

# H & D ARA Umpires training and certification

## 1. What are the rules that the umpires are trained to implement?

The H & D ARA rules of racing are the basis of the training and certification of umpires within the Association. The opening summary of these rules is as follows:

### **Title**

*These Rules are established by the Hants and Dorset Amateur Rowing Association (Hants and Dorset ARA or The Association) and shall be known as the Hants and Dorset ARA Regatta Rules.*

### **Purpose**

*The purpose of these Rules are to:*

- *Provide a basis for safe, fair and equal racing whilst adhering to the requirements of British Rowing's Row Safe Document and British Rowing's Safeguarding and Protecting Children Policy*
- *Provide a consistent framework for the regulation and organisation of regattas and other rowing events (events)*

### **Interpretation**

*Wherever possible these rules should be interpreted consistently with each other. In general provisions regarding safety shall take precedence over any other provision.*

### **Scope**

*These Rules shall be observed by all clubs and competitors taking part in any event affiliated to the Association.*

The race officials are required to be licenced by the Association:

### **21.0 REGATTA OFFICIALS.**

*21.1. Umpires, Starters and Judges for championship events must be licensed by the Association. Regatta committees shall apply to the Association for the names and addresses of such officials*

The duties of the race officials are set out clearly in the Rules of Racing:

### **11.0 RACE OFFICIALS**

*11.1. It is the primary duty of every race official to care for the safety of competitors, officials, other water users and the public at large.*

## 2. What is the training and certification system for race officials?

The outline of training for new officials is set out in the guidance notes

### **DRAFT GUIDANCE NOTES FOR ASSISTANT RACE OFFICIALS**

#### **ASSISTANTS ARE REQUIRED TO:**

*Return your regatta availability form to the Association Secretary prior to the Racing Officials meeting in January each year, and attend the said meeting.*

*When scheduled to officiate, ensure that you arrive at the regatta on time with suitable clothing for all weather conditions.*

*Upon arrival at the regatta 'check in' with the regatta controller/secretary to confirm your duties for the day, and attend the pre-regatta Club Captains/ Coxswains briefing.*

*Liase with the Full Racing Officials whose duties you will be assisting, to confirm your location for the day.*

*Ensure that you have a programme of events for the day and endeavour to keep this updated and in good condition (these will form part of your portfolio to be presented at your future upgrading panel interview)*

*Make any additional notes of your observations during the regatta that you might feel benefit the event from your officiating discipline or location (these could also be included in your portfolio)*

*Keep any maps, posters or flyers from the event (as above)*

*At the conclusion of the event, return any of the regatta's own or H&D safety equipment issued to you and attend the race officials 'wash-up' meeting, prior to departing the site.*

*Complete and return your own regatta report form to the Association Secretary, either online or by post (ideally within 7 days of the event)*

#### **PRE-REQUISITES PRIOR TO UPGRADING TO FULL OFFICIAL**

*Assistants must have officiated at least 10 regattas (which must include Southsea, Bournemouth, Woolston or BTC, Swanage, Christchurch or Coalporters) over a minimum of two full seasons, carrying out all Umpiring disciplines i.e. Starter, Umpire and Judge.*

*Assistants wishing to upgrade to Full Race Official status will need to apply to the Chairman of the Umpires Committee, three weeks prior to the associations AGM (usually in March each year) and complete a 10 question exam paper, based on the current Association's Regatta Rules & the Rules of Racing, and achieve the 80% pass mark required.*

#### **ATTENDING THE PANEL INTERVIEW**

*The assistant would attend a panel interview with members of the Umpires Committee, usually on the day of the AGM, bringing with them their portfolio of documents gathered over the two seasons for perusal. This is an informal interview, giving the panel an opportunity to discuss with the applicant their potential to become a Full Official. Following the interview the assistant would be informed of the panel's decision on the same day.*

Full officials complete reports on the performance of assistant officials using the form below:

<b>HANTS &amp; DORSET ARA.</b>	<b>Regatta:</b>		<b>Date:</b>				
<b>Assistant Official.</b>							
<b>Reporting Official.</b>							
<b>Role:</b>							
<b>Common Tasks</b>	<b>E</b>	<b>N</b>	<b>W</b>	<b>UN</b>	<b>Remarks/Observations.</b>		
1. Effective Team Working.							
2. Effective Communication.							
a) With other officials.							
b) With Crews							
3. Effective Observation.							
a) Of Incidents							
b) Weather conditions.							
4. Decision Making							
a) Participation in Discussions.							
b) Application of Rules.							
c) Objectivity.							
5. Calmness under pressure.							
<b>Specific Tasks.</b>							
<b>Starting</b>							
1. Control & Instruction of Crews.							
2. Awareness of difficulties on line.							
3. Authority with crews.							
4. Observation of:							
a) Crew Numbers							
b) Club Colours/Blades							
c) Crews actions at start.							
<b>Umpiring</b>							
1. Awareness of:							
a) Suitability of Conditions.							
b) Safety issues.							
2. Observation of Turnbuoy.							
a) Placement/visibility							
b) Rule infringements.							
3. Observatio of:							
a) Boat courses.							
b) Rule Infringements.							
<b>Judging</b>							
1. Identify crews & finishing order.							
2. Checking finish across transit line.							
3. Carry out draws for finals.							
<b>Notes.</b>	Marking Tick Boxes. Please palce a tick in the box that you consider appropriate for the Assistants performance on the day. For E and UN gradings, please note reason in remarks column.						
	E = Masterly Grasp of subject. Has little to learn on this aspect.						
	N = Good solid performance. A suitable candidate for promotion to full official.						
	W = A good performance. Will make Full Official after some further experience.						
	UN = An unsatisfactory performance. Will require considorable coaching on this subject.						

The Association issues a three year licence to each official who meets the requirements set out above. Licence renewals are for further periods of 3 years and require each full official to complete and pass the same type of 10-question exam paper, based on the current Association's Regatta Rules & the Rules of Racing, and achieve the 80% pass mark required.

### 3. What indemnity insurance is held by race officials?

All race officials and assistant race officials are required to be members of BR or to have made their own adequate arrangements for insurance. Here is a copy of the Association Secretary's note to umpires :

\*\*\*\*\*

*To: All Hants & Dorset ARA Racing Officials and Assistant Racing Officials.  
April, 2017.*

*Ref. British Rowing Registration/Membership for Insurance Purposes.*

*The Association Officials Meeting (ratified at the Association AGM) has agreed to continue with the policy that all Hants. & Dorset Full and Assistant Racing Officials should continue their registration/membership of, or join, British Rowing, as at least a SILVER (Non-Racing) member to insure they have adequate Insurance cover. The Association will refund 100% of the cost of "Non Racing/Silver" membership of the British Rowing – currently £30 - to all active Full and Assistant Racing Officials on receipt of their British Rowing membership number and proof of membership. If you are not a member of British Rowing you can download an application form at - <https://www.britishrowing.org/membership/join-british-rowing/> Existing British Rowing members do not need to re-apply to British Rowing, they will already have received or will receive a reminder from British Rowing when their current membership expires. On receipt of your new or renewed British Rowing membership card please complete the attached form and send it to me - I will then arrange for your refund of £30 – or any amended BR Silver Membership rate - to be paid to you. Please return the form even if you are not claiming the H&D contribution as this is the only way I can check if all Racing Officials are British Rowing Members and please include the expiry date of your British Rowing membership as this is the only way I can monitor if your membership is overdue and this will prevent me sending out unnecessary reminders.*

*Stephen C. Bull, Association Secretary.*

---

*Hants & Dorset Amateur Rowing Association.*

*To: S. C. Bull, Association Secretary, Hants & Dorset ARA, 10, Brookfield Gardens, Binstead, Ryde, Isle of Wight,  
PO33 2NP. Tel: 01983 566481. E Mail: [stephencbull@gmail.com](mailto:stephencbull@gmail.com)*

*I AM NOW/WAS ALREADY # a members of British Rowing.*

*Details of my membership are as follows:-  
Type of Member: SILVER/GOLD/PLATINUM.*

Membership (Registration number): \_\_\_\_\_

Expirey/Renewal date of membership: \_\_\_\_\_

Please forward to me the sum of £30, or any amended BR Silver Membership rate, as the agreed Hants & Dorset ARA contribution towards my British Rowing membership as a Racing Official/Assistant Racing Official. #

or – off-set my contribution against H&D race Officials kit . #  
[Waterproofs/Polo Shirt/Jumper/Fleece – to be ordered from Keith Warland]

or - I do not wish to re-claim the H&D ARA contribution. # [# delete as appropriate]

If you are happy to receive your contribution via bank transfer – please provide you bank details –

Bank: \_\_\_\_\_ Sort Code. \_\_\_\_- \_\_\_\_ - \_\_\_\_ Account Number:  
\_\_\_\_\_

Signed: \_\_\_\_\_

Name: \_\_\_\_\_ H&D CLUB: \_\_\_\_\_

Note. All Full and Assistant Racing Officials MUST take out British Rowing Membership and be a member of an affiliated Hants & Dorset ARA Club before they can officiate at an event where a Hants & Dorset ARA Permit has been issued



Andy Parsons.  
Chairman. Hants & Dorset ARA Race Officials Committee.  
February, 2018.