

# *Paddle Victoria Marathon*

## *Race official and volunteer job descriptions*

### Summary

This document summarizes the roles and responsibilities for the race official and volunteer positions for running Paddle Victoria Marathon races. Some roles can be combined and performed by the one person. These roles should be read in conjunction with the ICF and Paddle Australia Marathon rules.

### Document format

Each role is described by a single page summary to enable easy reference for the given position on race day. Further supporting documentation may be provided to describe the role in greater detail.

### “Race officials” versus “volunteers”

Both roles are important to the successful running of events. The distinction for our purposes is that officials staff the designated positions on the competition committee (Chief Official, Deputy Chief Official and Chief Course Umpire) and the Safety Officer and Technical Officer roles, while volunteers staff additional roles such as Competition Manager, Aligner, Starter, Course Umpires, Finishing Line Judges, Timekeepers, Boat Scrutineer, Raft Marshall, Announcer, Sport Presentation Officer, Turn Buoy Officials, Portage Officials, Registration, First Aid and other positions essential to the safe and efficient operation of events. Personnel need to have completed the Marathon officials training course to be accredited to officiate at state and national level competitions.

### Position staffing philosophy

PV Marathon believes that safe and efficient management of events requires officials and volunteers to have trained in advance for the roles they fill at events. A just-in-time explanation of the required responsibilities to untrained incumbents prior to the race commencing is undesirable and may result in adverse outcomes in managing operational incidents should they occur.

The intention of the PV Marathon committee is that clubs and schools provide a pool of willing officials and volunteers who are trained prior to commencing their roles. These officials and volunteers will then be given responsible roles at events under the guidance of experienced personnel.

Our expectation is that new officials and volunteers would make themselves available to officiate at a minimum of two events per year, however, they are welcome to participate at more events should they wish. The committee believes that participating at two events per year is not too onerous and is required to maintain competency in the roles. It is expected that officials and volunteers will train to fulfil more than one role to provide operational flexibility.

1. Overview.....	3
1.1 Race officials .....	3
1.2 Organization structure .....	4
1.3 Organization chart .....	5
2. Leadership roles .....	8
2.1 Chief Official.....	8
2.2 Deputy Chief Official .....	9
2.3 Chief Course Umpire .....	10
2.4 Safety Officer .....	11
2.5 Competition Manager .....	12
3. Safety roles .....	13
3.1 Safety boat driver.....	13
3.2 Safety boat crew .....	14
3.3 First Aid.....	15
4. Registration and pre-race competition roles .....	16
4.1 Competition registrar .....	16
4.2 Registration official: boat number issue and return .....	17
4.3 Start order preparer .....	18
5. Race roles .....	19
5.1 Scrutineer: pre-race .....	19
5.2 Scrutineer: post-race boat control .....	20
5.3 Raft marshalls .....	22
5.4 Aligner.....	23
5.5 Starter .....	24
5.6 Course Umpires (turn buoy officials) .....	25
5.7 Portage officials .....	26
6. Finish and timekeeping roles.....	27
6.1 Finish Line Judge, Time Keeper and Result Recorder.....	27
7. Communications roles.....	28
7.1 Competition Secretary .....	28
7.2 Announcer.....	29
7.3 Sports presentation officer.....	30
8. Paddle Victoria Marathon committee and project roles.....	31
8.1 Technical Officer / Equipment Coordinator.....	31
8.2 Permits and licences.....	32
8.3 Race registration.....	33
9. Appendices .....	35
9.1 2-way radio communication protocols .....	35
9.2 Start Order .....	39
9.3 Timesheet template .....	40
9.4 First aid record .....	42
9.5 Turn buoy incident report form.....	43
9.6 Portage incident report form .....	44
9.7 Parks Victoria flag system .....	45

# 1. Overview

---

## 1.1 Race officials

The Paddle Australia Marathon Rules [1], Section 7 “AC Canoe Marathon Officials” lists three levels of officials:

- *Level 1 - Entry level, necessary to officiate in most positions at national and state level.*
- *Level 2 – Essential for performing management level positions at national championships.*
- *ICF – Essential for officiating at International Events, World Cups and World Championships.*

*It recommends that canoe marathon competitions within Australia have present at least one Level 1 official.*

*To gain Level 1 a person needs to complete:*

- *Introductory Level Officiating General Principles. This is completed on-line at [www.ausport.gov.au/official](http://www.ausport.gov.au/official);*
- *Complete a workshop on knowledge, understanding and application of the ICF and AC Canoe Marathon Competition Rules; and*
- *Complete practical applications of the ICF and AC Canoe Marathon Competition Rules.*

*Officials need to reaccredit their qualifications after 4 years of gaining accreditation. To reaccredit an official needs to present to the ACMRTC a list of the events they officiated and the roles performed.*

The ICF maintains a list of ICF-accredited officials [2].

### Officials versus volunteers

The ICF Marathon rules [3] defines a range of roles for “officials” covering many, but not all, of the roles required in our races. We also amalgamate some of the ICF roles, which are defined for international level competition, at state level events.

We split the roles into two broad categories of “officials” and “volunteers” principally to distinguish between those roles required for managing the event and staffing the competition committee, for which formal marathon officials training is required.

N.B. all “officials” and “volunteers” require a current Working with Children Check (WWCC).

## 1.2 Organization structure

The overall responsibility the event rests with PV Marathon. PV Marathon works in conjunction with the host club to deliver the event.

The “non-racing” part of the event is managed by the Competition Manager who is delegated the responsibility for preparing and running the logistics of the event. For Winter Series races this is the point of contact from the host club. The Competition Manager reports to the Chief Official.

The “racing” part of the event is managed by the Chief Official.

The Chief Official leads the Competition Committee, which consists of the Chief Official, Chief Course Umpire and Safety Officer. The Competition Committee is responsible for (ICF Rule 9.3):

- Organising the competition and supervising its arrangements;
- Abandoning or rescheduling the competition in the event of inclement weather or other unforeseen circumstances;
- Hearing any protests that may be made and settling any disputes that may arise;
- Deciding on matters concerning disqualifications in cases where the regulations have been broken during the competition.

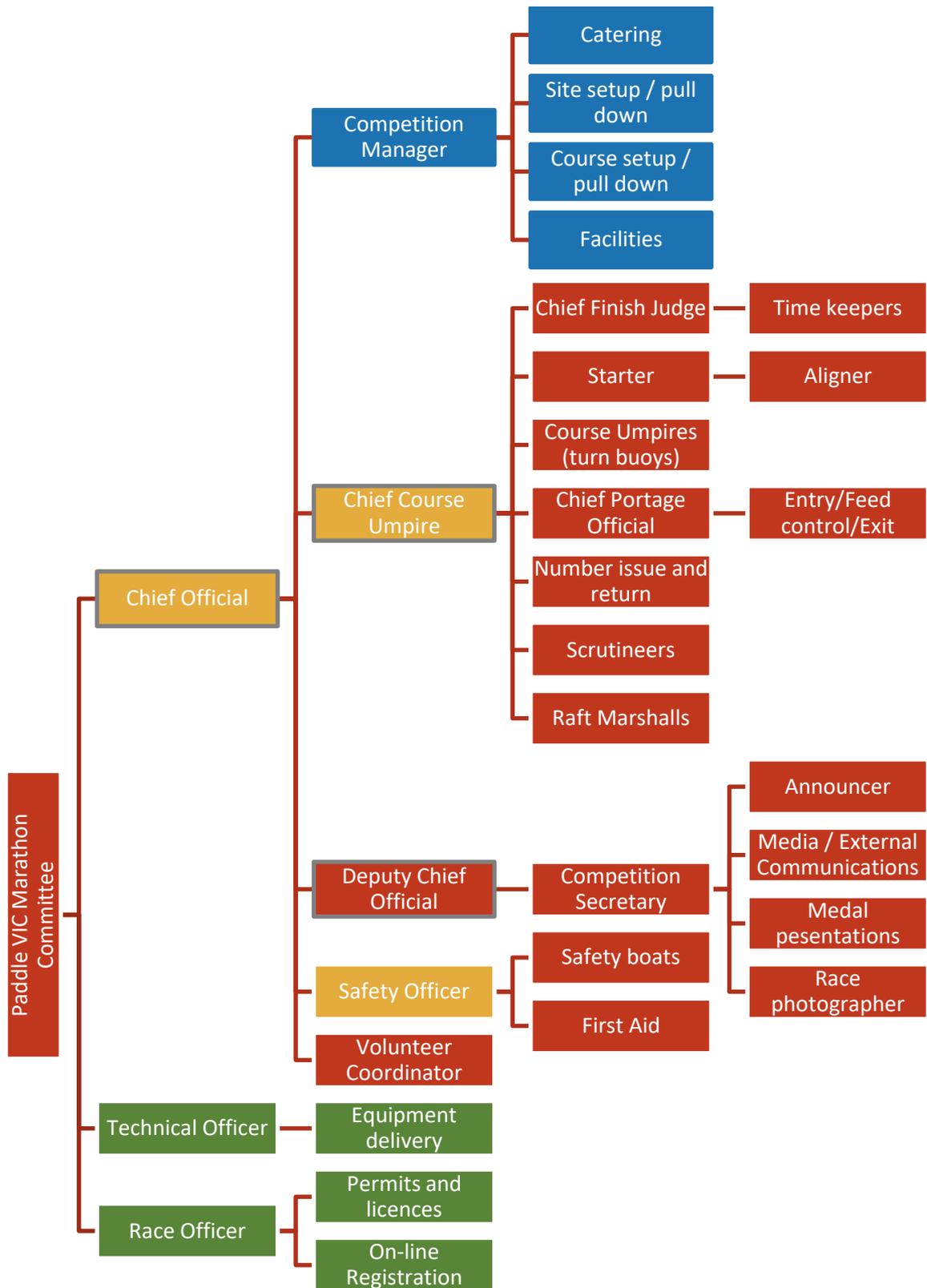
The organization chart is shown on the following page. Not all positions are required for all races (for example, some races do not include portage or require post-race scrutineering).

The key roles for these positions are summarized on the page following the organization chart.

### Communicating with others and speaking with children

All officials (and volunteers) are reminded to use appropriate language and tone of conversation when interacting with competitors, spectators and members of the public, regardless of age. Officials and volunteers should be especially mindful when interacting with children and avoid language or delivery that may intimidate younger members of our community. This is particularly important under stressful situations such as race starts, etc.

1.3 Organization chart



n.b. Yellow shaded cells denote Competition Committee positions

### 1.3.1 Overview of ICF defined roles

The “International Technical Officials” roles defined in the ICF rules [3] are as follows.

- The **Chief Official** is the Chair of the Competition Committee and decides all matters arising during the actual contest, which are not dealt with in the rules.
- The **Deputy Chief Official** supports the Chief Official and the Competition Manager and handles the administrative tasks of the competition
- The **Chief Course Umpire** ensures that during a race the rules are complied with. If the rules are broken, the Umpire reports the infraction to the Chief Official, who, in turn, refers it to the Competition Committee. The Competition Committee then decides whether any of the competitors concerned shall be disqualified, or not.
- The **Safety Officer** is responsible for advising the Competition Committee on the safety measures necessary, and for seeing that these are taken.
- The **Competition Secretary** is responsible for recording the results and keeping the minutes of the proceedings of any protest meetings.
- The **Starter** decides all questions concerning the start of the races.
- The **Aligner** is responsible for bringing the boats to the starting line with the least possible delay.
- The **Finishing Line Judges** decide the order in which the competitors have crossed the finishing line. If the judges differ regarding the placing of two or more of the competitors, the disagreement shall be decided by a simple majority. In the case of equal voting, the Chief Judge shall exercise a casting vote.
- The **Timekeepers** are responsible for recording the times.
- The **Boat Scrutineer** is responsible for checking the dimensions, equipment and weight of the boats to ensure they comply with the ICF Marathon Rules. We don't use this role at Winter Series races.
- The **Raft Marshall**: a) Confirms that the boat and equipment and clothing of the competitor/s complies with the requirements of the competition regulations (i.e. the boats have positive buoyancy and the paddlers are wearing approved PFDs); and b) When satisfied dispatches the boats to the starting place. This role is responsible for getting the paddlers onto the water in an efficient and safe manner.
- The **Announcer**, on the instructions of the Competition Organizer, announces the start of each race, the order of starting, and the placing of the competitors during the race. After the race is finished he or she will announce the results.
- The **Sports Presentation Officer** shall be responsible for ensuring the following when appropriate; a) Commentary, b) Sound facilities, c) TV and web TV, d) Web and social media service, e) Public announcement and web-publishing of results in co-ordination with the results team, f) Spectator facilities, g) Marketing of the event, h) Media facilities, i. Information provision to the ICF Office prior to, during and after the event

These, and other roles which are not defined in the ICF rules, are explained further in the following pages.

**At PV Marathon events each official and volunteer will receive a pen and a clipboard containing the organization chart, contact list for key personnel, radio call procedure, job description page for the relevant position, and necessary forms related to the position (such as start lists, start orders, timing sheets, incident report forms, etc).**

### 1.3.2 Comparison of ICF and PV Marathon roles

#### List of ICF roles and Paddle Victoria Marathon roles

Area	ICF	PV Marathon
Leadership	Chief Official	Chief Official
	Deputy Chief Official	- trainee role for future Chief Officials
	Chief Course Umpire	Chief Course Umpire
Event logistics	Competition Manager	Competition Manager
	-	Catering
	-	Site setup / pull down
	-	Course setup
Competition	-	Facilities
	Number issue and return	Number issue and return
	-	Start order preparer (combine with Deputy Chief Official or Chief Course Umpire)
	Scrutineer (pre-race)	Raft Marshalls (combine with Scrutineer)
	Scrutineer (post-race boat control)	
	Chief Raft Marshall	
	Raft Marshalls	
	Aligner	Combine with Chief Official, Deputy Chief Official or Chief Course Umpire
	Starter	"
	Chief Portage Official	-
Entry Official	Entry Official	
Exit Official	Exit Official	
Time keeping	Feed Control	-
	Course Umpires (turn buoys)	Course Umpires (turn buoys)
	Chief Finish Judge	-
	Finish Judges	Finish judge
	Timekeepers	Time keeper
Admin	Recorders	Recorder
	Competition Secretary	As required
	Announcer	As required
	Media	As required
Safety	Medal Presentations	Done by Chief Official
	Safety Officer	Safety Officer
	First Aid	First Aid
Volunteers	Safety Boats	Safety Boats
	Volunteer Coordinator	Done by Competition Manager/Chief Official
Other		Technical Officer / Equipment Coordinator
		Permits and Licences
		On-line registration system

## 2. Leadership roles

---

### 2.1 Chief Official

#### Role:

- Chief executive officer for the event.
- Reports to the PV Marathon Committee.
- Full-time role on race day.

#### Responsibilities:

- This is the key role for the event, responsible for the safe, smooth and efficient running of the event and leading the response to any operational or safety incident.
- Chairs the Competition Committee.
- Decides all matters arising during the actual contest, which are not dealt with in the rules.

#### Tasks:

- Oversee all arrangements for the event.
- Ensure all critical positions are adequately staffed prior to the event commencing.
- Conduct or delegate the pre-race briefing for volunteers and competitors.
- Ensure all officials and volunteers are in position prior to commencing the first race.
- Convene the Competition Committee as required.
- Conduct or delegate the post-race presentations.
- Conduct a post-race review for lessons learned and changes to be incorporated into future events.

#### Qualifications:

- Level 1 Marathon official's course for state and Level 2 for national level competitions.
- The person filling this role should have operated in the Chief Officials role under the guidance of an experienced official before assuming this role unsupervised.
- Working knowledge of the Paddle Victoria Safety Risk Management Plan [4] and Risk Register [5].

#### Equipment:

- Radio, mobile phone, loud hailer, whistle, hi-vis vest (orange)
- Clipboard, with contact list for key personnel
- Access to the marathon rules, Safety Risk Management Plan, event permit, etc.

## 2.2 Deputy Chief Official

### Role:

- Assists the Chief Official and handles the administrative tasks of the competition.
- The person filling this role should have completed the Level 1 Marathon official's course.
- Reports to the Chief Official.
- Full-time role on race day.

### Responsibilities:

- Document key points from any pre-race meetings with Team Leaders (from club, state or national bodies).
- If necessary, check the personal identification documents of the competitors and their age.
- Check the race results.
- Accurately minute the discussions and determinations of the Competition Committee.
- Supervise the Competition Secretary, Announcer, Media and Sports Presentation Officer roles.

### Tasks:

- .

### Qualifications:

- Level 1 Marathon official's course for state and Level 2 for national level competitions.
- Working knowledge of the Paddle Victoria Safety Risk Management Plan [4] and Risk Register [5].

### Equipment:

- Radio, mobile phone, megaphone, whistle, hi-vis vest (orange)
- Clipboard, with contact list for key personnel
- Access to the marathon rules, Safety Risk Management Plan, event permit, etc.

## 2.3 Chief Course Umpire

### Role:

- Ensures adherence to race rules and manages “rule-related” race officials and volunteers (as opposed to “safety-related” officials, etc).
- Reports to the Chief Official.
- Full-time role during racing.

### Responsibilities:

- Ensure competitors comply with the race rules.
- If the rules are broken, report the infraction to the Chief Official, who, in turn, shall refer it to the Competition Committee.
  - The Competition Committee shall then decide whether any of the competitors concerned shall be disqualified, or not.
- Supervise competition related personnel (Finish line judge, timekeeping, results recording starter, aligner, course umpires, portage, number issue and return, scrutineers, raft marshals)

### Tasks:

- Know the rules of Marathon racing. Have a copy of the rules at hand.

### Qualifications:

- Level 1 Marathon official’s course for state and Level 2 for national level competitions.
- The person filling this role should have operated in the Chief Course Umpire’s role under the guidance of an experienced official before assuming this role unsupervised.

### Equipment:

- Radio, mobile phone, loud hailer, whistle, hi-vis vest (orange)
- Clipboard, with contact list for key personnel
- Access to the marathon rules

## 2.4 Safety Officer

### Role:

- Oversees the safe operation of the event and manages “safety-related” race officials and volunteers (as opposed to “rule-related” officials, etc).
- Reports to the Chief Official. Full-time role from event setup to completion of racing.

### Responsibilities:

- Advise the Competition Committee on the necessary safety measures necessary
- Ensure that these measures are implemented.
- Ensure that safety personnel are appropriately trained and equipped for the task.
- Ensure the ability to contact appropriate emergency personnel if required.
- Understand the emergency procedures, including evacuation areas and extraction locations.
- Review and update the PV Marathon Safety Risk Management Plan and Risk Register as required.
- Supervises safety related personnel (safety boats, first aid).
- Ensure all paddlers have been accounted for at the conclusion of the event.

### Tasks:

- Check the forecast weather conditions (temperature, humidity, wind, tide, swell, UV, storms, etc.) in the days leading up to the event and advise the Chief Official and Competition Manager of any special measures or changes required, up to and including race cancellation.
- Conduct a pre-race safety inspection for both water and land based hazards (including, but not limited, to risks of capsize, cuts and abrasions, interaction with other water users, etc).
- Conduct or delegate the pre-race safety briefing (for example, to the Chief Official). Instruct volunteers in the requirements for any special safety systems (such as the Parks Victoria “flag system” [6]).
- Continue to assess the situation throughout the event and initiate action as appropriate.
- Review any incidents and ensure appropriate first aid, medical or other attention has been provided and ensure the incident and treatment have been appropriately documented.

### Qualifications:

- Level 1 Marathon official’s course for state and national level competitions.
- The person filling this role should have operated in the Safety’s role under the guidance of an experienced official before assuming this role unsupervised.
- Working knowledge of the Paddle Victoria Safety Risk Management Plan [4] and Risk Register [5].

### Equipment:

- Radio, mobile phone, whistle, hi-vis vest (orange)
- Clipboard, with contact list for key personnel
- Access to the Safety Risk Management Plan and Risk Register

## 2.5 Competition Manager

### Role:

- Chief operational officer for the preparation and running of the event.
- Central point of contact representing the club hosting the event.
- Reports to the Chief Official.
- Full-time role on race day.

### Responsibilities:

- Project manage the preparation and running of the event (n.b., the competitive (i.e. racing) aspect of the event on race day is the responsibility of the Chief Umpire).
- Liaise with Marathon committee in the lead up to the event.
- Ensure all local permits (such as for serving food, etc.) are secured prior to the event (n.b. the water activity permits will be managed by PV Marathon).
- In conjunction with the Chief Official ensure all volunteer positions are staffed prior to race day.
- Ensure all officials and volunteers have adequate food and drink while on duty.

### Tasks:

- Arrive early and supervise setup.
- Ensure all necessary facilities are in-place (shelter for various positions, etc.)
- Brief the Chief Official, Deputy Chief Official, Chief Course Umpire and Safety Officer on any site-specific issues.
- Supervise pull-down and clean-up at the conclusion of the event.

### Qualifications:

- The person filling this role should have operated in the Competition Manager's role under the guidance of an experienced official before assuming this role unsupervised.

### Equipment:

- Radio, mobile phone, hi-vis vest (yellow)
- Clipboard, with contact list for key personnel

## 3. Safety roles

---

### 3.1 Safety boat driver

#### Role:

- Drive the safety boat to provide on-water assistance for paddlers in need.
- Reports to the Safety Officer. This is a full-time role on race day.

#### Responsibilities:

- Ensure familiarity with the applicable state laws (e.g. Victoria and/or NSW)
- Position the safety boat as appropriate on the section of the course to which you have been assigned.
- Drive the safety boat to attend to paddlers that require assistance.
- Extract paddlers from the course and deliver them to first aid if required (otherwise deliver them to the nearest safe location and remain on the course to assist other paddlers).
- Provide evidence of a current Victorian power boat licence.
- Priority should be given to rescuing the paddler(s), rather than retrieving the paddle craft.

#### Tasks:

- Captain the safety boat, operating under instruction from the Safety Officer.
- Ensure all required safety equipment is available and functional prior to setting out.
- A checklist of safety equipment is attached (Appendix 2).
- Drive the safety boat in a safe manner, creating minimal impact on the race.
- Keep your speed down to minimize the creation of wash.
- Avoid creating unnecessary course changes by paddlers.
- Avoid collisions with paddlers and other craft.

#### Qualifications:

- Current Victorian boat licence (a Victorian licence is also suitable for events on the Murray River).
- The person filling this role should have operated in the Safety Boat Driver's role under the guidance of an experienced official before assuming this role unsupervised.

#### Equipment:

- Radio, mobile phone in waterproof pouch, whistle, PFD
- Clipboard, with contact list for key personnel
- Suitable clothing for the conditions

For further information on safety boat operation see [7] [8] [9] [10] [11] and refer to the separate PV Marathon Safety Boat training manual.

## 3.2 Safety boat crew

### Role:

- Crew the safety boat to provide on-water assistance for paddlers in need.
- Reports to the Safety boat driver. This is a full-time role on race day.

### Responsibilities:

- Assist paddlers who have capsized to empty their craft and continue racing if safe to do so.
- Determine if paddlers are fit to continue racing or withdraw them from the race if deemed necessary. Withdrawal may require confirmation from the Safety Officer or Chief Official if the paddler objects.
- Extract paddlers from the course and deliver them to first aid if required.

### Tasks:

- Crew the safety boat, operating under instruction from the safety boat driver.
- If you believe the paddler is able to continue the race:
- Assist paddlers who have capsized board the safety boat if required to re-enter their craft.
- Boarding is recommended by using the boarding ladder provided, rather than physically lifting the paddler. Lifting risks injury to the crew member and/or paddler, and risks capsizing the safety boat.
- Assist the paddler empty his/her craft (open craft such as canoes and kayaks).
  - Do this by ensuring the craft is upright
  - Hold the bow of the craft and push this down under water. This should cause the water in the craft to run towards the bow.
  - Lift the bow of the craft up and turn the craft on its side so that water empties from the cockpit.
  - Repeat this procedure until the craft is empty.
  - Do not attempt to lift the craft when it is full of water; this risks injury and damaging the craft due to the weight of water inside the kayak.
  - Assist the paddler reboard his/her craft
- If you believe the paddler is not able to continue the race:
  - Priority should be given to rescuing the paddler(s), rather than retrieving the craft.
  - Once the paddler is on-board ensure the paddler is safe and provide an emergency blanket if there is a risk of hypothermia.
  - Advise the Safety Officer of the boat number of the paddler who has withdrawn. The Safety Officer should advise the Chief Official and timekeeper of the withdrawal.
  - If required deliver the paddler to first aid at the earliest opportunity (otherwise deliver them to the nearest safe location and remain on the course to assist other paddlers).
  - Retrieve the craft if safe to do so.

### Equipment:

- Mobile phone in waterproof pouch, whistle, PFD
- Suitable clothing for the conditions

### 3.3 First Aid

#### Role:

- Provide first aid to paddlers and spectators.
- Reports to the Safety Officer.
- Full-time role during the race. 1 first aider required for up to 100 paddlers, 2 first aiders for 100-250 paddlers.

#### Responsibilities:

- Ensure appropriate first aid is provided as required.
- Seek help from emergency services if required.

#### Tasks:

- Ensure a suitable venue is available to administer first aid (proximate, private, accessible to injured personnel).
- Treat injuries as required.
- Maintain a record of treatment provided. A template is provided in Attachment ???. Provide this record to the Safety Officer at the conclusion of the event.
- Advise the Safety Officer of equipment consumed that requires replacement prior to the next event.

#### Qualifications:

- Level 1 (HLTAID002) "Provide basic emergency life support" first aid.

#### Equipment:

- Radio, mobile phone, hi-vis vest (yellow)
- Clipboard, with contact list for key personnel and first aid reporting forms
- First aid kit
- Defibrillator

## 4. Registration and pre-race competition roles

---

### 4.1 Competition registrar

- N.B. This role is effectively redundant with the move to on-line entries and no on-the-day entries.
- See “Section 8.3 Race Registration” role.

#### Role:

- Ensure all competitors have registered and paid prior to the start of each race.
- Reports to the Chief Course Umpire.
- Part-time role on race day.

#### Responsibilities:

- Check each competitor has entered on-line. N.B. PV Marathon no longer accepts on-the-day entries, however, replacements are allowed. Any paddler replacing another paddler will need to complete a risk waiver form.
- Check each competitor has provided a risk waiver form and/or medical form if required.
- Check each competitor has paid the correct entry fee and collect any unpaid entry fees.

#### Tasks:

- Obtain a copy of on-line entries and payment list from the Treasurer.
- Collect any unpaid race entry payments and record the name and amount paid for all payments received.
- Check all required information is entered on the form(s) and the form(s) have been signed.
- Direct the participants to the registration desk to receive their boat number.
- Maintain the cash received in a safe location.
- Provide the cash box and list of race entry payments to the Treasurer at the completion of registration.

#### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Clipboard with race entries and Event Waiver forms
- Cash box

## 4.2 Registration official: boat number issue and return

### Role:

- Provide each crew with a boat number (and ensure these numbers are retrieved at the conclusion of the event). Reports to the Chief Course Umpire.
- Part-time role on race day (duration ~ 1 hour number issue, ~1 hour number return)

### Responsibilities:

- With the move to on-line registration race numbers for most races will have been pre-assigned prior to race day. However, if not, agree with the Chief Official the race numbering system to be used for the race (e.g. 100 series race numbers for Division 1, 200 series numbers for Division 2, etc.).
- Provide each competitor or crew with the correct boat number.
- Ensure that the correct boat numbers are recorded against the competitor / crew's name (particularly if competitors or crews have changed divisions or classes relative to their race registration).
- This is a key role in terms of the "customer experience" of competitors. The aim is to provide an exceptional customer experience, with fast and efficient service and deft handling of difficult customers. That said, volunteers don't need to tolerate rude or ignorant behaviour from difficult customers and should seek support from the Chief Official or Chief Course Umpire if required.

### Tasks: Number issue

- Ensure boat numbers are easily accessible.
- Layout class/division pages in a logical manner.
- Ensure paddlers line up in an efficient manner.
- Ensure all crew members are present before handing out the boat number.
- Record the boat number and competitor / crew name on the appropriate page.
- Provide the completed pages to the race results recorder at the conclusion of registration.

### Tasks: Number return

- Retrieve boat numbers from crews as they exit the water (except for the first four boats in each class at championship events, which need to retain their number for post-race scrutineering. These numbers will be collected by the scrutineer).
- Wash the numbers if salty or muddy. Dry the numbers with a towel.
- Sort the numbers into the correct order and place in the number boxes.
- Advise the Chief Official of any numbers that were not returned.

### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Clipboard with race entries and Event Waiver forms
- Boat numbers, Webscorer tablet

### 4.3 Start order preparer

#### Role:

- Prepare the start order information for use by the Chief Official during the pre-race briefing.
- Reports to the Chief Course Umpire.
- Part-time role on race day (duration < 30 min).

#### Responsibilities:

- Usually the start order will have been determined prior to race day. However, adjustments may be required due to changed conditions or paddler numbers (e.g. no-shows, division or class changes).
- Determine the appropriate start order depending upon the number of paddlers and classes / distances given the race conditions.
- Prepare the Start Order sheet and provide one copy to the Chief Official, one copy to the Aligner, one copy to the Starter and one copy to the Race Time Recorder.

#### Tasks:

- Obtain a list of classes and divisions from the Registration Official.
- Obtain the number of boats for each class and division from the Registration Official.
- Obtain the series numbers and distances for each class and division from the Registration Official.
- Determine the appropriate start order with regard to the following:
  - The number of starts should be kept as small as reasonably possible for simplicity and to provide the opportunity for paddlers to form wash packs (more paddlers in each start makes this easier).
  - Longer distances should generally start before shorter distances to minimize the overall race duration.
  - Faster classes or divisions should start before slower classes or divisions to minimize the amount of passing required early in the race (and the need for faster boats to climb over the wash of slower boats ahead).
  - The number of boats in each start needs to be able to fit across the starting line to provide a fair start.
  - More experienced paddlers tend to prefer larger starts because of the ability to form wash packs.
  - Less experienced paddlers tend to prefer smaller starts due to discomfort with wash.
  - Different classes or divisions should generally not be put in the same start if this could provide an unfair advantage for some due to wash-riding out of class.
- A Start Order template is attached (Appendix ??).

#### Equipment:

- Mobile phone
- Start order templates

## 5. Race roles

---

### 5.1 Scrutineer: pre-race

#### Role:

- Check paddlers and craft for adherence to safety requirements prior to getting on the water.
- Reports to the Chief Course Umpire.
- Part-time job on race day. (Duration ~30 mins)

#### Responsibilities:

- Call up paddlers in an appropriate order (i.e. by start number, etc.).
- Check adherence with safety requirements (see below).

#### Tasks:

- Check flotation (e.g. foam) is fixed in both the front and rear of boat, unless the paddler can demonstrate that the boat is of foam-core construction.
  - If required, ask the paddler to demonstrate positive buoyancy by fully submerging the boat.
- Check the paddler is wearing an approved PFD.
- Check the paddler has a boat number affixed to his/her craft.
- Check the boat has no damage or rough parts that could cause an injury to the competitor, other competitors or volunteers (such as rescuers or boat control).
- Request paddlers to correct any deficiencies.
- Allow complying boats to proceed to raft marshalling.

#### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Clipboard with start list

## 5.2 Scrutineer: post-race boat control

### Role:

- Check adherence with specification requirements.
- N.B. This role is only required for certain championship races (Vic Marathon Champs, etc.).
- Reports to the Chief Course Umpire.
- Part-time role on race day (duration ~30 min after each event).

### Responsibilities:

- Check the first four boats in each race category for adherence to craft specifications.
- Advise the Chief Course Umpire of any non-compliance.

### Tasks:

- Record the boat number and paddler name.
- Ensure boat is emptied of water and any loose items have been removed.
- Remove the boat number and ensure the boat is reasonably dry.
- Check length (K and C craft).
- Check length / width (TK craft).
- Check weight (K and C craft).
- Record the results of the checks.
- Contact the Chief Course Umpire if a boat fails boat control and ensure that the boat remains at boat control until a determination is made by the Competition Committee.
- Provide the completed sheets to the Chief Course Umpire at the end of the event.
- Provide the boat numbers to the Registration Official collecting the boat numbers.

### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Clipboard with post-race boat control check-sheet



### 5.3 Raft marshals

#### Role:

- Ensure paddlers get on (and off) the water in an orderly and efficient manner.
- This is an important task for the efficient running of marathon events in general and for junior sprint and marathon events in particular. This is a key safety checking point so that race organizers know how many paddlers are on the water.
- Reports to the Chief Course Umpire.
- Part-time role on race day (duration ~30 mins for a marathon event, all day for a sprint event).

#### Responsibilities:

- Record all paddlers getting on the water.
- Confirm to aligner/starter when all boats for a given start are on the water.

#### Tasks:

- Record boat number and paddler name for all paddlers getting on the water. This is usually most easily done by ticking off the boat/crew combination on the race start list sheet.
- Liaise with the scrutineer or race announcer if paddlers are missing from a start.
- Confirm to the aligner/starter when all boats for a given start are on the water.
- Provide the completed race sheets to the Chief Course Umpire at the conclusion of the event.

#### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Clipboard with start list and start order

## 5.4 Aligner

### Role:

- Align boats in preparation for each start.
- Reports to the Starter.
- This is a part-time role on race day (duration typically <30 min).

### Responsibilities:

- Responsible for bringing the boats to the starting line with the least possible delay.

### Tasks:

- Understand the type of starts being used for the event (e.g. Stationary, Grid, Le Mans, Rolling, Interval).
- Obtain a copy of the Start Order sheet. Understand the number of starts and number of boats scheduled to be in each start.
- Check the correct number and type of boats are ready for each start. Liaise with the Raft Marshall and Starter as required.
- In conjunction with the Starter decide if a start should be delayed while missing or late boats make their way to the alignment area or whether the start should proceed without delay.
- When ready announce to the paddlers that you are passing control of the boats to the Starter (e.g. "I am now handing you over to the Starter").

### Equipment:

- Radio, mobile phone, loud hailer, whistle, hi-vis vest (orange or yellow)
- Clipboard with start list and start order

## 5.5 Starter

### Role:

- Start the races.
- Reports to the Chief Course Umpire.
- This is a part-time role on race day (duration typically <30 mins).

### Responsibilities:

- In conjunction with the Competition Committee and Competition Manager decide on the appropriate method of starting for the event.
- Carry out the start in accordance with the Canoe Marathon Rules.
- Decide all questions concerning the start of the races, including decisions as to false starts.
- Conduct starts that are fair to all competitors.
- Start the races on time.

### Tasks:

- Ensure starting equipment (e.g. hooter, etc.) is in good order.
- The start command for marathon races is “Ready - Go”, per ICF marathon rule 22.6 [3]. (N.B. the start command for sprint races is “Ready – Set - Go”, per ICF sprint rule 22.7 [12]).
- Identify before the race if any competitors require special assistance (such as visual signals for hearing-impaired competitors, etc.).
- Communicate before the start the false start signal (two short blasts in quick succession on a whistle, hooter or air horn)
- Ensure the starting line is clearly marked.
- Conduct the starts per the options described in the ICF Marathon rules.
  - a) Stationary Start (preferred option)
  - b) Grid Start (teams equally represented in each rank of the grid with the positions being determined by a draw)
  - c) Le Mans Start (the boats are lined up on the shore in an order determined by a draw).
  - d) Rolling Start
  - e) Interval Start (order determined by a draw).

### Equipment:

- Radio, mobile phone, loud hailer, whistle, hi-vis vest (orange or yellow)
- Clipboard with start list and start order

## 5.6 Course Umpires (turn buoy officials)

### Role:

- Record the boats passing the assigned turning buoy(s) and any issues between boats, such as collisions.
- Reports to the Chief Course Umpire.
- Full-time role during the race.

### Responsibilities:

- Record the boat number of boats passing the assigned turning buoy(s).
- Record any issues between boats, such as collisions and checking / squeezing.
- Record any boats failing to correctly round the turning buoy(s).
- Report any issues to the Chief Course Umpire as soon as they occur.

### Tasks:

- Record the boat numbers in sequential order (see Appendix ??). The sequence of boats passing the buoys (and the time per the next bullet point) can be important information in later queries or incident reviews.
- Periodically (e.g. every 10 boats) record the time.
- Advise the Chief Course Umpire if a boat has not passed the turning buoy within the time reasonably expected (e.g. to identify if a boat may have encountered difficulty / capsized / become lost, etc.).
- Record your observations of any incidents on the incident report sheet (see Appendix ??). This is important information for use in Competition Committee deliberations regarding rule infringements).
- Provide the completed sheets to the Chief Course Umpire at the end of the event.

### Equipment:

- Radio, mobile phone, whistle, hi-vis vest (yellow)
- Clipboard with turn buoy timing sheets, turn buoy incident report sheets and Parks Victoria flag system
- Race cancellation flag (blue/white check), red & green waterway control flags
- Binoculars
- Thermal blanket(s)

## 5.7 Portage officials

### Role:

- There are potentially up to four roles at an international championship event: Chief Portage Umpire, Portage Entry Official, Portage Exit Official and Feeding Control. For state races and championship events there are typically two positions: Portage Entry Official and Portage Exit Official.
- Report to the Chief Course Umpire.
- Full-time role during the race.

### Responsibilities:

- Record the boat number of boats entering portage.
- Record any issues between competitors, such as collisions and checking / squeezing.
- Record the boat number of boats exiting portage.
- Report any issues to the Chief Course Umpire as soon as they occur.

### Tasks:

- Record the boat numbers in sequential order (see Appendix ??).
- Record your observations of any incidents on the incident report sheet (see Appendix ??). This is important information for use in Competition Committee deliberations regarding rule infringements).
- Provide the completed sheets to the Chief Course Umpire at the end of the event.

### Equipment:

- Radio, mobile phone, whistle, hi-vis vest (yellow)
- Clipboard with portage timing sheets and portage incident report sheets
- Stopwatch or race clock for penalty area

## 6. Finish and timekeeping roles

---

### 6.1 Finish Line Judge, Time Keeper and Result Recorder

Experience has shown that successful operation typically requires three people on the finish line covering the Judge, Time Keeper and Results Recorder roles, with typically one person identifying the boat numbers of approaching boats and sounding the hooter as each boat crosses the finish line, one person running the Webscorer timing system and one person manually recording boat numbers and time as the backup system. The duties can be done with two, rather than three, people, provided the people are experienced in the role.

Candidates need to have good attention to detail and remain composed under pressure.

#### Role:

- Ensure finish order and race start and finish times are accurately recorded for all competitors.
- Two or three positions, reporting to the Chief Finish Judge / Chief Course Umpire.
- Full-time roles during racing.

#### Responsibilities:

- Ensure time recording equipment is functional and you are familiar with its operation.
- Ensure a back-up time recording facility is available and operational.
- Record the starting times for each “start” (and hence each competitor).
- Record the correct finish order and the finish times for each boat.

#### Tasks:

- Refer to the PV Marathon Webscorer timekeeping guide for more information.
- Turn on the results recorder (typically a tablet running Webscorer). Ensure the race is correctly configured.
- Record the finish time on the results recorder and sound the hooter for each boat completing the course.
- Record the boat number and finish time in chronological order on the results template (Appendix ??).
- Record withdrawals (DNF) and disqualifications (DSQ).
- Review the preliminary race results with the Chief Finish Judge, Chief Course Umpire and Deputy Chief Official prior to publishing the “preliminary” results. The results will be preliminary until approved by the Competition Committee (because the race results may be subject to findings on rule infringements, etc.).
- Provide the published preliminary results to the Chief Official and Competition Secretary.
- Provide a hard copy of the raw time results to the Chief Course Umpire at the conclusion of the race.

#### Equipment:

- Radio, mobile phone, loud hailer
- Clipboard with finish line timing sheets
- Webscorer tablet, automated timing equipment, finish line hooter, binoculars

## 7. Communications roles

---

### 7.1 Competition Secretary

#### Role:

- Recording race results and maintaining minutes of the Competition Committee.
- Reports to the Deputy Chief Official.
- Part-time role on race day (duration typically <30 mins).

#### Responsibilities:

- Record the results and prepare lists of prize-winners.
- Keep the minutes of the proceedings of any protest meetings.
- Provide the Sports Presentation Officer with all necessary information regarding the running of the event or the results.

#### Tasks:

- .

#### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Clipboard with race results

## 7.2 Announcer

### Role:

- Communication of race activities to competitors and spectators.
- Reports to the Deputy Chief Official.
- Part-time role on race day (activities run intermittently from before the first start until the results presentations).

### Responsibilities:

- Announce the start of each race, the order of starting, and the placing of the competitors during the race.
- Announce the results after the race.

### Tasks:

- Ensure you have an up-to-date start list (listing the competitors in each start) and start order sheet (listing the order in which the starts will be conducted).
- Have an awareness of the history of each paddler (either through personal knowledge or access to someone who does) and be confident to speak over a PA system or loud speaker.
- Call up the competitors to proceed to raft marshalling when advised to do so by the Deputy Chief Official.
- Maintain enthusiasm and excitement during the event, announcing paddlers on each lap and when finishing.
- Where possible conduct post-race interviews with paddlers to fill time between race conclusion and presentations.
- If required, announce the results at post-race presentations.

### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Clipboard with start list (showing boat numbers, paddlers' names and race classes/divisions)
- PA system

### 7.3 Sports presentation officer

#### Role:

- Media facilities and external communications.
- Reports to the Deputy Chief Official
- Part time role before, on and after race day.

#### Responsibilities:

- Ensure facilities for the following are available when appropriate:
  - a) Commentary,
  - b) Sound facilities,
  - c) TV and web TV,
  - d) Web and social media service,
  - e) Public announcement and web-publishing of results in co-ordination with the results team,
  - f) Spectator facilities,
  - g) Marketing of the event,
  - h) Media facilities,
  - i) Information provision to the ICF Office prior to, during and after the event.
- Assist with medal presentations

#### Tasks:

- Liaise with the PV Marathon Technical Officer and Competition Manager to ensure provision of a functional PA system and back-up loud hailer.
- Ensure the podium is setup in an appropriate spot for medal presentations.
- Ensure a photographer is present to record the medal presentations.
- Ensure sufficient medals, ribbons and trophies are available prior to the presentation.

#### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Clipboard with race results
- Medals, trophies, ribbons
- Podium, PA system, loud hailer

## 8. Paddle Victoria Marathon committee and project roles

---

### 8.1 Technical Officer / Equipment Coordinator

#### Role:

- Manages provision of all necessary race equipment (safety & first aid, timekeeping/results, public address, 2-way radios, presentations, etc).
- For non-race day activity reports to the PV Marathon Committee.
- For race day activity reports to the Chief Official.
- Potentially full-time position on race day.

#### Responsibilities:

- Ensure all necessary race equipment is delivered to the event in a timely manner.
- Ensure all necessary race equipment is functional.
- Ensure all necessary race equipment is returned to storage after the event in a timely manner.
- Coordinate repair and replacement of equipment as required.

#### Tasks:

- Arrange for competent persons to transport equipment (especially safety boats) to and from the event.
- Unload and test equipment in conjunction with users:
  - Boat numbers -> Registration official: boat number issue and return
  - Safety Boats -> Safety Boat Drivers & Safety Boat Crews
  - Course Markers -> Competition Manager
  - Officials & Volunteer High Vis vests, whistles -> Competition Manager
  - Communications (PA and loudhailers, 2-way Radios) -> Competition Manager
  - Shelters, tables, chairs etc -> Competition Manager
  - Forms -> Competition Manager
  - First Aid -> First Aid
  - Timing -> Time Keeper
  - Medals, trophies -> Chief Official
- Repair any failing equipment or identify workaround.
- Collect all equipment after the event.
- Have competent persons transport equipment back to storage.

#### N.B.

- **Access to the storage facility at Westerfolds Park is only available during normal Parks Victoria office hours. Personnel seeking to access or return equipment need to be aware of this restriction.**

## 8.2 Permits and licences

### Role:

- Secure permits and licences for events.
- Reports to the PV Marathon Committee.

### Responsibilities:

- Ensure the appropriate permits and licences are secured well in advance of the event.
- Ensure permit conditions are communicated to relevant personnel.

### Tasks:

- Identify the relevant waterways and land managers from who authorization for the event is required.
- Identify the lead time required for submitting event applications. This can be significant: sometimes nomination of the event date is required more than 12 months in advance and submission of the event documentation may be required more than 3 months in advance.
- Prepare the necessary documentation to support the event application. This is usually straight forward but can be onerous. For example, authorization for events on the Murray River is governed by NSW Roads and Maritime Services. Event applications require proof of identification of the person submitting the application, written authorization from Paddle Victoria that the person submitting the application is authorized to do so, letters of support from all affected parties, such as local councils, government bodies and other river users, approval for the event from land managers (such as local councils for use of parks or boat ramps), an event operational plan, safety risk management plan, risk assessment and communications plan. N.b. Separate approvals are also required from local councils if food is to be served (but these do not form part of the race permit application).
- Arrange for payment of the permit application fee.
- Maintain communication with the various managers from whom the permits have been sought to ensure approval is received in a timely manner.
- Review the approval when received and communicate any permit conditions to the event organizers (i.e. the Competition Manager and Chief Official).

### 8.3 Race registration

#### Role:

- Manage the on-line registration system.
- Reports to the Marathon Committee.

#### Responsibilities:

- Ensure the on-line registration system is setup and functional.
- Manage registration queries.
- Convert race registrations to start lists. Assign boat numbers.

#### Tasks:

- .

## 8.4 Race photographer

### Role:

- Provide still, video and drone photography as appropriate.
- Reports to the Competition Secretary.

### Responsibilities:

- N.B. use of drones (“remotely piloted aircraft”) usually requires additional permits from regulatory authorities (not simply CASA, but the waterway manager or land manager responsible for the venue).
- Photographers need to be aware of PA’s policies on “photography”, “remotely piloted aircraft” and “social media” in addition to CASA regulations.
  - [https://canoe.org.au/wp-content/uploads/old-files/ac/downloads/pdf\\_rules/Australian%20Canoeing%20Inc%20Photography%20policy.pdf](https://canoe.org.au/wp-content/uploads/old-files/ac/downloads/pdf_rules/Australian%20Canoeing%20Inc%20Photography%20policy.pdf)
  - <https://canoe.org.au/wp-content/uploads/2017/03/Remotely-Piloted-Aircraft-Policy-170301.pdf>
  - [https://canoe.org.au/wp-content/uploads/old-files/ac/downloads/pdf\\_rules/p-09-Social%20Media%20Policy.pdf](https://canoe.org.au/wp-content/uploads/old-files/ac/downloads/pdf_rules/p-09-Social%20Media%20Policy.pdf)
- Paddle Australia’s RPA policy prohibits the use of drones at events unless authorized by PA. For state level authorization from the appropriate body (such as PV Marathon) is required.
- CASA’s regulations regarding drones are available at <https://www.casa.gov.au/aircraft/landing-page/flying-drones-australia>)
- Please also refer to CASA’s “Can I fly there?” app, which shows areas where drones can and can’t be flown.

### Tasks:

- Ensure the appropriate permits have been secured prior to the event.
- Take photographs and/or video, attempting to give everyone reasonable coverage (unless they specifically request not to be photographed).
- Post suitable photos and videos on the relevant PV Marathon social media sites after the event, noting the event name, location and date of the event. Avoid including personal identifying information.

### Equipment:

- Mobile phone, hi-vis vest (yellow)
- Camera(s)

## 9. Appendices

---

### 9.1 2-way radio communication protocols

#### Messages

- Remember, everyone is listening. Be polite, no swearing.
- Ensure you are on the correct channel.
- Think about what has to be said before speaking.
- Listen before transmitting so as not to interfere with another station already on air.
- Keep as short and clear as possible. Use short easily recognisable words.
- Check for understanding and request confirmation if necessary.

#### Call Sequence

- Calling another station: state the call sign of the other station first and then identify yourself, e.g.
  - "Mobile One this is Base over"
- Receiving
  - If you are "Base" and receive a message "Base this is Mobile One over", you respond
  - "Mobile One this is Base over"
- It is acceptable practice, after initial contact has been made, to not repeat your own call sign except for the closing transmission.
  - "Mobile One this is Base Out".

#### Use of microphone

- **RSVP** (Rhythm, Speed, Volume and Pitch)
  - **Rhythm:** Maintain natural rhythm to help make the message understandable. Speak in short complete phrases that make sense, not word by word.
  - **Speed:** Slower than usual speed. Keep the speed constant.
  - **Volume:** Speak across the face of the microphone, not directly into it. Keep the microphone at a constant distance from your mouth (~5 cm) to ensure a consistent signal. The easiest way to achieve this is to hold the microphone in the palm of the hand with the thumb touching the cheek at all times so, as the head moves, the position of the microphone remains constant
  - **Pitch:** Maintain a constant pitch, preferably at a higher (this does not mean louder) than normal level

#### Prowords

- Prowords are standard, easily pronounced words, which have special meaning to speed up message handling and reduce errors.
- A summary of the main prowords is shown on the following page.

#### Phonetic alphabet

- The standard phonetic alphabet is shown on page 37.

For more information on radio protocol see [13] [14] [15].

Prowords summary

Word or Phrase	Meaning
Affirmative	Normally used when a question is asked and the reply is YES
Break, Break,	Interruption to a transmission
Disregard	This transmission has been made in error – ignore
EMERGENCY EMERGENCY	Only to be used when there is ‘grave or imminent danger to life’. Immediate assistance is required
Figures	Numbers to follow
Go ahead	I am ready to copy your message
I spell	Next word will be spelt out using the phonetic alphabet
I say again	I am repeating my transmission or portion requested
Negative	Normally used when a question is asked and the reply is NO.
Out	End of transmission, no answer is required or expected
Over	Invitation to transmit
Roger	Message was received and understood. Can be used with the words over or out
Roger so far	Confirm parts of long message before continuing with rest of message
Say again	Repeat all of your last transmission
Say all after	Repeat all after a certain word or key phrase
Say all before	Repeat all before a certain word or key phrase
Standby	Wait for a short period and I will get back to you.
Sitrep	Means a situation report at your location
Wait over	Wait for a short period and I will get back to you
Wait out	The waiting period is longer than “wait over” I will call you as soon as possible
Wrong	Indicates an error has been made and the message will be repeated from the last correctly transmitted word

Source: [15]

Standard Phonetic Alphabet

	Word	Spoken as		Word	Spoken as
A	Alpha	<b>Al</b> fah	N	November	No <b>Vem</b> Ber
B	Bravo	<b>Brah</b> Voh	O	Oscar	<b>Oss</b> Car
C	Charlie	<b>Char</b> Lee	P	Papa	Pah <b>Pah</b>
D	Delta	<b>Dell</b> Tah	Q	Quebec	Keh <b>Beck</b>
E	Echo	<b>Eck</b> Oh	R	Romeo	<b>Row</b> Me Oh
F	Foxtrot	<b>Foks</b> Trot	S	Sierra	See <b>Air</b> Rah
G	Golf	Golf	T	Tango	<b>Tang</b> Go
H	Hotel	Hoh <b>Tell</b>	U	Uniform	<b>You</b> Nee Form
I	India	<b>In</b> Dee Ah	V	Victor	<b>Vick</b> Tah
J	Juliet	<b>Jew</b> Lee <b>Ett</b>	W	Whisky	<b>Wiss</b> Key
K	Kilo	<b>Key</b> Loh	X	X-Ray	<b>Ecks</b> Ray
L	Lima	<b>Lee</b> Mah	Y	Yankee	<b>Yang</b> Key
M	Mike	Mike	Z	Zulu	<b>Zoo</b> Loo
* The syllables to be emphasised are in bold type.					

Source: [16]

**Receiving:**

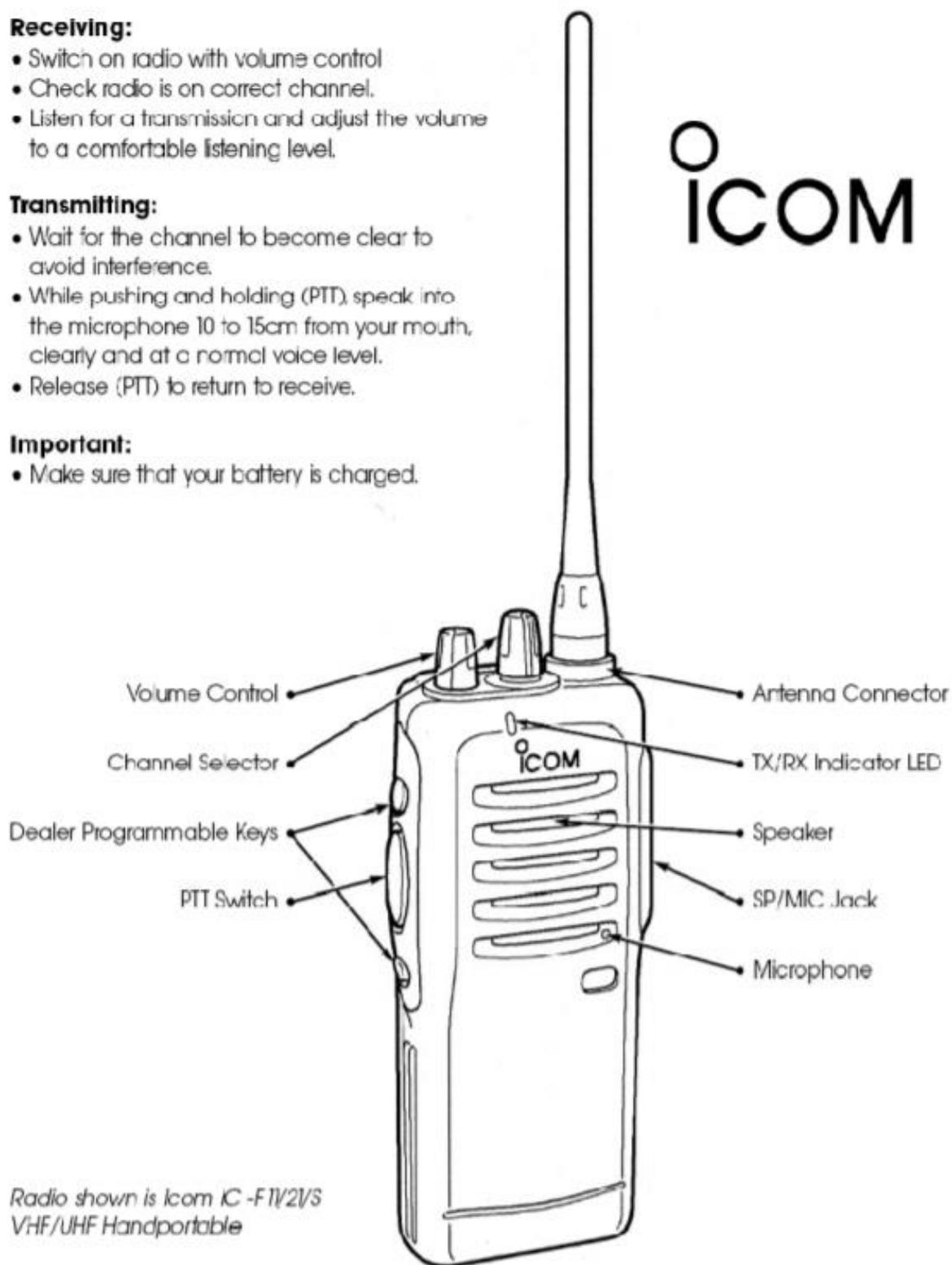
- Switch on radio with volume control
- Check radio is on correct channel.
- Listen for a transmission and adjust the volume to a comfortable listening level.

**Transmitting:**

- Wait for the channel to become clear to avoid interference.
- While pushing and holding (PTT), speak into the microphone 10 to 15cm from your mouth, clearly and at a normal voice level.
- Release (PTT) to return to receive.

**Important:**

- Make sure that your battery is charged.



*Radio shown is Icom IC-F1V2/S  
VHF/UHF Handportable*

Source: [13], p 8.

PTT Switch is "push to talk" switch: Push when transmitting, release to receive.

## 9.2 Start Order

Race:	
Date:	
Venue:	
Prepared by:	

Start Number	Division / Class	Distance (km)	Laps / Portages	Boat numbers	Number of boats
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<b>Total</b>					31

### 9.3 Timesheet template

- For turn buoys, portage and finish line.
- See the next page (there is insufficient space to fit the timesheet onto a single page with heading).

<b>Time sheet</b>	Course position:
Race/date:	Prepared by:

#	Boat	hh:mm:ss	#	Boat	hh:mm:ss	#	Boat	hh:mm:ss	#	Boat	hh:mm:ss
1			51			101			151		
2			52			102			152		
3			53			103			153		
4			54			104			154		
5			55			105			155		
6			56			106			156		
7			57			107			157		
8			58			108			158		
9			59			109			159		
10			60			110			160		
11			61			111			161		
12			62			112			162		
13			63			113			163		
14			64			114			164		
15			65			115			165		
16			66			116			166		
17			67			117			167		
18			68			118			168		
19			69			119			169		
20			70			120			170		
21			71			121			171		
22			72			122			172		
23			73			123			173		
24			74			124			174		
25			75			125			175		
26			76			126			176		
27			77			127			177		
28			78			128			178		
29			79			129			179		
30			80			130			180		
31			81			131			181		
32			82			132			182		
33			83			133			183		
34			84			134			184		
35			85			135			185		
36			86			136			186		
37			87			137			187		
38			88			138			188		
39			89			139			189		
40			90			140			190		
41			91			141			191		
42			92			142			192		
43			93			143			193		
44			94			144			194		
45			95			145			195		
46			96			146			196		
47			97			147			197		
48			98			148			198		
49			99			149			199		
50			100			150			200		



### 9.5 Turn buoy incident report form

Race:	
Date:	
Turn buoy:	
Prepared by:	

- Record any incident on this sheet (using text and diagrams as appropriate).
- Inform the Chief Course Umpire of incident as soon as it occurs.
- Return this sheet to the Chief Course Umpire at the conclusion of your duties.

Item	Comment
Incident type	
Boats involved	
Time	
Incident description	
Diagram	

### 9.6 Portage incident report form

Race:	
Date:	
Portage:	
Prepared by:	

- Record any incident on this sheet (using text and diagrams as appropriate).
- Inform the Chief Course Umpire of incident as soon as it occurs.
- Return this sheet to the Chief Course Umpire at the conclusion of your duties.

Item	Comment
Incident type	
Boats involved	
Time	
Incident description	
Diagram	

## 9.7 Turn buoy template

- For turn buoys recording the number of times each boat passes the buoy.
- Tick the box each time the boat passes the buoy.

See the next page (there is insufficient space to fit the timesheet onto a single page with heading).



## 9.8 Parks Victoria flag system

### Procedures for Flag System Operation

#### Closed River Events - Flag System NOT required

Closures are undertaken in accordance with the Marine Act 1988

During "Closed River" events, Parks Victoria Authorised Officers will be in attendance;

- patrolling exclusion zone boundaries
- ensuring compliance with exclusion zone and permit conditions
- educating river users about the event and reason for closure

#### Open River Events - Flag System Required

The Flag System was developed by Parks Victoria to help provide a system of communication that would allow the river to remain "Open" rather than "Closed" during events, such as rowing, canoeing & kayaking regattas held on the Yarra and Maribyrnong Rivers. The aim of the Flag System is to provide a simple but effective means of communication which allows Open River events to be conducted safely, whilst minimizing disruption to other recreational boat users and commercial operators.

It is very important that the Flag System is understood and implemented during your event, as it is one of the conditions under which your permit has been granted.

#### Flag System Procedure:

"Open River – Flag System" A Flag Marshall must be stationed at the start and finish of the course. **Flag Marshalls must be on the "right" hand side of the River at all times.**

Each Flag Marshall must have:

1 Red Flag

1 Green Flag

Communication System

#### Communications:

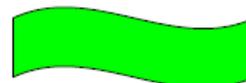
- Mobile phones or 2 way radios must be used to enable Flag Marshalls to communicate with one another.
- Marine band radio is preferred, as this will allow Flag Marshall to communicate with commercial vessels. Commercial Operators use #74.
- Loud hailers or whistles must be used to gain the attention of other river users.

**Flags must be in the control of a Flag System Marshall throughout the entire event and not left unattended on the banks**



**STOP**

When Red Flag is displayed all non competing vessels are required to "Stand Off"



**GO**

When Green Flag is displayed vessels can proceed directly through the race course.

**Under NO circumstance is a vessel to enter the regatta course while a "Red Flag" is being displayed by Flag Marshalls.**

**The key to the success of the flag system is patience, courtesy and effective communication.**

1. Parks Victoria defines a regatta race as having three heats that occur within a few minutes of each other.
2. Regattas tend to be conducted in groups of three races with three vessels in each race.
3. Event Organisers must ensure Flag System Marshals are aware of the Flag System procedures as it is a condition of your event permit.
4. Event Organisers must ensure that the Flag System Marshalls have a working communication system. Preferably marine band radios as this will allow for communication with commercial operators. Mobile phones, radios, loud hailers and whistles'.
5. On occasions when a "Red Flag" is displayed it may appear as though there is no event activity occurring, however event staff may be installing or removing, buoys or event infrastructure from the waterway, so please obey the "Red Flag"
6. Flag System Marshals must communicate between the upstream - *start point* and downstream - *finish point*, to ensure that the next race (a series of three heats) hasn't started before vessels "standing off" are allowed passage through the course.
7. Marshalls should keep all vessels waiting time to a minimum. Vessels that travel through the course are to reduce their speed to ensure minimal wake
8. "Red Flag" requests vessels to hold position at either end of the course until a "Green Flag" is displayed by Flag System Marshalls.
9. *Start point* - once a race has commenced vessels "standing off" may commence passage downstream once the race has got a reasonable distance down the river and the Flag System Marshall has deemed it safe to do so.
10. Once the "Green flag" is in effect, vessels will be able to enter the area and are to proceed directly through the course, at a reduced speed to ensure minimal wake.
11. Event Organisers are required to allow access through the event area at the first available opportunity. This is not necessarily at the completion of each race, but could be every two or three races depending on conditions or race schedules.
12. On some occasions i.e. race stragglers, the river will not be reopened until all competitors have crossed the finish line.
13. After completion of the race competitors must move to the right to allow for a clear passage of those vessels moving through the course and not sit in the middle of the river creating obstacles or delays.
14. In the majority of events, races are not started at the completion of the previous heat. The starts are usually staggered, so it is possible for up to three heats to be occupying the waterway at any one time. Although it may appear as if the current race has been completed, there could still be competitors actively using the area. As such, it would be unsafe to allow vessels access to the course until all activity has ceased.

Source: Parks Victoria, "Procedures for Flag System Operation" [6]

## References

---

- [1] Paddle Australia, "Australian Canoeing Canoe Marathon Competition Rules - Version effective 1st November 2013," 28 Aug 2013. [Online]. Available: <https://paddle.org.au/wp-content/uploads/2018/03/2013-AC-Marathon-Competition-Rules-1.pdf>. [Accessed 9 Jan 2019].
- [2] International Canoe Federation, "Officials - Lists of Officials - All Disciplines," 12 Dec 2017. [Online]. Available: <https://www.canoeicf.com/officials>. [Accessed 7 Jan 2019].
- [3] International Canoe Federation, "Canoe Marathon Competition Rules 1st January 2017," 1 Jan 2017. [Online]. Available: [https://www.canoeicf.com/sites/default/files/marathon\\_rules\\_2017\\_0.pdf](https://www.canoeicf.com/sites/default/files/marathon_rules_2017_0.pdf). [Accessed 9 Jan 2019].
- [4] Paddle Victoria, "Paddle Victoria Safety Risk Management Plan," Paddle Victoria, Melbourne, 2019.
- [5] Paddle Victoria, "Paddle Victoria Marathon Risk Register," Paddle Victoria, Melbourne, 2018.
- [6] Parks Victoria, "Procedures for Flag System Operation," [Online]. Available: [https://parkweb.vic.gov.au/\\_\\_data/assets/pdf\\_file/0006/695481/Commercial-Operators-Flag-System.pdf](https://parkweb.vic.gov.au/__data/assets/pdf_file/0006/695481/Commercial-Operators-Flag-System.pdf). [Accessed 17 Jan 2019].
- [7] British Rowing, "Row Safe: A Guide to Good Practice in Rowing - 2.4 Launch Driving," 2008. [Online]. Available: <https://www.britishrowing.org/sites/default/files/rowsafe/2-4-LaunchDriving-v1.pdf>. [Accessed 3 Jan 2019].
- [8] British Rowing, "Row Safe: A Guide to Good Practice in Rowing - 2.4a Choosing the correct launch," 2008. [Online]. Available: <https://www.britishrowing.org/wp-content/uploads/2015/09/Plus-2.4a-Choosing-the-correct-launch.pdf>. [Accessed 3 Jan 2019].
- [9] Surf Live Saving Australia, "Unit 4 IRB Operations," date unknown. [Online]. Available: <http://www.asrlsa.com.au/documents/Powercraft%20manual%20unit%204.pdf>. [Accessed 11 Jan 2019].
- [10] Surf Live Saving Australia, "IRB Crew Training Pickups South Maroubra IRB Trainee Crews working on patient pickups," 26 Jan 2014. [Online]. Available: [https://www.youtube.com/watch?v=\\_KGWpjd6eLQ](https://www.youtube.com/watch?v=_KGWpjd6eLQ). [Accessed 26 Oct 2018].
- [11] Life Saving Victoria, "IRB Competition Handbook 2018," 2018. [Online]. Available: <https://lsv.com.au/wp-content/uploads/2018-Victorian-IRB-Competition-Handbook.pdf>. [Accessed 26 Oct 2018].
- [12] International Canoe Federation, "ICF Canoe Sprint Competition Rules 2017," 1 Jan 2017. [Online]. Available: [https://www.canoeicf.com/sites/default/files/icf\\_canoe\\_sprint\\_for\\_print\\_2017.pdf](https://www.canoeicf.com/sites/default/files/icf_canoe_sprint_for_print_2017.pdf). [Accessed 17 Jan 2019].
- [13] Kent Search and Rescue, "Radio User Standard Operating Procedures," Rev 1 Mar 2010. [Online]. Available: <http://www.ksar.co.uk/wp-content/uploads/2015/11/Radio-Training-Manual.pdf>. [Accessed 11 Jan 2019].
- [14] WICEN (Wireless Institute Civil Emergency Network) (Vic.) Inc., "WICEN Tas Radio Procedures," [Online]. Available: [https://www.vic.wicen.org.au/wp-content/uploads/2011/05/Wicen-TAS-Radio\\_Procedures.pdf](https://www.vic.wicen.org.au/wp-content/uploads/2011/05/Wicen-TAS-Radio_Procedures.pdf). [Accessed 11 Jan 2019].
- [15] The Jamaica Amateur Radio Association, "Radio Voice Procedure," [Online]. Available: <https://www.jamaicaham.org/downloads/Radio%20Voice%20Procedure.pdf>. [Accessed 11 Jan 2019].

[16] NSW SES Volunteers Association, "Standard Phonetic Alphabet," [Online]. Available: [https://www.nswsesva.org.au/files/standard\\_phonetic\\_table.pdf](https://www.nswsesva.org.au/files/standard_phonetic_table.pdf). [Accessed 11 Jan 2019].