

INTERNATIONAL TECHNICAL OFFICIAL SEMINAR CANOE SPRINT

international
canoe
federation



#PlanetCanoe

ONLINE 2022

ABBREVIATIONS



| | |
|-------------|--|
| ICF | International Canoe Federation |
| NF | National Federation |
| SUPC | Stand Up Paddle Commission |
| CR | Sport Governance Rules |
| PR | Principle Rules |
| SR | Sport Rules |
| HOC | Host Organising Committee |
| ITO | International Technical Official |
| NTO | National Technical Official |
| WRP | World Ranking Points |
| DNS | Did Not Start |
| DSQ | Disqualified |
| DNF | Did Not Finish |
| DQB | Disqualified for unsportsmanlike behaviour |

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ITO ROLES AND DUTIES



- ❖ Provide leadership and guidance to help all athletes achieve their best, whilst ensuring that the competition is conducted in a safe and fair manner.
- ❖ Our sport is developing all the time and Officials should develop themselves too.
- ❖ Teamwork is essential and the ability to communicate well and cooperate with other officials, coaches and athletes.
- ❖ Respect yourself and others.

OFFICIALS ARE EXPECTED TO



- ❖ Know our canoeing sport; perform their tasks in conformity with the ICF rules.
- ❖ Know how to use the equipment, tools and the methods for officiating.
- ❖ Be responsible, impartial, consistent and objective when making decisions.
- ❖ Encourage good sportsmanship.
- ❖ Be able to perform their role in a positive manner and be physically fit.
- ❖ Always communicate in English.

INTERNATIONAL TECHNICAL OFFICIALS



- ❖ Chief Official
- ❖ Chief Judge
- ❖ Deputy Chief Judge
- ❖ Competition Manager
- ❖ Boat Controller(s)
- ❖ Starter(s)
- ❖ Aligner(s)
- ❖ Course Umpire(s)
- ❖ Turning Point Umpire(s)
- ❖ Chief Finish Line Judge
- ❖ Finishing Line Judge(s)
- ❖ Announcer
- ❖ Medical Officer



- ❖ Pre-race boat control.
- ❖ Identity and equipment control.
- ❖ Post-race boat control.



- ❖ A dedicated area for self-boat control will be available for teams before competition starts.
- ❖ Teams are responsible for pre-competition Boat Control and to ensure the boats conform to the technical requirements for the competition.

Check the Boat Control Area is ready

- ❖ Make sure the scale is protected from all weather conditions especially from the wind.
- ❖ Boat specification signs clearly displayed for athletes and coaches.
- ❖ A set of small weights (1 to 100gms) and a set of big weights to calibrate scales.
- ❖ Extra weight available (sand, gravel, etc..)
- ❖ Plastic bags and tape to secure the extra weight to the boat.
- ❖ Boat cradles for teams to use whilst waiting.
- ❖ Cloths/towels to dry the boat.

WEIGHING THE BOAT

- ❖ Make sure the boat is dry inside and outside.
- ❖ Remove all loose fittings.
- ❖ Weigh the boat with the same footrest, seat or knee rest that will be used for the race.
- ❖ Remove all devices, which are not permitted by the competition rules.
- ❖ Permitted devices may be secured behind the paddler.



- ❖ Check if the scale is working and shows 'Zero' (0.00) before weighing.
- ❖ If not, press the 'Zero' [→ 0 ←] button and wait for 'Zero' (0.00) to be displayed. Now the scale is ready.
- ❖ Place the center of the boat in the center of the scales.
- ❖ Take care that nobody touches the scale or boat during the weighing process.
- ❖ Add extra weight if required to meet the minimum weight requirements.
- ❖ Secure the weight to the hull of the boat.



- ❖ Check the ID Control Area is ready.
- ❖ A tent or umbrellas to provide protection from all weather conditions.
- ❖ Fences to separate ID Control area from the general athletes zone.
- ❖ One table and enough chairs for ITOs, NTOs and volunteers.
- ❖ Table for boat numbers distribution.
- ❖ If required a table for checking Para canoe boat passports and a table for the Omega GPS team.



The ID Control coordinator must collect the radio; confirm channel and check communication with the Competition Committee.

Check you have updated start lists, clipboards and pens.

In position and ready to start 30-40 mins before first race.

ID controllers are responsible for controlling the following

- ❖ ID card
- ❖ BIB number
- ❖ Boat number
- ❖ Surface of the hull for any foreign substances
- ❖ Forbidden devices
- ❖ Order of crew boat
- ❖ National uniform and crew uniformity.



QUESTIONS?

STARTER(S)

- ❖ The Starter decides all matters concerning the start of the races.
- ❖ The Starter is an important role that ensures every athlete has the opportunity to have a fair and equal start.
- ❖ The starting team also has the responsibility to get the races started on time.
- ❖ The Starter is solely responsible for false start decisions. All decisions of the starter are final.



THE STARTER NEEDS TO



- ❖ Have good vision & quick reactions.
- ❖ Clearly spoken commands.
- ❖ Have a self-confident, patient and a calm methodical approach.
- ❖ Have the ability to make neutral judgements.
- ❖ Adjust own working process to unify the starts among other starters.
- ❖ Have clear communication to Competition Committee and other officials.

CHECKLIST

- ❖ Start gates are aligned and operating effectively.
- ❖ All starters know how to work the equipment.
- ❖ Loudspeakers at the starting area are working effectively.
- ❖ Lane numbers are clearly marked.
- ❖ Loud speakers at each starting position are working.
- ❖ Video recording system. The video footage is at the disposal of the starter.
- ❖ Large clock showing correct time, facing up the course.
- ❖ Check transport to the start towers.
- ❖ Communication with the Competition Committee via radio and or landline.
- ❖ Clear vision of the start area and aligners.





- ❖ The coordinator will make the schedule for the starters. It is best for the competitors to have the same starter for each category.
- ❖ The coordinator must collect Starter forms, radio and race clock; confirm channel and check communication with the Competition committee.
- ❖ Check time is aligned with finish system.
- ❖ Check you have updated start lists, clipboards and pens.
- ❖ Contact the Competition Committee for a test start before competition starts and when changing distances.
- ❖ Close the course from the start 15mins before the first race start.
- ❖ Ensure the start area is free of any hindrances.
- ❖ Clear vision and contact with the aligners.

The start procedure must be consistent from all starters. Any changes to the start procedure or time must be approved by the Competition committee. The start process starts 5mins before the start.

- ❖ (5min) “Race Number 37, K2 Men, 1000metres, Heat 1, Five minutes to the Start, five minutes” - “In lane 1 GERMANY, in lane 2 HUNGARY, in lane 3 RUSSIA” and so on.
- ❖ (4min) “Four minutes to the Start, four minutes”.
- ❖ (3min) “Race Number 37, K2 Men, 1000metres, Heat 1, Three minutes to the Start, three minutes” “Please come to the start area” - “In lane 1 GERMANY, in lane 2, HUNGARY, in lane 3 RUSSIA” and so on. (check all competitors are in the start area).
- ❖ (2min) “Two minutes to the Start, two minutes” - “Please come to the Start-area IN YOUR LANE”.
- ❖ (1min) “One minute to the Start, one minute” - “All boats come to the Start-line, please, take your positions/marks” (make sure boots are up).



START PROCEDURE



Provided the Starter is satisfied, boats are in the starting boots and has the Aligner's signal (two white flags), he/she will start the following procedure at the correct time.

“Ready” – must be spoken in a calm, relaxed, unhurried voice. After around two to five seconds, if:

- ❖ Satisfied boats are stationary.
- ❖ No crew signals they have a problem.
- ❖ There is no sway of the starting docks/boots.

“Set” After between two and five seconds, if:

- ❖ Satisfied boats are stationary (motionless).
- ❖ Competitor(s) paddles are in the catch position.
- ❖ No one makes a false start.

Give the Start Signal (“Go”) - it must be loud and sharp. Watch for any malfunction with the start system and any anticipation of the start signal.

FALSE STARTS



If athlete(s) starts paddling before the start signal, it is a false start. Push the false start button or a second start sound and call “Stop, stop, stop” to recall paddlers.

- ❖ The Starter must check the Video System if required to confirm the analysis of the offender and warn the offending athlete(s).
“Lane 2, Portugal, False Start, You Have a Warning” “please confirm you understand”.

The Starter must advise the Competition Committee of the false start and hand over to the Aligner for repositioning. Do not hurry the competitors or shorten the holding time, give them some time to reset and focus on the start again.

- ❖ On the occasion of a second false start by the same athlete(s), the Starter must call: *“Lane 2, Portugal, Second False Start”, “You are disqualified, Please leave the Start Line”.*

They must leave the start before any new alignment.

ALIGNER(S) DAILY CHECKLIST

- ❖ Collect radio, binoculars and megaphone; confirm channel.
- ❖ Check you have updated start lists, clipboards and pens.
- ❖ Check the motorboat is in good working order and is equipped with a set of lane numbers, red and white flag, paddle and a fishing net.
- ❖ At the start line check communication with the starters and Competition Committee.
- ❖ Position the motorboat 100m before the start line.



ALIGNER(S) PROCEDURE



- ❖ Bring the boats to the start line with the least possible delay.
- ❖ Look for correct boat number, BIB number, uniform, crew uniformity and the right order in crew boats.
- ❖ Contact the starter if boat number incorrect. Be ready to change the number.
- ❖ Contact Competition Committee if uniform, crew uniformity and order of crew is incorrect.
- ❖ Assist competitors only if they ask.
- ❖ Keep the red flag raised if the boats are not aligned or are not in the starting boots.
- ❖ Once the bow of the boat is completely in the starting boots and boats are aligned, raise the white flag to signal to the starter the boats are in position to start.
- ❖ Re-raise the red flag in case of a false start or if a competitor is unable to start properly.

COURSE UMPIRE(S) DAILY CHECKLIST

- ❖ Collect radio, binoculars and megaphone; confirm channel.
- ❖ Check you have updated start lists, clipboards and pens.
- ❖ Check the Catamaran is in good working order and is equipped with a set of lane numbers, red and white flag, paddle and fishing net.
- ❖ Check and clear the course of any obstacles, weed etc.
- ❖ Once in position check communication with the Competition Committee.



COURSE UMPIRE(S) PROCEDURE



The Course Umpires will:

- ❖ Follow the 1000m races in motorboats.
- ❖ Slow down and stop 100m before the finish line.

After the race has finished;

- ❖ Raise a white flag if there is no infraction of the rules to report.
- ❖ Raise a red flag and the lane number if there is an infraction of the rules to report.

For the 200m events the Course Umpires are stationary.

If the Course Umpire must stop the race due to an obstacle on the course or a false start. The Course Umpire should move past all boats waving the red flag or using a sound signal.

TURNING POINT UMPIRE(S)



- ❖ Be stationed at every turning point. They should be positioned where they gain the best view of the turn.
- ❖ See the athletes turn according to the rules.
- ❖ Report to the Competition Committee which boat has capsized, withdrawn or if any infraction of the rules had taken place.

FINISH LINE JUDGE(S)

- ❖ **The Finish line judges need to:**
- ❖ Have good long sight vision and eye and hand coordination.
- ❖ Work silently when a race is finishing.
- ❖ Concentrate in noisy conditions with many distractions.
- ❖ **The Chief Finish Line Judge is responsible for dividing the following duties:**
- ❖ How and who will operate the Video recorder for each finish.
- ❖ The backup timing system.
- ❖ Finish line beep button.
- ❖ If stopwatches will be required to time the races.





- ❖ Each Finish Line judge, without speaking, will write down the finishing order of each boat as it reaches the finish line.

THE CHIEF FINISH LINE JUDGE WILL:

- ❖ Compare all finish orders and a simple majority will be used to decide the order.
- ❖ Have the casting vote and complete the finish line report for each race.

CAPSIZING

- ❖ When there is a capsize close to the finish line, a review of the video recording can be crucial to decide if the crew are in the boat on the finish line.
- ❖ The Competition Committee will require a report from the Chief Finish Line Judge as quickly as possible. The recording of that race must be noted and be available for the Competition Committee to review either before the official race result is published or latter in the case of a Protest.

COMPETITION COMMITTEE WILL

- ❖ Direct and supervise the competition.
- ❖ Postpone the competition in the event of inclement weather or unforeseen circumstances.
- ❖ Decide on matters concerning DQs, warnings and protests.
- ❖ Judge every incident accurately according to correct interpretation of the rules.
- ❖ Confirm all DQs in writing immediately giving the reasons.
- ❖ Call the Team Leader to the finish tower to hear a verbal report. The Team Leader will receive and sign a hard copy with the exact time of notice, which marks the start of the protest time.





The competition is held under the direction of the Chief Official who is also the Chair of the Competition Committee.

The Chief Official will:

- ❖ Meet with the technical organizer 48 hours before the start of the competition to check everything is ready.
- ❖ Ensure that the HOC have everything fixed and in place 24 hours before rehearsals.
- ❖ Decide on all matters arising during the competition that are not dealt with in the Canoe Sprint Rules.
- ❖ Delegate the ITO positions for the best possible competition results.
- ❖ Run the Official's meeting and work with Chief Medical Officer.

THE CHIEF JUDGE WILL:

- ❖ Cooperate with the Chief Official and substitute the CO where necessary.
- ❖ Work closely with the Technical Organizer and Competition Manager in all aspects of the administration and smooth running of the competition.
- ❖ Collect all forms for the administration of the competition.
- ❖ Oversee communication between the Competition Committee and all ITOs.
- ❖ Work closely with the Announcer when required.

THE DEPUTY CHIEF JUDGE WILL:

- ❖ Cooperate with the CO, CJ and CM.
- ❖ Confirm the accuracy of race results with the photo finish.
- ❖ Assist with Passport Control if required.

THE COMPETITION MANAGER WILL:

- ❖ Work closely with the Chief judges to produce written results.
- ❖ Oversee the written paperwork.
- ❖ Manual checks advancement for accuracy.
- ❖ Work closely with the Technical organizer for final publication of progressions and results.



THE ANNOUNCER WILL:

- ❖ Announce the start of each race, the starting order and the placing of the athletes during the race.
- ❖ Announce the results after the race is completed.

THE MEDICAL OFFICER WILL:

- ❖ Supervise the Anti-Doping procedures during the competitions.
- ❖ Be responsible for medical matters occurring during the competitions.



QUESTIONS?