EASTERN REGION

UMPIRES COMMISSION

Chair: J Cotgrove Last Reviewed Date: 26th May 2021

**Event Audit Check List**

**Event:**

**Date:**

**Assessing Umpire:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event Administration** | **Yes** | **No** | **N/A** | **Comments** |
| Did event poster have all required information |  |  |  |  |
| Once event entries closed and draw made was this available to competing Clubs / Crews  |  |  |  |  |
| Did entries comply with BROE |  |  |  |  |
| Are officials and competitors informed of local rules  |  |  |  |  |
| Are names of officials and race committee identified |  |  |  |  |
| Are result promptly posted and available |  |  |  |  |
| Are crew race licences checked at registration and of winning crews |  |  |  |  |
| Is there a race commentary system |  |  |  |  |

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| **Safety** | **Yes** | **No** | **N/A** |  |
| Is an Event Safety Advisor (ESA) appointed and available |  |  |  |  |
| Is the ESA a member of the organising committee |  |  |  |  |
| Is the BR Row Safe Guide adhered to |  |  |  |  |
| Has a current event Risk and Hazard assessment been completed |  |  |  |  |
| Is there a current event Safety Action Plan |  |  |  |  |
| Are First Aid facilities / persons available |  |  |  |  |
| Were Safety Boats used and positioned on the course |  |  |  |  |
| Were Safety Boat drivers / crews suitably trained (RYA Level 2)  |  |  |  |  |

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| **Course Facilities (Generic)** | **Yes** | **No** | **N/A** | **Comments** |
| Is the course suitable for the event |  |  |  |  |
| Are there suitable boating areas |  |  |  |  |
| Is the circulation clearly described in the competitor instructions |  |  |  |  |
| Are racing lanes clearly buoyed |  |  |  |  |
| Are course hazards clearly marked |  |  |  |  |
| Is the Start and Finish clearly marked |  |  |  |  |
| Is there provision for other water users |  |  |  |  |
| Was a Control Commission in place at boating area(s) |  |  |  |  |
| Were mandatory crew / boat checks carried out |  |  |  |  |

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| **Course Facilities (Regatta)** | **Yes** | **No** | **N/A** | **Comments** |
| Are stake boat / platforms adequate and secure |  |  |  |  |
| Are stake boat persons briefed and supplied with life jackets / flotation aids |  |  |  |  |
| Are racing crews informed of any stager at the Start or Finish |  |  |  |  |

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| **Course Facilities (Head)** | **Yes** | **No** | **N/A** | **Comments** |
| Are overtaking instructions clear to crews and officials |  |  |  |  |
| Were there reasonable timing gaps between racing crews at the start |  |  |  |  |

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| **Competitor Facilities** | **Yes** | **No** | **N/A** | **Comments** |
| Was there adequate trailer parking and boat rigging area(s) |  |  |  |  |
| Were there changing facilities available |  |  |  |  |
| Were toilet facilities available |  |  |  |  |
| Were refreshments available |  |  |  |  |

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| **Course Umpires** | **Yes** | **No** | **N/A** | **Comments** |
| Were there adequate numbers of umpires |  |  |  |  |
| Was there a pre-event Umpire brief |  |  |  |  |
| Was the Umpiring rota available in a timely manner before the event |  |  |  |  |
| Do Umpiring positions have a clear line of sight of the racing line |  |  |  |  |
| Were Umpiring position issued with suitable safety equipment |  |  |  |  |
| Were Umpires issued with updated race / division order(s) |  |  |  |  |
| Are Start and Finish judges aided by a fixed sighting system |  |  |  |  |
| Did Umpires follow the current Rules of Racing |  |  |  |  |
| Did Umpires carry out their duties correctly |  |  |  |  |
| Were trainee Umpires under the direct supervision of an experienced Umpire |  |  |  |  |
| Were any infringements of the Rules of Racing properly assessed and dealt with effectively |  |  |  |  |
| Were any appeals considered and properly dealt with |  |  |  |  |

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| **Course Marshals** | **Yes** | **No** | **N/A** | **Comments** |
| Were there adequate numbers of course Marshals  |  |  |  |  |
| Are current Marshalling positions effective |  |  |  |  |
| Was there a pre-event Marshalling brief |  |  |  |  |
| Was there a Marshalling rota |  |  |  |  |
| Did Marshals perform their duties effectively |  |  |  |  |

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| **Ancillary Facilities** | **Yes** | **No** | **N/A** | **Comments** |
| Were Radio communication systems reliable and relevant for Umpires |  |  |  |  |
| Were Radio communication systems reliable and relevant for Marshals |  |  |  |  |
| Were loud hailers available to both Umpires and Marshals |  |  |  |  |
| Was there suitable weather protection for officials, particularly at the Start and Finish  |  |  |  |  |

**Auditor Comments**:

**Signed by** **Assessing Umpire:**

**Contact Details:**

***Note 1:*** Any comments or concerns regarding the event are to be discussed with the Chair of the Event Organising Committee and or the Event Safety Advisor before the close of the day.

***Note 2:*** If concerns are highlighted by an individual Umpire or if you have concerns regarding the performance of a particular Umpire or Umpires, these concerns are to be raised in confidence with the Chair of the Eastern Region Umpire Commission at the earliest opportunity.

**Please forward the completed form, within seven days of the competition, to the following:**

1. Chair of the Event Organising Committee:
2. Mark Goddard, Regional Rowing Safety Adviser - [Rowing Safety Contacts - British Rowing](https://www.britishrowing.org/knowledge/safety/rowing-safety-contacts/)