



Standardised Forms for the Conduct of Canoe Marathon Races v2002:03

The following list is designed to assist the race organisation committee (and more specifically the volunteer coordinator) to prepare the race officials with the correct recording devices. Ideally these forms and information sheets should be set up in clipboard folders and distributed at an officials' briefing prior to the event. All officials should have a copy of the current ICF and ACI Marathon Racing Rules.

Forms and information sheets required for officials

All Officials

- List of all officials' names, positions and radio channels (**Form not included in this set**)
- Start List
- Radio Procedure and Protocols
- Map of course

Chief Official

- Briefing Checklist
- Chief Official's Post Event Report
- Incident Report Sheet (several copies)
- Protest Form (several copies)

Technical Director

- Briefing Checklist
- Incident Report Sheet (several copies)

Safety Officer

- Briefing Checklist

Chief Course Umpire

- Incident Report Sheet (several copies)
- Protest Form (several copies)

Competition Secretary

- Incident Report Sheet (several copies)
- Protest Form (several copies)
- ACI Constitution

Registration/Number Distribution

- As per 'all officials'.

Scrutineer/s

- Incident Report Sheet (several copies)
- Scrutineering Instruction Sheet

Raft Marshall/s

- Incident Report Sheet (several copies)

- Raft Marshall Instruction Sheet

Start Marshal

- Start Marshal/Aligner/Starter Sheet

Aligner, Starter

- Start Marshal/Aligner/Starter Sheet

Judge/s

- Finish Line Placings Sheet (several copies)
- Turn and Portage Check Sheets (several copies *if monitoring turn)
- Incident Report Sheet (several copies)

Timekeeper/s

- Start Times Sheet
- Finish Line Time Sheet (several copies)
- Incident Report Sheet (several copies)

Turn and Portage Official/s

- Turn and Portage Check Sheets (several copies)
- Incident Report Sheet (several copies)

First Aid

- First Aid Record Sheet (several copies)

Presentation Coordinator (Medals)

- List of medals (**Form not included in this set**)
- Results (Distributed at conclusion)

Announcer

- Sponsor Information (**Form not included in this set**)
- VIP Information (**Form not included in this set**)
- Start Marshal/Aligner/Starter Sheet

Version Control

2002:03 (Created 19/10/2002)

Modifications to cover page – added Presentation Coordinator, Announcer and Registration.

'Form not included in this set' indicates forms that will be developed for a later distribution.

Changes to:

- Radio Call Procedure And Protocols (changed to fit on one page)
- Briefing Checklist (Some standard items added including withdrawal procedure)
- Chief Official's Post Event Report
- Raft Marshalling Instruction Sheet
- Start Marshal/Aligner/Starter Sheet (minor change)
- Turn and Portage Check Sheets (minor change)

2002:02 (Created 20/09/2002)

Radio Procedure and Protocols added.

2002:01 (Created 17/09/2002)

Cover sheet "Forms and information sheets required for officials" added.

Standardised forms from Queensland Canoeing Inc collated into one document.

Australian Canoeing Inc logo added to all forms.

Distributed for checking and editing.



Radio Call Procedure And Protocols

Radio Call Procedure

1. **THINK:** about what you need to say
2. **LISTEN:** ensure there are no existing conversations
3. **PRESS:** depress radio talk button
4. **BREATHE:** take a breath before talking
5. **SPEAK:** speak clearly across the microphone
6. **RELEASE:** when button is depressed no one else can transmit

Radio Check

Before competition starts a radio check procedure must be followed to ensure that effective communications are established and all officials are in position and ready. The Safety Officer or Chief Course Umpire should perform this procedure:

1. Start with: ALL OFFICIALS, ALL OFFICIALS, stand by for radio check, over.
2. Proceed to call each official in turn: (eg) TURN 1, TURN 1, this is SAFETY OFFICER, radio check, over.
3. Each official responds with an evaluation of the reception: (eg) SAFETY OFFICER, this is TURN 1, I receive you loud and clear, over.
4. At the end of the radio check, the instigator will clear the channel: (eg) ALL OFFICIALS, ALL OFFICIALS, this concludes the radio check, out.
5. If any official cannot be contacted, the reason must be determined and if necessary alternative communications established. This may entail developing a system of relaying messages – eg from Safety Boat 1 to 2 to 3.

Radio Protocols

Protocol	Example
1. Speak clearly using the call sign twice.	BOAT ONE, BOAT ONE this is BOAT TWO over.
2. Wait for acknowledgement by person whom you are calling.	BOAT TWO, this is BOAT ONE over.
3. Press talk button to proceed with message.	Say 'over' at the end of each transmission.
4. Finish message with own call sign.	BOAT TWO out.
5. Clear channel with "out" Both parties must say "OUT" before another transmission starts	BOAT ONE OUT.
6. If there is no response to your transmission. Wait – then make call sign three times If there is still no response, call:	BOAT ONE, BOAT ONE, BOAT ONE NOTHING HEARD, BOAT TWO, OUT.
7. If you are busy and cannot return call. (Call will be returned within five minutes.)	BOAT ONE, this is BOAT TWO, STANDBY FIVE.
8. PRIORITY CALLS: If an urgent or emergency situation arises use: When a priority call arise no other users are to transmit a call.	BOAT TWO, BOAT TWO, this is BOAT ONE, PRIORITY come in.



Briefing Checklist

Event: _____ Date: _____

Chief Official: _____

Technical Director: _____

Safety Officer: _____

Following is the minimum requirement for a marathon race briefing.

1. Complete details under each section.
2. Tick each item as it is announced.
3. At the conclusion of the briefing the Chief Official should sign this checklist.
4. **Keep this document with all race records.**

Welcome all competitors, spectators, volunteers, VIPs and sponsors

VIPS

Thank all sponsors (Chief Official)

Major

Minor

Safety Issues (Safety Officer)

Sun safe policy

The 'Sun Safe Policy' requires that all paddlers wear a shirt. This will be checked at Raft Marshalling. All paddlers are strongly advised to wear adequate sunscreen and a hat.

Safety boats

Assistance and redress

ACI Rule 30 (1) allows for redress where a competitor renders assistance in accordance with ICF Rule 30 (Safety Measures) and his/her finishing position has been materially prejudiced. The competitor may request redress from the Competition Committee.

Withdrawal procedure

Any paddler withdrawing from the race MUST immediately hand their boat number into the nearest official. This will ensure that we are not looking for a boat on the course that is not there.

continued over...



Course description/Changes (Technical Director)

Map of Course

Conditions and Obstacles

Turns and buoys

Finish and start line/s

Portages

Laps

Start order and procedures

Warm up area

Warm down area

Post race scrutineering

Collecting and handing in boat numbers

Raft Marshalling procedures including buoyancy requirements

Any Other Issues

Signed:

Chief Official



Chief Official's Post Event Report

Event: _____ Date: _____

Chief Official: _____

Following the event the Chief Official should meet with each of the following to develop a report to be submitted to Queensland Canoeing: Competition Committee, Chief Course Umpire, Chief Scrutineer, Chief Raft Marshall. Each of the following points should be reported on within 1 week of the event.

Event data

Number snr competitors *Singles* _____ *Doubles* _____ *Both* _____

Number jnr competitors *Singles* _____ *Doubles* _____ *Both* _____

Number volunteers _____

Budget outcome

Results attached

Sponsorship

Other info

Feedback

Participant

Volunteers



Incidents to be reported to state or national body

Any safety issues

Recommendations for this event/venue

General recommendations

Any further comment

Signed:

Chief Official

Date



Incident Report Sheet

Event: _____ Date: _____

Responsible Official/s: _____

Position: _____

1. Note any RACE INCIDENT here.
2. **Please return this record sheet to the Chief Course Umpire at the conclusion of your duties.**

Time of incident: _____

Boats involved (Number and/or description):

	Number	Description
A:		
B:		
C:		
D:		

Race situation (turn/portage etc):

Description of incident:

Diagram of incident (Use labels as per list above):



Details of Incident Continued (diagram):

Blank area for diagram details.

Date / Time:	Competitor's Signature:
Date / Time:	Team Manager's Signature:

Received by Chief Official:

Date / Time: _____ Protest Payment of \$ _____ received
Name: _____ Signature: _____

Decision of Protest Committee:

The Protest Committee:

Decision of Protest Committee:

Time (Approximately): _____

Location (Where on course): _____

Outcome of the Protest: _____

Date: _____ Time: _____

Chief Official, on behalf of the Protest Committee - Name: _____

Signature: _____

Received by Competitor lodging protest/Team Manager – Time: _____ Signature: _____

Received by Competitor protested against/Team Manager – Time: _____ Signature: _____



Scrutineering Instruction Sheet

Event: _____ Date: _____

Responsible Official/s: _____

Pre Race Scrutineering Instructions

**NB Pre race scrutineering is not compulsory.*

1. You will require:
 - 1.1 Copy of the entry/start list for each scrutineer.
 - 1.2 Clip board folder.
 - 1.3 Pen.
2. Set up the scrutineering area to encourage a smooth flow of boats through each check. Allow for:
 - 2.1 Length measuring.
 - 2.2 Width measuring for Touring craft. (Also other measures including distances of cockpits in TK2s.)
 - 2.3 Weight measuring.
 - 2.4 Concavity check.
 - 2.5 Safety (flotation) check.
3. Note any discrepancies on the entry/start list. Inform paddler of discrepancy so that they may take opportunity to rectify before racing.
4. Check each paddler/boat off the entry/start list.
5. Collate all scrutineer lists onto one entry/start list.
6. **Please return the collated list to the Chief Course Umpire at the conclusion of your duties.**

Post Race Scrutineering Instructions

**NB Post race scrutineering is compulsory for all 'first five' place getters in each class.*

1. You will require:
 - 1.1 Copy of the entry/start list for each scrutineer.
 - 1.2 Clip board folder.
 - 1.3 Pen.
2. Set up the scrutineering area to encourage a smooth flow of boats through each check. Allow for:
 - 2.1 Length measuring.
 - 2.2 Width measuring for Touring craft. (Also other measures including distances of cockpits.)
 - 2.3 Weight measuring. (Ensure boats are dry before placing on scales.)
 - 2.4 Concavity check.
 - 2.5 Safety (flotation) check.
 - 2.6 Slotted number holder.
3. Note any discrepancies on the entry/start list. Chief Scrutineer to check all discrepancies. Inform Chief Course Umpire immediately.
4. Check each paddler/boat off the entry/start list.
5. Collate all scrutineer lists onto one entry/start list.
6. **Please return the collated list to the Chief Course Umpire at the conclusion of your duties.** (CCU will check against the finish list to ensure that all 'first five' place getters did pass through post race scrutineering.)



Raft Marshal Instruction Sheet

Event: _____ Date: _____

Responsible Official/s: _____

On Water Marshalling Instructions

1. You will require:
 - 1.1 Copy of the entry/start list for each raft marshal. *Be aware of the boat numbers of all U14 paddlers to assist in quick check for PFDs – including those U14 paddlers paddling in higher age groups.
 - 1.2 Clip board folder.
 - 1.3 Pen.
2. Maintain an orderly line up of paddlers through the marshalling area/s. Endeavour to keep them in start order.
3. Each boat is required to be checked at raft marshalling before entering the water for the following:
 - 3.1 Positive fixed buoyancy – if in doubt, float test the boat.
 - 3.2 Slotted number holder
 - 3.3 ALL U14 paddlers must correctly wear a PFD (Type II) (minimum).
 - 3.4 All non-swimmers and any other paddlers specified by the Competition Committee must correctly wear a PFD (Type II) (minimum).
 - 3.5 All paddlers must wear correct clothing (as per QC Sun Safe Policy). (eg Shirts must be worn.)
 - 3.6 All PFDs must be checked for functionality – ie not torn, or flattened and zips and clips work properly – they must be capable of correctly supporting the paddler in the water.
4. Check each paddler/boat off the entry/start list.
5. At the end of pre race raft marshalling, collate all raft marshal lists onto one entry/start list.
6. Any paddlers, not checked off as having passed through pre race raft marshalling, should be called through by radio to the Chief Course Umpire who will note these as DNS (Did Not Start). These will then be called through to all course umpires and the finish line judges.
7. **Please return the collated list ASAP to the Chief Course Umpire at the conclusion of your duties.**

Off Water Marshalling Instructions

1. You will require:
 - 1.1 Copy of the entry/start list for each raft marshal. *Be aware of the boat numbers of all U14 paddlers to assist in quick check for PFDs – including those U14 paddlers paddling in higher age groups.
 - 1.2 Clip board folder.
 - 1.3 Pen.
2. Note any WDL (withdrawals) on the entry/start lists. WDLs must be reported immediately to the CCO and the Safety Officer.
3. Each boat is required to be checked at raft marshalling at the conclusion of racing:
 - 3.1 Ensure paddlers proceed straight from finishing to the raft marshalling area.
 - 3.2 Positive fixed buoyancy – if in doubt, float test the boat.
 - 3.3 ALL U14 paddlers must still be correctly wearing their PFD (Type II) (minimum).
 - 3.4 All non-swimmers and any other paddlers specified by the Competition Committee must still be correctly wearing their PFD (Type II) (minimum) at the conclusion of racing.
 - 3.5 All paddlers must wear correct clothing (as per QC Sun Safe Policy). (eg Shirts must be worn.)
4. Check off each boat from the entry/start lists keeping count of the number of finishers.
 - 4.1 **Any boat coming in the first five places** for their class is to be instructed to proceed to post race **scrutineering** at the conclusion of the raft marshalling check.
5. At the end of post race raft marshalling, collate all raft marshal lists onto one entry/start list.
8. Any paddlers, not checked off as having passed through post race raft marshalling, should be called through by radio to the Chief Course Umpire who will note these (probably) as DNF (Did Not Finish).
6. Please return the collated list ASAP to the Chief Course Umpire at the conclusion of your duties.



Start Marshal/Aligner/Starter Sheet

Event: _____ Date: _____

Responsible Official/s (Start Marshal): _____

Responsible Official/s (Aligner): _____

Responsible Official/s (Starter): _____

These instructions assume a marathon stationary start. Adjust as necessary for alternative start methods.

Start Marshal (This position only necessary in some race circumstances.)

1. Call boats in start order to line up with each group in subsequent lines.
2. Instruct paddlers to move to the aligner when aligner indicates readiness.

Aligner

1. Call each start to the start line and align for a fair start.
2. As soon as boats are in line as close as possible to the start line, announce, "You are in the hands of the starter."

Starter

1. Have a clear understanding of the recall procedure in case of false starts and be prepared to use it. Read ICF Rule 25 which explains the start procedure and penalties.
2. Once the aligner hands the start over to you, only if necessary, realign the boats before starting.
3. As soon as possible after the aligner hands over the paddlers for the start, call, "Ready, Go!" (A starting gun may also be used.)

Start number	Start time	Class descriptions	Boat number ranges	Breaks (Rec boat #s)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



Start Times Sheet

Event: _____ Date: _____

Responsible Official/s (Timekeeper): _____

Record the actual start time from the stop watch against each start in the format HH:MM:SS.ss.

The first start will usually be 0:00:00.00

As soon as the starts are completed **return this completed form** with the stop watch printout securely attached to the results official (usually the Competition Secretary).

Start number	Start time from stop watch	Boat number ranges
1	0:00:00.00	
2		
3		
4		
5		
6		
7		
8		
9		
10		



