

Paddle Victoria Marathon

Race official and volunteer handbook

Summary

This document summarizes the roles and responsibilities for the race official and volunteer positions for running Paddle Victoria (PV) Marathon races. Some roles can be combined and performed by the one person. These roles should be read in conjunction with the [International Canoe Federation](#) (ICF) [1] and [Paddle Australia](#) (PA) [2] Canoe Marathon Competition Rules.

Document format

Each role is described by a short summary to enable easy reference for the given position on race day. Further supporting documentation and/or training videos may be provided to describe the role in greater detail.

“Race officials” versus “volunteers”

Both roles are important to the successful running of events. All positions are “officials” from an ICF rule perspective: the distinction for our purposes is that officials are the designated positions on the competition committee (Chief Official, Deputy Chief Official, Chief Course Umpire and Safety Officer) and Technical Officer roles, for which formal training is undertaken, while volunteer roles include 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 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.

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1. Overview

1.1 Race officials

The [Paddle Australia Canoe Marathon Competition Rules](#) [3], Section 12 “PA Canoe Marathon Officials” lists three levels of officials:

- Foundation Official - Entry level, necessary to officiate at club and State level competitions.
- National Official - Essential for performing leadership roles at PA Canoe Marathon Championships.
- International Technical Official (ITO) – Essential for officiating at World Championships, other ICF Canoe Marathon events and possibly for other international events.

It is recommended that canoe marathon competitions within Australia have at a minimum at least one PA Foundation accredited official present.

To gain [PA Canoe Marathon Foundation Officer](#) [4] accreditation a person needs to:

- Hold a current [Working with Children Check](#) (WWCC) [5] or equivalent;
- Complete the Australian Sports Commission [Community Officiating General Principles](#) [6] on-line course;
- Read and agree to comply with [PA Policies and By-laws](#) [7], including their Constitution and bylaws; Behaviour Policy; Member Protection Policy; and the [Minimal Environmental Impact Policy](#) [8];
- Attain 85% or higher in the [PA Canoe Marathon Foundation Official online theory exam](#) [9];
- Provide evidence of any officiating experience at canoe marathon events and log these via [Paddlelog](#) [10];
- Register with Paddle Australia via education@paddle.org.au.

In addition, PV Marathon require the following:

- Completion of the [Play-by-the-Rules](#) [11] courses covering “Child Protection & Safeguarding” and “Harassment & Discrimination”;
- Attendance at an Officials workshop; and
- Read the PV Marathon Race Official and Volunteer Job Descriptions (this document) and watch the PV Marathon [training videos](#) [12].

Officials accreditation is renewed every 4 years. PA maintains a list of [PA-accredited officials](#) [13]. The ICF maintains a list of [ICF-accredited officials](#) [14].

Officials versus volunteers

The [ICF Marathon rules](#) [15] define a range of roles for “officials” covering many, but not all, of the roles required in our races. PA and PV may amalgamate some of the ICF roles, which are defined for international level competition, at State level events.

PV Marathon 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.

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.

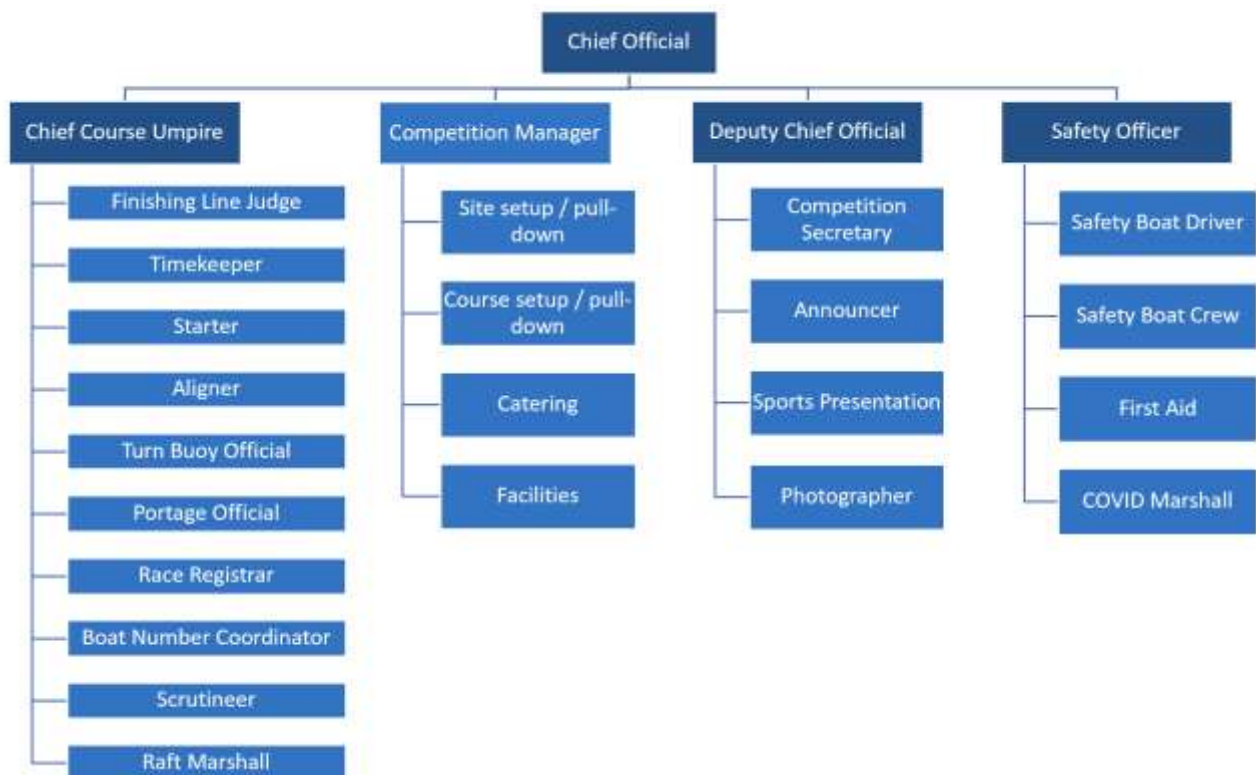
1.2 Organisation structure

The overall responsibility for an event rests with the PV Marathon Technical Committee. 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. The Competition Manager reports to the Chief Official.

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



Not all positions are required for all races (for example, some races do not include portage or require post-race scrutineering).

1.3 Comparison of ICF and PV Marathon roles

Area	ICF	PV Marathon
Leadership	Chief Official	Chief Official
	Deputy Chief Official	Deputy Chief Official
	Chief Course Umpire	Chief Course Umpire
	Safety Officer	Safety Officer
	Competition Manager	Competition Manager
Safety	-	Safety Boat (Driver)
	-	Safety Boat (Crew)
	-	First Aid
	-	COVID Marshals
Registration	-	Competition Registrar
	-	Boat Number Coordinator
Competition	Boat Scrutineer	Scrutineer (pre-race)
	-	Scrutineer (post-race boat control)
	Raft Marshall	Raft Marshall
	Aligner	Aligner
	Starter(s)	Starter
	Course Umpire(s)	Course Umpire (turn buoys)
	-	Course Umpire (portage: entry, exit & feed control)
Time keeping	Finish Line Judge(s)	Finish Line Judge
	Timekeeper(s)	Timekeeper
	-	Result Recorder
Communication	Competition Secretary	Competition Secretary
	Announcer	Announcer
	Sports Presentation Officer	Sports Presentation Officer
	-	Race Photographer
Event Logistics	-	Volunteer Coordinator
	-	Technical Officer / Equipment Coordinator
	-	Permits and Licences
	-	Catering
	-	Site setup / pull down
	-	Course setup
-	Facilities	

1.4 Competition Committee

The Chief Official leads the Competition Committee, which consists of the Chief Official, Chief Course Umpire and Safety Officer. The Competition Committee will (see [ICF Rule 7.2.3](#)):

- a) Direct and supervise the competition;
- b) Postpone the competition and decide on another time when it may be held, or abandon the competition, or, if the competition has already begun, abandon or reschedule the competition, in the event of inclement weather or other unforeseen circumstances which make it impossible to carry out or finish the competition;
- c) Decide on matters concerning disqualifications in cases where the rules have been broken during the competition;
- d) Hear any protests that may be made and settle any disputes that may arise;
- e) Make decisions based on the ICF Canoe Marathon Rules;
- f) Penalties in accordance with the ICF Statutes may also be imposed;
- g) May disqualify any athlete who behaves improperly or who by his/her conduct or speech shows contempt towards the officials, other athletes or onlookers;
- h) Hear the opinion of the Official(s) who controlled the race in which the infraction was said to have occurred, before any decision is made regarding an alleged infraction of the rules.

1.5 Marathon Rules & Guidelines

PV Marathon uses the following rules and guidelines:

- [Paddle Victoria Marathon Rules and Regulations](#) (2021) [16];
- [Paddle Victoria Marathon Portage Policy](#) (2022) [17];
- [Paddle Victoria Marathon Team Selection](#) (2022) [18];
- [Paddle Victoria Marathon Medal Policy](#) (2022) [19];
- Paddle Victoria Marathon Safety Risk Management Plan (2020) [20];
- Paddle Victoria Marathon Risk Register (2020) [21];
- [Paddle Australia Competitions Policy](#) (2018);
- [Paddle Australia Canoe Marathon Competition Rules](#) (2020);
- [Paddle Australia's Policies & Bylaws](#);
- [International Canoe Federation Canoe Marathon Competition Rules](#) (2022).

2. COVIDSafe Settings

Paddle Victoria Marathon follow the State Government of Victoria [COVIDSafe Settings](#) [22]. All officials and volunteers are to familiarise themselves with these ahead of every race as changes to the guidance and/or restrictions may have occurred.

3. Leadership roles

3.1 Chief Official

Role:

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

Responsibilities:

- Responsible for the safe, smooth and efficient running of the event.
- Leads 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.
- Check race results (or delegate to Deputy Chief Official).
- 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 (Foundation) Marathon official's course for state Competitions or 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 Marathon Safety Risk Management Plan and Risk Register.
- Thorough knowledge of the current State Government of Victoria COVIDSafe Settings.

Equipment:

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

3.2 Deputy Chief Official

Role:

- Assists the Chief Official and the Competition Manager and handles the administrative tasks of the competition.
- Reports to the Chief Official.
- Full-time role on race day.

Responsibilities:

- Competitor information checks as required.
- Ensure race results are accurate.
- Secretary for Competition Committee and pre-race Team Leader meetings.
- Supervise the Competition Secretary, Announcer, Media, Sports Presentation Officer and Photographer roles.

Tasks:

- Assist Chief Official with tasks as required,
- Check the race results.
- If necessary, check the personal identification documents of the competitors and their age.
- Minute the discussions and determinations of the Competition Committee.
- Document key points from any pre-race meetings with Team Leaders (from club, state or national bodies).

Qualifications:

- Level 1 (Foundation) Marathon official's course for state Competitions or Level 2 for national level competitions.
- Working knowledge of the Paddle Victoria Safety Risk Management Plan and Risk Register.
- Good knowledge of the current State Government of Victoria COVIDSafe Settings.

Equipment:

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

3.3 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 and apply the ICF and PA rules of marathon racing.
- Have a copy of the rules at hand.
- Decide penalties.
- Report rule infractions to the Chief Official.

Qualifications:

- Club & State Competitions: Foundation Official.
- National Competitions: National Official.
- 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.
- Hi-vis vest (orange).
- Loud hailer, whistle.
- Clipboard, with contact list for key personnel.
- PA and ICF marathon rules and PV Marathon Policies.
- Race protest form.

3.4 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 the measures in the COVIDSafe Plan [23] 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, PV Marathon COVIDSafe Plan and Risk Register as required.
- Supervises safety related personnel (safety boats, first aid, COVID marshals).
- 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.
- Check the latest COVIDSafe restrictions in force in Victoria [24] in the days leading right 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.
- Ensure that First Aid volunteers have appropriate qualifications and that there are adequate first aid officer to paddler ratios. Ensure that the first aid kit is stocked.
- Conduct a pre-race safety inspection for both water and land-based hazards (including, but not limited, to risks of capsizing, 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 on the requirements for any special safety systems (such as the Parks Victoria “flag system” [25]).
- Conduct, or distribute prior to the event, the COVIDSafe briefing to competitors and spectators. The summary is outlined in the COVIDSafe Plan [23]. Instruct volunteers on the COVIDSafe requirements pertaining to their role. Have a copy of the COVIDSafe Plan on display at the event.
- 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.
- Hi-vis vest (orange).
- Whistle.
- Clipboard, with contact list for key personnel.
- Access to the Safety Risk Management Plan, COVIDSafe Plan and Risk Register.

3.5 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 (Note: 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.
- Determine if the proposed race site is able to conduct the event whilst adhering to the latest COVIDSafe restrictions [24]. Update the Marathon committee regularly in the lead up to the event.
- Ensure all local permits (such as for serving food, etc.) are secured prior to the event (Note: the water activity permits will be managed by PV Marathon).
- Review COVIDSafe Plans of all food and equipment vendors.
- 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.
- Sanitise all high touch surfaces. Hand sanitiser to be available in all change rooms.
- Ensure all necessary facilities are in-place (shelter for various positions, etc.). Print and display Victorian Government QR code posters at the event.
- 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. Sanitise all high touch surfaces.

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.
- Hand Sanitiser/s.

4. Safety roles

4.1 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 marine 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 marine 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.
- Review checklist of safety equipment.
- Drive the safety boat in a safe manner, creating minimal impact on the race.
- Keep your speed low to minimize the creation of wash.
- Avoid creating unnecessary course changes by paddlers.
- Avoid collisions with paddlers and other craft.

Qualifications:

- Current Victorian marine 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, lifejacket (PFD).
- Clipboard, with contact list for key personnel.
- Suitable clothing for the conditions.

For further information on safety boat operation see <https://transportsafety.vic.gov.au/maritime-safety/recreational-boating/powerboat/victorian-recreational-boating-safety-handbook> and the separate PV Marathon Safety Boat training manual.

4.2 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 as this risks injury and damaging the craft due to the weight of water inside the kayak.
 - Assist the paddler reboard their 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.
- Lifejacket (PFD).
- Suitable clothing for the conditions.

4.3 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 with specific attention to COVIDSafe practices (i.e. Washing hands, wear face mask, gloves and gown where appropriate, hand sanitiser, sanitise touch surfaces between patients)
- Maintain a record of treatment provided in the First Aid Log Book. Record a summary of the treatment provided during the event on the template provided in Appendix 10.5. 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:

- HLTAID009 – Provide cardiopulmonary resuscitation (previously HLTAID001) – valid for 1 year.
- HLTAID010 - Provide basic emergency life support (previously HLTAID002) – valid for 3 years.
- HLTAID011 – Provide first aid (previously HLTAID003) – valid for 3 years.

Equipment:

- Radio, mobile phone, hi-vis vest (yellow).
- Clipboard, with contact list for key personnel and first aid log book and reporting forms.
- First aid kit and checklist and First Aid Manual.
- Defibrillator.
- First Aid signage.
- Resuscitation chart and ambulance/paramedic handover checklist.
- Hand sanitiser. hand washing detergent, water and towels.
- Personal protective equipment: Face masks, gloves, glasses/goggles, gowns.

4.4 COVID Marshall

Role:

- Ensure that each event is conducted in a COVIDsafe way in accordance with National and State Guidelines and the Paddle Victoria COVIDsafe Plan.
- Reports to the Safety Officer.
- Full-time role during the race.

Responsibilities:

- Ensure the PV COVIDSafe Plan is:
 - Implemented effectively at each event.
 - Prominently displayed at the event venue.
- Review the COVIDSafe Plan of the host facility and understand its requirements.
- Notify the Chief Official and Safety Officer if any COVIDSafe Plan breaches occur.

Tasks:

- Ensure facilities (soap, hand sanitizer) are available for personal hygiene of attendees
- Monitor attendance numbers per the applicable government guidelines.
- Ensure attendees (paddlers, spectators, volunteers, officials) comply with government public health requirements (social distancing, mask wearing, group size, etc.)
- Ensure adherence to facility occupancy limits and avoidance of restricted areas (e.g. gym, etc.)
- Ensure appropriate use of equipment (no sharing, restrictions on team boats, etc.)
- Do not allow participation if an individual is showing symptoms of COVID-19, is unwell, comes from a restricted area or is a close contact of a COVID-19 case
- Ensure surfaces and shared equipment are disinfected before and after each session and maintain a cleaning log.
- Ensure all participants maintain social distancing guidelines (1.5 m separation, avoid physical contact greetings).
- Ensure no personal equipment (life jackets, clothing, boat covers, etc) left in storage areas.
- Ensure all participants (competitors, officials, volunteers and spectators) sign in via the QR code or register in writing.

Equipment:

- PV COVIDSafe Plan and Plan Summary.
- Yellow vest.
- Hand sanitiser, disinfectant.

5. Registration roles

5.1 Competition registrar

Role:

- Manage the on-line registration and payment system.
- Reports to the Marathon Committee (pre-race).
- Reports to the Chief Course Umpire (on race day).
- Part-time role on race day.

Responsibilities:

- On-line registration system.
- Registration queries.
- Start lists and assignment of boat numbers.
- Check entry fee payments.
- Check each competitor has provided a risk waiver form and/or medical form if required.

Tasks:

- Set up and test the on-line registration system.
- Respond to any registration queries.
- Convert race registrations to start lists:
 - Decide on race numbering system. (e.g. 100 series race numbers for Division 1, 200 series numbers for Division 2, etc.).
 - Assign boat numbers to each competitor / crew.
- Determine start order (refer to the start order guidelines below).
- Check that each competitor has paid the correct entry fee.
- Print multiple copies of the start lists (Registration, Raft Marshal/Scrutineer, Aligner, Chief Official, Notice boards x2).
- Print emergency contact list for Chief Official.
- Set-up tables for race registration.
- Set-up/mark-out tape/bollards for registration queue entry and exit and COVIDSafe waiting distances.
- Manage any changes to race class/division or craft type and finalise the start list (e.g. no-shows, division or class changes).
- Check all required information is entered on the risk waiver and/or medical form(s) and the form(s) have been signed.
- Direct the participants to the registration desk to receive their boat number.
- Ensure queue for registration maintains COVIDSafe distances.

Note: 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.

Equipment:

- Mobile phone, hi-vis vest (yellow).
- Clipboard with race entries (start lists).
- Event waiver & medical forms.
- iPad/Tablet.

Start order guidelines:

- Determine the appropriate start order with regard to the following:
 - The race conditions (weather, water etc).
 - 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.
 - Where possible have the boat numbers correspond to the starting order (e.g. Div 1 paddlers given 100 series numbers and in the first start, etc.).
- Prepare the Start Order sheet (see Appendix 10.3) and provide one copy each to the Chief Official, the Aligner, the Starter and the Results Recorder.

5.2 Boat number coordinator

Role:

- Provide each crew with a boat number.
- Collect boat numbers 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:

- Provide each competitor or crew with the correct boat number.
- Prepare “packs” of boat numbers for school groups or junior squads
- Record boat numbers against the competitor / crew’s name.
- Collect boat numbers at completion of event.
- 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

- Sanitise boat numbers before distribution.
- Ensure boat numbers are easily accessible.
- Layout class/division pages in a logical manner.
- Ensure paddlers line up to collect their numbers in an efficient and COVIDSafe manner.
- Ensure all crew members are present before handing out the 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).
- 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. Sanitise all numbers.
- 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 (start lists).
- Boat numbers.
- Sanitiser.

6. Race roles

6.1 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 lifejacket (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.

6.2 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:

- Set up post-race scrutineering area with scales and measuring tape.
- Record the boat number and paddler name of first 4 boats in each race category.
- 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), if required.
- 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).
- Measuring tape.
- Scales.
- Clipboard with post-race boat control check-sheet.

6.3 Raft marshalls

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:

- Radio, mobile phone.
- Hi-vis vest (yellow).
- Clipboard with start list and start order.

6.4 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.
- Hi-vis vest (orange or yellow).
- Loud hailer, whistle.
- Clipboard with start list and start order.

6.5 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 10.4.1 [15]. (N.B. the start command for sprint races is “Ready – Set - Go”, per ICF sprint rule 22.7 [26]).
- 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 / Bank 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.
- Hi-vis vest (orange or yellow).
- Loud hailer, whistle.
- Clipboard with start list and start order.

6.6 Course Umpires (turn buoy officials)

Role:

- Record each boat 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).
- Understand and apply the Parks Victoria flag system.
- 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. 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.
- Hi-vis vest (yellow).
- Whistle or loud-hailer.
- Clipboard with turn buoy timing sheets, pens, turn buoy incident report sheets and Parks Victoria flag system.
- Blue/white check (race cancellation), red (stop) & green (go) waterway control flags.
- Binoculars.
- Thermal blanket(s).
- Chair.

6.7 Course Umpires (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.
- Record your observations of any incidents on the incident report sheet. 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, pens and portage incident report sheets
- Stopwatch or race clock for penalty area

7. Finish and timekeeping roles

Experience has shown that successful events typically require three people on the finish line covering the Judge, Timekeeper 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.

7.1 Finish Line Judge

Role:

- Determine finish order for all competitors.
- Reports to the Chief Course Umpire.
- Full-time role during racing.

Responsibilities:

- Decide finish order of boats.
- Identify and report any rule infractions.
- Works closely with the Timekeeper and Race Results Recorder.

Tasks:

- Be stationed in line with the finish line buoys, with a clear view of the finish line that is not obstructed by spectators.
- Operate the finish line video camera.
- Identify the boat numbers of each boat approaching the finish.
- Decide the order in which the boats have crossed the finish line and advise the Timekeeper and Results Recorder.
- Sound the hooter as each boat passes the finish (noting that the boat has finished the race when its bow crosses the finish line with all crew members in it).
- If two (2) or more boats cross the finish line at the same time they receive the same classification.
- Identify any rule infringements (i.e. not finishing between buoys, collisions, competitor not keeping their "line" etc), fill in an incident report form (Appendix 10.6) and report incident to the Chief Course Umpire.
- Review the preliminary race results with the Timekeeper, Chief Course Umpire and Deputy Chief Official prior to publishing the "preliminary" results. (Note: the results will be preliminary until approved by the Competition Committee because the race results may be subject to findings on rule infringements, etc.).

Equipment:

- Radio (shared with Timekeeper), mobile phone.
- Hi-vis vest (yellow).
- Finish line video camera.
- Loud hailer, Finish line hooter.
- Binoculars.

7.2 Timekeeper and Result Recorder

Role:

- Ensure finish order and race start and finish times are accurately recorded for all competitors.
- Two 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.

Note: Candidates need to have good attention to detail and remain composed under pressure. They should remain undistracted by people asking questions while the race is in progress.

Tasks:

- Be stationed in line with the finish line buoys, with a clear view of the finish line that is not obstructed by spectators.
- Refer to the PV Marathon Webscorer timekeeping guide for more information.
- Check that the timekeeping equipment and/or stopwatches are working satisfactorily.
- Turn on the results recorder (typically a tablet running Webscorer). Ensure the race is correctly configured.
- Record the start times of each race start (class/division).
- Record the finish time on the results recorder.
- Manually record the boat number and finish time in chronological order on the results template (see Appendix 10.6).
- 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.
- Provide the published preliminary results (usually from the Webscorer tablet) to the Chief Official and Competition Secretary.

Equipment:

- Radio (shared with finish line judge), mobile phone
- Clipboard with finish line timing sheets and pens.
- Webscorer tablet.
- Automated timing equipment and/or stopwatches.

8. Communications roles

8.1 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:

- Record the race results.
- Prepare the list of prize-winners.
- Take minutes at any Competition Committee meetings, including race protests.

Equipment:

- Mobile phone.
- Hi-vis vest (yellow).
- Clipboard with race results.
- Race protest forms.

8.2 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.
- Announce vendors with stalls at the event.
- Announce race sponsors.

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 hailer.
- 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.
- Support the equipment vendors and race sponsors by making announcements through the event.
- 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 or loud hailer.
- List of vendors and sponsors and their product summary.

8.3 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) List of equipment vendors and sponsors
 - j) Information provision to the ICF Office prior to, during and after the event.
- Assist with medal presentations. Pending COVID Restrictions there may be no physical medal presentation.

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 position for medal presentations.
- Provide list of sponsors for the medal presentation
- 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.

9. Paddle Victoria Marathon committee and project roles

9.1 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:

- Order the radio and aquabags from the supplier. Check order is complete when collection radios.
- 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.

Note:

- **A key is required for after hours access to the storage facility at Paddle VIC in Westerfolds Park.**

9.2 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. Note: 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).

9.3 Race photographer

Role:

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

Responsibilities:

- The 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.
- Paddle Australia’s RPA policy prohibits the use of drones at events unless authorized by PA. For state level events authorization from the appropriate body (such as PV) is required.
- CASA’s rules regarding drones are available at <https://www.casa.gov.au/knowyourdrone>

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), tripod.

10. Appendices

10.1 Volunteer briefing checklist

Instructions:

- Complete details under each section.
- Tick each item off as it is announced.
- Return to the Chief Official at the conclusion of the briefing.

Race:	Venue:
Date:	Briefing conducted by:

Item		Completed
Pre-briefing		
1.	Call for fill-in volunteers if anyone is missing or if positions still need to be filled	
2.	Complete "Officials & Volunteer Contact List"	
3.	Record Working with Children Check, First Aid qualifications & Marine Licence details	
Briefing		
4.	Welcome and thanks	
5.	Introduce yourself and other committee / officials / volunteers	
6.	Roll call	
7.	Introduce volunteers to each other that will be working together	
8.	Issue clip boards, high vis vests, flags, whistles etc	
9.	Issue radios & record radio number	
10.	Explain radio protocols	
11.	Preform a radio check and let them know that there will be another check before the race start	
12.	Explain the course	
13.	Explain the pre-race boat scrutineering requirements	
14.	Explain the aligning and start procedures	
15.	Explain the procedure for turn buoy officials	
16.	Explain the portage procedure	
17.	Explain the role and positioning of safety boats	
18.	Explain the rescue procedure	
19.	Explain the finish procedure	
19.	Explain the post-race boat scrutineering requirements	
20.	Explain the number recovery procedure	
21.	Let officials know to return radios, clip boards, high vis vests, flags, whistles etc to Chief Official at the end of the race	
22.	Let volunteers know what times they are required in their positions	
23.	Radio check once all volunteers are in position	
24.	Let officials know when race has commenced	
Post-race		
25.	Conduct a post-race review	

10.2 Competitor briefing checklist

Instructions:

- Complete details under each section.
- Tick each item off as it is announced.
- Return to the Chief Official for their signature at the conclusion of the briefing.
- Keep this document with all race records.

Race:	Venue:
Date:	Briefing conducted by:
Chief Official:	

<input type="checkbox"/>	<p>Welcome</p> <ul style="list-style-type: none"> • Competitors • Spectators • Volunteers and Officials • VIPs (list) _____
<input type="checkbox"/>	<p>Acknowledgement of Country (for major events)</p> <p><i>“I acknowledge the traditional owners of the land on which we are gathered today and I pay my respects to their Elders, past and present.” Or</i></p> <p><i>“We meet today on the traditional lands of the _____ people and I pay my respects to their Elders, past and present.”</i></p> <p>Melbourne: Wurundjeri</p> <p>Geelong Canoe Club: Wadda Wurrung</p> <p>Nagambie: Taungurung.</p> <ul style="list-style-type: none"> ▫ The Taungurung people have a long association with the surrounding land and Nagambie waterways. Their country encompasses the area between the upper reaches of the Goulburn River and the waters flowing north from the Great Dividing Range. Nagambie in their language means lagoon or still waters. Lake Nagambie on which we shall paddle today was formed from the old lagoon when the Goulburn weir was built in 1890. <p>Albury Wodonga: Wiradjuri, Waveroo and Dhudhuroa people.</p> <ul style="list-style-type: none"> ▫ The Wiradjuri Nation extends from Coonabarabran in the north, straddling the Great Dividing Range down to the Murray River and out to western NSW. Wiradjuri traditional country includes the townships of Dubbo, Condobolin, Orange, Bathurst, Wagga Wagga, Albury, Narrandera, and Griffith. ▫ The Dhudhuroa inhabited territory defined by the Mitta Mitta and Kiewa rivers. It included Tallangatta and the Murray River Valley land from Jingellic and Tintalra to Albury. ▫ The Waveroo inhabited territory extending south from Wodonga to between Wangaratta and Benalla. <p>Aboriginal language map of Victoria: By Tirin aka Takver - Own work, CC BY-SA 3.0, https://commons.wikimedia.org/w/index.php?curid=5541910</p>
<input type="checkbox"/>	<p>This briefing is in addition to the General Competitor Briefing competitors agreed to at time of entry to this event.</p>
<input type="checkbox"/>	<p>Acknowledge and Thank Sponsors:</p> <ul style="list-style-type: none"> • Major sponsors (list) _____ • Minor sponsors (list) _____

	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>
<input type="checkbox"/>	<p>General information</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>
<input type="checkbox"/>	<p>Emergency procedures</p> <p>Emergency chain of command _____</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Emergency assembly area(s) _____</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Emergency alert signal e.g. loudhailer, flags and what to do when you hear/see it _____</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Other _____</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>
<input type="checkbox"/>	<p>First Aid</p> <ul style="list-style-type: none"> • First Aid is being provided by _____ • First Aid is available at _____. • No on-water first aid is available at this event.
<input type="checkbox"/>	<p>Emergency Medical and Contact Information</p> <ul style="list-style-type: none"> • Competitors may voluntarily provide information that might assist medical personal in the event of an emergency. This information will be destroyed after the event. If you wish to do so please see the First Aid officer before the start of racing.
<input type="checkbox"/>	<p>Paddling during breaks and lunch time not permitted as no rescue boat on water.</p>
<input type="checkbox"/>	<p>Course description</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black;"/>

<input type="checkbox"/>	Water conditions & obstacles, including any water quality warnings. <hr/> <hr/> <hr/> <hr/> <hr/>
<input type="checkbox"/>	Start & finish lines & warmup/cooldown areas <hr/> <hr/> <hr/>
<input type="checkbox"/>	Competitor responsibilities for boat control (scrutineering) <ul style="list-style-type: none"> • Each competitor is responsible for ensuring his/her boat meets the construction & weight requirements of the ICF rules. • The boat must be constructed so that it remains buoyant when filled with water. • Facilities are provided for competitors to check the weight of their boats before racing.
<input type="checkbox"/>	Post-race Boat Control <hr/> <hr/>
<input type="checkbox"/>	Returning boat numbers <ul style="list-style-type: none"> • Return your boat number to the raft marshal as you get off the water. • If you withdraw from the race you must notify the nearest official as soon as possible, so we have a record of how many boats remain on the water, and you must return your boat number to the Finish line.
<input type="checkbox"/>	Safety briefing _____ will now provide the safety briefing, after which I shall run through the start order.
<input type="checkbox"/>	Start order and race schedule
<input type="checkbox"/>	Other <hr/> <hr/> <hr/> <hr/> <hr/>

Any questions, please see the Chief Official before the start of racing.

Signed: _____ (Chief Official)

10.3 Safety briefing checklist

Instructions:

- Complete details under each section.
- Tick each item off as it is announced.
- Return to the Chief Official at the conclusion of the briefing.

Race:	Venue:
Date:	Briefing conducted by:

<input type="checkbox"/>	<p>PFD Policy</p> <ul style="list-style-type: none"> • Our event licence requires that all competitors wear a correctly fitted PFD while they are on the water. • Inflatable PFDs are not acceptable.
<input type="checkbox"/>	<p>Weather update & implications</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
<input type="checkbox"/>	<p>Hot Weather / Heat (if applicable)</p> <ul style="list-style-type: none"> • Drink plenty of fluids. • Don't wait to feel thirsty. • Be aware of and react quickly to the symptoms of heat injury or heat stroke.
<input type="checkbox"/>	<p>Sunsmart (if applicable)</p> <ul style="list-style-type: none"> • Make use of natural and portable shade. • Sun protective clothing (brimmed hat, long sleeves, long pants, sunglasses). • Sunscreen – available at Registration. Apply every few hours.
<input type="checkbox"/>	<p>Cold weather / hypothermia (if applicable)</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
<input type="checkbox"/>	<p>Lightning/extreme weather (if applicable)</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
<input type="checkbox"/>	<p>Other water traffic (if applicable)</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>
<input type="checkbox"/>	<p>Off water hazards, e.g. bicycle traffic, slipping portage</p> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>

10.4 Officials and volunteers contact list

Race:	Venue:
Date:	Prepared by:

Position	Name	Mobile #	Radio #	Radio returned
Chief Official			#	
Deputy Chief Official				
Chief Course Umpire			#	
Safety Officer			#	
Competition Manager			#	
Technical Officer				
First Aid Officer 1			#	
First Aid Officer 2				
Registration / Boat Numbers				
Boat Numbers 2				
Boat Numbers 3				
Raft Marshall				
Scrutineer (pre-race)				
Safety Boat 1 - Driver			#	
Safety Boat 1 - Crew				
Safety Boat 2 - Driver			#	
Safety Boat 2 - Crew				
Safety Boat 3 - Driver			#	
Safety Boat 3 - Crew				
Announcer				
Aligner				
Starter				

Race:	Venue:
Date:	Prepared by:

Position	Name	Mobile #	Radio #	Radio returned
Finish Line Judge			#	
Timekeeper 1				
Timekeeper 2				
Turn buoy 1			#	
Turn buoy 1				
Turn buoy 2			#	
Turn buoy 2				
Turn buoy 3			#	
Turn buoy 3				
Portage - Entry			#	
Portage - Time/Count				
Portage - Feeding			#	
Portage - Exit				
Scrutineer (post-race)			#	
Other:				
Other:				
Other:				
Other:				
Other				

10.5 Radio communications

Radio hire

- Ensure radios and aquabags are booked in plenty of time from the supplier.
- Check order is complete when collecting from supplier.

Messages

- Remember, everyone is listening. Be polite, no swearing, don't provide personal information.
- Ensure you are on the correct channel and do a radio test before and after arriving in position.
- 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 Signs

- Call signs are used to identify who is talking. e.g. chief official, turn buoy one, safety boat two etc.

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 phonetic alphabet and numerals are shown below.

Call Sequence

- Initial call: Repeat the call sign of the person you want to speak to twice to get their attention. Follow this by your own call sign (once) so that the other person knows who is wanting to speak to them. e.g. "Turn Buoy One, Turn Buoy One, this is Chief Official, Over"
- Receiving: To indicate that you have received the initial call, state the call sign of the person who called you, followed by your call sign. e.g. Chief Official, this is Turn buoy One, Over",
- It is acceptable practice, after initial contact has been made, to not repeat your own call sign except for the closing transmission. e.g. Chief Official, Turn Buoy One 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

For more information on radio protocol see [27] [28] [29].

Prowords summary

The following words and phrases are to be used in radiotelephony communications, as appropriate, and have the meaning given:

Word / Phrase	Meaning
Acknowledge	Let me know that you have received and understood the message
Affirm	Yes
Approved	Permission for proposed action granted
Break, Break	I hereby indicate separation between messages
Confirm	Have you correctly received the following...? Did you correctly receive this message?
Contact	Establish radio contact with...
Correct	That is correct
Correction	An error has been made in this transmission (or message indicated). The correct version is...
Disregard	Consider that transmission as not sent
How do you read	What is the readability of my transmission? The readability scale is: 1 Unreadable 2 Readable now and then 3 Readable but with difficulty 4 Readable 5 Perfectly readable
I say again	Repeat for clarity or emphasis
Mayday, Mayday, Mayday	Distress message. Used when there is grave and imminent danger
Monitor	Listen out on (frequency)
Negative	No, Permission is not granted or That is not correct
Over	My transmission is ended and I expect a response from you
Out	My transmission is ended and I expect no response from you
PAN PAN, PAN PAN, PAN PAN	Urgent message. Used when there is a safety concern, but I do not require immediate assistance
Readback	Repeat all, or the specified part, of this message back to me exactly as received
Report	Pass me the following information
Request	Should like to know or I wish to obtain
Roger	I have received all of your last transmission
Say again	Repeat all or the following part of your last transmission
Securite, Securite, Securite	Important information to follow, such as weather warnings
Speak slower	Reduce your rate of speech
Standby	Wait and I will call you
Wilco	Understand your message and will comply with it

Source: [30]

Phonetic Alphabet

Radiotelephony pronunciation of the phonetic alphabet is as follows:

Letter	Word	Spoken as
A	Alpha	al fah
B	Bravo	brah voh
C	Charlie	char lee <i>or</i> shar lee
D	Delta	dell tah
E	Echo	eck ho
F	Foxtrot	foks trot
G	Golf	golf
H	Hotel	hoh tel
I	India	in dee a
J	Juliet	jew lee ett
K	Kilo	key loh
L	Lima	lee mah
M	Mike	mike

Letter	Word	Spoken as
N	November	no vem bar
O	Oscar	oss cah
P	Papa	pah pah
Q	Quebec	keh beck
R	Romeo	row me oh
S	Sierra	see air rah
T	Tango	tang go
U	Uniform	you nee form <i>or</i> oo nee form
V	Victor	vik tah
W	Whiskey	wiss key
X	X-ray	ecks ray
Y	Yankee	yang key
Z	Zulu	zoo loo

Note: For pronunciation, syllables to be emphasised are in **bold**.

Source: [30]

Numerals

Radiotelephony pronunciation of numbers is as follows:

Number	Word	Spoken as
0	Zero	ze-ro
1	One	wun
2	Two	too
3	Three	tree
4	Four	fow er
5	Five	fife
6	Six	six
7	Seven	sev en
8	Eight	ait
9	Nine	nin er

Number	Word	Spoken as
.	Decimal	day see mal
100	Hundred	hun dred
1000	Thousand	tou sand

Note: The syllables printed in **bold** in the above list are to be stressed.

Source: [30]

Radio operation

Receiving	Transmitting
<ul style="list-style-type: none"> Switch on radio with the volume control Check radio is on the correct channel Listen for a transmission and adjust the volume to a comfortable listening level (this may be higher in the safety boats) 	<ul style="list-style-type: none"> Wait for the channel to become clear to avoid interference While pushing and holding the PPT button, speak into the microphone 10-15cm from your mouth, clearly and at a normal voice level Release PPT to return to receive mode
<p>Notes: Make sure that the battery is charged</p> <p>PTT is “push to talk” switch: Push when transmitting, release to receive.</p>	

Talkpod N56 Radio w/ Built in GPS



10.6 Scrutineer instructions

Pre-race Scrutineering Instructions

1. You will require:
 - a. Copy of entry/start list.
 - b. Clip board & Pen.
 - c. Mobile phone & hi-vis vest (yellow).
2. Set up the pre-race scrutineering area to encourage a smooth flow of boats through each check. Allow for:
 - a. Concavity check.
 - b. Safety check (boat floatation & paddler PFD).
 - c. Boat damage and race number securely affixed.
3. Note any discrepancies on the entry/start list. Inform paddler of discrepancy so that they may take the opportunity to rectify before racing.
4. Check each paddler/boat off the entry/start list.
5. Collate all scrutineer lists onto one entry/start list.
6. Return the collated list to the Chief Course Umpire at the conclusion of your duties.

Post-race Scrutineering Instructions

(First four (4) placegetters in each class and any others as required)

1. You will require:
 - a. Copy of entry/start list.
 - b. Clip board & Pen.
 - c. Mobile phone & hi-vis vest (yellow).
2. Set up the post-race scrutineering area to encourage a smooth flow of boats through each check. Allow for:
 - a. Length measuring.
 - b. Width measuring for Touring craft (TC & TK). Other measures include distances of cockpits in TK2s.
 - c. Weight measuring (ensuring boats are dry before placing on scales).
 - d. Concavity check.
 - e. Safety (floatation) check.
 - f. Slotted number holder.
3. Note any discrepancies on the entry/start list. Inform Chief Course Umpire of any discrepancies immediately.
4. Check each paddler/boat off the entry/start list.
5. Collate all scrutineer lists onto one entry/start list.
6. Return the collated list to the Chief Course Umpire at the conclusion of your duties.
7. Return boat numbers back to Registration official.

10.7 Craft specifications

ICF Boat Specifications

Reference: International Canoe Federation, Canoe Marathon Competition Rules, 2022, Chapter 3.

Boat	Maximum Length	Minimum Weight
K1 – Kayak (single)	520 cm	8 kg
K2 – Kayak (double)	650 cm	12 kg
K4 – Kayak (four)	1100 cm	30 kg
C1 – Canoe (single)	520 cm	10 kg
C2 – Canoe (double)	650 cm	14 kg
C4 – Canoe (four)	900 cm	30 kg

Construction

- All kinds of building materials are permitted.
- All boats must be built symmetrically upon the axis of their length.
- No foreign substance may be added to the surface of the boats, which can give athletes an unfair advantage. The use of hull lubricants is not permitted.

Kayaks

- Steering rudders are allowed.
- The maximum thickness of the rudder blade must not exceed 10 mm for K1 and K2 if the rudder blade forms an extension to the length of the kayak.
- Kayaks will be allowed weed deflectors in front of the rudder. Weed deflector can be maximum 20 cm long and cannot be deeper than the rudder.

Canoes

- Steering rudders or any guiding apparatus directing the course of the canoe are not allowed.
- A keel, if any, must be straight, should extend over the whole length of the canoe and should not project more than 30 mm, below the hull.
- The C1 and C2 may be entirely open. The minimum length of the opening must be 280cm. The edge of the side of the boat (gunwale) can extend a maximum of five (5) cm into the boat along the whole defined opening. The boat can have a maximum of three (3) strengthening bars with a width a maximum of seven (7) cm each.
- Removable spray decks may be used.

Pumps

- Only manually operated pumps or bailers may be fitted in both canoes and kayaks.

Safety Equipment

- Each boat must carry sufficient buoyancy, either in the construction of the boat or fixed subsequently, to keep the boat floating level when filled with water.

Other boat specifications

Boat	Maximum Length	Minimum Width
TK1 – Touring kayak (single)	457.2 cm	50.8 cm
TK2 – Touring kayak (double)	548.7 cm	53.3 cm
TC1 – Touring canoe (single)	503.0 cm	71.2 cm
TC2 – Touring canoe (double)	503.0 cm	71.2 cm

10.8 Scrutineer (post-race) form

Instructions

- Record the boat number, weight and length of the top four (4) ICF (K and C craft) placegetters, and others as required. Ensuring boat is emptied of water and loose items and is reasonably dry.
- 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.
- Return completed form to the Chief Course Umpire at the conclusion of your duties.

Race:	Venue:
Date:	Prepared by:

Class	Boat no.	Boat type	Weight (kg)	Length (cm)	Comment	Boat no.	Boat type	Weight (kg)	Length (cm)	Comment
	K (Kayak)					C (Canoe)				
U16										
U18										
U23										
Open										
V35-44										
V45-54										
V55-64										

10.9 Start order form

Race:	Venue:
Date:	Prepared by:

Start Number	Division / Class	Distance (km)	Laps / Portages	Boat number series	Number of boats
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					

10.10 Time sheet form

Instructions

- For each checkpoint (i.e turn buoy, portage), record the boat number and time of every boat that goes past, in sequential order, for every lap that they do. You will need multiple forms.
- For the finish line, record the start time of each wave and the number and finishing time of every boat.
- Return completed form to the Chief Course Umpire at the conclusion of your duties.

Race:	Location (circle): Turn buoy 1, 2, 3 / Portage / Finish Line
Date:	Prepared by:

#	Boat No.	Time hh:mm:ss	#	Boat No.	Time hh:mm:ss	#	Boat No.	Time hh:mm:ss	#	Boat No.	Time hh:mm:ss
1			31			61			91		
2			32			62			92		
3			33			63			92		
4			34			64			94		
5			35			65			95		
6			36			66			96		
7			37			67			97		
8			38			68			98		
9			39			69			99		
10			40			70			100		
11			41			71			101		
12			42			72			102		
13			43			73			103		
14			44			74			104		
15			45			75			105		
16			46			76			106		
17			47			77			107		
18			48			78			108		
19			49			79			109		
20			50			80			110		
21			51			81			111		
22			52			82			112		
23			53			83			113		
24			54			84			114		
25			55			85			115		
26			56			86			116		
27			57			87			117		
28			58			88			118		
29			59			89			119		
30			60			90			120		

10.11 Race protest form

Governing Rules: ICF Canoe Marathon Competition Rules (2022)

11.1.1 - A protest against the right of an athlete/crew to compete in a race must be addressed to the Chief Official and handed to the Competition Committee, not later than one (1) hour before the start of the race of the competition.

11.1.2 - A protest made during a competition must be in a written form, addressed to the Chief Official and handed to the Competition Committee not later than 30 minutes after the last of the athletes involved in the incident have completed the course or retired from the race.

11.1.5 - The Competition Committee must note the time that the Team Leader is called to attend the Competition Committee on the written disqualification.

11.1.8 - The decision of the Competition Committee on a protest should be reported to the Team Leaders concerned within 30 minutes of the protest being received.

Race:	Venue:
Date:	Prepared by:

Chief Official	
Name of person raising protest	
Contact details	
Time of protest	
Description of protest	
Applicable marathon rule	
Time and location of incident	
Diagram of incident (if applicable)	
Other relevant information	

10.12 First aid record

Instructions

- Record a summary of any first aid provided on this sheet.
- Inform the Safety Officer of any urgent incident or case needing further treatment.
- Return this sheet to the Safety Officer at the conclusion of your duties.

Race:	Venue:
Date:	Prepared by:

Patient Name	Time Arrived	Signs / symptoms	Action taken

First Aid Kit restock requirements:

10.13 First aid kit checklist

ITEM	QTY.
Triangular Bandage (minimum 90cm)	2
Crepe Bandages (10cm x 1.5 m)	2
Crepe Bandages (7.5cm X 1.5 m)	2
High Compression Bandages	1
Steri Strips or Cicagraph	2 pkts
Eye Wound Dressings	4
Sterile Gauze Pads (7.5cm x 7.5cm, 3 piece)	4
Non-Adherent Sterile Dressing (10cmx 10cm)	4
Combine Dressing (9x20cm or 10x20cm)	2
Combine dressing (20cmx20cm)	2
Band-Aids	20
2.5cm Tape (Transpore)	2
Saline Ampoules 30ml (eye/wound irrigation)	5
Ventolin puffer and spacer	1
Surgical Shears	1
Instant Cold/Ice Packs	3
Vomit Bags	2
Safety Pins	1 pkt
Splinter Probes	5
Alcohol Swabs	4
Antiseptic Cream/Solution	1
Tweezers	2
Automatic External Defibrillator	1

ITEM	QTY.
Pocket Mask (with oxygen inlet)	1
Surgical Mask	10
n95 Respirator Mask	2
Gloves, disposable in self-sealing bag (S, M, L)	5 pair
Protective Eyewear (Goggles/Glasses/Face Shield)	2
Non-permeable Gown/Apron (long sleeve)	2
Notepad, Pencil/Pen	1 set
First Aid Log	1
Paper Towel	1 roll
Drinking Cups (disposable)	10
Hand Cleaner/Sanitiser	1
Shock/Space Blanket	1
Blankets (cotton or woollen)	2
Biohazard Waste Snap Lock Bags	5
Sharps Disposal Unit	1
Contaminated Waste Disposal Bin with Liner	1
General Waste Bin with Liner	1
Table	1
Chairs	2
Sink with Hot & Cold Water	1
First Aid Signage	1
PPE Donning/Doffing Poster	1
Resuscitation Poster	1

10.14 Medical & emergency information form

Name	
Address	
Telephone	
Email	

Date of Birth		Medicare No.	
Private Health Insurance		Ambulance No.	

Emergency Contact	
Telephone	
Email	

ANY CURRENT MEDICAL PROBLEMS (please circle) Yes No

If Yes, please tick relevant condition and specify the treatment / medication

Tick	Condition	Treatment / Medication / Plan
<input type="checkbox"/>	Heart disease	
<input type="checkbox"/>	Asthma / Bronchtis etc	
<input type="checkbox"/>	Diabetes	
<input type="checkbox"/>	Epilepsy	
<input type="checkbox"/>	Blood Disorder / Pressure	
<input type="checkbox"/>	Kidney Disease	
<input type="checkbox"/>	Allergies (specify)	
<input type="checkbox"/>	Other (specify)	

Note: This information will be destroyed at the end of the event

10.15 Incident report form

Instructions

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

Race:	Venue
Date:	Prepared by:
Location (circle): Turn buoy 1 , 2 , 3 / Portage / Finish Line / Other (specify)	

Item	Comment
Incident type	
Boats / paddlers involved	
Time	
Incident description	
Diagram	

10.17 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 Marshalls 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" [25]

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