

LANE OFFICIALS – CHECK LIST

1. **ONLY Competitors and LANE OFFICIALS wearing Red CIRC shirts will be allowed in the race area. The race area will be designated and is at the East end of the arena.**
2. **DO NOT LET THE COMPETITORS TOUCH THE PM4 RACE MONITOR AT ANYTIME. They may adjust their feet, and the damper up and down.**

PRE-RACE PROCEDURES

Each official is responsible for two lanes. You will each have a clip-board, paper and pen and will need to record each competitor and their score on the Race Card as a backup to the race software. This is very important – in the event of a computer failure or loss of data – this card will be the official score.

The Head Official will have the most up to date LANE SHEET from Barb Schneider at the Race Control Desk. You will each get a race card from each competitor indicating race number and lane.

When an athlete sits on the erg – verify their name and club affiliation. Be sure that the right competitor is on the correct erg. Each competitor should hand you a Race Card (index card) that is proof of payment that they registered.

For lightweight events- please verify that the athletes right or left arm is stamped as proof that they are at weight. If they have no stamp but are on the correct erg- let them race and their score will be recorded in the final sheets in the appropriate race. Check the Large screen to verify that the name on the screen matches the name of the athlete in your LANE.

In any race if the name does not match the screen –ensure that they are in the correct race then move the athlete to match exactly the lane assignment shown on the big screen. *They will be pulling for someone else's score if the name doesn't match up.*

For each Junior or Youth competing at CIRC, you will be given their race card (which contains all their information) and their ballot for the WIN AN ERG FOR THEIR SCHOOL draw at the end of the day. Juniors and youth must race and you

must add the erg score to the ballot in order to be eligible for the draw. All ballots will be entered by Barb-ensure that finish times are on the ballot and the race card.

RACING PROCEDURES

(PM4 Race Monitor Operations will be demonstrated at the Officials Meeting)

The central computer will take over the display on each ergs' PM4 Monitor, The athlete will have no control on what gets displayed when it is in race mode.

You can check the drag factor during the warmup by pushing the Drag Factor button on the front of the display. The race computer knows if all of the wheels are stopped prior to the start of the event.

Once the race has started into the count down at the start, the officials must be sitting in their seats.

If at any time, any of the officials observe that the monitor is not counting down from 2000M, or something unusual on the race monitor they need to immediately bring it to the attention of the Technical Support team (Joe Vince or Dave Cole) by raising their hand in the air. INSTRUCT the COMPETITOR to “**KEEP ROWING.**”

Do not tell the athletes to stop rowing for any reason unless DAVE or JOE has signaled to stop and restart the race. It may be working fine at their end and be a minor display problem. ALWAYS REPORT anything UNUSUAL. If the PM4 is blank or frozen the race computer may be doing just fine and picking up their splits. If the PM4 looks fine and the big screen doesn't show the boat moving – you can still get a score for the competitor and it can be entered manually.

If there is any major deviation from the standard race countdown, or power failure on the race system, the race may need to be restarted.

100 Metre Rule: Athletes who have an equipment problem or fall off the erg within the first 100 metres of their race may raise their hand and if they have legitimate equipment problem as agreed by the Lane Official and the Head Official the race will be restarted. If a competitor has a non-legitimate reason for stopping the race before 100 metres, e.g. no equipment problem, they may be excluded from the race. Problems that occur after 100 metres on any individual erg should not result in stopping the race.

RACING PROCEDURES continued...

There are no spectators allowed inside the roped off area. Feel free to intervene if any coach, parent or spectator is interfering with the race, leaning over the rope. The idea is to have fair unimpeded progress for all athletes.

If one athlete is finished, do not allow them to get off the erg or leave the race area until all athletes are finished racing. Allow athletes to finish racing without any interference. The only exception would be an athlete requiring emergency medical attention.

Athletes who let the handle fly carelessly and recklessly at the end of, or at any point in the race, whether or not damage occurred to the erg, the race system wiring, or monitors, may be disqualified. This rule is posted, so competitors and coaches are aware that **care must be taken when finishing the race to ensure the handle doesn't go flying**.

There is a Head Official – Lynda Dundas. If Lane Officials have any questions, they should first direct their question to the Head Official or her designated Assistant Head Official. On matters of fairness of racing and application of the indoor racing rules all decisions and interpretations of the Head Official are final and binding on the results.

POST-RACE PROCEDURES

FIRST, at the end of the race, check to ensure the athletes in your lanes are o.k. and do not require any medical attention.

Record the time on the monitor on the Race Card beside the athlete's name.

Record the time on the RACE CARD and the Ballot if Junior or Youth rower for the WIN AN ERG SCHOOL DRAW.

RACE CARDS will be collected at the end of each event by the Head official. Keep a master copy of all athletes and scores that were in your lanes on your clipboard.

Check the erg for any cables or wires that may have been impacted in the last race. Clear the Lane area of water bottles or T-shirts for the next race.

You never need to reset or adjust the PM4 after a race. The computer will reset it automatically for the start of the next race.

Racing competitors are allowed to warm-up 5 minutes prior to their race in the lane. Only those racing in the very next race will be allowed into the race area before their race. Any others should be directed to the warm-up erg area.

MEDICAL ASSISTANCE

We have a team of two uniformed medics from **Canadian Medical Response** services who will be stationed at both ends of the erg lineup. They have equipment and qualifications for most medical emergencies. Please make sure you know what they look like and where they are standing or seated.

In the event of a medical emergency – or even if you are unsure – please ask for their assistance – ask a person nearby to get them right away and stay with the injured athlete. **The hand signal to get medical attention is two hands in the air crossing and waving.** Ask the Lane Official beside you to make this “I need medical attention signal” while you attend to the injured athlete.

No other parents, coaches, or assistants are to be in the area. The paramedics will care for the athlete-the Head Official will notify Hershey manager if transport is needed.

Anyone with asthma, inhalers, or any breathing problems should be brought to the attention of the Head Official prior to the race beginning.

AFTERNOON KIDS RACES:

Each race of the young children will have a different coloured card.

Ensure that each child is in the correct race and on the correct erg.

Please help the little ones get tied into their shoes and ensure that they have a firm grip on the handle.

Parents must remain in the stands and can face their child to cheer them on.

TECHNICAL RESOURCES

Our main computer / race system operators are Joe Vince and Dave Cole. If there are any questions about how the monitors work – ask them at the OFFICIALS MEETING.

ROUGH WATER RACING PROCEDURES

In the event of a technical glitch beyond our control, we will resort to the manual flash card system of racing.

JOE VINCE will alert all Lane Officials if the **Rough Water Racing System will be in effect.**

If it is in effect – here are the procedures:

- | CHECK THE OFFICIAL Race Distance for the event on the master schedule
Not all races are 2000m.
- | Set the PM4 Monitor to count down from the full race distance. E.g. 2000m
- | Starting procedures will not happen on the screens but be announced by the M.C. Once the race has started the officials need to be sitting in their seats.
- | If at any time, any of the officials observe that the monitor is not counting down from 2000M, they need to immediately bring it to the attention of the head official. If there is any deviation from the standard countdown on any of the ergs, the race only for that individual may need to be restarted.
- | As the athlete passes a 500 metre interval, flash the distance to the crowd pointing to the athlete to indicate their progress. Without the big screen you will be the eyes of the crowd to see the score.
- | If one athlete is finished, do not allow them to get off the erg or leave the race area until all athletes are finished racing. Allow athletes to finish racing without any interference. The only exception would be an athlete requiring medical attention.
- | Record the final score on the RACE CARD for each competitor. Hand it in to the Head Official.