

DASA OFFICIALS AND VOLUNTEERS DUTIES

DUTIES OF OFFICIALS

The following portfolios may be undertaken by more than one person, or several portfolios may be undertaken by the one person. Notwithstanding Timekeepers, none of the following portfolios may be filled by a member of any team, who's name appears on any team sheet on that race day.

a) Registration Assistant

- a) Check in crews for competition and collect team sheets and any fees owing for social race crews.
- b) Check identification and accreditation for masters and juniors categories
- c) Check adjusted team lists if required
- d) Hand out race program for the day

b) Chief Marshall

- a) Control the conduct of the Race Program.
- b) Direct the Boat Marshall's, Registration Assistant(s), Starter, Umpire and Rescue Boat Teams.
- c) Use any relevant information from Race Officials to determine the outcome of any protest.
- d) Ensure that buoys marking start, finish and course lanes, are maintained in position.
- e) Ensure the safety of teams at all times.
- f) Not be influenced by any persons other than Race Officials.

c) Boat Marshall(s)

- a) Act under the direction of the Chief Marshall.
- b) Shall supervise the crews in the designated crew assembly area
- c) Ensure all boats and equipment are in safe racing order conform to IDBF regulations and are comparable with all others in use in the competition.
- d) Report any damage to Chief Boat Marshall.
- e) Ensure teams empty boats of water after race in preparation for next crew.
- f) Respond to team requests re boats if required.
- g) Ensure buoyancy vests are available if required.
- h) Ensure that teams are called into the Marshalling Area fifteen (15) minutes before they are designated to race.
- i) Instruct each team to stand by the correct team assembly area, ready to embark, five (5) minutes before the start of their designated race.

- j) Check that each team is correctly composed in accordance with race category (mixed, masters, women, juniors), attired, equipped with certified paddles and fit to race.
 - k) Direct each team to its allocated boat and racing lane.
 - l) Supervise each team to return its boat to an appropriate docking position, to disembark and to vacate the marshalling area promptly.
 - m) Organise the recovery of equipment and capsized or swamped boats and the repair of damaged boats.
 - n) Advise the Chief Marshall of equipment problems that may effect the running of each heat, or the meeting.
- d) Traffic Marshalling**
- a) Shall be responsible for motor vehicle traffic access to rowing course venue
 - b) Check parking permits
 - c) Ensure clear access for ambulance and emergency services
 - d) Notify announcer of vehicles blocking access.
- e) Starter(s)**
On occasions where an Official Starter is not available members of teams can be nominated and selected by a quorum of the DASA Committee.
- a) Act under the direction of the Chief Marshall.
 - b) Ensure that each boat takes up its correct position in the correct lane and that each race is started according to the Race Rules.
 - c) Start each race only when all boats are observed to be straight and in line (as per the Supplementary Regulations) and have signalled their readiness to race, via their drummer lowering their flag.
 - d) In the event of a false start, immediately fire a second starting sound (via a gun, horn or other implement intended for that purpose) as a signal that the race has been stopped, then as soon as practicable restart the race as per above.
 - e) In consultation with the Chief Marshall, disqualify any team that has caused more than one false start.
- f) Umpire(s)**
- a) Act under the direction of the Chief Marshall.
 - b) Follow each race from the Rescue Boat, or any other craft, and report any team which fails to maintain its proper course.
 - c) Report to the judges, any infringement of the race rules.
 - d) Advise the judges of the conduct of a race, in the event of a protest being lodged.
- g) Rescue Boat Team(s)**
- a) Act under the discretion of the Chief Marshall.

- b) At all times have as their priority, the safety of all participants.
- c) Follow behind each race at a distance which does not interfere with the competing boats, but allows quick access to any boat which may need help.
- d) Recover capsized or swamped boats and equipment, then transport to the Marshalling Area (this duty shall always be secondary to the above item *ii*).
- e) Ensure that, at all times, Rescue Boat washes (wakes) are kept to a minimum.

h) Timekeeper(s) (if video time keeping equipment not available)

- a) Record the time of each boat in each race.
- b) Advise the judges of race times.

i) Video Operator(s)

- a) Set-up and operate video time-keeping equipment.
- c) Record the time of each boat in each race.
- d) Advise the judges of race times.

j) Finish Line Judge(s)

Electronic timing and recording systems will be in place so role is more a line of site back up to the equipment in event of failure.

- a) Receive Timekeeper's records, written protests and information regarding infringements of Conditions of Entry and Race Rules.
- b) Decide the winner and order of finishing for each race.
- c) Consult with the Chief Marshall in order to re-race an event where there is a tied first place. Only the teams actually involved in the tied first place may re-race.
- d) Record the finishing order of the competing boats, obtain times from the Timekeepers and relay that information promptly to the Announcer.
- e) Refer written protests, with any relevant information, promptly to, and receive directives from the Chief Marshall.

a) Announcer(s)

- a) Call teams to Marshalling Area as requested by the Boat Marshall's.
- b) Commentate on the progress of each race.
- c) Provide preliminary race results.
- d) Announce Official Results provided by the Judges.
- e) Display written Official Results in the Marshalling Area.
- f) Ensure that commentary includes information regarding sponsors and teams.

k) Boat Handlers (interchange with boat marshals during each day) – if required

Under guidance of race starter, assist to align boats at the race start (if pontoon is used) by holding boats steady prior to race start.

l) Merchandise Sales Assistant

- a) Shall be responsible for sales of merchandise and collection of payments.
- b) Undertake stocktake and check pricing of items
- c) Maintain float and account for funds
- d) Document sales and conduct tally at end of day
- e) Provide funds to DASA Treasurer/SportSA rep

m) Team Liaison

Shall provide an information service to crews during the event including:

- Race program
- Race results sheets as available or as requested
- General information re after race activities.

n) VIP Servicing

Shall be responsible for looking after the invited guests, sponsors and other VIPs in the VIP tent including:

- Greet guests
- Ensure catering is adequate