

USROWING

LOC GUIDANCE MANUAL

DRAFT

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DRAFT

REGATTA RESPONSIBILITIES

Overview

Each Regatta shall be sponsored by a local organizing committee (LOC), which shall be responsible for its operation. The duties and powers of the LOC shall include:

- (a) Seeking and receiving the status of Registered Regatta from USRowing;
- (b) Choosing a name for the Regatta, except for national championship regattas already named by USRowing;
- (c) Establishing and collecting all fees, including entry and scratch fees, from participating Crews;
- (d) Determining the Events to be offered at the regatta, establishing the applicable progression system (see Progression Systems section below), and where necessary, devising a progression system where the number of entries is beyond the capacity of existing systems;
- (e) Receiving entries and establishing the racing schedule;
- (f) Publicizing the Regatta;
- (g) Managing the finances of the Regatta;
- (h) Providing for the Course as described in the Courses section below;
- (i) Providing for the comfort and convenience of Competitors, Teams, Race Officials, and spectators;
- (j) Appointing a Regatta Director, a Regatta Secretary, a Control Commission, and such other officers, committees, or other bodies as are necessary for the operation of the Regatta whose appointment is not otherwise provided for in the USRowing Rules of Rowing. The division of duties among the officers may be different than specified in the Rules, provided that equivalent responsibilities are established.
- (k) Having calibrated practice scales available before the Regatta begins to allow athletes to test weigh for their Events;
- (l) Having boat weighing scales available to Crews before the first Race of the Regatta for the test weighing of boats if boat weighing will be conducted at the Regatta;
- (m) Securing all necessary permits in order for the Regatta to take place;
- (n) Ensuring for the safety of all participants during scheduled practice sessions.

Comment [KBM1]: 2014 RoR 5-102

National Championship Regattas

At USRowing National Championship Regattas, a staff member from USRowing's Events Department shall act as the representative of USRowing to the LOC. The representative shall consult with the Regatta Director on the conduct of the regatta, and along with the Chief Referee, shall supervise the LOC to ensure compliance with the Rules of Rowing and the specifications for a national championship regatta.

Comment [KBM2]: 2014 RoR 5-301

Trials Regattas

Trials Regattas are Regattas to select the National Team, which follow the Trials Rules section of the USRowing Rules of Rowing and the National Team Selection procedures posted at www.usrowing.org. Typically, Races to determine the National Team are held at Regattas solely for that purpose. However, in extenuating circumstances, Trials Races may be held during another Regatta. If a Trials Event is held in conjunction with another Regatta, the schedule of racing shall be approved by USRowing.

Comment [KBM3]: 2014 RoR 6-304

STAFFING

LOC Officers

Following are the typical roles and responsibilities of the LOC Officers. Depending on the size of the Regatta, some of these may not be necessary.

Regatta Director

- (a) General Responsibility for the logistical operation of the Regatta
- (b) Liaison with the Chief Referee
- (c) Liaison with USRowing
- (d) Liaison with committee chairs
- (e) Liaison with local authorities and politicians
- (f) Oversee Secretary and Treasurer duties

Race Logistics & Operations

- (a) Administration
 - (1) Work with Regatta Secretary for entry processing and registration
 - (2) Access control / Credentials
 - (3) Information Distribution
 - (4) Announcers
- (b) Volunteer Coordinator
 - (1) Listing of Volunteer positions
 - (2) Schedule of Volunteer shifts
 - (3) Volunteer Database
 - (4) Recruiting of Volunteers
 - (5) Volunteer Tent
- (c) Venue Coordinator
 - (1) Layout of the Venue
 - (2) Boat area
 - (3) Parking/Shuttles
 - (4) Ticketing
 - (5) Closed Circuit Television
 - (6) Concessions
 - (7) Seating
 - (8) Merchandise
- (d) Medical Services
 - (1) Water / Ice
 - (2) Emergency Care
 - (3) On-the-water safety
 - (4) On-site drug testing (if required)
- (e) Boat Rental Coordinator
 - (1) Development and Execution of Boat Rental Program
 - (2) Rental Pricing and Registration

- (f) Course Coordinator
 - (1) Installation of Course
 - (2) Maintenance of Course
- (g) Launch Coordinator
 - (1) Securing # of Motor Launches
 - (2) Launches in Working Order
- (h) Control Commission
 - (1) Acquisition of sufficient docks for launching and recovery
 - (2) Oversight of boat safety check area
 - (3) Oversight of athlete and boat weighing scales and area
 - (4) Distribution of bow numbers, if provided by LOC

Local Marketing

- (a) Sponsor and Vendor Coordinator
 - (1) Solicit and Service Sponsors
 - (2) Solicit and Service Vendors
 - (3) Ad Sales for Program
 - (4) Fundraising
- (b) Public Relations Coordinator
 - (1) Generate Publicity with Local Media
 - (2) Press Releases
 - (3) Media Services on site
 - (4) Local Media Promotions

Volunteers

It is highly recommended that the LOC Regatta Director and the Chief Referee communicate prior to the Regatta to set expectations and requirements for the number and positions for desired volunteers. The following descriptions are for racing sessions.

Starting Area

The requirements for volunteers at Sprint Races and Head Races are different due to the disparity between the start of the Race.

For Sprint Races, the following volunteers are recommended:

- (a) Stakeboat holders for each lane plus a minimum of two extra in reserve to allow for bathroom breaks. It is highly recommended that there be supervisor to oversee the boat holders.
- (b) An aligner to assist the Referee Judge at Start with getting the Crews in a race into alignment on the starting line. At many Regattas, this role is filled by a Referee.
- (c) Safety marshals along the Course, as well as in the warm-up and cool-down areas, are staffed by LOC volunteers at some Regattas either where venue-specific knowledge is critical or due to a shortage of licensed Race Officials.

For Head Races, the following volunteers are needed:

- (a) For large Head Races, it is beneficial to have a volunteer Starting area marshal to help the Referee Start Marshal organize the Crews and stage them for the start.
- (b) A Timer who is responsible for identifying and marking the starting time for each Crew.
- (c) A Clerk who is responsible for recording and communicating the starting time for each Crew.

Finish Line

- (a) Sufficient Timers and clerical personnel are needed to assist the Chief Judge and other Race Officials to provide for the rapid and accurate determination of the order of finish.
- (b) For Sprint Races, a Flagperson equipped with a highly visible flag shall be stationed just beyond the finish line, in such a manner as not to obstruct the view of the Judges, and so as to be visible to the Referee's launch. As the bow of the first Crew touches the finish line, the Flagperson shall quickly lower his or her flag. Thereafter, as the bow of each remaining Crew touches the finish line, the flag shall alternately be raised and lowered as each Crew touches the finish line.
- (c) For Sprint Races, a Horn operator equipped with an airhorn or other noise maker shall be stationed just beyond the finish line or seated on the finish line with the judges. As the bow of each racing Crew touches the finish line, the Horn operator shall sound the airhorn or other noise maker.

Comment [KBM4]: 2014 RoR 8-104(f)

Comment [KBM5]: 2014 RoR 2-502(c) and 2-502(d)

Monitors for Head Races

Monitors shall be stationed at the following locations:

- (a) At each point on the Course requiring a turn of more than 45 degrees.
- (b) At each point on the Course in which a narrow passage would prevent an overtaking Crew from passing safely.
- (c) In any area where the local Regatta rules prescribe penalties for not maintaining an established course or for making an improper turn.

Additionally, a monitor may be assigned to assist the Marshal in the Starting area in enforcing the warm-up and staging traffic pattern.

Comment [KBM6]: 2014 RoR 8-104

Launch Drivers

A launch driver is needed for every launch that will be on the water for either Race Officials or safety personnel. Ideally, the driver will be familiar with the type of launch they will be driving as well as possessing an understanding of the duties that will be required of them at the position to which they have been assigned. At some Regattas, with prior agreement between the LOC and the Chief Referee, the launch drivers are licensed referees rather than volunteers.

Race Officials

Chief Referee

Appointment of the Chief Referee for all USRowing National Championship Regattas shall be made by the CEO of USRowing from a list of nominees recommended by the USRowing Referee Committee. For USRowing District or Regional Championships, the recommendations for Chief Referees are delegated to the Referee Regional Coordinator for the region. Additionally, the Chief Referee for any Regatta

Comment [KBM7]: 2014 RoR 2-102(b), modified to match Referee IOP #44

Comment [KBM8]: Referee IOP #45

containing Trials Events to select the National Team shall be appointed by the CEO upon the recommendation of the Trials Coordinator in consultation with the USRowing Director of Referee Programs and the Trials Director. Appointment of the Chief Referee for all other Registered Regattas shall be according to the procedures established or approved by the USRowing Referee Committee (see Rules of Rowing 2-102 “Appointment of the Chief Referee”).

Comment [KBM9]: 2014 RoR 6-103, Referee IOP #51c says it is reco from Trials Coordinator in consultation with the Trials Director and USRowing Director of Referee Programs. Updated to match IOP

Comment [KBM10]: 2014 RoR 2-102(b)

Race Officials

With the exception of USRowing owned Regattas, appointments of all other USRowing licensed referees at a Regatta are made by the Chief Referee. The Chief Referee, with the support and assistance of the LOC, has the primary responsibility for soliciting referees. The Referee Committee and the Regional Coordinators may act as an information resource to LOC and may informally provide guidance on appointments.

Comment [KBM11]: Referee IOP #47

EQUIPMENT / SUPPLIES

Motor Launches

The LOC shall provide motor launches for use by Race Officials and by safety personnel.

- (a) Each launch for Race Officials shall be capable, when occupied, of maintaining a speed necessary to follow a Race, but without unnecessary wake. The LOC shall use its best efforts to procure launches whose hull design minimizes wake, such as catamaran or flat bottomed launches. Each launch shall carry personal flotation devices for each occupant of the launch plus at least two extra; however, it is recommended that sufficient PFDs for the largest crew racing be carried as extras.
- (b) If sufficient motor launches for Race Officials are not available to follow each Race with two, a series of safety launches stationed at the perimeter of the Course that is within 500 meters of the Crews at all times throughout the race may be used instead of a second Race Official motor launch following the Race. It is preferred that two launches follow each Race, at least initially, for non-coxed Events.

Comment [KBM12]: Based on 2014 RoR 2-207

All launches, whether used as a safety launch or to follow races, shall be equipped with the following:

- Kill switch tether
- Paddle
- Sufficient PFDs
- Any other safety equipment required by local ordinance

Bow Numbers

The LOC may have a supply of bow number cards for use in a Regatta, but Crews shall not rely on the LOC to provide such cards. The LOC may also require that a member of a Crew wear a number marker affixed to his or her uniform or affix a number marker to the deck of the boat. Any requirements for bow number cards or other number markers along with who shall provide such identifying items shall be included in the Regatta Packet. Bow numbers should be large enough to be easily visible with the naked eye from shore with good contrast between the number and the background.

Comment [KBM13]: 2014 RoR 3-202

Medals

At all USRowing National Championship Regattas, gold medals shall be awarded in all national championship Events with three or more entries. Silver medals for second place shall be awarded in all Events with four or more entries. Bronze medals for third place shall be awarded in all Events with five or more entries. The state of entries shall be determined one hour before the first Race in the Event. At Masters National Championships, medals are awarded for second and third place regardless of the number of entries in the Event.

Comment [KBM14]: 2014 RoR 5-305A

At all other Regattas, the LOC may award medals, trophies, or other prizes as they determine and publish to all participating Crews.

Boat Weighing Scales

The weighing scale(s) should be available to the Crews before the first Race of the Regatta where boats will be weighed with sufficient time to allow for the test weighing of boats. Test weighing of boats during racing may be allowed at the discretion of the Chief Referee.

The scales, calibrated and certified in place for the regatta, should be located in a building or tent to provide protection from the wind. The weighing area shall be easily accessible from the incoming docks and shall be exclusively reserved for the weighing of boats during the Regatta. Certified test weights should be available to verify the calibration of the scales. Any paperwork from a third party that calibrated the scales should be available upon request.

Comment [KBM15]: 2014 RoR 3-104(c)

Athlete Weighing Scales

If Coxswains or lightweight Rowers will be weighed at the Regatta, the weighing scale(s) should be calibrated and certified and available to the Crews before the Regatta to allow athletes to test weigh. If a separate scale(s) will be used for test weighing than the official scale(s), it is recommended that any variation between the two scales be identified and prominently displayed near the test scale(s). It is preferred that the test scale be certified in addition to the official scale(s). Certified test weights should be available to verify the calibration of the scales. Any paperwork from a third party that calibrated the scales should be available upon request.

The scales should be located in a building or tent to provide protection from the wind as well as a measure of privacy for the athletes. Supplies for deadweight for coxswains (plastic bags, sand, tape), if provided by the LOC, should be readily available in the weighing area. The Regatta Packet should explicitly state if the LOC is not providing, or limiting weight-making supplies.

Electrical Power / Internet

With the proliferation of the use of computers for both entry and results, it is necessary to have electrical power and internet access at the finish line or wherever the results are being entered and printed for posting. If camera or photofinish timing systems are in use, power and internet access are required at all locations where a camera or photofinish timing system are set up (i.e. sprint race finish, head race start and finish, split timing stations).

Public Address System

It is very useful to have a public address system for Regattas that are larger than dual or tri-meets between a small set of schools or clubs. Ideally, the PA system would be powerful enough to be heard through the boating area so announcements to call Crews to launch for Races, to locate a coach for medical or equipment issues, or for weather safety alerts can be heard by all the Crews. Not all venues or Regattas call Crews to launch for Races, however it is recommended to have a method of communicating information to the participants in the boating area in case of emergency.

Radios

Radios have become the standard for Regatta communications. Radios should have sufficient range and power to facilitate clear communication between all points on the venue. It is useful to have separate channels for LOC activity and Referee activity. While mobile phones are often used at very small regattas or for conversations that are lengthy, the open radio channels are a much more effective way of communicating with the full regatta staff if needed.

Smaller radios with headsets are also typically used as a silent aligning system for sprint races. Spare batteries and a few spare radios are a must since these radios will get a lot of usage during a race day.

Food / Water

At small regattas, especially for scholastic or junior crews, many of the teams bring their own food supplies. However, if the Regatta will last more than a couple of hours, it is recommended that another food and water source be available. Remember that your Race Officials and volunteers may be on the water all day and should be provided for since they do not otherwise have access to food or beverage vendors while performing their duties.

Restrooms

Adequate restroom facilities are needed and can be permanent restrooms, portable toilets or a combination of the two. Restroom facilities should be cleaned and serviced each day of the Regatta.

Trash

Adequate trash and recycling receptacles should be provided throughout the venue. Both should be emptied periodically throughout each day of the Regatta as needed.

ENTRIES

Submission of Entries

The LOC shall establish:

- (a) The method of entry (i.e. paper forms, internet);
- (b) All applicable deadlines;
- (c) Entry fees for Regattas other than USRowing owned Regattas.

Entries for Registered Regattas should include the following information:

- (a) The name of the Club submitting the entries;
- (b) The names of all Competitors;
- (c) USRowing membership number of each Competitor and the date of expiration;
- (d) The affiliation of each Competitor if such affiliation is not with the Club submitting the forms;
- (e) The boatings of all Crews being entered.

Additionally, entries should be accompanied by a signed USRowing waiver or statement confirming submission of an online waiver. It is recommended that an online waiver verification process is used.

Late entries should not be accepted unless that entry does not result in a change in the format of the progression system.

Substitutions

Once an entry has been submitted and the deadline for submitting the identity of members of the Crew has passed, a Crew other than a single scull may substitute up to one half of its Rowers, as well as the Coxswain. The LOC may prohibit such substitution if it is not submitted in writing to the LOC at least one hour before the first Race of the Event in which the Crew is entered. Additional details about substitutions can be found in the Rules of Rowing, Rule 5-206 (“Substitutions”). Substitutions due to the illness of a Competitor are covered in Rule 5-207 (“Illness of Competitors”).

PRACTICE SESSIONS

The LOC shall provide for safety during any practice sessions or times described in the Regatta Packet. Safety marshals shall be staffed by the LOC with volunteers unless staffing with referees has previously been agreed to by the Chief Referee. A minimum of two safety marshals is recommended for a Sprint Race Regatta and positioned similarly to course monitors for a Head Race Regatta near obstacles and sharp turns. Launches for the safety marshals must comply with the same safety requirements as for racing sessions. Typically, coaching launches are not permitted on the Course during practice unless specifically mentioned in the Regatta Packet. Additionally, an LOC officer shall be responsible for watching the weather forecast for any storms or unsafe conditions, contacting the safety marshals via radio or cell phone to clear the Course or suspend launching if necessary.

In determining times for practice sessions, the LOC should consider the following:

- Sunrise / sunset times (adequate visibility)
- Race schedule (allow time between practice and Crews launching for racing, and between racing and Crews launching for practice)

LOCAL REGATTA RULES

The LOC may adopt Regatta rules which mandate that a specific penalty be uniformly applied for one or more lane violations. Any such penalty must be described in details in the application to USRowing for registration and must be publicized and distributed to every competing Team.

Comment [KBM16]: 2014 RoR 5-201, slightly reworded The requirements set forth in the current RoR do not line up with the requirements specified in the registered regatta program as listed on the USRowing website for verifying membership if entry is from a club rather than unaffiliated

Comment [KBM17]: 2014 RoR 5-201, slightly reworded

Comment [KBM18]: 2014 RoR 5-207

Comment [KBM19]: 2014 RoR 2-408

The LOC shall post, at the same place as the diagram showing traffic patterns, the location of the first aid station, and the method to summon medical assistance in case of emergency.

Comment [KBM20]: 2014 RoR 2-203

Such rules shall include the following items:

- (a) The traffic pattern to be used by Crews while launching, traveling to the Starting Area, waiting for their turn to start, racing on the Course itself, and traveling after the finish.
- (b) The map of the Course, including all traffic patterns and regulations on the water. This diagram shall show the Race Course itself, the route to be taken by Crews from the launching area to the start, any “warm-up” area, any “cool-down” area, and the route to be taken by Crews returning from the finish line. To the extent possible, it shall also show all known obstacles that may interfere with a Crew’s progress on or near the Course. If conditions call for a different traffic pattern during practice hours than during racing, such practice traffic pattern shall also be posted.

Comment [KBM21]: 2014 RoR 8-106(a)

Comment [KBM22]: 2014 RoR 8-106(f)

Comment [KBM23]: 2014 RoR 2-203

Additionally, for Head Races, the following items shall also be included:

- (a) Right of way rules during the Race itself, including any circumstances in which passing is not allowed.
 - (1) Typically, a Crew is deemed to be overtaking another Crew when it has moved to within one length of open water of the Crew ahead.
 - (2) On those portions of the Course that are straight, a Crew being overtaken shall move to the right and allow the overtaking Crew to pass.
 - (3) Where the course turns, a Crew being overtaken shall move to the outside of the turn and allow the overtaking Crew to pass along the shorter path.
 - (4) Passing is not allowed, nor is the Crew being overtaken required to yield, in cases where the overtaking Crew’s position clearly prevents safe passage or where there is insufficient room to yield.
- (b) Penalties, such as time penalties, to be enforced for violation of the traffic pattern, right of way rules, turning rules, or violation of course boundaries. Typical penalties are as follows:
 - (1) Where buoys mark the boundaries of the Course, and in particular mark turns on the Course, a Crew shall be penalized 10 seconds for each buoy that the Crew passes incorrectly. A Crew passes a buoy incorrectly when any part of its hull passes on the wrong side of the buoy.
 - (2) A Crew that misses its correct order at the start shall be penalized 10 seconds.
 - (3) A Crew that fails to yield to a Crew being summoned to the Starting Area, or that otherwise interferes with the staging of the start, may be penalized 10 seconds by the Marshal or Starter.
 - (4) A Crew that fails to yield to a Crew having proper right of way shall be penalized 30 seconds.
 - (5) A Crew that crosses the starting line without its required bow number shall be penalized 60 seconds.
- (c) Starting procedures, including the time at which crews must appear at the Starting Area, the starting order, the starting interval, and staging procedures.
 - (1) Typically, the Starter will arrange the Crews so that Crews cross the starting line at approximately 10 second intervals. The starting order shall be determined by random lot.
- (d) The manner in which instructions to Crews will be given during the Race.

Comment [KBM24]: 2014 RoR 8-106(b)

Comment [KBM25]: 2014 RoR Appendix to Article VIII (b)

Comment [KBM26]: 2014 RoR 8-106(c)

Comment [KBM27]: 2014 RoR Appendix to Article VIII (c)

Comment [KBM28]: 2014 RoR 8-106(d)

Comment [KBM29]: 2014 RoR Appendix to Article VIII (a)

Comment [KBM30]: 2014 RoR 8-106(e)

- (e) The map of the Course shall indicate the location of turns, any known hazardous conditions, Course boundaries, Course markings, the assigned positions of monitors, and any no passing zones.

Comment [KBM31]: 2014 RoR 8-107

PROGRESSION SYSTEMS

The progression system in use at a Regatta shall be specified in the Regatta Packet for the Regatta. Typically, one of the USRowing Progression Systems described below are used.

USRowing Progression Systems

Overview

In the USRowing Progression Systems, Events shall consist of finals, and if necessary, heats and semifinals. Those Crews advancing out of each heat are placed in the semifinal or final; all others in the heats are eliminated. In Events having semifinals, those Crews advancing out of each semifinal are placed in the final; all others in the semifinal are eliminated. In Events with more than 36 entries, there shall be one heat conducted as a “Time Trial” as well as semifinals and finals. The distance for the Time Trial shall be as close as practicable to the prescribed distance for the Event, with such variances as may be required by the particular configuration of the venue. The following Progression Systems are recommendations and may be modified by the Regatta Director for safety or fairness if approved by the Chief Referee and published in the Regatta Packet.

Comment [KBM32]: 2014 RoR 5-209(a)

Comment [KBM33]: 2014 RoR 5-209(c)

USRowing Progression System “A” for six-lane racing

Entries	Heats	Advancing in each Heat	Semi-finals	Advancing in each Semifinal (final only)
1-6	0		0	(final only)
7	2	(all but last)	0	(five boat final)
8-12	2	(3)	0	
13-15	3	(2)	0	
16-18	3	(4)	2	(3)
19-24	4	(3)	2	(3)
25-36	6	(2)	2	(3)
37+	1 (time trial)	(1 st 18)	3	(2)

Comment [KBM34]: 2014 RoR 5-209(d)

USRowing Progression System “B” for six-lane racing

Entries	Heats	Advancing in each Heat	Semi-finals	Advancing in each Semifinal (final only)
1-6	0		0	(final only)
7-12	2	(3)	0	
13-18	3	(2)	0	
19-24	4	(3)	2	(3)
25-36	6	(2)	2	(3)
37-54	9	(2)	3	(2)

USRowing Progression System “C” for seven-lane racing

Comment [KBM35]: 2014 RoR 5-209(e)

Entries	Heats	Advancing in each Heat	Semi-finals	Advancing in each Semifinal (final only)
1-7	0		0	
8-14	2	(3)	0	
15-21	3	(4)	2	(3)
22-28	4	(3)	2	(3)
29-42	6	(3)	3	(2)
43-63	9	(2)	3	(2)

USRowing Alternate Progression Systems

Overview

In the USRowing Alternate Progression Systems, Events shall consist of finals, and if necessary, heats, repechages, and semifinals. Crews advancing out of each heat are placed directly in the semifinals or finals. All others in the heats go to the repechages. Those advancing out of the repechages are placed in the semifinals or finals; all others in the repechages are eliminated. All those advancing out of the semifinals are placed in the grand final (A final); all others in the semifinals may be placed in a petite final (B final). The following Alternate Progression Systems are recommendations and may be modified by the Regatta Director for safety or fairness if approved by the Chief Referee and published in the Regatta Packet.

Comment [KBM36]: 2014 RoR 5-210(a)

Random lots or a randomized computer system shall be used to determine the composition of heats and the assignment of lanes in heats. In Events with more than 36 entries, the composition of the repechages shall be determined by seeding entries according to the order of finish in the heat. Lane assignments for repechages, semifinals, and finals will be published in the Regatta Packet. At the majority of venues, the lanes for repechages, semifinals, and finals are assigned from the center lanes outward according to the orders of finish in the previous round.

Comment [KBM37]: 2014 RoR 5-210(b)

USRowing Alternate Progression System “A” for six-lane racing

Comment [KBM38]: 2014 RoR 5-210(c)

Entries	Heats	Adv. In each heat	Repechages	Adv. In Each Repechage	Semi-finals	Adv. In each Semi
1-6	0					(final only)
7-8	2	(1)	1	(4)	0	
9-12	2	(1)	2	(2)	0	
13-15	3	(3)	1	(3)	2	(3)
16-18	3	(1)	3	(3)	2	(3)
19-24	4	(1)	4	(2)	2	(3)
25-36	6	(1)	6	(1)	2	(3)
37+	1 (head race)	(1 st 6 to next 36 to repechages; rest eliminated)	6	(1)	2	(3)

USRowing Alternate Progression System “B” for seven-lane racing

Entries	Heats	Adv. In each heat	Repechages	Adv. In Each Repechage	Semi-finals	Adv. In each Semi
1-7	0					(final only)
8-11	2	(2)	1	(2)	0	
12-14	2	(1)	2	(2)	0	
15-16	3	(3)	1	(3)	2	(3)
17-20	3	(2)	2	(3)	2	(3)
21-22	4	(2)	2	(2)	2	(3)
23-28	4	(1)	4	(2)	2	(3)
29-42	6	(1)	6	(2)	3	(2)
43-63	9	(1)	9	(1)	3	(2)

Changes in the Form of Progression

Once the form of progression has been published based on the number of entries in an Event, the LOC may change the progression only under the following circumstances:

- (a) No later than one hour before the Scheduled Time of the first Race in the Event, if due to scratches, the reduced number of entries would call for a different form of progression under the applicable progression system. In this situation, a new draw shall be conducted to determine the composition of the heats and the lane assignments.
- (b) Any time before the first Race in the Event, if due to scratches, the Event would be reduced to a final only, with no heats, under the applicable progression system.

COURSES

For all courses, the LOC is responsible for producing a graphical representation of the Course and all technical installations including traffic pattern maps showing patterns both for practice and race days. These maps are to be prominently posted at the Regatta venue, included in the Regatta Packet, and available in the launching area.

Sprint Courses

Overview

This Course description is intended to describe the layout and features of a fully configured Course that would be used for USRowing National Championships Regattas (Class “A” Course). Variations of these guidelines, usually simplification to minimize expense, are often necessary to meet local budget considerations. These guidelines are intended to describe an ideal Course suitable for all but elite international rowing Events.

Location

Where possible, a Course should be located near an urban area so that food, lodging, medical, and transportation services are readily available. In planning Regattas which will draw entries from large distances, the convenience of public transportation should also be considered. The aim in choosing a

Course location should be convenience and availability to a large number of rowing organizations so that the investment of time, money, and maintenance efforts will bear a good return.

Venue

The Course should be protected from wind as much as possible. Typically a body of water located in a narrow valley or depression, or surrounded by trees, is ideal. Surrounding trees should be located so that any winds that do reach the water surface are equal across all lanes. Although it is preferable to avoid all wind, a head or tail wind is usually less unfair than a side wind.

Ideally there should be no current. If there is a current, it should be so slight and so uniform as to assure equal racing conditions on all lanes. Additionally, the shore adjacent to the course should be sloped so as to absorb, rather than reflect, waves from motor launches.

The venue also needs sufficient space on shore for shell trailer, competitor, officials, and volunteer parking, a boat storage area, weigh-in scales, and a controlled launching area. Nearby spectator parking is also a plus.

Water

The stretch of water chosen should be straight and should accommodate a minimum of three lanes, up to a maximum of eight lanes for racing. Where possible, its depth at the shallowest point should be 3 meters where the depth varies along the course. If depth is uniform throughout the course, the minimum depth is 2 meters. In any case, the recommended optimum depth for a course is 3.5 meters.

Length

The length of a Race Course shall be 2,000 meters from start line to finish line, except that the Race Course for Masters shall be 1,000 meters. There shall be an additional expanse of open water beyond the finish line in order for the Crews to safely come to rest. At least 100 meters shall be available for such runoff, unless there is an alternate means of providing for safety, such as conspicuous warning markings or marshals' boats. The length of individual Races may occur over shorter distances (i.e. 500 meter dash) as long as the safety provisions are met. Traditionally, the Race Course for regattas with only Scholastic Crews is 1,500 meters, with at least 100 meters runoff past the finish line.

Comment [KBM41]: 2014 RoR 7-102(a) and 7-102(b)

Width

The Course shall be wide enough to accommodate at least three lanes up to a maximum of eight lanes used for racing. If the Albano or other similar buoy system is used, each lane shall be no less than 12.5 meters and no more than 15 meters wide, with 13.5 meters preferred. If such a buoy system is not used, each lane shall be no less than 15 meters and no more than 20 meters wide, with 15 meters preferred. There should be at least 5 meters of clear water beyond both of the outside lanes, although a wider space is preferred. Additionally, a travel lane should be available that allows Crews to travel to the start line, and return from the finish line, without interfering with the racing lanes.

Comment [KBM42]: 2014 RoR 7-103(a) and 7-103(b)

Certification

USRowing may render a determination on whether the natural environment existing at a Course site generally renders the site sufficiently safe and fair to hold a Registered Regatta. The fact that such certification is granted shall not be construed as a representation or guarantee that safe and fair conditions will actually exist, nor shall it limit the authority of Race Officials to make determinations on whether safe and fair conditions actually exist at the time the Regatta takes place.

Comment [KBM43]: 2014 RoR 7-104(a)

In determining whether a Course is generally suitable for a Registered Regatta, USRowing may consider, among other things, the following factors:

- (a) Whether the Course is uniformly sheltered from the wind;
- (b) Whether the Course is free of obstacles lining the shore, such as trees, buildings, or dikes, that would cause unequal wind or water conditions on the Course;
- (c) Whether the Course is free of any current, or whether any current that does exist is slight and equal across the Course;
- (d) Whether the banks of the Course will absorb rather than reflect waves;
- (e) Whether the Course is free of obstructions such as bridge abutments or islands;
- (f) The prevailing climate;
- (g) Whether the technical installations meet the attributes of the specifications.

Comment [KBM44]: 2014 RoR 7-104(b)

Class "A" Courses

A Class "A" Course is one that complies with the following specifications:

- (a) **Body of Water:** The water shall be capable of accommodating the Course, plus any required runoff area, with no bends or turns. Any current shall be less than one meter per minute.
- (b) **Lanes:** There shall be a minimum of six lanes, with eight preferred.
- (c) **Depth:** The water shall be at least three meters deep throughout the Course.
- (d) **Perimeter:** There shall be a distance of at least five meters between the outer perimeter of the Course and the shore, obstacle, or any fixed installation.
- (e) **Obstacles:** There shall be no fixed obstructions on the Course, such as bridge abutments or islands.
- (f) **Buoys:** A buoy system, such as the Albano buoy system, shall be used, in which the boundaries of each lane are marked with floating buoys every 10 to 12.5 meters; 10 meters is recommended except in the Starting area where it shall be 5 meters. The buoys shall be of supple construction and their horizontal diameter shall not exceed 15 centimeters.
 - (1) The color of buoys shall be the same in all lanes. The colors shall be easily visible in all weather conditions.
 - (2) The first 100 meters of the Course shall be indicated by a different color of buoys to mark the Starting area.
 - (3) At every 250 meters along the Course, a differently colored set of buoys shall be strung across the Course to indicate the distance interval.
 - (4) The last 250 meters of the Course shall be indicated by a different color of buoy to mark the finish area.
 - (5) There shall be no buoys on the start line or the finish line.

- (g) **Starting Stations:** Each lane at the start shall be equipped with a starting station, platform, or stakeboat, solidly anchored.
- (1) The starting station shall be capable of being occupied by at least one person who can hold a Crew stationary or alter the Crew's alignment as required during the starting procedures.
 - (2) The starting station shall be capable of adjustment to accommodate different sized boats, so that all boats can be aligned in accordance with Rule 2-304 ("Alignment").
 - (3) If stakeboats are used, each stakeboat shall be anchored by sufficient weight, or else attached to a fixed installation, to prevent the stakeboat from drifting.
 - (4) Each starting station shall be equipped with a headset or other communication device so that communication is possible between it and the Aligner's Station without being audible to the Crews.
- (h) **Steering Marks:** To assist Crews with their steering, the Albano lanes shall be buoyed at 5 meter intervals for the first 100 meters of the Course. These buoys shall be of a different color from those marking the majority of the Course.
- (i) **Start Tower:** The start tower shall be firmly fixed between 40 and 50 meters behind the starting line in the center of the Course.
- (1) The tower shall be equipped with a covered platform for the starter which shall be not less than 3 meters and not more than 6 meters above the water level, depending on the distance from the start line.
 - (2) The tower shall be built in such a way that the Starter has a clear view over the entire Starting area, including the aligner's station.
 - (3) The tower should be equipped with either one or two large clocks that are clearly visible from a minimum distance of 100 meters to the Crews on the Course and those Crews waiting to start, or with other equipment which will allow the starter to inform the Crews of the time remaining before the start of their Race. In the case of delay or postponement, a revised starting time shall be displayed to competitors on a large board by the starter.
 - (4) The starter shall give his or her instructions and orders by means of a microphone connected to loudspeakers so arranged that they may be heard simultaneously by all Competitors.
 - (5) A board and chalk or felt markers shall be provided to enable the starter to provide visual information to Crews of any postponement of Races.
- (j) **Communications:** The starter shall be in direct communication by radio or telephone with the judge at start, the chief judge, control commission, and the Chief Referee.
- (k) **Aligner's Station:** This shall be a fixed structure placed exactly on the start line, ideally not less than 15 meters from the first lane and no more than 30 meters. The floor level of the station should be between 1 and 2 meters above the water level. The station should provide weather protection and there should be enough space so that the judge at start and the aligner can both be seated on the line of the start one behind the other, both clearly observing the start line.
- (1) There shall be radio links between the aligner and the start station boat holders and officials who shall be provided with earphones.
 - (2) The start line shall be the line running between a tautly stretched thin vertical wire (1 mm) in the aligner's station and the vertical line on a fixed marker on the opposite side of the Course. The fixed marker should be divided vertically and painted one half black and

the other half luminous yellow, with the black half in the direction of the finish. The vertical line shall be the line where the two colors meet. Alternatively, the aligner's station may be equipped with two vertical wires which, when aligned with each other, indicate the exact starting line.

- (3) The aligner's station must carry a second thin wire (1 mm) fixed vertically and along the line of the start (80 to 100 cm apart) at the front of the station and kept in tension. The second wire should be removable and used for aligning the video camera of the judge at start if present.
 - The aligner's station shall be equipped with videotape equipment that shows and records the starting line wire, the bows of the boats, and the starter's verbal or visual commands simultaneously.
- (l) **Repair Facilities:** In the vicinity of the starting line there shall be a facility equipped with tools and available spare parts with which to make simple repairs on boats.
- (m) **Distance Markers:** The starting line shall be designated as 0 meters and the finish line as 2000 meters. At each interval of 250 meters between the start and finish, the distance from the starting line shall be marked either on clearly visible boards on shore at least 2 meters by 1 meter in size, or else by floating cubes on the water at least 1 cubic meter in size.
- (n) **Intermediate Times:** A station and necessary equipment shall be provided at every 500 meters so that intermediate times may be recorded and transmitted to the finish line. Each station shall be capable of accommodating two persons, one to record intermediate times, and the other to record intermediate order of boats.
- (o) **Finish Tower:** The finish tower must be erected exactly on the finish line and placed approximately 30 meters from the outside of the racing lanes. It should accommodate the timing, the judges at finish and the photo-finish equipment together, with commentary or other operations on another floor or a separate area.
 - (1) The finish line shall be the line running between a tautly stretched thin (1 mm) vertical wire immediately in front of the judges at the finish and the vertical line on a fixed marker on the far side of the Course. The fixed marker shall be divided vertically and painted one half black and the other half luminous yellow, with the yellow half in the direction of the start – the vertical line shall be the line where the two colors meet. Alternatively two vertical wires (80 to 100 cm apart) immediately in front of the judges at the finish may be used.
 - (2) The finish line shall be marked on the water by two red flags placed on white buoys at least 5 meters outside the Course on each side. If necessary, the two red flags (or one of them) may be placed on the bank. It is essential that these flags be exactly on the finish line and that they do not impede the view of the judges at the finish or the progress of Crews going to the start.
 - (3) The finish tower must be equipped with a loud horn or other noise maker to signal to each Crew that it has crossed the finish line.
 - (4) The finish tower shall be isolated from intrusion or distraction by spectators or Team members.
 - (5) The finish tower shall have a photofinish camera, designed for use in judging the order of finish in sporting events, firmly mounted and positioned directly on the finish line. To

review images, judges should not have to remove the camera from its fixed position on the finish line.

- (p) **Launching Area:** Launching docks capable of accommodating at least three 8+ boats simultaneously shall be provided for the competing Crews. There shall also be facilities to accommodate a Dockmaster and the control commission, preferably a tent or other structure equipped with tables and chairs.
- (q) **First Aid:** First-aid facilities shall be provided at the regatta site capable of dealing with minor injuries, and of providing immediate attention for hypothermia, drowning, dehydration, and heat stroke. The first-aid facility shall have the capability of summoning an ambulance, paramedics, or other emergency assistance that is on call and within 10 minutes travel distance. If such emergency assistance is not located within 10 minutes distance, the LOC shall provide for an ambulance or paramedic to be present at the site. If present at the site, direct communication must be available and a protocol for engaging medical staff established and reviewed by the Regatta Director, Chief Referee, and Medical Personnel. The Chief Referee will communicate the procedures to the other Race Officials.
- (r) **Starting Traffic Light Systems:** If the course is equipped with a traffic light starting system, then the start system shall meet the following requirements:
- (1) Each starting station shall be equipped with a traffic light and speaker. The traffic light shall be preferably placed 2.5 meters off the center of the lane on the side nearer the center of the Course and 0.7 to 1.1 meters above the surface of the water. The lights shall be clearly visible to the Crew on that starting station, including the bow person in an eight even in conditions of bright sunlight.
 - (2) Separate lights must be positioned so that the lights can be viewed by the starter, judge at start, and referee following the Race.
 - (3) The lights shall have the following states:
 - Neutral black (no lights or sound),
 - Red light, no sound,
 - Green light accompanied by an audible tone given at the same time.
 - (4) The system shall be able to go directly from red to neutral, if required.
 - (5) The starter shall start the race by pressing just one button that will simultaneously control the green light, the sound signal, start the timing system, and freeze the frame on a video monitor of the alignment.

Class “B” Course

A Class “B” Course shall comply with all the requirements of a Class “A” Course, with the following exceptions:

- (a) **Body of Water:** Any current shall be less than six meters per minute.
- (b) **Lanes:** There shall be a minimum of four lanes.
- (c) **Depth:** The depth shall be sufficient to ensure safe racing.
- (d) **Perimeter:** Any fixed installation or obstacle that encroaches nearer than five meters from the outer edge of the Course shall, if not conspicuous, be marked with warning buoys or other device to indicate their presence.

Comment [KBM45]: Based on 2014 RoR 7-202, updated to match current recommendations from FISA Appendix 4

- (e) **Obstacles:** Any fixed obstructions such as bridge abutments or islands shall not obstruct the proper path of a Crew in a Race and shall not create a hazard or unfair condition. If such obstacles are not conspicuous, they shall be clearly marked with warning buoys or other device to indicate their presence.
- (f) **Buoys:** The Albano or other buoy system need not be used. There shall be buoys or overhead lane markers every 250 meters to mark the boundaries of each lane.
 - (1) The 100-meter mark of the Course shall be indicated by two buoys at each side of the Course to mark the Starting area.
- (g) **Starting Stations:** The starting stations, platforms, or stakeboats need not be adjustable. The judge at start may communicate with the starting station attendants by audible megaphone.
- (h) **Start Tower:** The start tower may consist of an anchored boat, so long as the starter and the crews are still visible to each other.
- (i) **Aligner's Station:** If a split-screen videotape device is not available, the aligner's station shall be in direct communication with the starter by radio or other electronic medium, so that the judge at start can hear the starting commands without delay caused by through-the-air transmission.
- (j) **Repair Facilities:** The repair facilities may consist of simple tools kept in the referee's launch or the start tower.
- (k) **Distance Markers:** The distance markers at each 500 meters may consist of simple stripes painted on the shore, as long as they are clearly visible to the Crews.
- (l) **Intermediate Times:** The facility for intermediate times is not required.
- (m) **Finish Tower:** The finish tower may be equipped with ordinary videotape recorder equipment firmly mounted and positioned directly on the finish line. To review images, judges should not have to remove the camera from its fixed position on the finish line.

Comment [KBM46]: 2014 RoR 7-203

Class "C" Course

A Class "C" Course is one that does not meet the requirements of a Class "A" Course or a Class "B" Course, but nevertheless meets the minimum requirements described in the Sprint Courses section above. If the Course has not previously been certified by USRowing, the LOC shall provide a complete description of the course configuration, installations, and facilities, and shall represent to USRowing that the Course is adequate to promote safety and fairness in its application to USRowing for regatta registration.

Comment [KBM47]: 2014 RoR 7-204

Head Race Courses

Overview

Head Races shall be conducted on a Course that is wide enough for a racing Crew to navigate safely, for an overtaking Crew to pass another Crew, and for non-racing Crews to travel to and from a launching area without impeding Crews involved in a race.

Comment [KBM48]: 2014 RoR 8-102(a)

Turns

Turns or changes in the direction of the Race Course shall be limited to those that can be negotiated at a normal racing pace with normal steering using a rudder and differential oar pressure. Turns on the Course shall be conspicuously marked with buoys.

Comment [KBM49]: 2014 RoR 8-102(b)

Comment [KBM50]: 2014 RoR 8-103(d)

Starting Area

The Starting Area shall have ample room above the start line, so that all Crews in an Event can be marshalled without interfering with the starting chute and starting line. The starting line installation shall be marked with buoys on both sides forming a chute to guide the Crews into the start, and extending at least 50 meters above the starting line.

Comment [KBM51]: 2014 RoR 8-102(c)

Comment [KBM52]: 2014 RoR 8-103(b)

Finish Area

The area beyond the finish line shall have ample room to allow Crews that have finished a Race to row away from the finish line without interfering with Crews still racing. The finish line shall be conspicuously marked.

Comment [KBM53]: 2014 RoR 8-102(d)

Comment [KBM54]: 2014 RoR 8-103(c)

First Aid

The LOC shall provide for first-aid facilities at the regatta site capable of dealing with minor injuries and of providing immediate attention for hypothermia, drowning, dehydration, and heat stroke. The first-aid facility shall have the capability of summoning an ambulance, paramedics, or other emergency assistance that is on call within 10 minutes travel distance. If such emergency assistance is not located within 10 minutes distance, the LOC shall provide for an ambulance or paramedic to be present at the site. If present at the site, direct communication must be available and a protocol for engaging medical staff established and reviewed by the Regatta Director, Chief Referee, and Medical Personnel. The Chief Referee will communicate the procedures to the other Race Officials.

Comment [KBM55]: 2014 RoR 8-102(e)

Communication

The LOC shall provide for direct and instantaneous communication, such as radio or telephone, between the starting line, finish line, and any monitors stationed along the Course.

Comment [KBM56]: 2014 RoR 8-102(f)

Course Markings

Hazardous areas, such as shallows, underwater obstructions, narrow passes, side channels, and areas where water traffic crosses the Course, shall be conspicuously marked with buoys or other markers that are visible from both directions on the Course.

Comment [KBM57]: 2014 RoR 8-103(a)