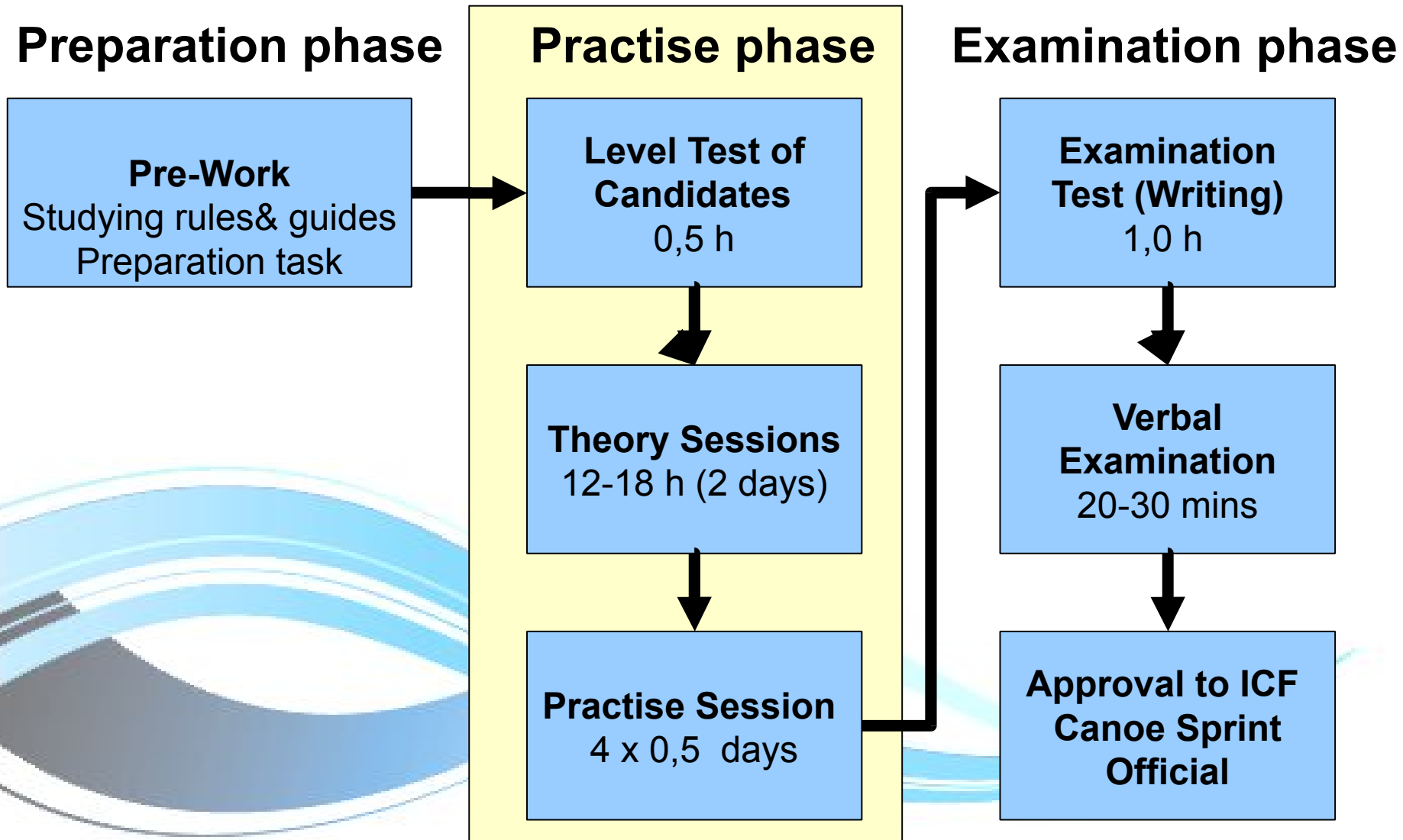


# ICF Canoe Sprint Official Education Programme

## Theory Sessions



# Process of CSP ITO Education



# Schedule for Theory Sessions

- Depends on
  - Schedule of Team leader meeting
  - Schedule of Technical meeting for Officials
  - Transportation and facilities
  - Schedule of meals
  - Needs of Candidates
  - Results of Level Test for candidates
- Will be decided at the beginning of Seminar
- Schedule is flexible to have best possible results with Candidates

# Content of Theory Sessions

- Theory of Officiating (1,5 h)
- Boat Controlling (2,0 h)
- Starting (2,0 h)
- Aligning (1,0 h)
- Course Umpiring (1,5-2,0 h)
- Finishing Line (1,5 h)
- Competition Committee (2,0 h)
- ---
- Ceremonies (1,0 h)

# Principals of Officiating

- Our athletes are professional, our only goal is to provide very best service we can
- Our sport is developing all the time, the officials should develop themselves too
- The officiating is team work, which means ability to communicate and co-operate with different kind of people
- Respect yourself, respect all the others
- You are as good official as you were last time

# Responsibilities of ITO

- To know our canoeing sport
  - The nature of canoeing competition
  - The equipments, accessories and devices for athletes
- To be able to use equipments, devices, tools and methods for officiating
- To understand the processes of different kind of international canoeing events
- To understand the meaning of ICF CSP Racing Rules

# After competitions

- Keep a log, writing down and take photos of any significant fact including rule interpretations you may have learned every day
- Discuss any incidents with other and especially more experienced officials and ask questions
- Analyse and evaluate the way you conducted your duties
- Ask feedback if not offered by more responsible officials
- Coordinative Officials should report their notes to Chief Official in written form as soon as possible

# Officiating Boat Control

There are 3 different kind of Boat Controls:

1. Two to three days prior to the start of the competition (**Boat Control #1**)
2. Prior to embarkation of crews for the start of their race (**ID / Polyox Control, Embarcation, Boat Control #2**)
3. On completion of each race (**Boat Control #2, Post-race Control, Boat Control #3**)



# Boat Control Equipments

- Minimum 20 boat holders
- Boat Control forms
- Time schedule for teams
- 1100 centimetre flexible steel rule
- Calipers for outside measurements or other gauges set for 5 cm, 6 cm, and 7 cm
- 50 cm and 100 cm steel bars (straight edge) including leveler
- Event stickers and black or contrasting many waterproof marker pens

# BC Equipments ...continue

- Microscope or loop (10-20x) to study hull
- Wet sponges to check the hull has no water soluble substance adhering to it
- Sharp plastic plate to collect substance off the hull
- 2-3 electronic, equal and certified scales
- Solid weights of 10 kgs (2 pieces)
- Gauges set for 520, 650, 900 and 1100 cm
- Not water absorbing extra weights of 250 kgs
- Tapes and plastic bags for extra weights
- Tables, seats and refreshments for officials

# Process of Boat Control #1

- The working schedule is 5 mins per team added by 3 mins per boat
- Confirm the number of boats before fixing the schedule with the team leader
- The boats should be put ready for the order: K1, C1, K2, C2, C4 and K4
- Only team leader (or coach) is allowed to accept the total weight of each boat
- Order of control depends on installations:
  - Normal: drying, marketing, inside watch, shape, measures, length, weight, extra-weight, paper work, sticker, signature

# Process of BC #1... continue

- Look for daylight below the edge of bar
- Criterias to find concave area of hull
  - Corner of accretation card (0,5mm) for bar of 50cm
  - Credit card (0,9-1,0mm) for bar of 100cm
  - Critical areas are the bow, stern and near the water line
  - Transportation may cause concave surface
  - Symmetrical concave hull comes from mould
  - Most of new boats have concave hulls but near the criteria (!)
- Ask responsible measurer to re-check the findings
- Does anything offer an advantage to the competitor?
  - Refer to the Chief Official for guidance

# Videos of Boat Control #1

- Example of Canoe '09 in Dartmouth



# Officiating ID / Polyox Control

- Ready to start 40-45 mins before 1<sup>st</sup> race
- Sticker of BC #1, correct lane number attached
- Any foreign substance added
- Any forbidden devices
- Competitors are properly attired:
  - correct team colours and uniformity
  - correct competitor's personal number (BIB)
  - no banned advertising material
  - no hidden devices
- Report Competition Committee 10 minutes before the start in case of any absentee

# Videos ID/Polyox

- Example of Canoe '09 in Dartmouth



# Officiating Boat Control #2

- Listen for the announcement of numbers of the boats and make a note of them
- Mark the information board to show the boats required
- Check the BIB numbers of arrived athletes
- On receipt of the boats, ensure they are dried as much as possible inside and out, and all loose gear is removed together with the lane number
- Record the weigh of every boat
- Verbal and written report of not valid boats OR verbal confirmation of correct boats to CC



# Videos of Boat Control #2

- Example of Canoe '09 in Dartmouth



# Photo presentation of BC

- Boat Control photos of ICF events in 2009



# Exercise #1 (Boat Control)

- Groups of 3-5 persons
- Collect all the working items according the CSP Racing rules in
  - Boat Control #1
  - ID / Polyox Control
  - Boat Control #2
- **Plan the BC #1 (order of checking) and draw the map how to work in a tent size of 6 x 15m**

# Exercise #2 (Boat Control)

- Groups of 3-5 persons
- The same tent as BC #1 will be used for BC #2
- 1<sup>st</sup> competition day there will be heavy rain
- There is no other tent or more inside room

## **Plan the map how to work in BC #2**

- Extra: the floor of tent is wooden and flexible

**What extra work and things to take care you have to do to tackle this situation in BC #1 and BC #2?**

# Questions of Boat Control



# Officiating Starting

- Starter is alone responsible for decisions to false starts: the decision is final
- Athletes will test new starter immediately like childs to find their limits (also always new athletes!)
- The starter may loose the confidence of athletes only once (!)
- Other starters should follow the work: to help and to unify their own working method to others by discussion and reflection
- TV Production may be disturbed if any false starts exists => the rest of event won't be shown on TV

# Requirements of Starter

- Accurate view, quick reactions
- A good command, clear speaking voice
- Self-confidence, determination
- Patience; calm and methodical approach
- Ability to make neutral judgments
- Ability to adjust own working process to unify the starts among other starters
- Clear communication to Chief Official
- Experience as athlete is an advantage

# Starter's equipments

- Communication with the Chief Official (or CC)
- Loudspeakers across the starting area
- Automatic Start System installed correctly
- Reception of loud speakers at each start position
- VCR or Webcam/Laptop Video Record System
  - Replay with sound is needed
- Large clock showing the correct time
- Clear lane number indication
- Clear vision to flags of Aligners



# Key things for Starter

- Important to ensure that the starting equipment is in good working order, these utilities must be tested before each sequence of events with timing system
- A quiet, confident manner helps to relax the competitors to have fair starts
- Start of the heats, semi-finals and final of the same event should be undertaken by the same Starter
- Starter should always ask permission of Chief Official if the starting procedure may go on time

# Process of Starting

1. "Race Number 37, Men, K2, 500 metres, Heat 1", "Five minutes to Start"
2. "Lane 1, Algeria", "Lane 2, Bolivia" ...
3. "Four minutes to Start"
4. "Race Number 37", "Men, K2, 500 metres, Heat 1", "3 minutes to Start"
5. "Please approach the Start-line", "Lane 1, Algeria", "Lane 2, Bolivia" ...
6. Starter must confirm with the Chief Official to start the race
7. "Two minutes to Start"
8. All the boats should be taking position on at their starting position
9. "One minute to Start"
10. Start the VCR System
11. Waiting the Aligners' signal and watch the correct time
12. "Start within ten seconds" - "Go"

# Starting Command

- “Start within ten seconds” is spoken in a calm and relaxed voice
- Hurried words may cause a false start
- Time delay between “seconds” and the starting signal should be around 2-3 secs
- This is to allow time for:
  - Athlete to signal if he has a problem
  - To ensure that boats are stationary
  - To observe that all competitors are clearly ready to start and they are motionless - not paddling
- “Go” or starting signal it must be loud and sharp

# False Start

- If an athlete starts paddling before the starting signal
- Starter must fire two shots or call “Stop”
- Check the VCR System to confirm the analysis before Starter gives the offending crew/s a warning
- A false start may be given to more than one crew if the Starter considers that more than one boat **caused** the false start
- After 1<sup>st</sup>: “Lane 6, England, False Start”, “You have a first false start”
- After 2<sup>nd</sup>: “Lane 6, England, Second False Start”, “You are disqualified”, “Please leave the Start-line”

# Videos of Starting

- Example of Canoe '09 in Dartmouth



# Photos of Starting

- Starting photos of ICF events in 2009



# Exercise #3 (Starting)

- Groups of 3-5 persons
- **Plan the work of 3 starters who will start which race according to present event**
- **Explain the basis of your schedule**



# Exercise #4 (Starting)

- Groups of 3-5 persons
- **Train the starting command in groups**
  - 3 times per each
  - The others will give immediate feedback
- **Discuss how is a good starting command**
  - Collect the items
- **Do the 2<sup>nd</sup> round of starts**
  - 3 times per each
  - The others will give immediate feedback



# Questions of Starting



# Officiating Aligning

- Checking the athletes and boats for race
  1. Correct personal numbers
  2. Correct seating order of crews
  3. Correct lane number on the boat
  4. Correct number of boats
- Ensure that bow of each boat is correctly housed in the starting gate/bucket (red flag one minute before)
- Ensure all the competitors seem to be able to start
- Show white flag to Starter when everything OK
- Show red flag again in case of false start or any incident a competitor is not able to start properly

# Challenges of Aligning

- Normal position at the lane 3 and 7 behind the starting line cause difficulties to see all the boats well at the same time
- The Aligners should stand as high as possible to see better how the bows are positioned
- The limited possibility to communicate with Starter and Competition Committee just before start
- Hot conditions make it very hard work
  - Aligner should drink a lot but how to get to toilet?
- There are not too many Aligners who really are taking care to offer all the competitors a fair and equal start
- Underestimated duty

# Videos of Aligning

- Canoe '09 in Dartmouth



# Photos of Aligning

- Photos taken in ICF events in 2009



# Exercise #5 (Aligning)

- Groups of 3-5 persons
- The Exercise #4 again but now with two Aligners
- The Aligners imagine the boats approaching the automatic starting system when weather conditions are different in every round:
  1. The wind intends to push boats from left
  2. Strong headwind intends to push backwards
  3. Big waves causes balance problems to boats

# Questions of Aligning



# Officiating Course Umpiring

- Course Umpire (later CU) shall see to it that during a race the rules are complied with
- If any rule were broken, CU shall report the infraction to the Chief Official by
  - Red flag and lane number(s) immediately
  - By written report and signed form as soon as possible
- CU should follow the race in a catamaran
  - Parallel moving with another CU catamaran
  - Quite stationary in events of 200m
  - In special cases stationary catamarans should be used for 500m if no return canal exist and there are major problems with waves
- Ensure the safety of capsized competitors near them



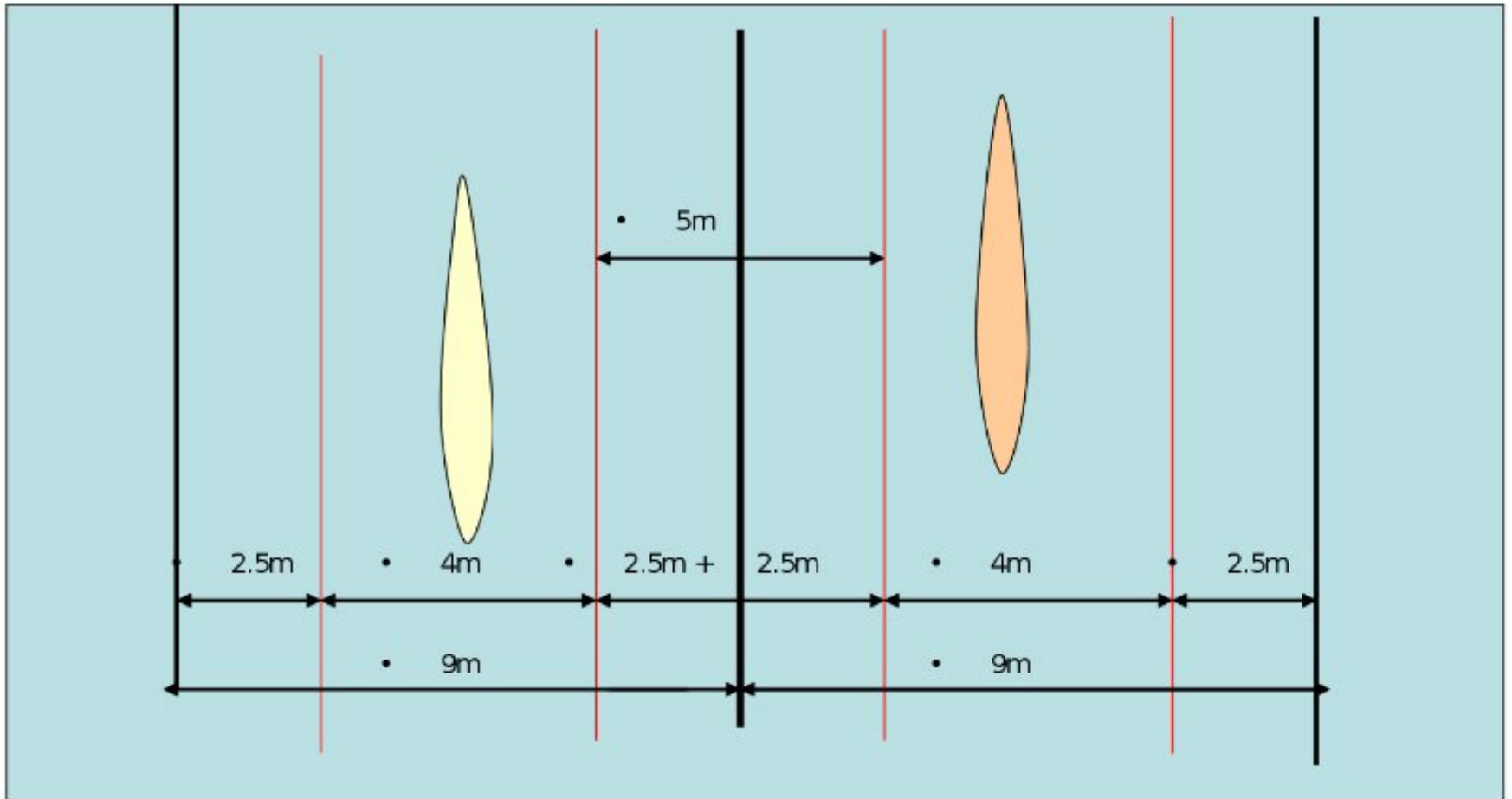
# Challenges of Umpiring

- How to ensure a driver goes where you want?
  - Manouvering signs must be trained before
  - CU must always use the same boat and driver
- Course Umpire should stop the race if any hindrance will appear to block any lane
- How to get near enough without disturbing?
- How to see enough when umpiring stationary?
- Who takes care of middle line (5)?
- Don't watch another Course Umpire before your own reporting
- The Chief Official, Competition Committee and TV see everything too

# Positioning of Umpires

- Start to follow a race at the lane 3 and 7
- Don't forward like a snake; if you move to see some lanes better you won't see other
- CUs should slowdown and stop before finishing line
- CUs should not make any waves after finishing line, look for any capsized boat and be ready to rescue competitors
  - Is your driver able to do rescue manouvering and pick up competitors and boats safely?
- Returning to the starting line must be early
- Stay stationary before start to help competitors

# The centre of the line



# Advantage vs. Rule of 5 meter

- Centre-line rule may be broken easily
  - this must always be reported
  - to show that CUs are waken
- Wash-hanging may happen even Centre-line rule won't be broken
- Wash-hanging may give unfair advantage without braking the rule of 5 m
- Double wash-hanging is a great advantage
- Wash-hanger is able to take a medal in 1000m
- The first day of event is critical for succesful work

# Experience is important

- Weather may cause major problems
  - How to shelter walkie-talkie, papers and pens?
  - How keep you dry, healthy and looking smart?
- Catamarans may not work properly for several reasons
- Communication is critical
  - To clarify unclear visual or written reports
  - To report any sudden accidents or challenges
- To understand intentions of competitors
- To follow assistance and obstacles (weeds)

# Videos of Course Umpiring

- Example Canoe '09 in Dartmouth



# Photos of Course Umpiring

- Photos taken in ICF events in 2009



# Exercise #6 (Course Umpiring)

- Groups of 3-5 persons
- **Plan the work of 6 Course Umpires who will work according to present event**
- **Explain the basis of your schedule**





# Exercise #7 (Course Umpiring)

- Groups of 3-5 persons
- **Write a Course Umpire report of the race seen from video**
- **Discuss how to position Course Umpires who should stay quite stationary at the ends of course of 200m**
- **Explain the basis of your plan**

# Questions of Course Umpiring



# Officiating Finishing Line

- Record the boat numbers in an order of finish
- Manual timekeeping to backup the electronic systems
- Videorecording the finish of every boat in the race to see if competitor finished in the paddling position
- Two separate photo-finish systems used by experts who don't belong to ITOs
  - Responsible Finishing Line Judge may work with Competition Committee upper in the tower

# Challenges of Finishing Line

- Vision of judges must be excellent
- Ability to concentrate in noisy conditions
- Light conditions varies from the morning to evening: challenges to eyes and systems
- Air temperature or weather overall may badly disturb the concentration of judges when sitting outside or inside
- Competition situation among judges may cause mistakes or extra pressure in the team
- Judges should not disturb other judges by "thinking loud"
- The replay of TV broadcast may be useful too

# Dividing duties of Judges

- The time of winner should be recorded with 2 similar stopwatches
- At least 3 judges needed to record order
- One of them may focus to last half of boats
  - This judge may record the 2<sup>nd</sup> time of winner
- One judge should be chosen to be a main user of video recording system
- Responsible official should collect the information to the report form
- Different order of lanes (1-9 or 9-1) might be confusing

# Videos of Finishing Line

- Canoe '09 in Dartmouth



# Photos of Finishing Line



# Exercise #8 (Finishing Line)

- Work alone
- **You will see several finishes of races**
- **Record the order of boats**





# Exercise #9 (Finishing Line)

- Groups of 3-5 persons
- **You will see several finishes of races**
- **Record the order of boats alone**
- **Decide together which was the correct order**



# Questions of Finishing Line



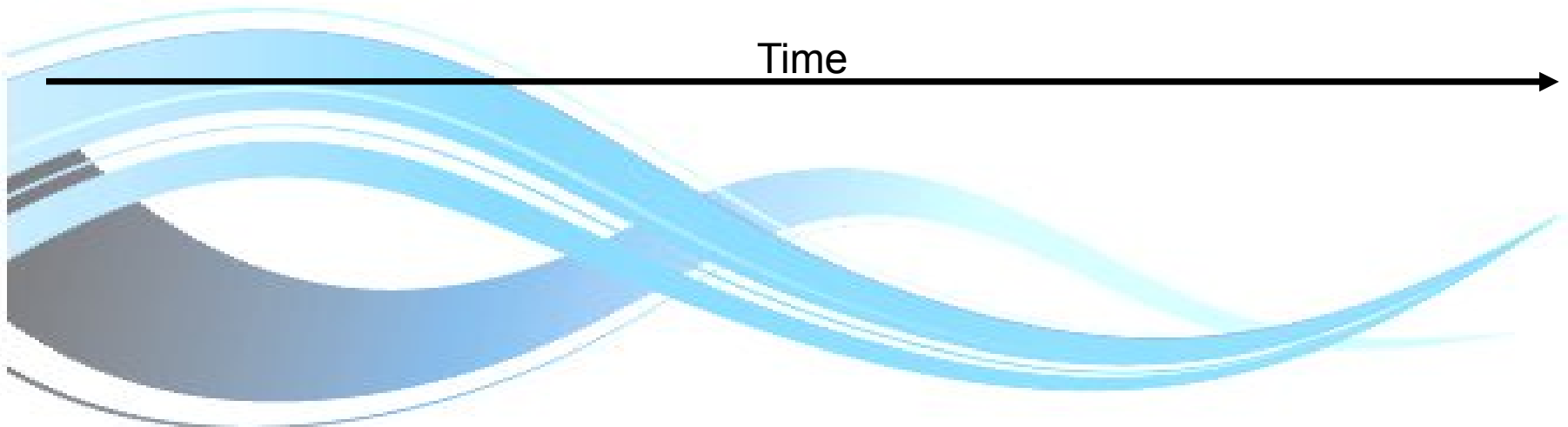
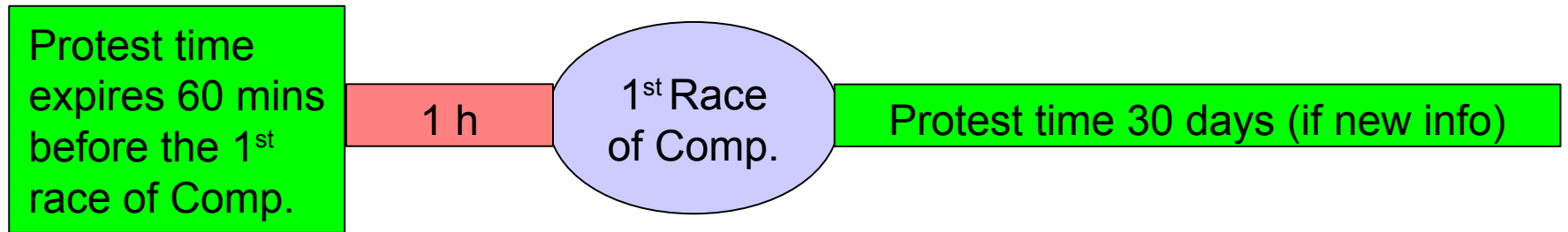
# Officiating Competition Committee

- Chief Official must make her/himself available to anyone and everyone at all time
- 48 hours before the start of the competition the Chief Official with the Committee should meet the Technical Organiser to check the installations are correct
  - Organizing Committee will have 24 hours to fix inadequate arrangements before rehearsals
  - Rehearsals should cover all the duties and communication connections at afternoon before first racing day
- the Boat Control #1 should be ready 4 days before

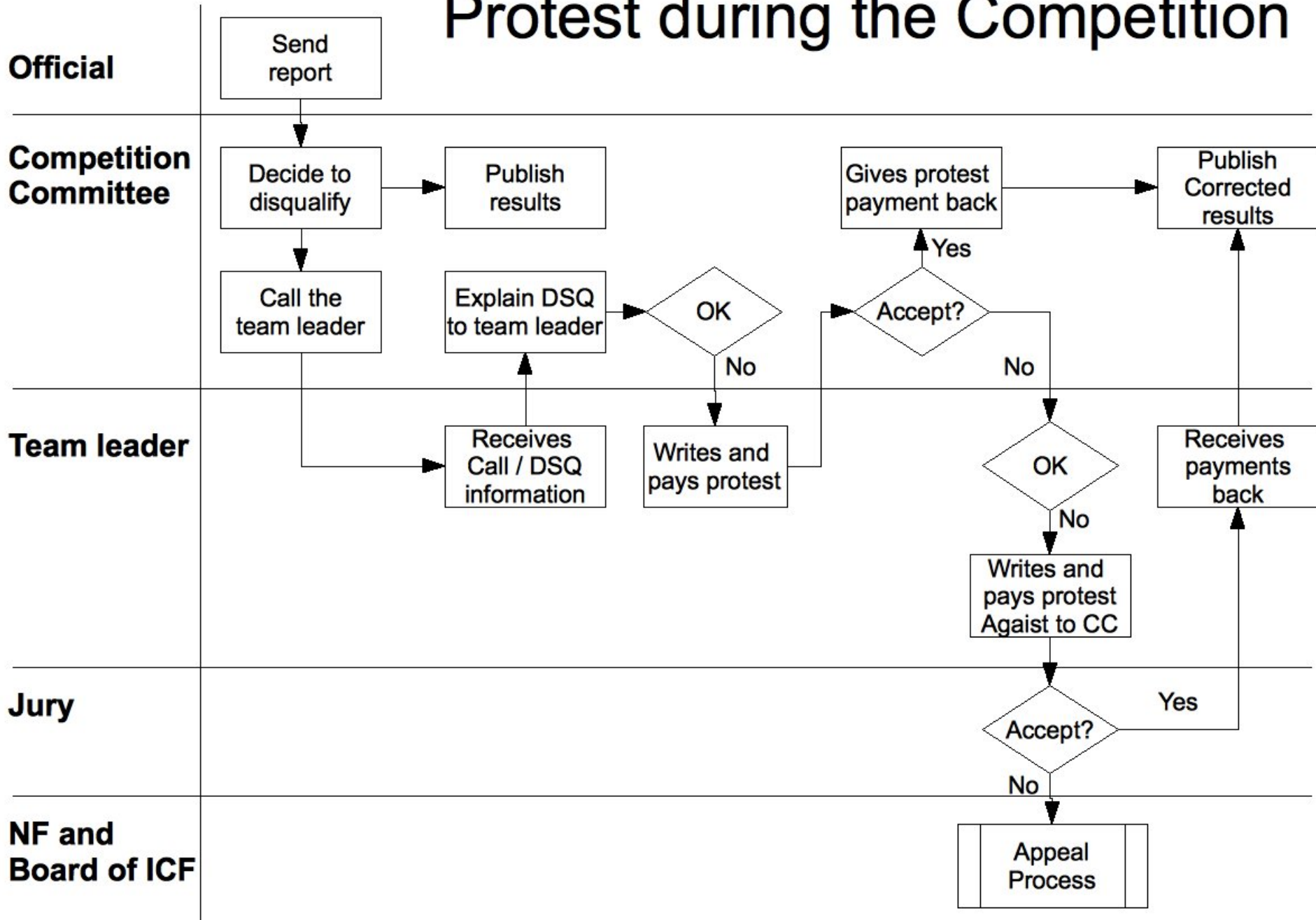
# About duties of Comp. Committee

- It's only the Competition Committee and Starter who may disqualify a boat
- With each and every task the Competition Committee may come across they must consider delegation
- Each and every incident is judged accurately according to correct interpretation of the rules
- Team leader must be called to hear the report of every incident against to their competitors
- Warnings are very useful if there are
  - Red flags because of centreline rule
  - Minor mistakes in the heats of junior events

# Protest against crew



# Protest during the Competition

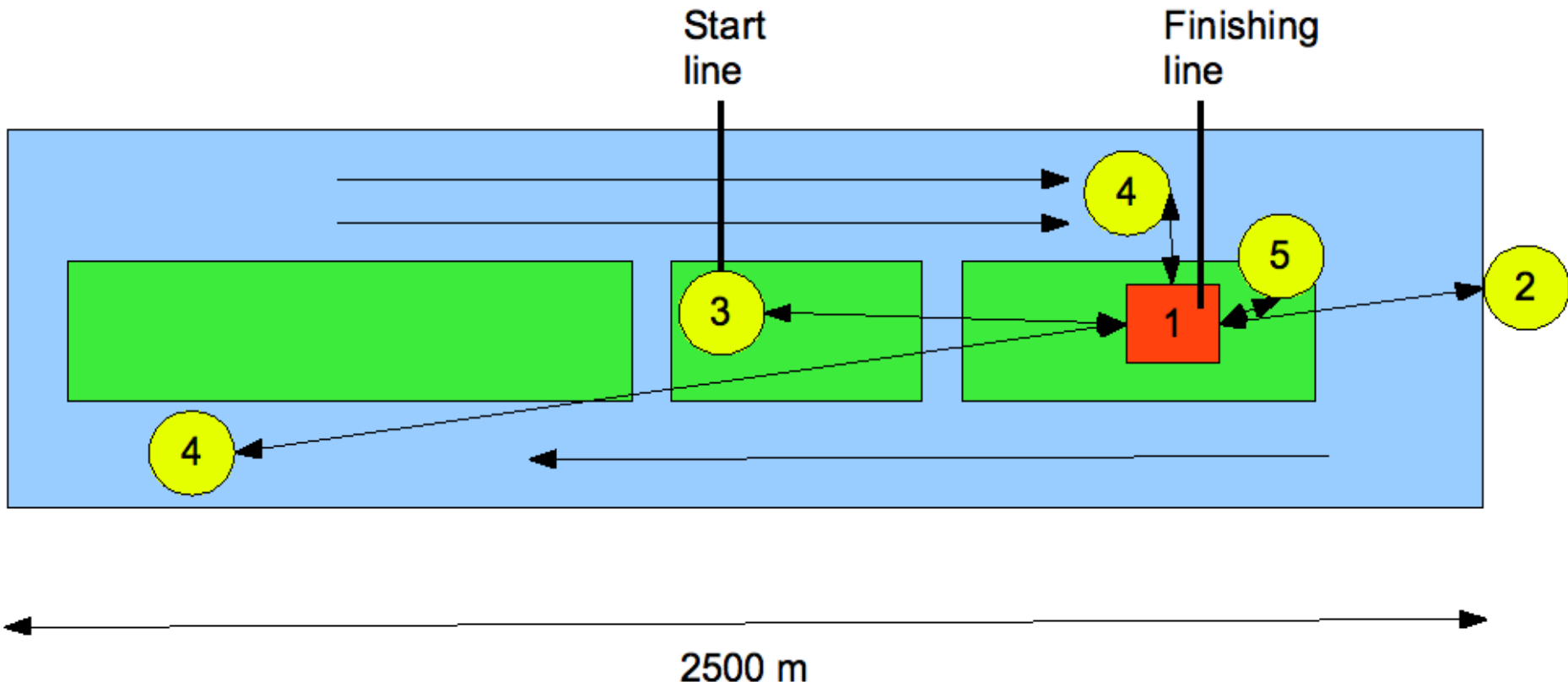


# Communication of Event

- Competition Committee (later CC)
- Competition Manager
- ID/Polyox Control
- Starters
- Aligners
- Course Umpires
- Finishing Line
- Boat Control #2 (Post-race Boat Control)

# Map of Communication

1. Finishing line Judges and CC
2. ID/Polyox Control
3. Starters
4. Course Umpires
5. Boat Control #2



Permissions needed in several countries



# ID / Polyox Control to CC

- "ID / Polyox Control has started"
- "Race 1 is OK" (10 minutes before the start)
- "Race 2 line 9 Moldova didn't pass the ID / Polyox Control"
- "Race 3 line 7 Nigeria, athlete two-seven-eight has lost his ID Card" (passport might be valid)



# Course Umpire # to CC

- "Course Umpire one, Alan, check-in"
- "Rescue boat is needed at 500 m of warm-up area"
- "Course Umpire two, Peter, here. I have problem with the engine. I'm not able to get to the start in time"
- "Lane 2, Uzbekistan had a red flag"



# Starter to CC

- "Five minutes to start. Am I allowed to start?"
- "Thank you. We'll start the procedure"
- "There is no lane seven, Belgium, at the starting area. Should we wait for a while?"
- "Warning to lane seven, Denmark"
- "False start to lane four and six, Italy and Belarus"
- "Lane six, Belarus, second false start. You have been disqualified. Please leave the course immediately"

# Boat Control to CC

- "Lane two, four, six. Thank you"
- "Race one – All clear"
- "Race two, line four, Poland, the boat was underweight 10 grams. The report is coming."
- "Lane six, Belarus, didn't pass the Boat Control"
- "Boat two, Spain, went to cool-down area and didn't arrive to the Boat Control"

# Connections of Competition Manager

- Technical experts
- Walkie-Talkies
- Other communication (phone lines, mobiles)
- Starting system (+ video system)
- Timing systems (intermediate, video, photo-finish)
- Rescue team
- Weather stations (spot forecasts)
- Accreditation, transportation, accommodation
- Other: electricity, copy machines, spare equipments

# Something to remember

- Some teams are listening our channels to get advantage
- Teams may have their own communication
- Walkie-Talkies and PMR systems are allowed to use in some countries without permission
- Walkie-Talkies must be waterproof and charged every evening
- Spare devices are always needed

# Videos of Competition Committee

- Example of Canoe '09 in Dartmouth



# Photos of Competition Committee





## Exercise #10 Competition Committee

- Groups of 3-5 persons
- **Write two different kind of reports from Boat Control #2 and Course Umpires (total 4 reports)**
- **Give the reports to another group (the CC)**
- **Write down the consequences what will happen now in the CC**
- **Write the forms of Disqualification if needed**

# Exercise #11 Competition Committee

- Groups of 3-5 persons
- **You will see photo-finish of 3 heats**
- **Record the order of boats and compare with other members of CC**
- **Write the advancement according Plan 2/B alone**
- **Write down the order of following semifinals**
- **Compare the results**

# Questions of Competition Committee



# Running ICF Ceremonies

- The Chief Official must have a control of all things happening during the competitions
- Timing of final races and ceremonies is tight
- The schedule may change because of false starts or any unforeseen things (weather storms, accidents, missing people or uniforms etc)
- Presence of live TV must be understood by all the stakeholders (athletes, team leaders, judges, jury)
- ICF has the Manual for Ceremonies which should be consider as rules

# Videos of Ceremonies

- Example of Canoe '09 in Dartmouth



# Photos of Ceremonies



# Questions of Ceremonies



# Exercise #12 (Extra)

- Groups of 3-5 persons
- Will be announced at the end of the seminar depending on the time table and the learning curve of the candidates





# Any comments

- Material based on ICF Canoe Sprint Rules 2009
- Personal inspiration to ICF officiating from John Leukemans
- Strongly supported by excellent Chief Official Elly Müller
- Some ideas picked from Rowland Jones
- The goal is to offer latest practical information to new official candidates of Canoe Sprint from national to international
  - This material is public and free to use without modifications
- Please contact author by email to [risto.lehtinen\(a\)iki.fi](mailto:risto.lehtinen@iki.fi) if
  - Some information should be corrected
  - Any idea which other information should be here
  - Important practical tips are missing
  - You would like get all the videos of officiating area