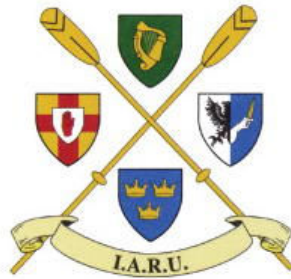


Irish Amateur Rowing Union Limited



Regatta & Head of the River Handbook

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1. Introduction

The purpose of this booklet is to provide assistance to new and existing clubs who wish to hold a Head of the River or Regatta under the rules of the Irish Amateur Rowing Union.

As all courses and events are different, this booklet is intended for general use and is not specific to any event in particular.

If any Regatta or Head of the River Committee requires further details or clarification of the information contained in this booklet, they should consult the IARU Rules for Competitive Rowing.

2. Organising a Regatta

2.1 General Information

All regattas organised by clubs affiliated to the Irish Amateur Rowing Union shall be held in accordance with the Irish Amateur Rowing Union (IARU) “Rules of Competitive Rowing”.

Any Regatta Committee or club, who proposes to hold a regatta or head of the river, must apply to the Hon. Secretary of the IARU before 10th September in the year preceding the event.

No regatta shall be held unless, its date and place has been approved, by the Annual General Meeting.

The Domestic Events Committee shall prepare a draft programme of events for the year. This programme shall be placed before the Annual General Meeting for ratification by a simple majority vote.

All regatta organisers should ensure that returns for previous events have been made and all levies paid in full, otherwise there is a risk that a date may not be granted.

If a regatta does not take place on a particular date, due to unforeseen circumstances such as bad weather conditions, the organising committee may apply to the Board of the IARU for an alternative date.

2.2 Regatta Courses

Regattas can be of various lengths up to 2000 metres and can vary from 2 boat races to a maximum of 8 boat races. Where there are more than 6 boats in a race, there must be an assistant umpire in a separate launch. Courses can take the form of those with buoys used to equalise stations or those with buoys to mark lanes only.

The following rules for lengths of races apply:

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| 2000 metres (max): | Senior, Intermediate, Novice, Junior 18A (including lightweight in any of the aforementioned classes) and Junior 18B events. |
| 1500 metres (max): | Junior 16 and Junior 15 events. |
| 1000 metres (max): | Junior 14, Junior 12 and Masters events |

2.3 Pre-Regatta Preparation

Regatta Committee: A regatta committee should be put in place to oversee the successful running of the event. This regatta committee should comprise of a Regatta Chairman, Regatta Secretary, Regatta Treasurer, Chief Umpire and a number of committee members. The regatta committee personnel needn't necessarily be the same personnel that are on the club committee. The role of the regatta committee is to ensure the safe running of an event for all concerned including participants and spectators and to co-ordinate activities such as raising sponsorship, ensuring the event is run on a fair course, setting down regatta the course, ensuring all clubs are notified of the regatta, receiving entries, making the draw for the regatta, producing regatta results and ensuring the event runs smoothly for all involved. In order to make proper returns, it is necessary to keep accurate records of entries, results and changes during the course of the regatta. Once the regatta is over, the Regatta Secretary must send the return of winning crews, including levies to the IARU office within three working days of the event. The regatta report must be sent to the Hon. Secretary of the IARU within one week of the regatta taking place. The levies are calculated on a per-seat basis and the amount of the levy is determined by the Board of the IARU from time-to-time.

Sponsorship: Each regatta committee should endeavour to raise as much sponsorship for their event as possible. This will help to reduce the financial input from the club or regatta committee. The ideal situation is to have one or two major sponsors who will cover all the costs incurred. However, a more realistic situation is to get a number of smaller sponsors to cover the sponsorship of prizes, ads in the regatta programme etc. It is a good idea to send potential sponsors a letter, giving details of the regatta and how much sponsorship is required. It can make a difference if a member of the Regatta Committee then follows up this letter, in person. It can also be useful to involve the sponsor in presenting prizes on the day.

The Course: The amount of work required to produce a regatta course will vary from location to location but the following are minimum requirements:

- Lane Markings if required
- Start zone (100m) clearly marked
- Start Facilities – Stake Boats, Stake Boat Personnel, Starter, Flags, Communications equipment, preferably a Microphone, and two-way radios.
- Finish Facilities – All finishing lines must be clearly marked, Finisher, Flags, two-way radio, hooter, method of recording results. On a 2000m course, if flying starts are not used, it may be required to have a 1000m finish mark and a 1500m finish mark to cater for the different course lengths for different age categories
- Public Address System
- Communication equipment for Officials
- Boat racking or trailer space
- Refreshment Facilities
- Toilets
- First Aid facilities
- Safety Boats

Refreshments: Many regattas cater for their own event by getting a number of people to make sandwiches, provide tea, coffee, soup etc., which are then sold to oarspeople and spectators at the event. Some Regatta organisers have a Catering Committee, which is separate to the Regatta Committee, to look after the provision of refreshments on the day.

Prospectus: All clubs affiliated to the IARU must be notified of the regatta and events being offered, in sufficient time to allow them to enter crews. The prospectus must also be sent to the IARU office and the Observer. There is no set date as to when the prospectus should be sent out, but organising committees should consider sending it out at least three weeks in advance of the regatta. The prospectus should contain the following at a minimum:

- The date of the regatta
- The venue and course details including the number of stations
- The status of the event, either Status, Semi-Status or Non-Status as assigned by the Domestic Events Committee of the IARU
- The events being offered at the regatta
- The entry fees for each event
- The closing date, closing time and method for the receipt of entries
- The time and venue of the draw at which all competing clubs are entitled to be represented
- A statement that races will be run under the IARU rules
- A statement that no entries will be accepted from any club within the jurisdiction of the IARU which does not appear on the list of affiliated clubs on the IARU website
- A statement that all entries must be on the standard IARU entry form
- The name, address and contact number of the regatta secretary
- Safety statement

The following points should be noted by regatta committees when preparing the prospectus for their regatta:

- The closing date for the receipt of entries **MUST** be the Wednesday week prior to the regatta at 7:00pm, as stated in the IARU Rules.
- Clubs are not required to provide proof of insurance when entering for a regatta, so entries cannot be refused on the basis that proof of insurance isn't provided.
- IARU club affiliation numbers are no longer required on regatta entry forms.
- Registration numbers of individual oarspeople are required on regatta entry forms.
- Events offered at the regatta must fall into one of the categories of "Classes" as stated in the IARU rules, unless they are invitation races as described below.
- A safety statement for the regatta must be attached to the prospectus.

- Invitation events which do not affect status may be offered. However, such events may not be offered in any of the existing IARU categories. These events should not be contrary to the IARU rules, such as Junior 14 sweep events. Unaffiliated clubs should not be allowed compete in these races without prior permission from the IARU and payment of a “Day Affiliation Fee” which allows them to compete for that day only. Examples of invitation events are fun events such as trimmy races or mixed races.

Draw: The full list of entries, the regatta timetable and the draw for events (if the draw is made before the day of the regatta) must be sent to all participating clubs at least five days before the date of the regatta. If the draw is made on regatta day, other relevant information such as crew declaration times must also be included.

The following points on the draw should be noted:

- In single scull events, the name of the sculler must be included on the draw as well as the name of the club
- Sweep events may not be offered in the Junior 14 category or below
- There must be an interval of at least one hour between any two races for Junior 16 or younger, where the course is over 600metres in length
- Any race where there is only one entry, or the actual crews starting the race represent one club, shall be deemed to be a private race and shall not affect status.

Regatta Insurance: Every Regatta Committee must ensure they have adequate insurance to cover their event. The insurance required includes public liability insurance and marine insurance. Each Regatta Committee should ask their insurance company for advice on insurance required for their regatta.

2.4 Regatta Day Activities

Racing Personnel: A number of personnel are required to ensure the efficient running of the regatta. The Starters, Umpires, Finishers and Aligners must be licensed umpires of the IARU. All other personnel can be made up of members of the regatta committee, parents of oarspeople, ex-oarspeople and other volunteers. The regatta committee needs to assign personnel to the following roles and the personnel need to be aware of their duties:

- Starter
- Umpires
- Finish Judge
- Aligner
- Race Committee
- Commentator
- Marshals – for launching crews, checking registration cards of winning crews etc
- Safety personnel - to man the safety boats, check for bow balls, heel restraints etc
- Person to record the winning crews, order of finishing of each race etc
- Boat Drivers and Stakeboat personnel
- Safety Officer
- Regatta Secretary - to deal with queries, record changes to entries, produce returns

Race Committee: A race committee should be formed, consisting of not more than five people, to oversee the fair outcome of all races. The race committee must be prepared to handle any objections or disputes that may arise from any crew or individual. The race committee must be chaired by a licensed umpire.

Non-racing Personnel: Non-racing personnel are required to oversee the “land-based” activities on regatta day. These personnel can be responsible for catering, car and trailer parking, selling programmes and other similar duties.

Regatta Observer: An observer will have been appointed, by the Domestic Events Committee of the IARU, to oversee the running of the event. It is the observer’s duty to furnish a report on the regatta to the Convenor of the Domestic Events Committee. The Regatta Committee should endeavour to facilitate the observer with anything they may require.

Safety: Safety of all personnel involved in the regatta including, officials, oarspeople, spectators and volunteers should be the utmost priority for all regatta committees. Each regatta committee should consider appointing a designated person to the role of safety officer for the day and, ideally, this person should also have attended one of the IARU safety courses. Every event should have first-aid facilities and an ambulance in attendance in case of emergencies. Every regatta committee must ensure they have an adequate number of suitable safety boats on the water to cater for the amount of crews racing and the length of the course. It is recommended that all regattas should have a high-powered rescue launch, such as sub-aqua or civil defence launches, on the water for the duration of the event. All safety launches involved in the regatta should have radios so that they can be contacted at any time. If the regatta course becomes un-rowable, due to bad weather or other factors, the regatta committee should always err on the side of caution and postpone or cancel the regatta if it is not safe for racing to continue.

Prizes: Prizes are awarded to the winning crews in each Final. Prizes vary from medals to trophies to glassware, and are awarded to each member in a crew including the cox. It is up to the Regatta Committee to decide what prizes they will award for their event.

2.5 Post-Regatta Day

Return of Winning Crews: After the regatta has taken place, a list containing names in full and registration numbers of all winning individuals at the regatta must be sent to the IARU office, by the regatta committee or organising club, within three working days of the regatta.

Regatta Report: The regatta committee should ensure that a regatta report, as well as two copies of the official programme, and the entry forms of all competing crews and scullers is sent to the Hon. Secretary of the IARU within one week of the regatta date.

Return of Regatta Levies: Levies are a fee, per competitor competing in each regatta, which is determined by the executive of the IARU from time to time. Regatta Committees should enquire from the IARU office what amount the levy is at the time of their event. The levy for each competitor must be paid to the Treasurer of IARU after each regatta.

Regatta Observer's Report: The Convenor of the Domestic Events Committee of the IARU will forward a copy of the Regatta Observer's Report to the Regatta Committee within fourteen days of the regatta taking place. The Regatta Committee should use the report to help them improve, change or modify their event to ensure its smooth running in future. It is important to note that the Observer's Report is not intended as a criticism of any regatta or regatta committee, but is intended as a useful aid to a regatta committee when holding future events. It can be useful to hold a meeting of those involved in the organisation of the event as soon as the observers report is received, to discuss feedback and ideas for future events.

3. Organising a Head of the River

3.1 General Information

Head of the River events are held outside the regatta season which is from 1st April to 30th September, normally in the months from October to March inclusive. No Head of the River event may be held after 31st March.

These events are run on a time-trial basis, with all crews starting at specific time intervals such as 10 seconds or 15 seconds apart.

Any committee wishing to hold a Head of the River event must apply to the Hon. Secretary of the IARU by the 10th September in the year preceding the event.

No Head of the River shall be held unless, its date and place has been approved, by the Annual General Meeting.

The Domestic Events Committee shall prepare a draft programme of events for the year. This programme shall be placed before the Annual General Meeting for ratification by a simple majority vote.

All Head of the River organisers should ensure that returns for previous events have been made and all levies paid in full, otherwise there is a risk that a date may not be granted.

If a Head of the River does not take place on a particular date, due to unforeseen circumstances such as bad weather conditions, the organising committee may apply to the Board of the IARU for an alternative date.

3.2 Head of the River Courses

There is no set length for Head of the River races and currently they vary from 2 km in length to 20 km.

Head of the River Committees should make sure that there are sufficient safety marshals in suitable boats, positioned at intervals along the course and that there are suitable first aid facilities available.

A coxes and scullers meeting, at which any participant is entitled to attend, should be held in order to give out details of the course, a map of the course, point out any safety hazards and generally ensure that participants, and people steering in particular, are familiar with the route they should take during the race.

3.3 Head of the River Preparation

Head of the River Committee: Any club intent on holding a Head of the River (HOR) should set up a HOR committee to oversee the successful running of the event. The committees responsibilities include ensuring the safe running of the HOR for all concerned, the HOR is run as smoothly as possible, times are recorded accurately and all crews complete the course fairly and safely.

Sponsorship: As with regattas, HOR committees should endeavour to raise as much sponsorship for their event as possible. Local businesses and industries should be approached, by members of the HOR committee, and asked for sponsorship. The initial approach for sponsorship could be done via a letter requesting sponsorship, but the letter should then be followed up, in person, by a member of the HOR committee. Most event organisers find it easier to get a number of small sponsors rather than one large sponsor. It can also be useful to involve the sponsor in presenting prizes on the day.

Course: The main things to have in place for a Head of the River course are a clearly marked starting point and a clearly marked finishing point. If there are bends or hazard areas on the course, marshals should be placed, in a launch, at these points to ensure the safe passing of all crews. Hazards should be removed if possible, or at a very minimum, they should be clearly marked. The starter and finisher will both need to have synchronised stop-watches to accurately record the starting time and finishing time of each crew. Clear instructions about the course, the route that all crews should take, hazards etc. should be given out at the coxes and scullers meeting which is held before the crews take to the water.

Refreshments: A committee should be setup to provide refreshments for spectators and participants. As Head of the River events are generally held over the winter months, the most popular refreshments are hot drinks such as soup, tea, coffee and sandwiches.

Prospectus: All clubs affiliated to the IARU must be notified of the upcoming Head of the River. A prospectus should be sent to all the clubs inviting them to submit entries for the Head of the River. The prospectus must also be sent to the IARU office and the Observer. The closing date for submitting entries for the Head of the River MUST be the Wednesday week prior to the event at 7:00pm, as stated in the IARU Rules. The prospectus should include the following details:

- The date and venue of the Head of the River
- The events being offered
- The entry fees for each event
- The closing date, closing time and method for receipt of entries
- A request for the name and contact number for participating clubs so that, in the event of a postponement or cancellation, the information can be conveyed to the relevant people in a timely manner
- A statement that all entries must be on the standard IARU entry form
- A statement that the event will be run under the IARU rules
- A statement that no entries will be accepted from any club within the jurisdiction of the IARU which does not appear on the list of affiliated clubs on the IARU website
- The name, address and contact number of the Head of the River secretary
- Safety statement

Draw: When all the entries have been received by the Head of the River Committee, all crews should be put into the categories they have entered and the Head of the River Committee assigns a number to each crew. This number is then used to identify the crew when they cross the start line to begin the race and pass the finish line to end their timing. A full list of participating crews and numbers assigned to each crew should be sent to all participating clubs at least five days before the event. Every Head of the River committee should ensure that they have numbers to give to all crews, either in the form of bow numbers which are put into the bow slots on all boats or bibs, which are worn by the person sitting in the bow seat of each boat. These numbers should be big enough and clear so that they can be seen by the starter, who records the crews' start time and the finisher who records the crews' finishing time.

Head of the River Insurance: Every Head of the River Committee must ensure they have adequate insurance to cover their event. The insurance required includes public liability insurance and marine insurance. Each Head of the River Committee should ask their insurance company for advice on insurance required for their regatta.

3.4 Running a Head of the River

Racing Personnel: The racing personnel for running a Head of the River are responsible for starting each crew at the pre-determined time interval, recording the start time of each crew, marshalling the course before and during the race and recording the finishing time of each crew. Marshals should be in place at various intervals along the course. The marshals should ensure that each crew completes the course fairly and safely and should render assistance to any crew that gets into difficulty along the course. The equipment that the starter and finisher needs include:

- Synchronised stop watches with split timing – 2 at the start and 2 at the finish in case one breaks down
- Communication equipment
- Loud Hailer
- Hooter
- Entry list with crew numbers
- Clipboards and pens
- Method of recording start and finish times of each crew

Non-Racing Personnel: Non-racing personnel can cover duties such as supplying the oarspeople and spectators with refreshments and sandwiches, receiving the start and finish times of all crews from the starter and finisher and recording these on a timesheet. Some committees finalise the time it takes each crew to complete the course when all boats have finished, but it is more efficient if this is done while the event is in progress. The overall time it takes a crew to complete the course is determined by subtracting the start time of the crew from the finish time of the crew, giving them the time it took the crew to complete the course. From a competitors and spectators point of view, the most important thing they get right in the running of a Head of the River is the timing of each crew. The timing should be accurate for every crew and should be conducted in an efficient manner.

Head of the River Observer: As with a Regatta, an observer will have been appointed, by the Domestic Events Committee of the IARU, to oversee the running of the event. It is the observer's duty to furnish a report on the Head of the River to the Convenor of the Domestic Events Committee. An observer attends the event to observe how things go. The objective of the observer is to provide feedback, via a report, to the event organisers as sometimes an outsider will see things before someone directly involved in the running of the event will. The Head of the River Committee should endeavour to facilitate the observer with anything they may require.

Safety: All Head of the River Committees should ensure that safety is their top priority and that no-one participating in the Head of the River, either as a participant, spectator or organiser, engages in any activities that would put themselves or others at risk. At a minimum, each Head of the River Committee should ensure that they have adequate first-aid facilities and that an ambulance is in attendance during the event. Each Head of the River Committee should consider appointing a designated person to the role of safety officer for the day and, ideally, this person should also have attended one of the IARU safety courses. As a Head of the River course is longer than a regatta course, the Head of the River Committee must ensure that there are multiple launches in attendance throughout the course and that these are positioned at strategic intervals along the course.

Prizes: Prizes for Head of the River races are awarded to the winning crew in each category of event offered. Prizes normally consist of pennants. One pennant is awarded to each winning crews. Prizes for Head of the River events are not normally awarded to each member of a crew.

3.5 Post Head of the River Activities:

Return of Entries and Levies: After the Head of the River has taken place, a list of all competing crews and individuals should be sent to the IARU office along with the fee to cover the levies of all participants. The Head of the River Committee should enquire from the IARU office what the levy amount is at the time of their event.

Head of the River Observer's Report: The Convenor of the Domestic Events Committee of the IARU will forward a copy of the Observer's Report to the Head of the River Committee within fourteen days of the event taking place. The Head of the River Committee should use the report to help them improve, change or modify their event to ensure its smooth running in future. It is important to note that the Observer's Report is not intended as a criticism of any Head of the River or Head of the River committee, but is intended as a useful aid to a committee when holding future events. It can be useful to hold a meeting of those involved in the organisation of the event as soon as the observers report is received, to discuss feedback and ideas for future events.

4. Anti-Doping Information

It is useful for event organisers to be aware that anti-doping personnel may carry out random test at events during the year, especially at the full status events such as the Irish Championships. In the case of anti-doping personnel attending an event, each regatta or head of the river committee should appoint an event contact person to liaise with the anti-doping control officer. The event contact person plays a very important role on the day of a competition or event. This person does not need to be the Anti-Doping Officer of the IARU but someone who is knowledgeable of the event and venue such as a member of the local organising committee.

Roles & Responsibilities of Event Contact Person:

Before the Event:

- Know the details of the event and provide them, if requested, to the Irish Sports Council or Doping Control Officer – Start times / Finish times of races, etc
- Arrange an adequate number of chaperones to be available to assist the Doping Control Officer, if possible, one chaperone per athlete to be tested. A chaperone is an authorised official responsible for notifying the athlete selected for testing and accompanying and monitoring the athlete until registered at the doping control station
- Arrange access passes and car passes for all areas of the competition venue for the Doping Control Officers if necessary
- Inform the Anti-Doping Unit if adequate facilities are available or inform them if the Mobile Unit is required
- Inform the Anti-Doping Unit of any changes to the event details

On the Day of the Event:

- Be available on the day of the event to meet and liaise with the Doping Control Officer and direct them to the location of the doping control station and the general layout of the venue
- Arrange transport to the doping control station if it is not immediately accessible
- Ensure that the doping control station is tidy and secure and take on board and accommodate where possible any suggestions for improvement to the station made by the Doping Control Officer
- Equip the doping control station with non-alcoholic sealed drinks for athletes to re-hydrate after their event
- Liaise with competitors, team officials etc, and attend the selection draw where appropriate
- Assist at all times to ensure the smooth running of the testing sessions

5. Checklist

Regatta Checklist:

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| Regatta Committee and Officers formed | |
| Events offered at regatta decided | |
| Entry Fees determined | |
| Sponsorship sought from local companies | |
| Prizes ordered for event | |
| Refreshments and catering committee in place | |
| First-aid facilities and ambulance organised | |
| Regatta insurance organised | |
| Race Committee formed | |
| Letter inviting entries for the event sent to all clubs | |
| Closing date for receipt of entries is the Wednesday week prior to the event at 7pm | |
| Course buoyed, Start facilities, Finish facilities, Secretaries area and stakeboats in place | |
| Entries received from clubs to facilitate the draw | |
| Draw made and timetable produced (either before the event or on the day) | |
| In the case of sculling events, scullers names included on the draw | |
| Draw, timetable and list of entries sent to participating clubs at least 5 days before the event | |
| Stakeboat personnel and marshals identified | |
| Record kept of all races held at the regatta | |
| Return of winning crews including their individual registration numbers sent to the IARU office within 3 working days of the event | |
| Regatta Report sent to the IARU office within 1 week of the event | |
| Regatta levies paid to the IARU office | |

Head of the River Checklist:

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| Head of the River Committee and Officers formed | |
| Events offered at Head of the River decided | |
| Entry Fees determined | |
| Sponsorship sought from local companies | |
| Pennants ordered for event | |
| Refreshments and catering committee in place | |
| First-aid facilities and ambulance organised | |
| Event insurance organised | |
| Letter inviting entries for the event sent to all clubs | |
| Closing date for receipt of entries is the Wednesday week prior to the event at 7pm | |
| Entries received from clubs | |
| Draw made and racing numbers assigned to each crew | |
| Buoy course if necessary | |
| Arrange Safety Launches | |
| Timing system, such as split timing stopwatches, working and synchronised | |
| Computer system to produce results | |
| Method of recording crew numbers and start/finish times in place | |
| Cox's and scullers meeting held before the Head of the River commences | |
| Maps of the course, including details of any hazards available for competitors | |
| Record kept of all winning crews in each category | |
| List of all participants returned to the IARU office after the Head of the River | |
| Levies paid to the IARU office for all competitors | |