

LANE OFFICIALS – PROCEDURES CHECK LIST -2020



1. **ONLY Competitors and LANE OFFICIALS wearing TEAM 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 PM5 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. Check the Large screen to verify that the name on the screen matches the name of the athlete in your LANE.
- **For lightweight events-** please verify that the athletes card 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.*

If an athlete has a puffer please let the Chief Umpire/EMS know so that medical are aware.

RACING PROCEDURES

(PM5 Race Monitor Operations will be demonstrated at the Officials Meeting)

- The central computer will take over the display on each erg's PM5 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 (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 Race Control 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 PM5 is blank or frozen the race computer may be doing just fine and picking up their splits. If the PM5 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:** This rule no longer exists
- There are no spectators allowed inside the race area. Feel free to intervene if any coach, parent or spectator is interfering with the race. The idea is to have fair unimpeded progress for all athletes.

- **ATHLETES are to stay on their erg and cannot 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, maybe excluded. This rule is posted, so competitors and coaches are aware that **care must be taken when finishing the race. Please 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:

- At the end of the race, checks 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.
- 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. These will be collected at the end of each shift.
- 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 PM5 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.

- Protein Spills- please notify the Chief Umpire as quickly as possible so that Hershey Staff can attend to the clean up. Plastic bags are provided at each chair and should be used whenever possible rather than allowing spillage on the floor.
- Ergs should be wiped down with disinfectant from time to time during the day or as needed.

MEDICAL ASSISTANCE

We have a team of two uniformed medics from **Sky Medical EHS** who will be stationed at both ends of the erg lineup. They will be assisted by a Medical Support Team . Please make sure you know what they look like and where they are standing or seated.

There will be 2 camp cots available for those who the Medical Team feel need more recovery time. Gym mats are also available.

In the event of a medical emergency – or even if you are unsure – please ask for their assistance – ask the nearest Official 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. The Medical Team will immediately refer any incidents of fainting to 911.

No parents, coaches, or assistants are to be in the race area. The paramedical team will care for the athlete. Parents will be called if deemed necessary.

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

TECHNICAL RESOURCES

Our main computer / race system operator is Dave Cole assisted by Frank Braaksma of Time Team. 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.

- Dave Cole 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 PM5 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.

OTHER EMERGENCIES:

In case of fire or evacuation-stay calm and ensure that all competitors move in an orderly manner toward the closest emergency exit. All Officials should follow the competitors to the closest exit in an orderly fashion.

Please refer to the Document ***CIRC EAP and Additional Safety Information*** circulated to Officials.