to assist in gaining the attention of the Crews.

- o Communicate with the *starter* that alignment was lost; no penalties awarded.

- If a False Start occurs:

- o Drop the alignment flag and raise the red flag to stop the race.

- If using a light system, illuminate the red light.

- o Sound the bell or other noisemaker to assist in gaining the attention of the Crews.

o Communicate with the *starter* that there was a false start, identifying the lane(s) and name(s) of the offending Crew(s).

### **(6) Notes**

- Align more than one boat at a time.
- Give short, specific instructions (e.g. “lane 4, out six inches”, “lane 2, in one foot”).
- Anticipate the need to move starting stations by keeping track of the racing schedule and any change in boat type (e.g. eights followed by singles).
- Anticipate the need for a boat holder in a typically unused lane by keeping track of the racing schedule (e.g. a seven-boat race when all others have six or fewer).
- Distinguish between when boats are out of alignment and when the Crew needs to adjust its point.
- If using silent alignment radios, make sure the volume is loud enough for the boat holder to hear but quiet enough so that the Crews cannot hear.
- If aligning over a megaphone, make the final adjustments a small distance (e.g. “out one inch”) not something large (e.g. “in two feet”).
- If both the *judge at start* and *aligner* are licensed Assistant Referees or Referees, the two may switch roles unless instructed otherwise by the Chief Referee.

o However, have the same person align for each Race in a given Event (e.g. all heats of the women’s 1x) for consistency.

- When you complete your shift, please take a moment to thank the stakeboat holders and other volunteers working at the start.

### **c) Starter**

The position of *starter* must be staffed by a licensed Assistant Referee or Referee. The *starter* may be assisted by a deputy, or *assistant starter*, who may be a licensed Assistant Referee, licensed Referee, or an LOC volunteer.

In this document, any references to contacting an *assistant starter* also apply to contacting the *starter* if there is no *as-*

*sistant starter.*

### **(1) Role**

The *starter* directs the actions of the *start marshal*, *warm-up marshals*, *aligner*, *judge at start*, and the *referees* in the Starting area waiting to follow a Race. The *starter* assesses late-to-start warnings, notifies Crews of other pre-race warnings received, adjusts the Scheduled Time of the Race when necessary, determines when all boats are pointed safely, and implements the start procedures. Communication with the Chief Referee or Deputy Chief Referee is necessary to ensure proper coordination throughout the Regatta.

### **(2) Equipment**

- Voice amplification equipment (PA system or megaphone)
- Starter's flag or red flag
  - o Note: Whichever flag style is chosen at the beginning of the Regatta, that style shall be used consistently through the Regatta.
- Clock
- Heat sheet
- Bell, horn, whistle, or other noisemaker
- Binoculars
- Electronic timing equipment (e.g. plunger, control box, camera), if an electronic timing system is in use for the Regatta
- Radio

### **(3) Pre-Race Procedure**

- Check the sound equipment and adjust the volume, so that Crews and Race Officials in the Starting area can clearly hear and understand commands.
- If the Course has a traffic light starting system, test the lights and speakers to ensure they are working in all lanes.
- If electronic timing is in use and not tied to a traffic light starting system, test the plunger and communicate with the timing staff to ensure the signal was received.
- Prior to the arrival of Crews in the warm-up area, confer with the start marshal to determine when to begin moving

Crews to the starting stations for each Race.

- Communicate with the *judge at start* to observe the location of the raised flag and its visibility against the background; adjust as needed.
- Check proper functioning of starting stations, if present.
- Check for debris in the Starting area, enlisting referee launches, or LOC safety boats, as needed.
- Approximately 10 minutes before the first Race of a session, communicate with the chief judge to ensure that the finish line is ready for racing to begin.

#### **(4) Procedure**

- Invite the Crews for the next Race into the Starting area.
  - o Event number/Name (e.g. “Race 27, Women’s Varsity 8+ Heat 2”)
  - o Crew names/Lane number (e.g. “Eastern College, Lane 1; Western University, Lane 2; Northern University, Lane 3”)
  - o Invite Crews into the Starting area (e.g. “Enter the Course and proceed to your lane.”)
  - o Relevant number of minutes to start (e.g. “Ten minutes”).
- Whenever practicable, acknowledge each Crew as it enters the Course by announcing the Crew’s name and its assigned lane.
- Whenever practicable, announce the time remaining to the start of the Race at:
  - o Five minutes (if not done as part of initial announcement)
  - o Four minutes
  - o Three minutes
  - o Two minutes
- Check to make sure that all Crews have the appropriate bow number.
  - o Alert the *chief judge* to any anomalies.
- Address any uniform violations.
- Check to make sure that *referees* are in position and are ready to follow the race.
- Issue warning(s), if any.
  - o Crew name/Infraction/Penalty (e.g. “Eastern Col-



lege, Late to Start, Warning”).

o Ask for acknowledgement if not already indicated.

• If the *chief referee* has instructed you to announce the progression for the Event, clearly and succinctly announce the progression (e.g. “Places 1-3 to the A final, Places 4-6 to the B final”). If you are being asked to announce the progression, make sure to communicate with the control commission and the *chief referee* to ensure that no changes in the number of Crews in the Event has changed the progression for the Event.

• Check for alignment flag.

• Confirm that all Crews are pointed safely (this is the *starter’s* responsibility).

• Check that all hands are down indicating that the Crews are ready.

• If conditions permit a normal start:

o Announce the name of each Crew in cadence (e.g. “Eastern, Western, Northern”).

• For 1x Events, announce the name of the Competitors (e.g. “Mr. Smith, Mr. Jones”).

• Unaffiliated Crews are announced as “Unaffiliated.”

• Composite Crews are announced as “Composite”, name of bow club or rower to match the nomenclature from the heat sheet (e.g. “Composite, Southern” or “Composite, Mr. Smith”).

o Announce “Attention!” in the same cadence (like it is another Crew name).

o Glance quickly to ensure the alignment flag is still raised and *referees* are still ready to follow the Race.

o Raise the Starter’s flag overhead, preferably using two hands.

• If a traffic light starting system is in use, activate the red light.

o Pause (this pause is varied for each Race, especially for a restart of a Race).

o Announce “Go” and simultaneously move the flag sharply down to the side.

• If a traffic light starting system is in use, press the button to simultaneously:

o Change the red light to green;

- o Make an audible signal through the loudspeakers;
- o Start the timing system for the race, if linked to the starting system; and
- o Freeze the picture on the monitor in the aligner's station, if installed.
- o Before the start command is issued, if alignment is lost, a Crew's point becomes unsafe, or another unsafe condition arises that prevents starting the Race without a prolonged delay.
  - Announce "As You Were!"
  - Gently lower the Starter's flag directly in front of your body or change the lights from red to neutral.
  - Wait for alignment to be restored, the Crew's point to be corrected, or the unsafe condition to be resolved.
  - Repeat the starting commands
    - o If all the Crew names have all been announced, they need not be repeated.
    - o If the announcement of Crews was not complete, restart the sequence from the beginning.
  - If conditions preclude a safe and fair start using the normal procedure above:
    - o Announce "We will use a quick start."
    - o Check for alignment flag.
    - o Confirm that all Crews are pointed safely (this is the *starter's* responsibility).
    - o Check that all hands are down indicating that the Crews are ready.
    - o Announce "Quick Start!"
    - o Announce "Attention!"
    - o Raise the Starter's Flag overhead, preferably using two hands.
  - If a traffic light starting system is in use, activate the red light.
    - o Pause (this pause is varied for each Race, especially for a restart of a Race).
    - o Announce "Go!" and simultaneously move the flag down sharply to the side or activate the green light as above.
  - Call the next Race as soon as the previous Race clears the Starting area.

o Note: If on wide centers, do not invite the Crews onto the Course before 10 minutes prior to the Scheduled Time of the Race unless one or more Crews from the next Race is waiting to come on to the Course.

**(5) Procedure – A Crew Fails to Start or Stops within Starting area**

- Stop the Race immediately by waving a red flag and employing the noise maker.
  - o Determine the reason the Crew is not rowing.
    - Assign a *referee* to manage the situation from the water giving any relevant information (e.g. Rower in the water, port side).
      - Monitor the situation to provide additional assistance, if necessary.
      - Once the *referee* is in proper position to evaluate the situation, relinquish control to him or her.
    - o Broken equipment
      - Assign a *referee* to determine the extent of damage and whether or not it can be fixed.
      - If necessary, determine a new Scheduled Time of the Race in consultation with the Chief Referee.
      - Provide instructions for the other Competitors (e.g. return to the starting stations, row off the course into the warm-up area) either directly to the Crews via the sound system or via the *referee*.
    - o Other
      - Assign a *referee* to determine the reason for stoppage.
      - Communicate with that *referee* to determine any appropriate penalties.
      - Any Crew that fails to start and cites a raised hand as a reason should be handled as would a Crew stopping for unacceptable broken Equipment.
        - A Warning for “delay of racing” is the presumed penalty.
      - Use your judgment based on the situation.
- If the Crew is able to start again immediately:

- o Instruct all Crews to return to the Start.
- o Re-start the Race using the procedures above.

### ***(6) Procedure – Judge at Start Raises Red Flag***

- Stop the Race immediately by waving a red flag and employing the noise maker.
- Instruct all Crews to return to the Start.
- Communicate with the *judge at start* to verify if one or more Crews committed a false start or if alignment was lost.
  - o A Warning for “false start” is the presumed penalty.
- Issue any penalties once all Crews have reattached to its starting stations.
- Re-start the Race using the procedures above.

### ***(7) Notes***

- The *starter* shall adhere to the Scheduled Time of the Race for each Race. Races are not to be started earlier than two minutes before their Scheduled Time unless instructed otherwise by the Chief Referee. Championship Races shall be started within 10 seconds of their Scheduled Time.

- The Chief Referee should advise the *starter* to follow either of two options:

- o Wait the entire two-minute period following the announcement of “Two Minutes,” timing the roll call such that the command “Go!” is given as close as possible to the Scheduled Time of the Race.

- o Start the Race anytime following the “Two Minutes” announcement, whenever alignment is achieved, the Crews are safely pointed, and the Course is clear.

- Do not invite Crews into the Starting area until the previous Race has cleared the Starting area and the Course is clear for the Crews in the next Race.

- Write the *referee(s)* following each Race on the heat sheet.

- Write the actual start time for each Race on the heat sheet.

- The *starter* may provide directions to Crews (e.g. lane assignments, sculling instruction).

- Do not move Crews from one Race into another or reas-

sign lanes without consulting with the Chief Referee.

- If the *starter* finds that an unsafe or unfair condition exists (e.g. weather, obstacle, debris), he or she shall stop or suspend that Race and notify the Chief Referee.

- Communication with the competitors is critical in this position. Think about what you are going to say before you say it, especially if it is not a starting command in the normal sequence. Fewer words are better. Keep the communications precise and concise.

#### **d) Assistant Starter**

##### **(1) Role**

The *assistant starter* is responsible for handling communications with the *marshals*, *control commission*, and *chief judge* (e.g. informs the finish of missing Crews, incorrect or missing bow numbers), and communicates Coxswain weights to the following *referees*. The *assistant starter* also may be responsible for activating the electronic timing system at the start of a Race.

##### **(2) Notes**

- Fewer words are better, be concise.
- The *starter* may delegate additional tasks to the *assistant starter*, if needed (e.g. monitor alignment flag if hard to see from location of sound system, watching for hands/unsafe points from specific lanes).
- Unless specifically instructed to do so by the Chief Referee, it is not necessary to notify the *chief judge* that a Race is on the Course and in progress.
  - o Save the radio traffic for any anomalies.
  - o It is useful to notify the *chief judge* once the first Race of a session has started to ensure all the judges and other volunteers are in position.

#### **5) Referee**

##### **(1) Role**

The position of *referee* must be staffed by a licensed Assistant Referee or Referee. The *referee* shall have general supervision

of the Race and shall follow the progress of the Race from start to finish. All other Race Officials for a particular Race shall be subject to the control of the *referee* except where duties are specifically delegated to them.

## **(2) *Equipment***

- White flag
- Red flag
- Stopwatch
- Heat sheet
- Radio
- Bell or other noise maker
- Megaphone
- Personal floatation device (PFD) is recommended. If you have one, please consider wearing it.

Additionally, the referee launch must be equipped with a kill switch tether, paddle, and enough PFDs for all occupants of the launch plus a minimum of two extras, preferably enough for the largest crew racing (e.g. nine for an 8+ plus additional for the launch driver, *referee*, and any other passengers).

## **(3) *Pre-Race Procedures***

- Get to know your driver.
  - o Determine his or her experience level and boat-handling skills.
  - o Teach or review launch positioning, hand signals, and expectations.
  - o Determine if you or the driver will handle the launch in case of an on-the-water emergency or if you need to approach a Crew.
  - o If there are unresolved or unresolvable issues with the assigned driver, contact the Chief Referee immediately.
  - o The *referee* shall have final authority over the operation of his or her launch at all times.
- Confirm that your driver has a kill switch tether for the launch and is using it.
- Determine if the Chief Referee has set up a deliberate *referee* rotation (e.g. this may be staying paired with a specific other *referee*, or may be following specific Races, or both).

- o If so, stay in order if possible.
- o Use your best judgment if maintenance of the established rotation would cause a delay or other disruption.
  - Confirm there is enough gas in the tank for the entire racing session.
    - o If not, ascertain where you can refill the tank.
  - Confirm the launch has the required paddle and PFDs.

#### ***(4) Procedure – Traveling to the Start***

- There are two preferred methods for returning to the Start.
  - o Method 1 – with no wake in the travel lane
    - In this method, *referees* not following the Race on the Course move at no wake speed next to the Course and act as additional safety launches.
      - Generally, the *referee* moves up the Course 500 meters, or a shorter/longer distance in equal segments based on the total number of *referees*, and waits for the next Race to pass before putting up another 500 meters.
  - o Method 2 – full speed up the middle of the Course
    - In this method, the *referee* moves at no wake speed perpendicular to the Course to the middle lane of the Course and turns towards the Starting area. Once pointed up the center of the middle lane, he or she then proceeds at full speed until an approaching Race requires stopping or the *referee* has reached the next designated stopping point (e.g. every 500 meters). When instructed to stop, the launch driver stops the launch, and while still pointing towards the start, allows the Wash to hit the back of the launch, dissipating the wake. Then the launch driver turns perpendicular to the Course and putters off at no wake speed. If two or more *referees* are proceeding at the same time, the other *referees* should follow behind the first, so that only one wake is produced.
      - o Confirm with the Chief Referee prior to launching which method is preferred for the Regatta and Course.
- Alert the *starter* if you need to go out of rotation for any length of time.
  - Alert the Chief Referee if you experience any issues with your launch.
    - Continually scan the Course for debris or other issues

such as loose buoy lines.

- Be alert for Crews in the travel lane.

o Offer assistance to Crews if needed (e.g. illness, injury, equipment issue).

o Issue any necessary penalties for traffic pattern violations or failure to stop when a Race passes.

- If possible, notify the Crew directly.
- Inform the *assistant starter* of any penalties

assessed.

• Watch passing Races on the Course and be prepared to assist, if needed.

• When you reach the Start, alternate “low” (lanes 1-3) and “high” (lanes 4-6) sides with your partner *referee*.

### **(5) Procedure – Start of the Race**

• Before the two-minute call, stand up in the launch to indicate to the starter that you are prepared to follow the Race.

• Ensure your stopwatch is turned on and in the correct mode to time the race.

• Make sure your megaphone is not set to a siren.

• Position your flags so that the white flag is easily accessible and the red flag is difficult to retrieve.

• Position the launch to be ready to quickly move into position behind the Crews.

o Instruct the launch driver where you want to be positioned initially (e.g. in lane 5 on the 4-5 buoy line).

• Do not block the aligner’s view of the start line or the start target.

• Record any Coxswain weights applicable to the Race as communicated by the *assistant starter*.

• Note the progression applicable to that Race.

• Memorize the Crew and lane assignments for that Race (all of them, not just the ones on the high or low side where you are initially positioned).

• Start your stopwatch when you see the Starter’s flag move or when the red light turns to green for Courses using a traffic light starting system.

o If provided with a LOC volunteer timer in your launch, he or she shall start the stopwatch as indicated above.

• Quickly get into position behind the Crews after the



Race starts.

o This means:

- In the middle of the area you are initially “covering” (e.g. lane 2 if you are on the “low” side).
- Position the launch immediately next to, but not on top of, the buoy line.

- If the Crew in that lane is along that buoy line, change sides of the lane or move to the adjacent lane, so that the Crew’s view back towards the start is not blocked.

- Once moving into the Course, look back at the *judge at start* to confirm that the start was fair.

o If the white flag remains aloft, proceed with the Race.

o If the red flag is aloft, assist in stopping the Race and wait for instructions from the starter.

- Check to make sure your stopwatch is running.

### ***(6) Procedure – Following the Race***

- Follow the Race approximately 20 meters (two buoys) back from the stern of the boats.

o Stay alert and anticipate what may develop during the Race.

o If working with a *referee* partner, make eye contact regularly to work as a team, coordinating actions to best cover the Course and Crews.

o Do not block the view of Coxswains or Scullers looking from side-to-side, unless necessary for safety or fairness.

- Change position as necessary to maintain a good view of the Competitors and to anticipate and react to any situations that arise.

o Do not rigidly maintain possession of “high” or “low” side.

o Adapt your position relative to the Crews as the Race progresses, always positioning the launch wherever it might be necessary to observe and control the Race and take necessary action, either on or off the Course.

- Continuously scan the entire field to anticipate issues, taking prompt action with launch positioning and/or by giving instructions to Crews.

- Anticipate pending Interference and give appropriate instructions to a Crew when necessary to proactively prevent the Interference from occurring.

- If Interference or some other mishap occurs:
  - o Give the appropriate instructions to the Crew(s).
  - o Quickly note on your schedule:

- Relative position of the Crew(s) on the Course.

- Positive identification of the involved Crew(s).

- The impact of the Interference or mishap (e.g. how long a Crew is stopped; the relative change in position caused by the Interference/mishap; any damage or injury).

- If Interference or other unfair conditions deprives a Crew in contention of its opportunity to win, place, or advance, and further continuance of the Race would be of no competitive value, then stop the Race.

- Address any safety issues:

- o Enlist the assistance of another *referee*, if necessary (to follow the Race in progress or to help with a safety situation, so that you may continue with the Race).

- Stop the Race if you must attend to a safety issue and there are no other referees who are able to come in to continue with the Race.

### ***(7) Procedure – Finishing the Race***

- As the Crews approach the finish:

- o Locate the finish flag.

- o Continue to watch the Crews, glancing periodically at the finish flag.

- o Stop your stopwatch when the finish flag moves down to indicate the first Crew has touched the finish line.

- If you miss the first motion of the finish flag, stop your watch on a subsequent motion and note the place (e.g. time for 3rd-place Crew).

- o Instruct your driver to slow down and stop the launch to appropriately wait for any trailing Crews to pass.

- o Do not cross the finish line until all competitors have finished unless there is a medical or safety emergency and no finish marshal or safety boat is in the area to assist.

- After the last Crew has finished the Race.
  - o Observe the Crews to determine if there are any objections or if any Competitor requires assistance.
  - o Ask Coxswains to display their weights (e.g. “Eastern College Coxswain, Show Your Weight”).
    - Thank the Coxswain once the weight is displayed so they know they can put it back down.
    - If there is a question about a weight (appears too small or Coxswain doesn’t have the expected weight):
      - Communicate with *control commission* to confirm the Crew and the weight for that Race.
      - If wristbands are in use, read the Coxswain’s wristband to see what weight was recorded.
      - If weight is missing after confirming weight required:
        - o Notify the Crew that it is excluded.
        - o Ask the Crew if it accepts your decision.
        - o If the Crew does not object:
          - Show the red flag;
          - Notify the *chief judge* of the issue and your decision;
          - Show the white flag; and
          - Report the time to the *chief judge*.
        - o If the Crew does object:
          - Explain the protest procedure to the affected Crews;
          - Show the red flag;
          - Notify the *chief judge* of the issue, your decision, the objection and report the time; and
          - Notify the Chief Referee to the pending protest.
  - o Confirm with your partner **referee** that all is well (thumbs up or down, no flags).
    - If yes:
      - o The *referee* closest to the finish tower first displays a white flag to the Competitors and then to the *chief judge*.
      - o Announce the time from your stopwatch to the nearest tenth of a second, including noting which place if not from the first motion of the finish flag.

o Wait for the *chief judge* to raise a white flag to acknowledge receipt of the time and notice of your white flag.

o Scan the Crews once more before turning towards the start.

• If no:

o Communicate with your partner *referee* to determine his or her issue(s) and take appropriate action.

• Return to the Start following the procedures outlined above.

o If it is the last Race of the day or the shift, proceed as instructed by the Chief Referee.

o If it is nearing the last Race, but you have followed the last Race assigned to you, continue to move towards the start and act as a safety boat or to assist another referee if needed (e.g. launch dies, ejected Rower).

o Determine whether your launch is needed to transport any other race personnel at the conclusion of their involvement with the last Race (e.g. picking up stakeboat holders, judge at start).

### ***(8) Procedure – Stoppage in the Starting Area***

• Assist the *starter* in stopping the Race by waving a red flag and using a bell or other noise maker

• Assess the reason for the stoppage.

o Injury, illness, or other safety issue:

• Assess the situation and notify the appropriate resource (e.g. medical, additional safety launch).

• If the Competitor can be safely removed from the boat, take the Competitor in the referee launch to the nearest medical personnel.

• After securing the safety of the Competitor(s), notify the Chief Referee of the Competitor's status and any additional resources necessary.

• Communicate the resolution to the *assistant starter*.

o If broken Equipment:

• Determine the extent of the damage and whether it can be resolved on the water.

• Communicate what is required to the Chief

Referee (e.g. Crew name, women's 8+, seven seat back stay).

- Communicate with the *starter* to receive instructions for the Crew in question and the other Competitors in that Race.

- o Other:

- Determine the reason for stoppage.
- Communicate the reason to the *assistant starter*, including any applicable penalty.

### **(9) Procedure – Instructions to Crews**

This procedure refers to Rule 2-407 (“Referee’s Instructions to Crews”) of the Rules of Racing.

- Alter a Crew’s Course:

- o Raise the white flag vertically.

- o Call out the Crew’s name.

- o Drop the flag laterally to whichever direction the Crew should move.

- o This procedure may be repeated if the Crew does not respond to this instruction.

- Instruct two Crews simultaneously to keep apart:

- o Raise the white flag vertically.

- o Call out the names of both Crews.

- o Call out “Keep Apart!”

- Previously Known Obstacle:

- o Raise the white flag vertically.

- o Call out the Crew’s name.

- o Call out “Obstacle!”

- o If collision is imminent, the referee shall instruct the Crew to stop by following the procedure below to stop an individual Crew.

- Previously Unknown Obstacle:

- o Raise the white flag vertically.

- o Call out the Crew’s name.

- o Call out “Obstacle!”

- o Drop the flag laterally to whichever direction the Crew should move.

- o If collision is imminent, the referee shall instruct the Crew to stop by following the procedure below to stop an individual Crew.

- Stop an individual Crew:
  - o Raise the white flag vertically.
  - o Call out the Crew's name.
  - o Call out "Stop!"
  - o If the reason for stopping the Crew ceases to exist:
    - Raise the white flag vertically.
    - Call out the Crew's name.
    - Drop the flag directly forward while calling out "Continue Rowing!"
- Stop an entire Race:
  - o Waive the red flag.
  - o Sound a noise making device.
  - o Call out "Stop!"

### ***(10) Procedure – Penalizing Interference***

This procedure refers to Rule 2-406 ("Penalizing Interference"), 2-602 ("Types of Penalties"), and 2-603 ("Restoring Opportunity of Winning; Altering Results") of the Rules of Racing.

- The *referee* shall take the appropriate actions to restore a Crew's fair opportunity to win, place, or advance.
- Penalties may be imposed at the conclusion of the Race or after the Race has been stopped in progress.
- The presumed penalty for "Interference" is exclusion.
  - o The *referee* may impose a different penalty if special circumstances existed such as:
    - Interference was so slight there was no significant possibility that the results of the Race were affected.
      - o No penalty, Warning, or Reprimand applicable to next Race in the Event
    - Interference was flagrant or intentional.
      - o Disqualification of Crew or one or more Competitors in that Crew.
    - Interference took place before the *referee* was able to instruct the offending Crew.
      - o No penalty, Warning, or Reprimand applicable to next Race in the Event.
    - Interference occurred in Starting area and the Race was stopped.
      - o Warning applicable to the restart of the Race.

### **(11) Procedure – A Hand is Up**

- Approach the Crew and communicate with the Coxswain or Rower with an unaided voice (no megaphone), preferably in a seated position to be closest to the Competitor.

- Inquire if everyone is okay.
- Inquire what the question is.

- o If you think you'll need to speak with other Crew(s), make sure they remain in the area.

- o Be aware if the next Race is approaching and move the Crews to a safe location.

- Make a decision on the water.
  - o Inform the Crew of your decision.
  - o Ask the Crew if it accepts your decision.
  - o Signal the *chief judge* appropriately.

- The Crew is satisfied; they accepted your answer.

- o Show the white flag.

- You took some action (e.g. excluded a Crew, changed the placement of Crew(s)) and all Crews accepted your decision.

- o Show the red flag.

- o Announce your decision to the *chief judge*.

- o Show the white flag.

- o Give the time.

- You took some action but one or more Crews elects to Protest.

- o Show the red flag.

- o Explain the protest procedure to the affected Crews.

- o Notify the *chief judge* of the issue, your decision, the protest, and the time taken on the water.

- o Notify the Chief Referee of the pending protest.

### **(12) Notes**

- If the *referee* finds that an unsafe or unfair condition exists (e.g. weather, obstacle, debris), he or she shall stop or suspend that Race and notify the Chief Referee.

- In a Race without Coxswains where there are more than

four Crews competing, two *referees* shall follow the Race initially, but the second may subsequently withdraw if he or she judges that the Race is proceeding satisfactorily.

o Prior to withdrawing, the second *referee* shall communicate intention to withdraw and receive an acknowledgement of acceptance from their referee partner.

o A *referee* who has given instruction to a Crew or otherwise interacted with a Crew shall follow the Race to its conclusion.

• For each Race, there shall be, in addition to the *referee* following the race, an additional launch immediately accessible to the Crews in case of an emergency.

o It may be a second *referee* following the Race, a safety launch following the Race, or one of a series of safety launches stationed at the perimeter of the Course that is within 500 meters of the Crews at all times throughout the Race.

• For the *referee* to intervene, a Crew does not need to raise a hand to object.

o If a Crew is deprived of its fair opportunity of winning, placing, or advancing, the *referee* **shall** take appropriate action to restore that opportunity.

• This includes effects from previously unknown obstacles, but not previously known obstacles.

o If you believe a Crew was negatively impacted in a Race and should advance to the next round as an additional Crew, discuss this with the Chief Referee prior to confirming this solution to the Crew.

• In all cases, the Crew should be informed that advancing is conditional on what happens in the other Races in that round of that Event.

• If necessary to prevent the Crew from gaining an unfair advantage to the other Crews advancing normally, the *referee* may require the disadvantaged Crew to row over a portion of the Course.

• It is the *referee*'s responsibility to protect the Crews that have an opportunity to win, place, or advance (those in contention).

o Minimize your impact on trailing Crews but not at the expense of protecting the contenders.

o If a wakeless launch is partnered with a johnboat,



the wakeless should move up with the contending Crews even if it means switching sides.

- Many *referees* will work with their launch drivers to also have the launch driver operate the stopwatch for timing. If you choose to do this, make sure you are very comfortable with the launch driver's skills and give them specific instructions about how to handle the launch towards the finish of the race.

- o They should not change the position of the launch to get a better view of the flag without your direction.

- o They should not change their position in the launch to gain a better view of the flag such that it upsets the balance of the launch.

## **6) Finish Area**

### **a) Chief Judge**

The position of *chief judge* must be staffed by a licensed Assistant Referee or Referee. Under the supervision and control of the *chief judge*, the *judges* shall determine and record the order of finish, determine the proper placement of crews, and compute the appropriate time margins.

#### **(1) Role**

The *chief judge* and additional *finish judges* (licensed Referees, Assistant Referees, or volunteers) determine the order of finish and elapsed race times for all Crews. The *chief judge* assigns the finish line personnel to the various finish line tasks (e.g. order of finish, timing, video capture, finish flag, horn, spotter, and scribe). They may be assisted by electronic timing, recording crews, and equipment. However, *finish judges* always provide manual times as a back up to any electronic system.

#### **(2) Equipment**

- Large orange flag
- White flag
- Heat sheet
- Program or finish cards
- Stopwatch(es) capable of taking and retrieving multiple

splits

- Air horn or other noise maker
- Electronic timing system, if provided by LOC
- Radio
- Red flag

### **(3) Staffing**

Staffing at the finish line can vary greatly depending on the size of the Regatta and the number of volunteers. At some venues, volunteers will have signed up for a specific position; if at all possible, honor the position they selected.

Following is the list of roles at larger regattas with ample volunteers:

- *Chief judge*
- *Finish judge* (order of finish) (preferably 2)
- *Finish judge* (timing) (preferably 2)
- Flagperson
- Horn operator
- Spotter
- Scribe / Results entry
- Camera operator
- Electronic Timing Staff

### **(4) Pre-Race Procedure**

- Confirm the finish line (placement of any wires, target, seating available for judges).

- Ensure the whole line is visible and bow numbers will be distinguishable.

- Train all judges (both referees and other volunteers).
  - o Placement on the line
  - o Role (order of finish, timing or both)
  - o Video operation, if necessary
  - o Do at least one practice run.

- Train and position the flag person.

- Train and position the horn operator.

- Confirm that any camera or video equipment is properly positioned and operational.

- Confirm that any electronic signals from the Start are properly operational.

- Confirm the process for comparing and approving manual results with any electronic timing system in use.

### **(5) Procedure**

- The *chief judge* and the *judges* shall sit one behind and above each other so that each has a clear view of the finish line.
- As the Crews approach the finish area (last ~250 meters):
  - o Announce the event and number of Crews (e.g. “Women’s 8+, 5 Crews”).
  - o Instruct the flag person to raise the finish flag (“Flag Up”).
  - o Instruct *finish judge(s)* (timing) to clear their stop-watches (“Clear your watches”).
  - o Instruct the camera operator to turn on the camera (“Camera On”).
  - o Instruct *finish judge(s)* (order of finish) to watch the finish line (“Eyes on the line”).
- As the bow of the first Crew touches the finish line, the *chief judge* shall call out “One!”
  - o The flag person shall quickly and crisply lower the finish flag.
  - o The horn operator shall sound the horn or other noise maker.
- Thereafter, as each remaining Crew touches the finish line, the *chief judge* shall call out “Two!”, “Three!”, etc.
  - o The finish flag shall be alternately raised and lowered as each Crew touches the finish line.
  - o The horn or other noise maker shall be sounded to signal to each Crew that it has crossed the finish line.
- If there is a trailing Crew(s) and a time gap:
  - o Announce a trailing crew(s) (e.g. “2 boats remaining”).
- If all Crews have finished, announce “All Crews across.” This:
  - o Notifies the camera operator he or she can stop recording.
  - o Notifies the flag person to lower flag and place it out of sight.

- Watch for the *referee* following the Race, the referee in the lanes closer to the *judges* stand if more than one followed the Race, to show the flag to the Competitors and to the chief judge.

- o If the *referee* raises the white flag indicating an official Race:

- Wait for the *referee* to report the finish time (over megaphone or radio, as directed by Chief Referee).
- Write the time reported by the referee on the finish card or program.
- Raise the white flag to the *referee* to acknowledge the receipt of the time.
- Continue the procedure to release the results.

- o If the *referee* raises the red flag for a protest:

- Wait for the referee to announce the protest and the finish time (typically over the radio).
- Write the time reported by the *referee* and “under protest” on the finish card or program.
- Raise the red flag to the *referee* to acknowledge the receipt of the time and that the race is being protested.
- Notify the Chief Referee of the pending protest.

- Hold the results from the Race under protest.

- o If the *referee* raises the red flag to assess a penalty then raises a white flag to indicate an official Race:

- Wait for the *referee* to announce the penalty, typically over the radio (e.g. Lane 4, Eastern College, exclusion for interference).
- Wait for the *referee* to report the finish time.
- Write the time reported by the *referee* on the finish card or program.
- Write the penalty assessed to the Crew(s) and adjust the order of finish, as needed.
- Raise the white flag to the *referee* to acknowledge the receipt of the time.
- Continue the procedure to release the results.

- Confer with the *finish judge(s)* (order of finish) to determine the official order of finish of the Crews and record the order of finish on the finish card or program.

o The *chief judge* shall resolve any disagreements among the *finish judges*, and his or her factual finding shall be final.

- Confer with the *finish judge(s)* (timing) to determine the split time intervals between the first place Crew and all remaining Crews (cumulative splits), and record the times on the finish card or program.

- o If multiple splits are taken for each Crew, do not average the splits; select the split time that is repeated, if possible.

- o If only using manual timing, compute the elapsed times for each Crew by adding their split to the time from the referee on the water.

- If electronic timing is in use, compare the manual order of finish and times from the finish card or program with those determined by the electronic timing system.

- o Depending on the timing vendor, this may be done by signing a printout of the results, or approving the electronic results via a webpage or web application.

- o If there is any variance, the *chief judge* will review both sets of results and resolve the discrepancy.

- If printed results are available, the *chief judge* will sign a printed copy of the results for each Race and present the written record to the Chief Referee at the conclusion of the racing session.

- The *chief judge* or delegate will communicate with:
  - o *Control Commission* to identify boats for weighing if based on order of finish.

- o The *finish marshal* to send the boats to the awards dock in the correct order.

## **(6) Notes**

- Make sure the finish line staff and electronic timing staff know not to release any results prior to their approval by the *chief judge*.

- o This includes Twitter feeds, websites, phone calls, texts, etc.

- o If results are being posted directly from electronic timing to an onsite scoreboard or Jumbotron, ask the Chief Referee if unofficial results may be posted as the Crews cross

the finish line or if all results must wait until official before posting.

- At some Regattas, the Chief Referee and/or the LOC may request that the calls by the *chief judge* as each Crew touches the finish line to be different from the “One!”, “Two!”, “Three!” described above.

- o Alternate 1: “Mark!” as each crew touches the finish line.

- o Alternate 2: the bow number of each Crew as it touches the finish line (e.g. “Two!”, “Four!”, “Three!”, “Five!”); this would correspond to the order of finish.

- o Work with the volunteers and other *referees*, so that the process chosen at the beginning of the Regatta shall be used consistently across all racing sessions.

## **b) Finish Marshal**

### ***(1) Role***

The *finish marshal* is responsible for monitoring the Crews for medical issues and raised hands. Additionally, the *finish marshal* should monitor the Crews returning to the docks or progressing to the start for adherence to the traffic pattern and safety and to ensure the finish line is clear while Races are finishing. At some Regattas, the *finish marshal* will be responsible for checking Coxswain weights.

If an awards dock is in use for finals, the *finish marshal* is typically tasked with notifying Crews that medaled to proceed to the awards dock and in what order.

### ***(2) Equipment***

- Megaphone
- Heat sheet
- Binoculars
- Radio
- Water for Crews, if no safety boat is assigned to that role

### ***(3) Procedure – Awards Dock***

- After each Race, communicate with the *chief judge* or designate to receive the information on which Crews to notify

to proceed to the awards dock and the order the Crews should approach the dock if not all at once.

- Instruct identified Crews using a megaphone to proceed to the Awards dock.

- o If not all at once, notify the Crews in the order of desired appearance.

### III) SPECIAL RACE SITUATIONS

#### 1) Protest Hearings

##### *(1) Matters Subject to Protest*

- To the extent that Race Officials acting within the scope of their duties make explicit findings of fact, those findings shall be final.

- o Such findings include:

- *Referee*: whether a Crew was out of its lane.

- *Judge at start*: whether a Crew left the starting line early.

- *Chief judge*: order of finish.

##### *(2) Order of Proceedings*

- Introduction of members of the *jury*.

- Reading of the protest statement.

- Any further evidence presented by the protesting party.

- Evidence, if any, presented by the Crew or Crews whose actions are complained of, or who would be affected by the outcome of the protest.

- Reports of the Race Officials involved and other necessary witnesses.

- Closing statements, if any, by the representatives of the Crews.

- Deliberations of the *jury*.

- Announcement of the *jury's* decision by the Chief Referee.

- o Upon request of any party to the protest, the *jury* shall provide a written statement and conclusions that formed the basis of its decision.

### **(3) Appeal from the Jury**

- USRowing or designate may hold such proceedings and establish such procedures as may be necessary to ensure fairness and protect the rights of the parties.

- It may, before deciding the appeal, require a written report from the *jury* of the Regatta involved stating the basis of the decision.

- A written decision on any appeal shall be rendered within ten (10) working days after having received the appeal.

- o If additional time is necessary to ensure fairness and protect the rights of the parties, the duration may be extended.

- Decisions of the appeal panel are final and not subject to further review except through the USRowing Grievance Procedure described in the Chief Executive Officer Procedures Manual.

## **2) Time Trials**

Time trials are held in place of heats for Events with a large number of entries or where it is desirable to seed Crews into heats based on a time from a preliminary race against the clock. Time trials are typically 1,900 meters in length and run in two designated lanes. Crews are sorted into one of the two lanes with a Crew crossing the starting line for the time trial approximately every 30 seconds, giving a gap of one minute between Crews in the same lane. Crews being caught or overtaken must yield to the outside of the Course, allowing the faster Crew to proceed in the designated lane (e.g. if lanes 2 and 3 are used for the time trial, a Crew being overtaken in lane 2 must yield into lane 1 to allow the overtaking Crew to pass in lane 2) before returning to its original lane assignment. The rules regarding breakage apply in the first 100 meters of the time trial.

### **a) Positions**

The Race Official positions for a time trial have different responsibilities in some cases than in sprint races; time trials are more similar to a straight Head Race. Following are descriptions of the roles of the positions that vary from the descrip-



tions presented earlier in this document.

### **(1) Control Commission**

The tasks for *control commission*, including athlete and boat weighing, boat safety checks, and athlete/Crew identifications, are the same for time trials as for other types of races.

### **(2) Warm-up Marshal**

Sort Crews in order of bow number and send to *start marshal*.

### **(3) Start Marshals (2)**

- The first *start marshal* directs each Crew into the appropriate lane.
- The second *start marshal* instructs each Crew to begin rowing and proceed to the starting line, leaving approximately 30 seconds between each Crew.

### **(4) Starter**

- The *starter* shall indicate to the second *start marshal* to send the first Crew to the starting line. The *start marshal* will continue to send Crews in 30-second intervals unless otherwise instructed by the *starter*.
- The Crews have approximately 80-100 meters in their lanes to build up to race pace before crossing the line. It is the responsibility of the Crew to determine when to build pressure and for being at race pace when its bow crosses the starting line.
  - As each Crew's bow crosses the starting line, the *starter* shall say, "Mark."
    - o The timer working with the *starter* will announce the time when the starter said, "Mark."
    - o The scribe working with the *starter* will record the time announced by the scribe along with the bow number of the Crew.
    - o Alternate: the *starter* shall call out the Crew name and bow number followed by Go! ("Western University, 33, Go!")

### **(5) Course Marshals**

- The first *referee* shall be positioned at the end of the

Starting area at the 100-meter mark. Thereafter, *referees* shall be positioned every 250 meters along the Course to monitor the Race.

- o If there are insufficient *referees* or launches for every 250 meters, course marshals should be spread evenly along the length of the Course.

- o *Course marshals* should be positioned in the outer lanes of the Course, alternating sides (e.g. *course marshal* at 250m in lane 1, at 500m in lane 6).

- *Course marshals* monitor both the Crews on the Course and the Crews following the traffic pattern towards the warm-up area and the starting line, as well as those moving towards the recovery docks or cool down area from the finish line.

- *Course marshals* must be aware of potential yielding and overtaking situations, ensuring that slower Crews move to the outside lanes.

### **(6) Chief Judge**

- The *chief judge* will determine when each Crew touches the finish line and shall announce, “Mark.”

- o The timer working with the *chief judge* will announce the time when the *chief judge* said, “Mark.”

- o The scribe working with the *chief judge* will record the time announced by the scribe along with the bow number of the Crew.

### **(7) Finish Marshal**

- Monitor the safety and wellbeing of the Competitors.
- Keep the finish area clear of Crews.

### **b) Notes**

- Any Crew appearing out of order shall be started last in their Time Trial Event if the Event is still in progress.
- Crews that show up after the time trial for their Event is completed will not be allowed to race the Course for a time.

## **3) Head Racing**

### **a) Positions**

The Chief Referee will assign the licensed Assistant Referees,

Referees, and volunteers to the required positions. Following are descriptions of the roles of the positions that vary from the descriptions presented earlier in this document.

### **(1) Start Marshal**

- The *start marshal* is responsible for organizing participating Crews above the start into the proper order and interval.
  - Verify the presence of scheduled Crews.
- A course monitor may be assigned to assist the *start marshal* in enforcing the warm-up and staging traffic pattern.
  - At the signal of the *starter*, the *start marshal* shall direct the Crews into the starting chute in the proper order and at the correct interval.

### **(2) Starter**

- The **starter** shall be stationed on the starting line and shall be responsible for administering the starting procedures, including maintaining the order of the start and the proper intervals between Crews.
  - Verify the presence of scheduled Crews.
- Signal to direct the *start marshal* to begin directing the Crews into the starting chute in the proper order and at the correct interval.
  - As each Crew approaches the starting line, the *starter* shall instruct them as necessary to maintain the proper interval.
    - It is the responsibility of the Crew to determine when to build pressure and for being at race pace when its bow crosses the starting line.
  - As each Crew's bow crosses the starting line, the *starter* shall say, "Mark."
    - The timer working with the *starter* will announce the time when the starter said, "Mark."
    - The scribe working with the *starter* will record the time announced by the scribe along with the bow number of the Crew.
    - Alternate: the *starter* shall call out the Crew name followed by Go! ("Western University, Go!")

### **(3) Course Monitors**

- *Course monitors* shall be stationed at each point along the course, either on shore or in launches, wherever conditions may require the observation or control of crews such as:

- o Turns of more than 45 degrees.

- o Narrow passage preventing overtaking Crew from passing safely.

- o Where local Regatta rules prescribe penalties for not maintaining an established course or for making an improper turn.

- *Course monitors* shall note any violation of local Regatta rules, including traffic pattern rules, right of way rules, or turning rules.

- o Give instructions to Crews to avoid serious collision or accident, to avoid Interference.

- May exclude a Crew on the spot if warranted.

- o Report any violations to the chief judge or other Race Official as instructed.

- Launches for course monitors shall be stationary while a Race is in progress, but may move to respond to emergencies.

### **(4) Chief Judge**

- The *chief judge* will determine when each Crew touches the finish line and shall announce, “Mark.”

- o The timer(s) working with the *chief judge* will announce the time when the chief judge said, “Mark.”

- o The scribe(s) working with the *chief judge* will record the time announced by the timer along with the bow number of the Crew.

- o Sufficient timers and scribes will assist to provide for the rapid and accurate determination of the order of finish and elapsed times.

- After each Crew finishes, observe the Crews to see if assistance is needed.

- o Instruct a course monitor or finish marshal if intervention is necessary.

# **LOC Guidance Manual 2016**

# LOC GUIDANCE MANUAL

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## **D) REGATTA RESPONSIBILITIES**

### **1) Overview**

Each Regatta shall be sponsored by a local organizing committee (LOC), which shall be responsible for its operation. The duties and powers of the LOC shall include:

(a) Seeking and receiving the status of Registered Regatta from USRowing;

(b) Choosing a name for the Regatta, except for National Championship Regattas already named by USRowing;

(c) Establishing and collecting all fees, including entry and scratch fees, from participating Crews;

(d) Determining the Events to be offered at the Regatta, establishing the applicable progression system (see Progression Systems section below), and where necessary, devising a progression system where the number of entries is beyond the capacity of existing systems;

(e) Receiving entries and establishing the racing schedule;

(f) Publicizing the Regatta;

(g) Managing the finances of the Regatta;

(h) Providing for the Course as described in the Courses section below;

(i) Providing for the comfort and convenience of Competitors, Teams, Race Officials, and spectators;

(j) Appointing a Regatta Director, Regatta Secretary, Control Commission, and such other officers, committees, or other bodies as are necessary for the operation of the Regatta whose appointment is not otherwise provided for in the USRowing Rules of Racing. The division of duties among the officers may be different than specified in the Rules, provided that equivalent responsibilities are established.

(k) Having calibrated practice scales available before the Regatta begins to allow Competitors to test weigh for their Events;

(l) Having boat weighing scales available to Crews before the first Race of the Regatta for the test weighing of boats if boat weighing will be conducted at the Regatta;

(m) Securing all necessary permits in order for the Regatta to take place; and



(n) Ensuring for the safety of all participants during scheduled practice sessions.

## **2) National Championship Regattas**

At USRowing National Championship Regattas, a staff member from USRowing's Events Department shall act as the representative of USRowing to the LOC. The representative shall consult with the Regatta Director on the conduct of the regatta, and along with the Chief Referee, shall supervise the LOC to ensure compliance with the Rules of Racing and the specifications for a National Championship Regatta.

## **3) Trials Regattas**

Trials Regattas are Regattas to select the National Team, which follow the Trials Rules section of the USRowing Rules of Racing and the National Team selection procedures posted at [www.usrowing.org](http://www.usrowing.org). Typically, Races to determine the National Team are held at Regattas solely for that purpose. However, in extenuating circumstances, Trials Races may be held during another Regatta. If a Trials Event is held in conjunction with another Regatta, the schedule of racing shall be approved by USRowing.

# **II) STAFFING**

## **1) LOC Officers**

Following are the typical roles and responsibilities of the LOC Officers. Depending on the size of the Regatta, some of these may not be necessary.

### ***a) Regatta Director***

- (1) General responsibility for the logistical operation of the Regatta
- (2) Liaison with the Chief Referee
- (3) Liaison with USRowing
- (4) Liaison with committee chairs
- (5) Liaison with local authorities and politicians
- (6) Oversee Secretary and Treasurer duties

## ***b) Race Logistics & Operations***

### (1) Administration

(1) Work with Regatta Secretary for entry processing and registration

(2) Access control/credentials

(3) Information distribution

(4) Announcers

### (2) Volunteer Coordinator

(1) Listing of volunteer positions

(2) Schedule of volunteer shifts

(3) Volunteer database

(4) Recruiting of volunteers

(5) Volunteer tent

### (3) Venue Coordinator

(1) Layout of the venue

(2) Boat area

(3) Parking/Shuttles

(4) Ticketing

(5) Closed-circuit television

(6) Concessions

(7) Seating

(8) Merchandise

### (4) Medical Services

(1) Water/ice

(2) Emergency care

(3) On-the-water safety

(4) On-site drug testing (if required)

### (5) Boat Rental Coordinator

(1) Development and execution of boat rental program

(2) Rental pricing and registration

### (6) Course Coordinator

(1) Installation of course

(2) Maintenance of course

### (7) Launch Coordinator

(1) Securing of motor launches

(2) Launches in working order

### (8) Control Commission

(1) Acquisition of sufficient docks for launching and recovery

- (2) Oversight of boat safety check area
- (3) Oversight of athlete and boat weighing scales and area
- (4) Distribution of bow numbers, if provided by LOC

### ***c) Local Marketing***

- (1) Sponsor and Vendor Coordinator
  - (1) Solicit and service sponsors
  - (2) Solicit and service vendors
  - (3) Ad sales for program
  - (4) Fundraising
- (2) Public Relations Coordinator
  - (1) Generate publicity with local media
  - (2) Press releases
  - (3) Media services on site
  - (4) Local media promotions

## **2) Volunteers**

It is highly recommended that the LOC Regatta Director and Chief Referee communicate prior to the Regatta to set expectations and requirements for the number and positions for desired volunteers. The following descriptions are for racing sessions.

### ***a) Starting Area***

The requirements for volunteers at Sprint Races and Head Races are different due to the disparity between the start of the Race.

For Sprint Races, the following volunteers are recommended:

- (1) Stakeboat holders for each lane plus a minimum of two extra in reserve to allow for bathroom breaks. It is highly recommended that there be a supervisor to oversee the boat holders.
- (2) An aligner to assist the Judge at Start with getting the Crews in a race into alignment on the starting line. At many Regattas, this role is filled by a referee.
- (3) Safety marshals along the Course, as well as in the warm-up and cool-down areas, are staffed by LOC volunteers

at some Regattas either where venue-specific knowledge is critical or due to a shortage of licensed Race Officials.

For Head Races, the following volunteers are needed:

(1) For large Head Races, it is beneficial to have a volunteer Starting area marshal to help the Referee Start Marshal organize the Crews and stage them for the start.

(2) A timer who is responsible for identifying and marking the starting time for each Crew.

(3) A clerk who is responsible for recording and communicating the starting time for each Crew.

### ***b) Finish Line***

(1) Sufficient timers and clerical personnel are needed to assist the Chief Judge and other Race Officials to provide for the rapid and accurate determination of the order of finish.

(2) For Sprint Races, a flag person equipped with a highly visible flag shall be stationed just beyond the finish line, in such a manner as not to obstruct the view of the judges, and so as to be visible to the referee's launch. As the bow of the first Crew touches the finish line, the flag person shall quickly lower the flag. Thereafter, as the bow of each remaining Crew touches the finish line, the flag shall alternately be raised and lowered as each Crew touches the finish line.

(3) For Sprint Races, a horn operator equipped with an air horn or other noisemaker shall be stationed just beyond the finish line or seated on the finish line with the judges. As the bow of each racing Crew touches the finish line, the Horn operator shall sound the air horn or other noisemaker.

### ***c) Monitors for Head Races***

Monitors shall be stationed at the following locations:

(1) At each point on the Course requiring a turn of more than 45 degrees.

(2) At each point on the Course in which a narrow passage would prevent an overtaking Crew from passing safely.

(3) In any area where the local Regatta rules prescribe penalties for not maintaining an established course or for making an improper turn.

Additionally, a monitor may be assigned to assist the Marshal in the Starting area in enforcing the warm-up and staging traffic pattern.

#### ***d) Launch Drivers***

A launch driver is needed for every launch that will be on the water for either Race Officials or safety personnel. Ideally, the driver will be trained to safely operate the type of launch they will be driving, as well as possessing an understanding of the duties that will be required of them at the position to which they have been assigned. At some Regattas, with prior agreement between the LOC and the Chief Referee, the launch drivers are licensed referees rather than volunteers.

### **3) Race Officials**

#### ***a) Chief Referee***

The appointment of the Chief Referee for all USRowing National Championship Regattas shall be made by the CEO of USRowing from a list of nominees recommended by the USRowing Referee Committee. For USRowing District or Regional Championships, the recommendations for Chief Referees are delegated to the Referee Regional Coordinator for the region. Additionally, the Chief Referee for any Regatta containing Trials Events to select the National Team shall be appointed by the CEO upon the recommendation of the Trials Coordinator in consultation with the USRowing Director of Referee Programs and the Trials Director. Appointment of the Chief Referee for all other Registered Regattas shall be according to the procedures established or approved by the USRowing Referee Committee (see Rules of Racing 2-102 “Appointment of the Chief Referee”).

#### ***b) Race Officials***

With the exception of USRowing-owned Regattas, appointments of all other USRowing-licensed referees at a Regatta are made by the Chief Referee. The Chief Referee, with the support and assistance of the LOC, has the primary responsibility for soliciting referees. The Referee Committee and the Regional Coordinators may act as an information resource to

the LOC and may informally provide guidance on appointments.

### **III) EQUIPMENT / SUPPLIES**

#### **1) Motor Launches**

The LOC shall provide motor launches for use by Race Officials and by safety personnel.

a) Each launch for Race Officials shall be capable, when occupied, of maintaining a speed necessary to follow a Race, but without unnecessary wake. The LOC shall use its best efforts to procure launches whose hull design minimizes wake, such as catamaran or flat-bottomed launches. Each launch shall carry personal flotation devices for each occupant of the launch, plus at least two extra; however, it is recommended that sufficient PFDs for the largest crew racing be carried as extras.

b) Sufficient motor launches for Race Officials shall be available to follow each Race with two Race Officials. If not enough launches can be found for this purpose, a series of safety launches stationed at the perimeter of the Course that is within 500 meters of the Crews at all times throughout the Race may be used instead of a second Race Official motor launch following the Race. It is preferred that two launches follow each Race, at least initially, for non-coxed Events.

All launches, whether used as a safety launch or to follow races, shall be equipped with the following:

- Kill switch tether
- Paddle
- Sufficient PFDs
- Any other safety equipment required by local ordinance

#### **2) Bow Numbers**

The LOC may have a supply of bow number cards for use at a Regatta, but Crews shall not rely on the LOC to provide such cards. The LOC also may require that a member of a Crew wear a number marker affixed to his or her uniform or affix a number marker to the deck of the boat. Any requirements

for bow number cards or other number markers along with who shall provide such identifying items shall be included in the Regatta packet. Bow numbers should be large enough to be easily visible with the naked eye from shore with good contrast between the number and the background.

### **3) Medals**

At all USRowing National Championship Regattas, gold medals shall be awarded in all national championship Events with three or more entries. Silver medals for second place shall be awarded in all Events with four or more entries. Bronze medals for third place shall be awarded in all Events with five or more entries. The number of medals awarded shall be determined by the number of entries in an Event one hour before the first Race in that Event.

At Masters National Championships, a gold medal shall be awarded for every Event. Medals are awarded for second and third place regardless of the number of entries in the Event (e.g. for a race with two Competitors, first- and second-place medals would be awarded, but not a third-place medal).

For Club National Championship and Elite National Championship regattas, the domestic crew finishing highest in each national championship Event shall be designated as the National Champion for that year and shall receive medals, awards, or mementos reserved exclusively for national champions. If a Crew entered by a foreign club or rowing federation, or a foreign unaffiliated single sculler, places first, second, or third in a national championship Event at a National Championship Regatta, it shall receive special gold, silver, or bronze medals memorializing the accomplishment, but the national championship medals, whether gold, silver, or bronze, and the designation and entitlements of National Champion, shall be given only to domestic Crews according to order of placement.

At all other Regattas, the LOC may award medals, trophies, or other prizes in compliance with Rule 4-101 (“Amateur Standing”) of the Rules of Racing, and publish the awards to

all participating Crews.

#### **4) Boat Weighing Scales**

The weighing scale(s) should be available to the Crews before the first Race of the Regatta where boats will be weighed with sufficient time to allow for the test weighing of boats. Test weighing of boats during racing may be allowed at the discretion of the Chief Referee.

The scales, calibrated and certified in place for the Regatta, should be located in a building or tent to provide protection from the wind. The weighing area shall be easily accessible from the incoming docks and shall be exclusively reserved for the weighing of boats during the Regatta. The scales must be placed on a hard, flat, horizontal surface. Certified test weights should be available to verify the calibration of the scales. Any paperwork from a third party that calibrated the scales should be available upon request.

#### **5) Competitor Weighing Scales**

If Coxswains or lightweight Rowers will be weighed at the Regatta, the weighing scale(s) should be calibrated and certified and available to the Crews before the Regatta to allow Competitors to test weigh. If a separate scale(s) will be used for test weighing than the official scale(s), it is recommended that any variation between the two scales be identified and prominently displayed near the test scale(s). It is preferred that the test scale be certified in addition to the official scale(s). Certified test weights should be available to verify the calibration of the scales. Any paperwork from a third party that calibrated the scales should be available upon request.

The scales should be located in a building or tent to provide protection from the wind, as well as a measure of privacy for the Competitors. The scales must be placed on a hard, flat, horizontal surface. Supplies for deadweight for coxswains (plastic bags, sand, tape), if provided by the LOC, should be readily available in the weighing area. The Regatta packet should explicitly state if the LOC is not providing, or limiting, weight-making supplies.



## **6) Electrical Power / Internet**

With the proliferation of the use of computers for both entry and results, it is necessary to have electrical power and internet access at the finish line or wherever the results are being entered and printed for posting. If camera or photofinish timing systems are in use, power and internet access is required at all locations where a camera or photofinish timing system are set up (e.g. Sprint Race finish, Head Race start and finish, split timing stations).

## **7) Public Address System**

It is very useful to have a public address system for Regattas that are larger than dual or tri-meets between a small set of schools or Clubs. Ideally, the PA system would be powerful enough to be heard through the boating area so announcements to call Crews to launch for Races, to locate a coach for medical or Equipment issues, or for weather safety alerts can be heard by all the Crews. Not all venues or Regattas call Crews to launch for Races. However, it is recommended to have a method of communicating information to the participants in the boating area in case of emergency.

## **8) Radios**

Two-way, hand-held radios are the standard for Regatta communications. Radios should have sufficient range and power to facilitate clear communication between all points on the venue. It is useful to have separate channels for LOC activity and Race Officials activity. While mobile phones are often used at very small Regattas or for conversations that are lengthy, the open radio channels are a much more effective way of communicating with the full Regatta staff, if needed.

Smaller radios with headsets also are typically used as a silent aligning system for Sprint Races. Spare batteries and a few spare radios are a must since these radios will get a lot of usage during a race day.

## **9) Food/Water**

At small Regattas, especially for Youth Crews, many of the Teams bring their own food supplies. However, if the Regatta

will last more than a couple of hours, it is recommended that another food and water source be available. Remember that your Race Officials and volunteers may be on the water all day and should be provided for, since they do not otherwise have access to food or beverage vendors while performing their duties.

### **10) Restrooms**

Adequate restroom facilities are needed and can be permanent restrooms, portable toilets, or a combination of the two. Restroom facilities should be cleaned and serviced each day of the Regatta.

### **11) Trash**

Adequate trash and recycling receptacles should be provided throughout the venue. Both should be emptied periodically throughout each day of the Regatta as needed.

## **IV) ENTRIES**

### **1) Submission of Entries**

The LOC shall establish:

- (a) The method of entry (e.g. paper forms, internet);
- (b) All applicable deadlines;
- (c) Entry fees for Regattas other than USRowing-owned Regattas.

Entries for Registered Regattas should include the following information:

- (a) The name of the Club submitting the entries;
- (b) The names of all Competitors;
- (c) USRowing membership number of each Competitor and the date of expiration;
- (d) The affiliation of each Competitor if such affiliation is not with the Club submitting the forms;
- (e) The boatings of all Crews being entered.

Additionally, all Competitors must have a signed waiver on file at USRowing. It is recommended that an online waiver

verification process be used.

Late entries may be accepted unless the entry changes the format of the progression system.

## **2) Substitutions**

Once an entry has been submitted and the deadline for submitting the identity of members of the Crew has passed, a Crew other than a single scull may substitute up to one half of its Rowers, as well as the Coxswain. The LOC may prohibit such substitution if it is not submitted in writing to the LOC at least one hour before the first Race of the Event in which the Crew is entered. Additional details about substitutions can be found in the Rules of Racing, Rule 5-206 (“Substitutions”). Substitutions due to the illness of a Competitor are covered in Rule 5-207 (“Illness of Competitors”).

## **V) PRACTICE SESSIONS**

The LOC shall provide for safety during any practice sessions or times described in the Regatta packet. Safety marshals shall be staffed by the LOC with volunteers unless staffing with referees has previously been agreed to by the Chief Referee. A minimum of two safety marshals is recommended for a Sprint Race Regatta and positioned similarly to course monitors for a Head Race Regatta near obstacles and sharp turns. Launches for the safety marshals must comply with the same safety requirements as for racing sessions. Typically, coaching launches are not permitted on the Course during practice unless specifically mentioned in the Regatta packet. Additionally, an LOC officer shall be responsible for watching the weather forecast for any storms or unsafe conditions, contacting the safety marshals via radio or cell phone to clear the Course or suspend launching, if necessary.

In determining times for practice sessions, the LOC should consider the following:

- Sunrise/sunset times (adequate visibility)
- Race schedule (allow time between practice and Crews)

launching for Racing and between Racing and Crews launching for practice)

## **VI) LOCAL REGATTA RULES**

The LOC may adopt Regatta rules that mandate a specific penalty be uniformly applied for one or more lane violations. Any such penalty must be described in detail in the application to USRowing for registration and must be publicized and distributed to every competing Team.

The LOC shall post, at the same place as the diagram showing traffic patterns, the location of the first-aid station, and the method to summon medical assistance in case of emergency.

Such rules shall include the following items:

1) The traffic pattern to be used by Crews while launching, traveling to the Starting Area, waiting for their turn to start, racing on the Course itself, and traveling after the finish.

2) The map of the Course, including all traffic patterns and regulations on the water. This diagram shall show the Race Course itself, the route to be taken by Crews from the launching area to the start, any “warm-up” area, any “cool-down” area, and the route to be taken by Crews returning from the finish line. To the extent possible, it shall also show all known obstacles that may interfere with a Crew’s progress on or near the Course. If conditions call for a different traffic pattern during practice hours than during racing, such practice traffic pattern shall also be posted.

Additionally, for Head Races, the following items also shall be included:

1) Right of way rules during the Race itself, including any circumstances in which passing is not allowed.

a) Typically, a Crew is deemed to be overtaking another Crew when it has moved to within one length of open water of the Crew ahead.

b) On those portions of the Course that are straight, a Crew being overtaken shall move away from the buoy line

and allow the overtaking Crew to pass.

c) Where the course turns, a Crew being overtaken shall move to the outside of the turn and allow the overtaking Crew to pass along the shorter path.

d) Passing is not allowed, nor is the Crew being overtaken required to yield, in cases where the overtaking Crew's position clearly prevents safe passage or where there is insufficient room to yield.

2) Penalties, such as time penalties, to be enforced for violation of the traffic pattern, right of way rules, turning rules, or violation of course boundaries. Typical penalties are as follows:

a) Where buoys mark the boundaries of the Course, and in particular mark turns on the Course, a Crew shall be penalized 10 seconds for each buoy that the Crew passes incorrectly. A Crew passes a buoy incorrectly when any part of its hull passes on the wrong side of the buoy.

b) A Crew that misses its correct order at the start shall be penalized 10 seconds.

c) A Crew that fails to yield to a Crew being summoned to the Starting Area, or that otherwise interferes with the staging of the start, may be penalized 10 seconds by the Marshal or Starter.

d) A Crew that fails to yield to a Crew having proper right of way shall be penalized 30 seconds.

e) A Crew that crosses the starting line without its required bow number shall be penalized 60 seconds.

3) Starting procedures, including the time at which crews must appear at the Starting Area, the starting order, the starting interval, and staging procedures.

a) Typically, the Starter will arrange the Crews so that Crews cross the starting line at approximately 10-second intervals. The starting order shall be determined by random lot.

4) The manner in which instructions to Crews will be given during the Race.

5) The map of the Course shall indicate the location of turns, any known hazardous conditions, Course boundaries, Course markings, the assigned positions of monitors, and any no passing zones.

## VII) PROGRESSION SYSTEMS

The progression system in use at a Regatta shall be specified in the Regatta packet for the Regatta. Typically, one of the USRowing Progression Systems described below are used.

### 1) USRowing Progression Systems

#### a) Overview

In the USRowing Progression Systems, Events shall consist of finals, and if necessary, heats and semifinals. Those Crews advancing out of each heat are placed in the semifinal or final; all others in the heats are eliminated. In Events having semifinals, those Crews advancing out of each semifinal are placed in the final; all others in the semifinal are eliminated. In Events with more than 36 entries, there shall be one heat conducted as a “Time Trial,” as well as semifinals and finals. The distance for the time trial shall be as close as practicable to the prescribed distance for the Event, with such variances as may be required by the particular configuration of the venue. The following Progression Systems are recommendations and may be modified by the Regatta Director for safety or fairness, if approved by the Chief Referee and published in the Regatta Packet.

#### b) USRowing Progression System “A” for six-lane racing

Entries	Heats	Advancing in each Heat	Semi-finals	Advancing in each Semifinal
1-6	0		0	(final only)
7	2	(all but last)	0	(five boat final)
8-12	2	(3)	0	
13-15	3	(2)	0	
16-18	3	(4)	2	(3)
19-24	4	(3)	2	(3)
25-36	6	(2)	2	(3)
37+	1 (time trial)	(1st 18)	3	(2)

#### c) USRowing Progression System “B” for six-lane racing

Entries	Heats	Advancing in each Heat	Semi-finals	Advancing in each Semifinal
1-6	0		0	(final only)
7-12	2	(3)	0	
13-18	3	(2)	0	
19-24	4	(3)	2	(3)
25-36	6	(2)	2	(3)
37-54	9	(2)	3	(2)

## **d) USRowing Progression System “C” for seven-lane racing**

<b>Entries</b>	<b>Heats</b>	<b>Advancing in each Heat</b>	<b>Semi-finals</b>	<b>Advancing in each Semifinal (Finals only)</b>
1-7	0		0	
8-14	2	(3)	0	
15-21	3	(4)	2	(3)
22-28	4	(3)	2	(3)
29-42	6	(3)	3	(2)
43-63	9	(2)	3	(2)

## **2) USRowing Alternate Progression Systems**

### **a) Overview**

In the USRowing Alternate Progression Systems, Events shall consist of finals, and if necessary, heats, repechages, and semifinals. Crews advancing out of each heat are placed directly in the semifinals or finals. All others in the heats go to the repechages. Those advancing out of the repechages are placed in the semifinals or finals; all others in the repechages are eliminated. All those advancing out of the semifinals are placed in the grand final (A final); all others in the semifinals may be placed in a petite final (B final). The following Alternate Progression Systems are recommendations and may be modified by the Regatta Director for safety or fairness, if approved by the Chief Referee and published in the Regatta packet.

Random lots or a randomized computer system shall be used to determine the composition of heats and the assignment of lanes in heats. In Events with more than 36 entries, the composition of the repechages shall be determined by seeding entries according to the order of finish in the heat. Lane assignments for subsequent rounds shall be assigned according to the order of finish in the prior round. At the majority of venues, the lanes for repechages, semifinals, and finals are assigned from the center lanes outward according to the order of finish in the previous round.

## b) USRowing Alternate Progression System “A” for six-lane racing

Entries	Heats	Adv. in each heat	Repechages	Adv. in Each Repechage	Semi-finals	Adv. in each Semi (final only)
1-6	0					
7-8	2	(1)	1	(4)	0	
9-12	2	(1)	2	(2)	0	
13-15	3	(3)	1	(3)	2	(3)
16-18	3	(1)	3	(3)	2	(3)
19-24	4	(1)	4	(2)	2	(3)
25-36	6	(1)	6	(1)	2	(3)
37+	1	(1st 6)	6	(1)	2	(3)

(head race) (next 36 to repechages; rest eliminated)

## c) USRowing Alternate Progression System “B” for seven-lane racing

Entries	Heats	Adv. in each heat	Repechages	Adv. in each Repechages	Semi-finals	Adv. in each Semi (final only)
1-7	0					
8-11	2	(2)	1	(2)	0	
12-14	2	(1)	2	(2)	0	
15-16	3	(3)	1	(3)	2	(3)
17-20	3	(2)	2	(3)	2	(3)
21-22	4	(2)	2	(2)	2	(3)
23-28	4	(1)	4	(2)	2	(3)
29-42	6	(1)	6	(2)	3	(2)
43-63	9	(1)	9	(1)	3	(2)

### 3) Changes in the Form of Progression

Once the form of progression has been published based on the number of entries in an Event, the LOC may change the progression only under the following circumstances:

a) No later than one hour before the Scheduled Time of the first Race in the Event, if due to scratches, the reduced number of entries would call for a different form of progression under the applicable progression system. In this situation, a new draw shall be conducted to determine the composition of the heats and the lane assignments.

b) Any time before the first Race in the Event, if due to scratches, the Event would be reduced to a final only, with no heats, under the applicable progression system.



## VIII) COURSES

For all courses, the LOC is responsible for producing a graphical representation of the Course and all technical installations including traffic pattern maps showing patterns both for practice and race days. These maps are to be prominently posted at the Regatta venue, included in the Regatta packet, and available in the launching area.

### 1) Sprint Courses

#### a) Overview

This Course description is intended to describe the layout and features of a fully configured Course that would be used for USRowing National Championship Regattas (Class “A” Course). Variations of these guidelines, usually simplification to minimize expense, are often necessary to meet local budget considerations. These guidelines are intended to describe an ideal Course suitable for all but elite international rowing Events.

#### b) Location

Where possible, a Course should be located near an urban area, so that food, lodging, medical, and transportation services are readily available. In planning Regattas, which will draw entries from large distances, the convenience of public transportation also should be considered. The aim in choosing a Course location should be convenience and availability to a large number of rowing organizations, so that the investment of time, money, and maintenance efforts will bear a good return.

#### c) Venue

The Course should be protected from wind as much as possible. Typically, a body of water located in a narrow valley or depression, or surrounded by trees, is ideal. Surrounding trees should be located so that any winds that do reach the water surface are equal across all lanes. Although it is preferable to avoid all wind, a head or tail wind is usually more fair than a side wind.

Ideally, there should be no current. If there is a current, it should be so slight and so uniform as to assure equal racing conditions on all lanes. Additionally, the shore adjacent to the course should be sloped so as to absorb, rather than reflect, waves from motor launches.

The venue also needs sufficient space on shore for shell trailers, Competitors, Race Officials, volunteer parking, a boat storage area, weigh-in scales, and a controlled launching area. Nearby spectator parking is considered a best practice.

#### **d) Water**

The stretch of water chosen should be straight and should accommodate a minimum of three lanes, up to a maximum of eight lanes for racing. Where possible, its depth at the shallowest point should be 3 meters where the depth varies along the course. If depth is uniform throughout the Course, the minimum depth is 2 meters. In any case, the recommended optimum depth for a Course is 3.5 meters.

#### **e) Length**

The length of a Race Course shall be 2,000 meters from start line to finish line, except that the Race Course for masters shall be 1,000 meters. There shall be an additional expanse of open water beyond the finish line in order for the Crews to safely come to rest. At least 100 meters shall be available for such runoff, unless there is an alternate means of providing for safety, such as conspicuous warning markings or marshals' boats. The length of individual Races may occur over shorter distances (e.g. 500-meter dash) as long as the safety provisions are met.

#### **f) Width**

The Course shall be wide enough to accommodate at least three lanes up to a maximum of eight lanes used for racing. If the Albano or other similar buoy system is used, each lane shall be no less than 12.5 meters and no more than 15 meters wide, with 13.5 meters preferred. If such a buoy system is not used, each lane shall be no less than 15 meters and no more

than 20 meters wide, with 15 meters preferred. There should be at least 5 meters of clear water beyond both of the outside lanes, although a wider space is preferred. Additionally, a travel lane should be available that allows Crews to travel to the start line, and return from the finish line, without interfering with the racing lanes.

### **g) Certification**

USRowing may render a determination on whether the natural environment existing at a Course site generally renders the site sufficiently safe and fair to hold a Registered Regatta. The fact that such certification is granted shall not be construed as a representation or guarantee that safe and fair conditions will actually exist, nor shall it limit the authority of Race Officials to make determinations on whether safe and fair conditions actually exist at the time the Regatta takes place.

In determining whether a Course is generally suitable for a Registered Regatta, USRowing may consider, among other things, the following factors:

- (1) Whether the Course is uniformly sheltered from the wind;
- (2) Whether the Course is free of obstacles lining the shore, such as trees, buildings, or dikes, that would cause unequal wind or water conditions on the Course;
- (3) Whether the Course is free of any current, or whether any current that does exist is slight and equal across the Course;
- (4) Whether the banks of the Course will absorb rather than reflect waves;
- (5) Whether the Course is free of obstructions such as bridge abutments or islands;
- (6) The prevailing climate;
- (7) Whether the technical installations meet the attributes of the specifications.

### **2) Class “A” Courses**

A Class “A” Course is one that complies with the following specifications:

- a) Body of Water:** The water shall be capable of accom-

modating the Course, plus any required runoff area, with no bends or turns. Any current shall be less than one meter per minute.

**b) Lanes:** There shall be a minimum of six lanes, with eight preferred.

**c) Depth:** The water shall be at least three meters deep throughout the Course.

**d) Perimeter:** There shall be a distance of at least five meters between the outer perimeter of the Course and the shore, obstacle, or any fixed installation.

**e) Obstacles:** There shall be no fixed obstructions on the Course, such as bridge abutments or islands.

**f) Buoys:** A buoy system, such as the Albano buoy system, shall be used, in which the boundaries of each lane are marked with floating buoys every 10 to 12.5 meters; 10 meters is recommended except in the Starting area, where it shall be 5 meters. The buoys shall be of supple construction and their horizontal diameter shall not exceed 15 centimeters.

(1) The color of buoys shall be the same in all lanes. The colors shall be easily visible in all weather conditions.

(2) The first 100 meters of the Course shall be indicated by a different color of buoys to mark the Starting area.

(3) At every 250 meters along the Course, a differently colored set of buoys shall be strung across the Course to indicate the distance interval.

(4) The last 250 meters of the Course shall be indicated by a different color of buoy to mark the finish area.

(5) There shall be no buoys on the start line or the finish line.

**g) Starting Stations:** Each lane at the start shall be equipped with a starting station, platform, or stakeboat, solidly anchored.

(1) The starting station shall be capable of being occupied by at least one person who can hold a Crew stationary or alter the Crew's alignment as required during the starting procedures.

(2) The starting station shall be capable of adjustment to accommodate different sized boats, so that all boats can be aligned in accordance with Rule 2-304 ("Alignment").

(3) If stakeboats are used, each stakeboat shall be

anchored by sufficient weight, or else attached to a fixed installation, to prevent the stakeboat from drifting.

(4) Each starting station shall be equipped with a headset or other communication device, so that communication is possible between it and the Aligner's Station without being audible to the Crews.

**h) Steering Marks:** To assist Crews with their steering, the Albano lanes shall be buoyed at 5-meter intervals for the first 100 meters of the Course. These buoys shall be of a different color from those marking the majority of the Course.

**i) Start Tower:** The start tower shall be firmly fixed between 40 and 50 meters behind the starting line in the center of the Course.

(1) The tower shall be equipped with a covered platform for the starter, which shall be at least 3 meters and at most 6 meters above the water level, depending on the distance from the start line.

(2) The tower shall be built in such a way that the starter has a clear view over the entire Starting area, including the aligner's station.

(3) The tower shall be equipped with either one or two large clocks that are clearly visible from a minimum distance of 100 meters to the Crews on the Course and those Crews waiting to start, or with other equipment that will allow the starter to inform the Crews of the time remaining before the start of their Race. In the case of delay or postponement, a revised starting time shall be displayed to competitors on a large board by the starter.

(4) The starter shall give his or her instructions and orders by means of a microphone connected to loudspeakers so arranged that they may be heard simultaneously by all Competitors.

(5) A board and chalk or felt markers shall be provided to enable the starter to provide visual information to Crews of any postponement of Races.

**j) Communications:** The starter shall be in direct communication by radio or telephone with the judge at start, chief judge, control commission, and Chief Referee.

**k) Aligner's Station:** There shall be a fixed structure placed exactly on the start line, ideally not less than 15 meters

from the first lane and no more than 30 meters. The floor level of the station should be between 1 and 2 meters above the water level. The station should provide weather protection and there should be enough space so that the judge at start and the aligner can both be seated on the line of the start, one behind the other, both clearly observing the start line.

(1) There shall be radio links between the aligner and the start station boat holders and volunteers, who shall be provided with earphones.

(2) The start line shall be the line running between a tautly stretched thin vertical wire (1 mm) in the aligner's station and the vertical line on a fixed marker on the opposite side of the Course. The fixed marker should be divided vertically and painted one half black and the other half luminous yellow, with the black half in the direction of the finish. The vertical line shall be the line where the two colors meet. Alternatively, the aligner's station may be equipped with two vertical wires which, when aligned with each other, indicate the exact starting line.

(3) The aligner's station must carry a second thin wire (1 mm) fixed vertically and along the line of the start (80 to 100 cm apart) at the front of the station and kept in tension. The second wire should be removable and used for aligning the video camera of the judge at start if present.

- The aligner's station shall be equipped with videotape equipment that shows and records the starting line wire, the bows of the boats, and the starter's verbal or visual commands simultaneously.

**l) Repair Facilities:** In the vicinity of the starting line, there shall be a facility equipped with tools and available spare parts with which to make simple repairs on boats.

**m) Distance Markers:** The starting line shall be designated as 0 meters and the finish line as 2,000 meters. At each interval of 250 meters between the start and finish, the distance from the starting line shall be marked either on clearly visible boards on shore at least 2 meters by 1 meter in size, or else by floating cubes on the water at least 1 cubic meter in size.

**n) Intermediate Times:** A station and necessary equipment shall be provided at every 500 meters, so that intermediate times may be recorded and transmitted to the finish line.

Each station shall be capable of accommodating two persons, one to record intermediate times and the other to record intermediate order of boats.

**o) Finish Tower:** The finish tower must be erected exactly on the finish line and placed approximately 30 meters from the outside of the racing lanes. It should accommodate the timing, the judges at finish, and the photo-finish equipment together, with commentary or other operations on another floor or a separate area.

(1) The finish line shall be the line running between a tautly stretched thin (1 mm) vertical wire immediately in front of the judges at the finish and the vertical line on a fixed marker on the far side of the Course. The fixed marker shall be divided vertically and painted one half black and the other half luminous yellow, with the yellow half in the direction of the start – the vertical line shall be the line where the two colors meet. Alternatively, two vertical wires (80 to 100 cm apart) immediately in front of the judges at the finish may be used.

(2) The finish line shall be marked on the water by two red flags placed on white buoys at least 5 meters outside the Course on each side. If necessary, the two red flags (or one of them) may be placed on the bank. It is essential that these flags be exactly on the finish line and that they do not impede the view of the judges at the finish or the progress of Crews going to the start.

(3) The finish tower must be equipped with a loud horn or other noise maker to signal to each Crew that it has crossed the finish line.

(4) The finish tower shall be isolated from intrusion or distraction by spectators or Team members.

(5) The finish tower shall have a photofinish camera, designed for use in judging the order of finish in sporting events, firmly mounted and positioned directly on the finish line. To review images, judges should not have to remove the camera from its fixed position on the finish line.

**p) Launching Area:** Launching docks capable of accommodating at least three 8+ boats simultaneously shall be provided for the competing Crews. There also shall be facilities to accommodate a Dockmaster and the control commission, preferably a tent or other structure equipped with tables and

chairs.

**q) First Aid:** First-aid facilities shall be provided at the Regatta site capable of dealing with minor injuries and of providing immediate attention for hypothermia, drowning, dehydration, and heat stroke. The first-aid facility shall have the capability of summoning an ambulance, paramedics, or other emergency assistance that is on call and within 10 minutes travel distance. If such emergency assistance is not located within 10 minutes distance, the LOC shall provide for an ambulance or paramedic to be present at the site. If present at the site, direct communication must be available and a protocol for engaging medical staff established and reviewed by the Regatta Director, Chief Referee, and medical personnel. The Chief Referee will communicate the procedures to the other Race Officials.

**r) Starting Traffic Light Systems:** If the course is equipped with a traffic light starting system, then the start system shall meet the following requirements:

(1) Each starting station shall be equipped with a traffic light and speaker. The traffic light shall be preferably placed 2.5 meters off the center of the lane on the side nearer the center of the Course and 0.7 to 1.1 meters above the surface of the water. The lights shall be clearly visible to the Crew on that starting station, including the bow person in an eight even in conditions of bright sunlight.

(2) Separate lights must be positioned so that the lights can be viewed by the starter, judge at start, and referee following the Race.

(3) The lights shall have the following states:

- Neutral black (no lights or sound),
- Red light, no sound, and
- Green light accompanied by an audible tone

given at the same time.

(4) The system shall be able to go directly from red to neutral, if required.

(5) The starter shall start the race by pressing just one button that will simultaneously control the green light, the sound signal, start the timing system, and freeze the frame on a video monitor of the alignment.



### 3) Class “B” Course

A Class “B” Course shall comply with all the requirements of a Class “A” Course, with the following exceptions:

**a) Body of Water:** Any current shall be less than six meters per minute.

**b) Lanes:** There shall be a minimum of four lanes.

**c) Depth:** The depth shall be sufficient to ensure safe racing.

**d) Perimeter:** Any fixed installation or obstacle that encroaches nearer than five meters from the outer edge of the Course shall, if not conspicuous, be marked with warning buoys or other device to indicate their presence.

**e) Obstacles:** Any fixed obstructions, such as bridge abutments or islands, shall not obstruct the proper path of a Crew in a Race and shall not create a hazard or unfair condition. If such obstacles are not conspicuous, they shall be clearly marked with warning buoys or other device to indicate their presence.

**f) Buoys:** The Albano or other buoy system need not be used. There shall be buoys or overhead lane markers every 250 meters to mark the boundaries of each lane.

(1) The 100-meter mark of the Course shall be indicated by two buoys at each side of the Course to mark the Starting area.

**g) Starting Stations:** The starting stations, platforms, or stakeboats need not be adjustable. The judge at start may communicate with the starting station attendants by audible megaphone.

**h) Start Tower:** The start tower may consist of an anchored boat, so long as the starter and the Crews are still visible to each other.

**i) Aligner’s Station:** If a split-screen videotape device is not available, the aligner’s station shall be in direct communication with the starter by radio or other electronic medium, so that the judge at start can hear the starting commands without delay caused by through-the-air transmission.

**j) Repair Facilities:** The repair facilities may consist of simple tools kept in the referee’s launch or the start tower.

**k) Distance Markers:** The distance markers at each 500 meters may consist of simple stripes painted on the shore, as

long as they are clearly visible to the Crews.

**l) Intermediate Times:** The facility for intermediate times is not required.

**m) Finish Tower:** The finish tower may be equipped with ordinary videotape recorder equipment firmly mounted and positioned directly on the finish line. To review images, judges should not have to remove the camera from its fixed position on the finish line.

#### **4) Class “C” Course**

A Class “C” Course is one that does not meet the requirements of a Class “A” Course or a Class “B” Course, but nevertheless meets the minimum requirements described in the Sprint Courses section above. If the Course has not previously been certified by USRowing, the LOC shall provide a complete description of the course configuration, installations, and facilities, and shall represent to USRowing that the Course is adequate to promote safety and fairness in its application to USRowing for Regatta registration.

#### **5) Head Race Courses**

##### **a) Overview**

Head Races shall be conducted on a Course that is wide enough for a racing Crew to navigate safely, for an overtaking Crew to pass another Crew, and for non-racing Crews to travel to and from a launching area without impeding Crews involved in a race.

##### **b) Turns**

Turns or changes in the direction of the Race Course shall be limited to those that can be negotiated at a normal racing pace with normal steering using a rudder and differential oar pressure. Turns on the Course shall be conspicuously marked with buoys.

##### **c) Starting Area**

The Starting Area shall have ample room above the start line, so that all Crews in an Event can be marshalled without interfering with the starting chute and starting line. The starting line installation shall be marked with buoys on both sides,

forming a chute to guide the Crews into the start, and extending at least 50 meters above the starting line.

**d) Finish Area**

The area beyond the finish line shall have ample room to allow Crews that have finished a Race to row away from the finish line without interfering with Crews still racing. The finish line shall be conspicuously marked.

**e) First Aid**

The LOC shall provide for first-aid facilities at the Regatta site capable of dealing with minor injuries and of providing immediate attention for hypothermia, drowning, dehydration, and heat stroke. The first-aid facility shall have the capability of summoning an ambulance, paramedics, or other emergency assistance that is on call within 10 minutes travel distance. If such emergency assistance is not located within 10 minutes distance, the LOC shall provide for an ambulance or paramedic to be present at the site. If present at the site, direct communication must be available and a protocol for engaging medical staff established and reviewed by the Regatta Director, Chief Referee, and medical personnel. The Chief Referee will communicate the procedures to the other Race Officials.

**f) Communication**

The LOC shall provide for direct and instantaneous communication, such as radio or telephone, between the starting line, finish line, and any monitors stationed along the Course.

**g) Course Markings**

Hazardous areas, such as shallows, underwater obstructions, narrow passes, side channels, and areas where water traffic crosses the Course, shall be conspicuously marked with buoys or other markers that are visible from both directions on the Course.

## Nationally Recognized Regattas (NRR)

*The referee rank structure requires all Referees to work a Nationally Recognized Regatta at least every other year. The Referee Committee established the following events as Nationally Recognized Regattas, if USRowing-registered.*

USRowing Youth National Championship Regatta

USRowing Masters National Championship Regatta

USRowing Club National Championship Regatta

USRowing Head Race National Championship Regatta

ACRA Championships

IRA Championships

NCAA Rowing Championships

Scholastic Rowing Association of America Championships

### MA

Cooper Cup

Dad Vail Regatta

EAWRC Women's Sprints

Garden State Scholastic Championship

Head of the Ohio

Head of the Schuylkill

Independence Day Regatta

Mercer Sprints

Philadelphia Frostbite Regatta

USRowing Mid-Atlantic Youth Championships

Virginia Scholastic Rowing Championships

Washington Metropolitan Interscholastic Rowing  
Association (WMIRA) Championships

### MW

Head of the Des Moines

Head of the Rock

Midwest Junior Rowing Championships

Midwest Scholastic Championships

Oklahoma Regatta Festival

Row the Mississippi

USRowing Central Youth Championships

### NE

EARC Men's Sprints

ECAC National Invitational Championships

Head of the Charles  
Head of the Textile (Textile River Regatta)  
New England Rowing Championships  
NEIRA Championship  
USRowing Northeast Youth Championships

**NW** Covered Bridge Regatta  
Covered Bridge Collegiate  
Head of the Lake  
NCRC Championships  
USRowing Northwest Youth Championships  
USRowing Northwest Masters Regional  
Championships

**SE** Florida Intercollegiate Rowing Association  
Championships (FIRA)  
Head of the Colorado  
Head of the Indian Creek  
Head of the South  
Heart of Texas  
Sarasota Invitational  
Southern Intercollegiate Rowing Association  
(SIRA) Championships  
USRowing Southeast Youth Championships

**SW** Head of the American  
PAC-12 Championships  
San Diego Crew Classic  
USRowing Southwest Youth Championships  
Western Intercollegiate Rowing Association (WIRA)  
Championships

# USRowing Bylaws

Adopted: October 28, 2015

Effective: October 31, 2015

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## ARTICLE I

### General Provisions

- 1. Name.** The name of this organization shall be the United States Rowing Association (“the Association”). The Association is also commonly known as “USRowing.”
- 2. Fiscal Year.** The fiscal year of the Association shall be the calendar year.
- 3. Principal Offices.** The principal place of business of the Association shall be maintained at a location established by the Board of Directors. All notices or other documents required by these Bylaws to be filed with the Association or the Secretary shall be sent to the principal place of business of the Association.
- 4. Equal Opportunity.** The Association shall provide equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in rowing without discrimination on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin to all individuals who are eligible under applicable international or reasonable national athletic rules and regulations and apply such rules and regulations concerning athletic competition without discrimination to all such individuals; and shall not deny eligibility to any athlete, except after according such athlete fair notice and hearing as to the issue of his or her eligibility.
- 5. Mission.** The mission of USRowing is to provide ongoing opportunities to achieve excellence in rowing in the United States. In pursuit of this mission, USRowing will achieve the following results:
  - Steadily increase awareness of rowing
  - Consistently grow lifetime participation in rowing
  - Provide education on rowing safety, healthy training methods, and effective rowing technique
  - Provide standards for all rowers of safe, fair racing
  - Continually improve performance at the Olympic Games

- Maintain fiscal growth and responsibility

**6. Relationship to Articles of Incorporation.** These Bylaws of the Association are subordinate to the provisions of the Articles of Incorporation of the Association, filed on December 29, 1970, as amended from time to time thereafter.

## **ARTICLE II**

### **Members**

**7. Categories of Membership.** The membership of the Association shall consist of individuals, organizations, certain eligible associations, and athletes. Members shall have only those rights and privileges as are specifically set out in these bylaws.

**8. Individual Members.** Individual Members shall consist of individual persons who are full-privilege, individual members of the Association. Individual members are eligible to vote solely to elect the Male Vice Chair and Female Vice Chair of the Association.

**9. Organizational Members.** The Organizational Members shall consist of clubs, corporations, unincorporated associations, educational institutions, and other organizations that are interested in rowing. No Organizational Member may unlawfully bar from membership in its own organization any person on the basis of race, color, religion, age, gender, sexual orientation, disability, or national origin. Organizational Members are eligible to vote to elect Regional Directors and to amend these Bylaws pursuant to Section 60.

**10. National Association Membership.** The National Association Members shall consist of those organizations or associations that conduct national rowing programs or regular national rowing competitions that are on a level of proficiency appropriate for selection of rowers to represent the United States in international competitions not limited or defined by age. National Association Members are not entitled to any benefits of membership in the Association as such, including a right to vote, provided however, that they may have rights as Organizational Members of the Association if so qualified.

#### **11. Athlete Members and Athlete Advisory Council Athlete Members.**

(A) Athlete members shall consist of those individuals who meet the following definition of “athlete”: an individual who has represented the United States in the Olympic, Paralympic, Pan American, or World Championships within the preceding ten (10) years (“Athlete Member”).

(B) Athlete Advisory Council (“AAC”) of the United States Olympic Committee (“USOC”) athlete members shall consist of those individuals who meet the definition of “athlete” as that term is defined by the AAC in its Bylaws (“AAC Athlete Members”).

No Athlete Member or AAC Athlete Member is entitled to any benefits of membership in the Association as such, except the right to elect the Board Athlete Representatives, the AAC Representative, as applicable, and to vote on amendments to these Bylaws pursuant to Section 60, provided however, that they may have rights as Individual Members of the Association, if so qualified.

**12. Criteria for Membership.** Members of the Association shall, as a condition of membership, subscribe to the principles of non-discrimination and equal opportunity to compete and participate contained in the Ted Stevens Olympic and Amateur Sports Act, 36 U.S.C. § 220501 et seq. Organizational and National Association Members may limit their membership or programs based on criteria or classifications contained in international rules or reasonable national rules governing competition in the sport of rowing. The Board of Directors shall be empowered to promulgate rules for removal of members. The Chief Executive Officer shall be empowered to enforce such rules, which shall be set forth in the Chief Executive Officer Procedures Manual.

**13. Procedures for Application for Membership.** The Board of Directors shall establish procedures for application for membership in the Association. An application for membership shall be deemed complete on the next business day after information required by those procedures, and the applicable dues, have been received by the Association.

**14. Resolution of Disputes.** Initial determinations regarding eligibility for membership shall be made by the Chief Executive Officer or his or her delegate upon receipt of a completed application according to the criteria contained in these Bylaws. An appeal from any adverse determination shall be resolved according to the grievance procedures, which shall be adopted by the Board and made readily available by any and all means, including but not limited to the Chief Executive Officer Procedures Manual.

**15. Dues.** Dues for each category of membership shall be established by the Board of Directors. Dues for Individual Members may be further determined according to age, competitive status, or the nature of participation within the sport of rowing.

**16. Annual Meeting.** There shall be an Annual Meeting each year at a date, time, and place established by the Board of Directors at which all members of the Association may gather and provide input to the Board of Directors on important issues confronting the organization. The Board shall provide a report on the "State of the Union." The Chief Executive Officer shall provide a managerial report addressing issues of concern and importance to the Association. Members may pose questions to the Board and Chief Executive Officer for response. There shall be no voting at the Annual Meeting unless a Special Meeting is called in accordance with Section 17 and such voting proceeds in accordance with Sections 17 through 23.

**17. Special Meetings.** Special Meetings of the Athlete and Organizational Members of the Association shall be held when called by the Board of Directors or at the written request filed with the Secretary of ten percent (10%) of the total number of Athlete Members or Organizational Members of the Association. Individual Members and National Association Members are not entitled to call or to vote at Special Meetings. The date and time of the Special Meeting shall be set by the Secretary; provided, however, the Special Meeting shall be set for a date no later than ninety (90) days from receipt of the request for the Special Meeting by the Secretary. The resolution of the Board of Directors or the written



request of the above-described members shall describe with particularity the purpose of the Special Meeting and any action that is proposed to be considered. Actions pursuant to Sections 17 through 23 shall be limited to amendments to these Bylaws, with the exception of Sections 18-20, which shall also apply to elections conducted pursuant to Article VI (Elections and Appointments).

**18. Notice.** Notices transmitted in accordance with this Section may be made by mail, electronic mail, facsimile, or other reliable form of communication designated by the Board of Directors.

(A) Notice of Meetings: The Secretary shall cause to be transmitted to each member a notice of each Annual Meeting at least forty-five (45) days before the date of that meeting. The Secretary shall cause to be transmitted to each Athlete and Organizational Member entitled to vote a notice of each Special Meeting at least forty-five (45), and no more than sixty (60) days, before the date of that meeting. All notices shall include the time and place of the meeting, an agenda for the meeting, and a detailed description of the purpose(s) for which the meeting is called, including but not limited to, any proposed amendments to these Bylaws upon which the above-described members shall be entitled to vote pursuant to Section 17.

(B) Nominations for Elections. The Secretary shall cause to be sent to each member eligible to vote a call for nominations by the November 1 preceding the vote. A call for nominations may be transmitted to each member by any means described in this Section, as part of an Association publication that each member receives, or posted on the Association website. Nominations shall be on a form approved by the Secretary and transmitted to the Association by mail, electronic mail, facsimile, or other reliable form of communication designated by the Board of Directors and must be received by the Association no later than the November 21 preceding the election. In order to be a valid nominee for elective office, a candidate must have been continuously a member of the Association from July 1 of the year preceding the election, with the exception of At-Large Directors. Any Individual, Athlete, or AAC Athlete Member of the Association may nominate himself or herself, and nominations need not be seconded. No write-in candidates shall be allowed.

**19. Date of Record.** Unless otherwise provided in these Bylaws, the date of record to determine entitlement to vote at a Special Meeting or in an election of Directors or Standing Committee members shall be fifteen (15) days prior to the date of notice of the Special Meeting or the mailing of the ballot, as applicable.

**20. Votes.** Each Organizational Member shall be entitled to cast one weighted vote, the value of which shall be eight hundred (800) divided by the total number of Organizational Members on the date of record as provided in Section 19. Each Athlete Member shall also be entitled to one weighted vote, the value of which shall be two hundred (200) divided by the total number of Athlete Members on the date of record as provided in Section 19.

Within fifteen (15) days after any vote, the Association shall publish a summary sheet showing the yeas and nays on the vote by Organizational Members only. This provision shall have no effect on the procedures for selection of delegates for Organizational Members of the Association for any meeting.

**21. Quorum.** Participation by ten percent (10%) of all members eligible to vote (without regard to the number of votes they may cast) shall constitute a quorum. Members who cast ballots by mail or by a secure, commonly accepted electronic voting mechanism designated by the Board of Directors shall be considered present for purposes of determining whether a quorum exists for purposes of the resolutions for which the ballot is submitted. A meeting of members at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members from the meeting, provided, however, that any action taken at such meeting must be approved by a majority of the quorum that was initially present at the meeting. If a meeting cannot be organized because a quorum has not attended, those present may adjourn the meeting to such time and place as the Secretary may determine, which date shall not be less than ten (10) days thereafter. Those who attend such adjourned meeting shall include those members who cast ballots by mail or by a secure commonly accepted electronic voting mechanism designated by the Secretary for purposes of any resolution at the first meeting, and although less than a quorum as fixed in this section, shall nevertheless constitute a quorum for the purpose of acting upon any resolution as set forth in the notice of meeting, provided that the Secretary drafts and causes to be transmitted written notice of such adjourned meeting to each member eligible to vote at such adjourned meeting at least ten (10) days prior to the adjourned meeting. The written notice shall state that those members who attend shall constitute a quorum for the purpose of acting upon such resolution or other matter. Transmission of such notice may be made by any means described in Section 18.

**22. Voting.** Unless otherwise provided in these Bylaws or the rules of parliamentary procedure adopted in these Bylaws, the action of two-thirds (⅔) of votes cast as provided for in Sections 17 to 23 of these Bylaws shall constitute the acts of the Association.

**23. Mail Ballots and Electronic Voting.** Organizational Members and Athlete Members who do not attend a Special Meeting of the Association in person may vote as provided for in Sections 17 through 23 of these Bylaws by mail ballot or by a secure, commonly accepted electronic voting mechanism designated by the Board of Directors. The form of ballot shall be prepared by the Secretary and signed by the member. An affirmative vote cast remotely also shall be construed as an affirmative vote of an amended motion where the amendment does not enlarge the original purpose of the motion for which the vote was cast. The determination of whether an amended motion enlarges the original purpose of the motion shall be made by the presiding officer of the meeting.

### **ARTICLE III Board of Directors**

#### **Part A. Directors**

**24. Governance of Association.** The governance of this Association shall be vested in a Board of Directors.

**25. Qualification.** Except as provided in Section 26 (A), (B), (D) and (E), the Board of Directors shall be selected without regard to race, color, religion, age, gender, sexual orientation, disability, or national origin. Except as provided in

Section 26(F), each Director shall have at some time competed in, coached, or directly served rowing. Directors must continuously be Individual Members of the Association throughout their respective term(s) of office.

**26. Composition of the Board.** The Board shall be composed of:

(A) One (1) male Vice Chair elected to a three-year term in accordance with Section 48(A) (Male Vice Chair).

(B) One (1) female Vice Chair elected to a three-year term in accordance with Section 48(B) (Female Vice Chair).

(C) One (1) Director elected to a three-year term in accordance with Section 48(C) who shall represent each of the six (6) regions specified below and who shall maintain a bona fide residence within their respective region throughout their term (Regional Director).

(1) Northeast: Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont

(2) Mid-Atlantic: Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia

(3) Southeast: Alabama, Arkansas, Georgia, Florida, Kentucky, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, and the Virgin Islands

(4) Midwest: Indiana, Illinois, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, Oklahoma, South Dakota, and Wisconsin

(5) Southwest: Arizona, California, Colorado, Hawaii, Nevada, New Mexico, and Utah

(6) Northwest: Alaska, Idaho, Montana, Oregon, Washington, and Wyoming

(D) One male (1) and one (1) female who shall be the representative and alternate representative for the sport of rowing to the AAC elected to a four-year term in accordance with Section 48(D) (AAC Representatives) and who shall be AAC Athlete Members at the time of their respective elections. The AAC representative and alternate representative shall alternate by gender each quadrennium.

(E) One (1) male and one (1) female Athlete Member elected to a four-year term in accordance with Section 48(E) (Board Athlete Representatives) and who shall be Athlete Members at the time of their respective elections.

(F) Two (2) "At-Large" Directors elected to three-year terms in accordance with Section 48(F) who are not required to have at some time competed in, coached, or directly served rowing (At-Large Directors).

**27. Powers of the Board.** Except as otherwise provided in these Bylaws or as may otherwise be provided by law, all powers vested in the Association shall be exercised by or under the authority of, and the business and affairs of the Association shall be managed under the direction of, the Board of Directors. The Board's powers shall include, but not be limited to:

(A) Setting the policies of the Association;

(B) Establishing the annual budget of the Association and monitoring the financial operations of the Association;

(C) Hiring, evaluating, and dismissing the Chief Executive Officer of the Association; and

(D) Exercising such other powers as may be vested by law.

**28. Meetings.** Regular meetings of the Board of Directors shall be held in March of each year, and at such other times as the Board may determine. Special meetings of the Board of Directors may be held at the call of the Chair, or at the written request of three (3) members of the Board of Directors. The time and place of the next regular meeting shall be decided at every Board meeting before adjournment, but the Chair shall, subject to the notice requirement of Section 29, specify the time and place of special meetings of the Board of Directors.

**29. Requirement of Notice.** The Secretary shall cause a notice of the time and place of each meeting of Directors, and a description of the matters to be covered in the case of special meetings of Directors, to be transmitted to each Director in office at least fourteen (14) days prior to any regular meeting of the Board and seven (7) days prior to any special meeting of the Board.

**30. Form of Notice.** Any notice that is required to be sent to Directors under these Bylaws or pursuant to law may be sent by mail, electronic mail, facsimile, or other reliable form of communication designated by the Secretary.

**31. Quorum.** A majority of the Directors in office shall constitute a quorum. Unless otherwise provided in these Bylaws, the parliamentary authority adopted in these Bylaws, or by other operation of law, the acts of a majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors.

**32. Voting.**

(A) Meetings of the Board may be conducted by live meeting, or by conference telephone or other similar form of communication, which allows all persons participating to hear each other. All main motions voted upon by the Board shall be by roll call vote, unless the vote is unanimous. Subject to subsection (B), a Director must be present at a meeting in order to cast a vote. Participation at a meeting by means of conference telephone or a similar form of communication which allows all persons participating to hear each other, shall constitute being present at a meeting.

(B) Any action which may be taken at a meeting of the Board may be taken without a meeting by mail, electronic mail, facsimile, or other similar form of communication, if such action is signed or submitted in writing by all the Directors in office and filed with the Secretary.

**Part B. Committees of the Board**

**33. Composition and Term of Board Committees.** The Board Committees listed in Sections 34 to 36 below shall be comprised of no fewer than three (3) and no more than five (5) members. An Individual Member of the Association may, from time to time, be appointed to a Board Committee by the Chair of the Board of Directors. Except as provided above, members of Board Committees shall be elected by the Board at the first Board meeting in March of every year, and shall serve until their successors are elected. At least twenty percent (20%) of the voting membership of each of the Board Committees shall be directors who meet the definition of Athlete Member. With the exception of those serving by virtue of their office, all members of the Board Committees shall serve at the pleasure of the Board of Directors, and may be removed by majority vote of the

Board from the Committee at any time without cause.

**34. Ethics and Governance Committee.** The Ethics and Governance Committee shall develop ethical and governance standards for the Association and monitor compliance with those standards. The Ethics and Governance Committee shall render opinions on matters related to the application of the ethical standards of the Association upon the request of an individual Director or the Chief Executive Officer, or on its own initiative.

**35. Finance and Audit Committee.** The Finance and Audit Committee shall be responsible for presenting a proposed budget to the Board of Directors for approval; reviewing Association financial statements and accounting procedures; arranging for an independent audit of the accounts of the Association and making annual reports to the Board of Directors on the results of that audit; reviewing internal controls and obtaining at least annually a statement from the Chief Executive Officer and Controller that such controls are in effect and effective; reviewing the annual tax information return before it is filed with the Internal Revenue Service; and developing and administering plans and procedures for raising the funds necessary to finance the operations of the Association. The Treasurer shall serve as one of the members of the Finance and Audit Committee.

**36. Nominating Committee.** The Nominating Committee shall be responsible for developing and implementing procedures for identifying, recruiting, and nominating candidates to fill vacancies on the Board of Directors, other than those who attain membership pursuant to Sections 26(D)-(E), and all Standing Committees; an orientation process to educate new members to the Board; a process which provides continuing education to all members of the Board; and procedures which lead to formal yearly self assessment of the Board's performance and to the exploration of strategies for increasing the Board's effectiveness.

## ARTICLE IV

### Chief Executive Officer, Officers of the Board, and USOC Representative

#### Part A. Officers of the Association

**37. Election and Term of Officers.** The Officers of the Association shall be comprised of the Chair, the Vice Chairs, the Secretary, and the Treasurer. The Vice Chairs shall be elected as provided in Section 48(A-B). The Chair, Secretary, and Treasurer shall be elected by the Board of Directors from among its members at the Board meeting in March of each year, and shall serve commencing immediately upon election and until their successors are elected and qualify. In addition to any duties described in these Bylaws, the officers of the Association shall have such powers and fulfill such duties prescribed by the parliamentary authority adopted by the Association or by law. If a person who has been elected by the Board to the same office in an uncontested election for the preceding three (3) years runs for reelection to that office, the Nominating Committee shall use best efforts to ensure that there is another candidate for that office for that election.

**38. Chair.** The Chair ensures that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the Association. The

Chair is empowered to chair Board meetings with all the commonly accepted power of that position (for example, ruling and recognizing). The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her or him. The Chair may delegate this authority but remains accountable for its use. The Chair may use the title “President” when meeting with or addressing colleagues or others in the international community, or such title that is deemed appropriate for such situations.

**39. Vice Chairs.** The Male Vice Chair and the Female Vice Chair shall assist the Chair with responsibilities as requested. If the Chair is temporarily unable to fulfill the duties of office, the Vice Chair of the opposite gender to the Chair shall assume those duties, and if that Vice Chair is also not available, the Vice Chair of the same gender as the Chair shall so act.

**40. Secretary.** The Secretary shall be the custodian of the seal and records of the Association and shall authenticate its acts. The Secretary shall cause minutes to be made of meetings of the Board of Directors, and the members of the Association, and shall receive the minutes of all other Board Committees, Standing Committees, or other deliberative bodies of the Association. The Secretary shall cause the minutes of Board of Directors’ meetings and the Annual Meeting to be made available to Board members and to Association members no later than the fifteenth (15th) business day following each meeting. All decisions made by the Board between Board meetings shall be reported to the members no later than with the minutes for the next Board meeting following the decision. The Secretary also shall monitor and direct compliance with the Association’s procedures for internal governance, and supervise and direct the process of voting and elections conducted pursuant to these Bylaws.

**41. Treasurer.** The Treasurer shall supervise and oversee the finances of the Association, relating to the budget and financial policies and procedures.

**42. Other Positions.**

(A) General Counsel: The Board may, in its discretion, appoint one or more General Counsel, admitted to practice law in a jurisdiction within the United States, who may but need not be members of the Board of Directors. General Counsel shall provide advice and assistance on legal matters, and consult with retained counsel of the Association. General Counsel shall serve on a voluntary basis.

(B) Parliamentarian: The Board may also appoint a Parliamentarian, learned in parliamentary procedure, to advise the Chair on the conduct of meetings in accordance with the parliamentary authority adopted by these Bylaws.

**Part B. Chief Executive Officer**

**43. Chief Executive Officer.** The Chief Executive Officer of the Association shall serve at the pleasure of the Board of Directors. The Chief Executive Officer shall have full and general power and authority to conduct the affairs of the Association, subject to such policies and limitations as may be adopted by the Board of Directors. The Chief Executive Officer shall have general authority over the definition, composition, and procedures of the advisory committees of USRowing. The Chief Executive Officer may use the title “Secretary General”

when meeting with or addressing colleagues or others in the international community, or such title that is deemed appropriate for such situations.

### **Part C. USOC Olympic Assembly Representative**

**44. USOC Olympic Assembly Representative.** The Chief Executive Officer or his or her designee shall serve as the Association's representative to the USOC's Olympic Assembly in accordance with the Constitution and Bylaws of the USOC.

## **ARTICLE V**

### **Standing Committees of the Association**

**45. Standing Committees.** The Standing Committees of the Association shall be as follows:

(A) High Performance -- The purpose of the High Performance Committee (HPC) shall be to define, in consultation with the national team's director and coaches, the plans and programs for the training and selection of teams to represent the United States in international competition at all levels other than Juniors, Masters, and Adaptive.

(B) Junior High Performance -- The purpose of the Junior High Performance Committee (JHPC) shall be to define, in consultation with the national team's director and coaches, the plans and programs for the training and selection of teams to represent the United States in international competition at the Junior level only.

(C) Adaptive -- The purpose of the Adaptive Committee (AC) shall be to promote recreational and competitive opportunities for adaptive rowers and to define the plans and programs for the training and selection of teams to represent the United States in international competition at the Adaptive level only.

(D) Masters -- Moved to the CEO Procedures Manual effective October 22, 2015.

(E) Youth -- Moved to the CEO Procedures Manual effective October 22, 2015.

(F) Referee -- The purpose of the Referee Committee shall be to support, with the assistance of the Regional Referee Coordinators (as that term is defined in the Chief Executive Officer Procedure Manual), the Chief Executive Officer, or the CEO's designee, in administering and supervising USRowing referees and recommending changes to the Rules of Rowing. Members of the Referee Committee shall hold a USRowing Referee license, with the exception of the one (1) athlete representative.

**46. Composition of the Standing Committees.** The composition and elections/appointments of Standing Committees of the Association shall be as follows:

(A) High Performance, Junior High Performance, and Adaptive -- The High Performance Committee shall be composed of nine (9) members, two (2) of which shall be Athlete Members, one (1) male and one (1) female. The Junior High Performance and Adaptive Committees shall each be composed of seven (7) members, two (2) of which shall be Athlete Members, one (1) male and one (1) female. The Athlete Members of the High Performance, Junior High Performance, and Adaptive Committees will be elected in accordance with Section 48(E) (Standing Committee Athlete Representatives); all other members will be elected in accordance with Section 48(H) (Representatives of the High Performance, Junior High Performance, and Adaptive Standing Committees).

(B) Masters and Youth -- Moved to the CEO Procedures Manual effective October 22, 2015.

(C) Referee -- The Referee Committee shall be composed of five (5) members, including three (3) members elected in accordance with Section 48(G) (Referee Standing Committee Members); one (1) representative of the Regional Referee Coordinators (Regional Referee Coordinators Representatives); and one (1) Athlete Member appointed in accordance with Section 48(E) (Standing Committee Athlete Representative).

**47. Procedures.** The Chief Executive Officer shall delegate the chair or co-chairs of each Standing Committee and shall establish rules and procedures to govern the proceedings of the Standing Committees. Such rules and procedures shall be set forth in the Chief Executive Officer Procedures Manual.

## **ARTICLE VI**

### **Elections and Appointments**

#### **48. Elections and Appointments of Directors and Standing Committee Members.**

Elections and appointments of Directors and Standing Committee Members shall be conducted as follows:

(A) One (1) male Vice Chair elected to a three-year term in accordance with Section 48(A) (Male Vice Chair). Male and Female Vice Chairs shall be elected by vote of the individual members of the Association commencing in 2010 and every three (3) years thereafter.

(B) One (1) female Vice Chair elected to a three-year term in accordance with Section 48(B) (Female Vice Chair). Male and Female Vice Chairs shall be elected by vote of the individual members of the Association commencing in 2010 and every three (3) years thereafter.

(C) Regional Directors and Regional Referee Committee Members shall be elected by vote of the Organizational Members located in their respective regions as follows:

(1) Midwest and Mid-Atlantic regions: Commencing in 2010 and every three (3) years thereafter;

(2) Northeast and Northwest regions: Commencing in 2011 and every three (3) years thereafter; and

(3) Southeast and Southwest regions: Commencing in 2012 and every three (3) years thereafter.

(D) AAC Representatives shall be nominated in accordance with Section 18(B) and elected to serve in the December immediately following the Summer Olympic Games in 2008 and every fourth (4th) year thereafter by vote of the AAC Athlete Members then eligible to vote. Only AAC Athlete Members shall be eligible to vote for the AAC Representatives. The term of office for the Representatives described in this section shall commence with the first AAC meeting of the quadrennium. No AAC Athlete Member who is an employee of the USOC or the Association shall be eligible for election as an AAC Representative.

(E) Board Athlete Representatives shall be elected in December 2009 and every fourth (4th) December thereafter by vote of the Athlete Members then eligible to vote. The term of office for the Representatives described in this section shall commence on January 1 following their respective elections.

(F) At-large Directors shall be elected in March 2009 and every third (3rd)



March thereafter by those Directors defined in Sections 26(A)-(E). The At-Large Standing Committee Member shall be appointed by the Chief Executive Officer in March 2009 and every third (3rd) March thereafter. The term of office for the Representatives described in this section shall commence at the next meeting of Directors immediately following their respective elections.

(G) At-Large Referee Committee Members shall be elected to serve three (3) year staggered terms in December 2008 and each December thereafter by a vote of the Directors then in office, except the Regional Referee Coordinators Representative, who shall be elected to serve a one (1) year term in December 2008 and each December thereafter by the Regional Referee Coordinators. The term of office for the Representatives described in this section shall commence on January 1 following their respective elections.

(H) Representatives of the High Performance, Junior High Performance, and Adaptive Standing Committees shall be elected in the December immediately following the Summer Olympic Games in 2008 and every fourth (4th) December thereafter by a vote of those Directors in office at that time, with the exception of the AAC Representatives and Board Athlete Representatives who shall be elected in accordance with Sections 48(D) and (E). The term of office for the Representatives described in this section shall commence on January 1 following their respective elections.

**49. Term.** Unless otherwise provided in these Bylaws, the term of office for those elected shall commence on the first (1st) Monday in March of the year of election and shall continue until the expiration of the term or until a successor is elected. No person shall serve more than three (3) consecutive terms on the Board of Directors, except AAC Athlete Representatives who shall not serve more than two (2) consecutive terms. No person shall serve more than three (3) consecutive terms on a Standing Committee. A partial term shall be considered equivalent to a full term for purposes of this provision.

**50. Ballots.** The Secretary shall cause ballots for elections in accordance with Sections 48(A)-(C) to be sent to those members eligible to vote no later than January 2 of the year of election; such ballots must be received by the Association no later than February 1 in order to be counted. The Secretary shall cause ballots for elections in accordance with Sections 48(D) and (E) to be sent to those members eligible to vote no later than December 1 of the year of election; such ballots must be received by the Association no later than December 21 in order to be counted. Ballots may be transmitted to each member by any means described in Section 18 of these Bylaws. The form of the ballot shall be approved by the Secretary, and shall solicit any such identifying information the Secretary deems necessary and proper to ensure the authenticity of the ballot, including but not limited to signature, birthdate, or membership number, where appropriate. Transmission of ballots cast by members may be made by mail, electronic mail, facsimile, or other reliable form of communication designated by the Secretary.

**51. Eligibility to Vote.** Unless otherwise provided in these Bylaws, to be eligible to vote in an election, a member must be in good standing in accordance with Section 15 (concerning payment of dues) on December 1 of the year preceding the election and not otherwise suspended from privileges of the Association.

**52. Neutrality of Full-Time and Part-Time Employees.** Full-time and part-time employees of the Association are prohibited from holding elective office in the Association. Employees shall maintain strict public neutrality on the results of elections and are prohibited from campaigning for or against any candidate for Association office.

**53. Removal or Resignation of Directors, Officers, and Standing Committee Members.**

(A) Unless otherwise provided in these Bylaws, Directors, and Officers of the Association, and Standing Committee members may be removed for cause by the Board of Directors. A vote of two-thirds (2/3) of the Directors in office shall be necessary for removal. Removal of a Director from a Board Committee shall require a simple majority vote of the Board. AAC Athlete Representatives shall be exempt from this Section and may be removed only in accordance with the AAC Bylaws then in effect.

(B) The Secretary shall give notice to the subject of any vote to remove him or her at least fourteen (14) days before the vote. The Secretary shall furthermore give notice of any vote to remove a member of a Standing Committee to the Chair of that Standing Committee at least fourteen (14) days before the vote, and give notice of any vote to remove a Regional Director to the Organizational Members of the region at least fourteen (14) days before the vote. Transmission of notice pursuant to this Section shall be made by mail, electronic mail, facsimile, or other reliable form of communication designated by the Secretary.

(C) Unless otherwise provided in these Bylaws, a Director, Officer, or Standing Committee Member who is absent without excuse as that term is defined in the Board Policy Manual from two consecutive regular meetings of the Board or Standing Committee shall be deemed to have resigned. A Director, Officer or Standing Committee Member who was elected as a representative of a particular region, and who moves his or her residence outside of that region, shall be deemed to have resigned.

**54. Vacancies.** A vacancy on the Board of Directors shall be filled through appointment by the Board of Directors, except in the event of a vacancy of the alternate AAC Representative, which shall be filled in accordance with the AAC Bylaws then in effect. Standing Committee vacancies shall be filled by the Chief Executive Officer. If the prior holder of the position was elected by a constituency other than the Board itself, the Nominating Committee of the Board or Chief Executive Officer shall use best efforts to consult with that constituency, or representatives thereof, before filling the vacancy. The person chosen to fill a vacancy shall satisfy the same requirements for election as the person whose seat is being filled, and must have been an Individual Member of the Association on the date the vacancy occurred, with the exception of At-Large Directors and At-Large Standing Committee Members (Section 48(E)), who shall become Individual Members of the Association upon appointment.

## ARTICLE VII

### Miscellaneous Provisions

**55. Organizational Members' Books and Papers.** The books, papers, vouchers, minutes, and records of all member organizations must at all times be open to inspection by the Chief Executive Officer or the Board of Directors. Any member organization refusing to supply these items when requested to do so by

the Chief Executive Officer or Secretary of this Association shall be suspended from membership until such time as it complies with the request or is removed from membership in the Association pursuant to the rules set forth in the Chief Executive Officer Procedures Manual.

**56. Literal Compliance.** Failure of literal or complete compliance by the Board of Directors with the provisions of these Bylaws regarding dates and times of notice or the sending or receipt of same, or errors of phraseology of notices of proposals, which in the majority judgment of the Board of Directors does not cause substantial injury to the rights of members of the Association or the functions of officers or Directors, shall not invalidate the actions or proceedings of the Board of Directors at any meeting.

**57. Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or other special rules of order that may be adopted.

**58. Board Policy Manual.** The Board shall draft, maintain on an annual basis, and make publicly available a Board Policy Manual that sets forth the Board's policies for the Association as derived from the Association's mission statement; for the Board's operations; for the linkage between the Chief Executive Officer and the Board; and for the limitations that the Board places on the Chief Executive Officer.

**59. Chief Executive Officer Procedures Manual.** The Chief Executive Officer shall cause to be compiled and kept current a Procedures Manual that sets forth the procedural matters that govern the definition, composition and procedures of the committees of USRowing, the conduct of the Association's meetings, elections, regattas, competitions, Referee Regional Administrator Representatives, grievance procedures, and business. This manual shall be provided to each Director and Standing Committee member, and shall be available upon request to any member organization or individual. A reasonable fee may be charged to provide the manual(s) as a result of any such request with the exception of a request for grievance procedures, which shall be provided by the Association upon request without charge.

## ARTICLE VIII

### Amendments

**60. Amendments.** With respect to those issues listed below, these Bylaws can be altered, amended or suspended by a vote of two-thirds (2/3) of votes cast at a Special Meeting of Members in accordance with Sections 17-21 and 23.

- The powers of the board of directors (Section 27)
- The procedures established for the selection of directors (Section 48)
- The removal of directors by the members or by the board (Section 53)
- The voting rights of directors (Section 32)
- The classes and qualifications of membership (Sections 7-11)
- The definition of the membership regions (Section 26(c))
- The annual and special meetings of the members (Sections 16 and 17)
- The requirements of a quorum for members (Section 21)
- Any actions taken by members (Section 20)

- The voting rights or procedures of members (Sections 16-23, 48-52, 60)
- The termination and transfer of membership (Section 12)
- Any other matter for which the power to alter, amend, or suspend any Bylaw concerning such matter is reserved to the members under Section 5504 of the Pennsylvania Nonprofit Corporation Statute

With respect to all other issues, these Bylaws can be altered, amended, or suspended by the Board of Directors by a two-thirds (2/3) vote of those voting.

## Notes