

HANTS & DORSET AMATEUR ROWING ASSOCIATION

DRAFT GUIDANCE NOTES FOR ASSISTANT RACE OFFICIALS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.