



ONTARIO TECHNICAL PACKAGE

Ontario Canoe Sprint Racing Affiliation (OCSRA)

ABSTRACT

This document is intended to assist Divisions and Clubs who are interested in staging an OCSRA event. This Technical Package does not attempt to cover the details of every aspect involved in staging an event. However, the elements common to all OCSRA events are covered in this guide.

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INTRODUCTION

Purpose of the Document

This Technical Package outlines the minimum standards of quality that must be met by the Host Organizing Committee (HOC) for the competitors, officials, spectators and other participants of an Ontario Canoe Sprint Racing Affiliation (OCSRA) event.

Section 1 WATER FACILITIES -- COMPETITION SITE

1.1 Natural or Manufactured Water Facilities

The type of water (natural vs. manufactured, lake vs. canal/basin) is not defined. However, the site of the event must meet the technical specifications outlined in this section for the competition course.

1.2 Location

The site must be located near the lodging areas of all the participants (competitors, officials, VIP's, press, public, etc.) such that the maximum travel time from course to lodging is 30 minutes by car. The site must be accessible for the participants and the many types of transportation vehicles (cars, buses, trailers, medical vehicles, etc.). More details on the requirements of the site are found in the following sections of this document.

1.3 Measurements

The competition course both the Ontario Team Trials and Ontario Championships must satisfy the following minimum measurements:

- length: 1200m
- width: 95m
- depth: 2m (under all lanes.)

1.4 Water Conditions

- Sites with reputations for unfair and/or high winds, waves, and motor boat traffic are not recommended and may be declared an unacceptable site.
- The water quality and cleanliness must meet provincial and local health standards for water sport participation.
- Regular water flow or movement is not recommended however, sites with water conditions that are fair and equitable across all lanes may not be considered unacceptable.
- At least one straight bank along the lanes at a maximum of 50 metres from at least one outside lane is recommended. The bank must slope such that it dampens effects of waves. Sites with shorelines that reflect waves back onto the race course will not be accepted unless booms or other devices can be installed that will effectively dampen waves.

1.5 Sprint Course Marking

a. Competitors Travel Lane

There must be a specific lane designated for the competitors to travel between the starting and training area. Ideally, it is located more than 20 metres away from the closest racing lane.

b. Lanes

The competition course must be marked into lanes nine metres wide, with marker buoys running down the length of the course at regular intervals. At minimum, the marker buoys must be placed every 50 metres, from the 1000 metres start line to the finish line. Buoys from the 200 metre start line to the finish line are recommended to be 10 metres apart. A minimum of ten lanes is preferred: nine competition lanes and an extra lane that would allow the running of 10 boat finals should they be required. The competitors' travel lane is in addition to the 10 racing lanes.

The lanes shall be laid out with lane '1' on the left of the course and lane '9' on the right when viewed from the start line.

c. Specifications for Marker Buoys

The marker buoys should be:

- i) distinctively coloured to distinguish between lanes (i.e. white on the right and red on the left) and be clearly visible to both competitors and officials;
- ii) numbered at the 1000 metres, 500 metres and 200 metres start lines and on the marker buoys two metres beyond the finish line (e.g. 1002 metres from the start line); numbers must be located on the marker buoys to the competitor's right;
- iii) a minimum of 30 cm in height and must float such that a minimum of 20 cm extends above the water line at the 1000 metres, 500 metres and 200 metres start lines, **and** at the 750 and 250 metres lines. A set of similar marker buoys must also be placed beyond the finish line, by 2 metres.
- iv) all other marker buoys must be a minimum of 15 cm in diameter and float such that at least 7 cm is above the water line.
- v) the 25 m point after the 500 metres and 1000 metres start lines shall be marked by 2 coloured buoys with red flags on the outside of each side of the course.

d. *Start and Finish Areas*

There must be sufficient space beyond the start line for the crews to turn and be aligned by the referees, e.g. 100 metres; and sufficient space beyond the finish line for crews to drift after the race, turn and paddle to the docks, e.g. 50 to 100 metres.

1.6 Long Distance Course Markings

The long distance course should meet the following criteria:

- an opening stretch of at least 500 straight metres;
- a home stretch of at least 500 straight metres;
- the distance between the centre of the turns, excluding the first turn, must a straight line measuring between 500 and 600 metres;
- the radius of all turns must be at least 40 metres;
- each turning point must be marked with a minimum of six (6) clearly visible flags mounted on marker buoys of at least 30 centimetres in height;
- the depth of the water must be at minimum of two (2) metres for the entire course; and
- the start area must be wide enough to permit at least three metres per boat entered; (currently a maximum of 30 boats may enter a long distance race).

1.7 Docking Facilities

- a.* Approximately 80 metres of usable docking space is required. At least 60 of the 80 metres is required for competitors to launch their boats. The remaining 20 metres is required for the loading and unloading of referee, safety and other required Officials' boats. Docking facilities that are two metres wide are preferred. It is recommended that the docks be located at or near the end of the regatta course so that boat wash from the competitors' and officials' boats does not interfere with the loading and unloading of crews. Docking facilities should be appropriately identified to ensure that spectators do not use the dock space to watch the races.
- b.* These docking facilities can be constructed in any material, but the gangway must be coated with an anti-slip material and anchored securely to avoid accidents.
- c.* At minimum, docking must be allocated as follows:
 - embarkation areas;
 - finish area docking;
 - boat control area.

1.8 Finish Tower / Judges Stand

A finish tower or judges' stand must be built as near as possible to the edge of the bank. The finish line judges stand must be exactly aligned with the finish line and, where possible, facing the sunrise direction.

1.9 Pre-event Training Access

The competition course must be prepared and available for training one day prior to the first day of competition. As well, the site must be accessible for on-water training two to three days in advance of the event.

Section 2

BOAT STORAGE AND PARKING REQUIREMENTS

2.1 Location of Boat Storage and Trailer Parking

This area should be located as near as possible to the embarkation and disembarkation docks and all other athlete facilities.

2.2 Security

The HOC must ensure that the site is patrolled by security guards overnight while any boat trailers are on-site. The HOC should be prepared for boats to arrive at least one night before the event starts and after the event ends and must make the security arrangements accordingly.

2.3 Trailer Parking

An area of approximately 1000 square metres with a solid surface and, if possible, near the club facilities, must be set aside for boat trailers and boats.

2.4 Vehicle Parking

A parking area must also be set aside for the personal vehicles belonging to competitors, other participants and spectators. This parking area should be able to accommodate a minimum of 100 cars/vans.

Section 3

ON-SITE FACILITIES & ACCOMMODATION

3.1 On-Site Facilities

a. Restroom Facilities

Change room and washroom facilities must be available for athletes, coaches and officials. Flush toilets are preferred, however rented portable toilets are sufficient provided they are pumped out on a daily basis. Toilets should be inspected on a very regular basis throughout the day and restocked with supplies as required. This is an essential service and many demands are placed on the system on race days -- especially on the final day of competition.

b. On-Site Athlete's Village

Some sort of shade and shelter from the elements is suggested for the athletes, preferably in the form of tents. Often many clubs will bring their own tents to put up for the duration of the competition.

Athletes must also have access to complimentary drinking water in this area. Each athlete can be counted on to drink a minimum of two to three litres of water EACH DAY. Water stations are preferable over use of individual water bottles.

3.2 On-Site Medical facilities

a. First Aid Stations

The safety and good health of the competitors is a prime responsibility of the HOC of any regatta. This responsibility also extends to all participants including officials, volunteers and spectators. A general first aid service **MUST** be available to all participants and spectators. Stations should be equipped to deal with basic first aid treatments (sunburns, heat exhaustion, stings, strains, sprains, cuts etc.) as well as emergency situations (heat stroke, fractures, near drownings and other respiration and/or circulatory emergencies). The First Aid Stations must be staffed by qualified personnel one hour before competition is scheduled to begin, throughout the competition day, and for 1.0 hour after the finish of the last race. Trained First Aiders with at least a current Red Cross Standard First Aid

Certification, certified paramedics, licensed doctors and nurses are considered qualified personnel.

b. *Hospital and Ambulance Service*

The HOC must inform all local emergency health services (ie. Hospitals, Emergency Medical Service Teams, etc.) about the event. They should be encouraged to be part of the process in preparing for the competition. Emergency Service vehicles should be encouraged to attend on site during the competition and during the pre-event training period. The competition site must be accessible to 911 Emergency Medical Services teams. They must have free access down the length of the course and out on to the public roads.

c. *Rescue Safety Boats*

Rescue launches must remain STATIONARY during the competition when not in use. During racing a minimum of two rescue launches must be operational.

A Safety Boat Coordinator shall be assigned by the HOC and shall direct safety boat movements on the water. The Coordinator shall be in direct contact with the Chief Official at all times during the events.

There must be one positioned near the finish line to assist in any problems that may occur at the end of the race and a second boat at the start area.

Rescue teams shall carry out rehearsals of a competitor collapsing in a boat to ensure they all understand the problems of working with paddlers and racing boats. The rescue teams must be trained to be always ready to move at a moment's notice, otherwise remain stationary during the competition. Equally, they should move back into position with care and consideration for the crews who are in the following race.

3.3 Information System

a. *Information Contact Point*

The HOC should create a "Help Area" or information contact point where team leaders can make contact with representatives of the HOC. This help desk should be capable of dealing with the majority of questions and problems posed by the team leaders (e.g. transportation, schedule and location of different events, location of the first aid posts, advice on local

shops or cinemas etc.) It can act as the point for distributing regatta information, results and bulletins. It could also serve as a message handling service. Ideally, experienced and competent adults would staff the help desk.

b. *Public Address System*

A minimum of one experienced announcers who are knowledgeable in canoeing and kayaking are required. A public address system is the required communication system. The announcer(s) will provide running commentary on the races as they come down the course. The announcer(s) will communicate information to the public on the upcoming races, the results of previous races, general information, acknowledgment of OCSRA and local sponsors, reminders to support the local club, etc. and the presentation of awards. Announcers should be provided with prepared scripts and notices prior to the event.

c. *Communication of Results*

A minimum of one notice board should be in place for the posting of results. One board should be located near the judges/finish tower and the other board near the boat storage or whatever general area the clubs have set up for their paddlers. Should the judge's tower not be accessible to coaches and spectators, a separate results board should be posted in the area of the finish line that is accessible. Each board should be a minimum of 10x10 feet and covered with clear plastic arranged such that it can be lifted to post results, but will protect them from wind and rain. In order to ensure immediate distribution of official results, it is necessary for the HOC to enlist the help of volunteer runners to copy and post these results as necessary.

Section 4

OFFICIAL FACILITIES AND INSTALLATIONS

4.1 Requirements of the Competition Officials

The HOC, in partnership with the Divisional Volunteer Coordinators are responsible for appointing the volunteer requirements related to the events Volunteer and Official Combined Allocation of Labour (VOCAL).

a. Competition Officials

The Divisional Officials Committee (DOC) recommends all major competition officials. Accredited Competition Officials appointed by the (DOC) include:

- Competition Committee: (Chief Official, Chief Finish Line Judge, Competition Secretary);
- minimum of two Finish Line Judges;
- Starters;
- Results Management Officer;
- Referees;
- Boat Controller (weighing and measuring);
- Timer.

The HOC is responsible for providing the following officials:

- Chief Whipper-In (for Long Distance only);
- remaining Finish Line Judges;
- Results Management Team;
- Boat Control assistant (for Ontario Team Trials & Ontario Championships);
- Safety Boat Coordinator;
- Finish Line Operator (for Ontario Team Trials & Ontario Championships).

All Competition Officials are responsible to the Chief Official. The Competition Committee manages the regatta on the water. Among other things, their responsibilities include: making decisions on the scheduling of the regatta in the event of inclement weather or other unforeseen circumstances; coordinating all regatta officials, verifying crew eligibility, and resolving protests.

b. *Timing System*

The minimum acceptable timing system is the Finish Linx system (for Ontario Team Trial and Ontario Championships). The minimum acceptable timing system for all other OCSRA events is a stopwatch with printer and memory for 10 times or an electronic timing device provided by the DOC. The HOC provides 1-2 similar stopwatches as back-ups. If OCSRA does not appoint an assistant timer, the HOC must fill this volunteer position.

c. *Starters -- Platforms, Boats and Equipment*

Three starting platforms are required: one at the 1000 metres start; one at the 500 metres start and one at the 200 metres start. Each starter's platform must be stable and, if on water, securely anchored. On-water platforms should be a raised preferably 1.5 metres above water level, with sufficient space for a minimum of three persons. Each starter's platform should have a small table and, if possible, a covered section which will protect the officials from sun or rain. The Starter requires communication to the Judges Stand/Tower and this must be considered in the design of the communication system and in the design of the starters platform and related equipment.

One to two boats may be required. Depending on the arrangement for the starters' platform, there may be a need for a motorboat as the starter's platform or to transport the starter from the 1000 metres start line to the 500 metres start line. Starter's boats must comply with the Federal Small Vessels Regulations.

The following items are required for starters: a loud hailer / PA system to announce the start procedure and strong enough to be heard by all crews across the course; an air-horn, 1 red flag, and 1 white flag, both flags to be approximately 20cm x 20cm; radio communication (i.e. walkie talkie).

d. *Referee Motor Boats and Equipment*

The required number of referee motor boats is based on the events VOCAL. Each boat, powered by a motor of approx.. 15 hp, must be equipped with a radio connection (i.e. walkie talkie), one white 20x20 cm flag, one red 20x20cm flag, CKC official forms and required life-preserving equipment (bailers, whistle, PFDs, throw-ring etc.). An additional 15 certified PFD's which athletes may don in the water if required should be shared between the referee boats on the water. The HOC must supply a qualified and experienced boat driver for each boat.

e. Course Maintenance

One maintenance boat will be necessary to enable course repairs as necessary during the regatta. This boat will only operate between races, if necessary, and will be equipped with a life buoy and a life jacket.

f. Boat Control

The DOC will provide an area and the necessary equipment for boat control (weighing and measuring of boats). The area must be securely sheltered from the elements (especially wind and rain). Protection from wind is especially critical as a breeze can alter a measurement and may cause a boat to be unfairly disqualified. If medals are to be awarded immediately following the conclusion of a final, the boat control area should be located near the awards. The boat control area should also have shade, chairs and bottled water available for competitors weighing their boats after races. In addition, the boat control area should also have cloths for wiping down boats, sand, baggies and duct tape for competitors and a set of boat numbers to call boats in.

The appropriate equipment shall include, but not be restricted to: a set of approved scales (sufficient to weigh a K-4, digital read out, accurate to the 1/100th of a gram), boat slings large enough to steady a K-4 on the scale, security from the elements large enough to protect a K-4 on the scale from wind and rain, chair and small table. This equipment must be available and functional the day prior to the start of the competition between 2:00 pm and 4:30 p.m. Boat Control will open 60 minutes prior to the first race of each day during the actual competition.

Weigh scales shall be verified using actual sprint canoe's and kayaks and zeroed accurately a number of times prior to their official use.

g. Beverages, Snacks and Meals

A constant supply of complimentary fresh drinking water and juices MUST be available to all competition officials and volunteers throughout the regatta.

4.2 Required Meetings

a. Club Representative Meeting

The HOC must supply a room with space for approximately 100 persons for the Club Representative's meeting. Chairs must be provided for all those attending the meeting. The front of the room should be set up with tables suitable to place a computer and printer on. These front tables must be located near an electrical outlet. Preferably, an overhead projector and screen large enough for the 100 participants to read should also be supplied. This meeting is approximately one hour in duration and is scheduled for the evening before competition begins. Final time details are available closer to the event.

The following items are covered at this meeting:

Review the application of competition rules specific to the Regatta course;

Review the Draw for Lanes to ensure submitted changes were made;

Review procedures and policies specific to the Regatta (i.e. transportation, equipment management, etc.)

Address questions and concerns regarding the site and other related issues.

- Other items as required by the HOC, Technical Representative, Chief Official, etc.

Key members of the HOC must be present at this meeting, in particular those individuals responsible for the course and on-land facilities.

A table and chairs must also be set up for the OCSRA Treasurer as many clubs will be paying their Random Entry Fees and any other outstanding accounts immediately prior to the Club Representatives Meeting. Preferably, this table is set up at the back of the room or in a separate adjoining room.

b. Club Representatives/Officials Meeting

A meeting of the Club Representatives and the Competition Committee may be held after the day's races. Consequently, a meeting space on site should be available at the end of each competition day for approximately 50-75 individuals to meet for 30 minutes. This is a very informal meeting, thus no table, chairs or other formalities are required.

4.3. Final Installations Review

a. At least one day before the first day of racing, the following installations and equipment will be reviewed by the Chairperson of HOC and OCSRA's Technical Director, including:

- the course
- the start installations and communication system
- the finish line installations
- judges tower/stand, timing and video systems
- on-site athletes' village
- the boathouse area and docks
- referee and safety boats
- arrangements for boat control
- medical centre and first aid arrangements
- public address system
- office administration and results management area (copiers, computers, printers)

b. *Officials & Safety Boat Inspection*

This inspection will be held at 7:15 am on the morning of the first day of competition. All required boats shall be fully outfitted as required by this Technical Package and in compliance with all applicable Federal laws and regulations.

Section 5

CEREMONIES AND SOCIAL REQUIREMENTS

5.1 Medal Awarding Ceremonies

a. *Timing*

The medal awarding ceremony should take place as soon as the official results are available for a specific race.

b. *Location*

The ceremony should be located within spectator sightlines. Boat Control should be located nearby as the medal winners are all required to weigh their boats immediately after the race. Volunteers should be available to hold the boats at the dock while the athletes wait for the official results and receive their medals.

c. *Podium*

The platform must accommodate the first three places with enough space in width or depth for four competitors on each level. The winner's level should be slightly higher than the other two levels and should be in the middle with second place on the right side and third place on the left side.

d. *Presentation Procedure*

The medal presentation ceremony should run according to the following protocol:

- winners are presented by name, club and time in ascending order (Bronze first, Silver second, Gold third) ;
- once announced, winning crew steps up on the victory platform;
- presenter will then step forward to platform and offer the medal to the winner and offer the crew congratulations after each winning crew ascends to the platform each time;
- ceremony concludes with the announcement by public address of Gold medal winner in the particular event;
- once all medals are presented, all crews will step off the platform and move back to the assemble area;
- volunteers/runners should be available to ensure that all winning crews are available at the time of presentation;

- if a crew misses their presentation, they will be able to pick up their medals at the end of the day's competition;
- if possible, the names of the winning crew, their club and their time will be displayed on the scoreboard (if available) as they receive their medals.
- Trophy winners must acknowledge receipt of their race trophy on forms provided by the Domestic Director.

e. Equipment

A powerful and clear loudspeaker system is necessary for this presentation.

Section 6 GENERAL SERVICE INSTALLATIONS

6.1 Accommodation - Transportation - Food and Refreshments

The key parameters by which an event is judged by the competitors (and by most other participants) are: good and fair racing; good food; good facilities; and good travel/accommodation arrangements. Every city and HOC will have their own ideas and their own challenge pertaining to these matters. The following recommendations may not all be possible, but every effort should be made to achieve most of them.

a. Food and Water for Officials and Volunteers

The site must have suitable food services for the competitors to purchase snacks or meals as required. Fresh fruit and juice, and other nutritious foods should be available. The HOC is responsible for providing lunch for all competition officials. Ideally all regatta volunteers and coaches are provided with a lunch. The HOC will expense the cost of food/drink for competition officials, coaches and volunteers to the OCSRA. **The budget for the food/drink expenses for competition officials, coaches and volunteers must be agreed upon between the HOC and OCSRA prior to the start of the event.** The HOC is responsible for collecting all other food/drink expenses from all other individuals. Coffee/tea, juices or soft drinks should be provided during the regatta. **A constant supply of complimentary fresh drinking water MUST be available to all competition officials and volunteers throughout the regatta.**

b. Water for Athletes'

Drinking water must be available for all competitors upon demand. It can be safely estimated that each athlete will drink between two to three LITRES of water EACH day.

c. Accommodation

The HOC must provide OCSRA's Technical Director with a list of reasonable accommodation possibilities near the site for competitors and other participants. OCSRA will then distribute this information to the clubs upon receipt.

6.2 General Public Facilities

The HOC should provide the following basic facilities for the spectators and for all participants at OCSRA events (some items have already been referred to in other sections of this document:

- Special entrance for the public;
- Information concerning the races by electronic scoreboard (if present on-site);
- Seating capacity on the banks;
- A general help desk for the distribution of information;
- First Aid Stations;
- Food and drink services;
- Adequate toilet and washing facilities as previously defined. If units are temporary, it is important to provide them in sufficient numbers and locate them all around every section of the site. The HOC will need to make arrangements to clean the temporary units out at least once per day pending recommendations of the supplier based on usage.

6.3 Commentary and Public Address System

A public address system should be installed at the finish end of the course to cover all the Grandstands and spectator areas, the boat storage areas and the competitors' changing rooms. It can also be extended to the administrative areas but, if so, it must be possible to switch the sound off when not required.

The public address system should be controlled from the Announcer's area. **The system should include facilities for playing recorded music** and should be linked to the microphones used for relaying ceremonial speeches from the awards area.

The Announcer will make all the usual announcements and provide any commentary that may be desired. The Announcer must also announce the race results and deal with all public and general announcements.

6.4 Communications Systems

As mentioned in other sections, the following communication systems must be provided by the HOC or DOC.

a. *Competition Committee*

This system must allow for confidential discussions between the Chief Official and the various referees, starters, and boat controllers. Walkie-talkies can be used, but it should be noted that a separate channel must be available for the exclusive use of these regatta officials. The Chief Official should be considered the hub of communications network. A separate channel should be provided for persons such as the Whipper-In, the HOC and the medical officer.

b. *Starters and On-Water Officials*

A speaker system or megaphone for the Starter and referees must be supplied for their use in starting races and/or directing athletes during the races. There should also be some sort of communication system set up between the boat holders (if used) and the Starter. On-water officials must each have a walkie-talkie on a channel with the starter and Chief Official as well as a loud-hailer for communicating with athletes on the water.

c. *The Announcer*

This individual should be in direct contact by walkie talkie with the Competition Committee. The Chief Announcer should be in contact via a loudspeaker system with the competitors, team leaders, public and all other people involved in the competition.

d. *Motor Boat Flow Controller*

This person should be in communication via walkie talkie with the Competition Committee and all the motorboats.

6.5 Clean Up

The HOC must arrange to ensure the site is kept clean during the regatta, and that garbage is collected overnight from the site. With many athletes and spectators, significant problems can occur should clean-up arrangements not be made. As well, the local HOC must be prepared for the final clean up task on the day after the competition ends and all participants have gone home.

APPENDIX A

LOCAL PERSONNEL REQUIRED

The HOC, in partnership with the Divisional Volunteer Coordinators are responsible for appointing the volunteer requirements related to the events Volunteer and Official Combined Allocation of Labour (VOCAL). A brief description of some of the key volunteer positions is below.

In addition, the HOC is responsible for appointing and training the following support personnel that may not be included in the event VOCAL.

1. Committee Liaison

The HOC should identify one person to act as liaison between the HOC and the Competition Committee of the Regatta, to act as troubleshooter, and to answer any questions that may arise from the running of the event. The HOC may wish to appoint more than one trouble shooter.

3. Runners

Runners are necessary to carry results from the Chief Official to the results area, post results on the Official Results Board, to post war canoe lists and to assist other officials in relaying information. Runners are usually organized by the Volunteer Chairperson. Ideally there is a very large pool of runners to draw from thus requiring each team to work only one or two hours at a time.

4. Assistant Timer

An assistant timer should be available to help the appointed Timer. The assistant should have experience with various timing systems.

5. Awards Coordinator and Assistants

These volunteers will arrange all medals and trophies and co-ordinate the presentation to the winning crews. Their job will begin on the day preceding the beginning of the competition with the set up of the podium and presentation area, and should arrange all medals by event.

6. Announcers

Experienced announcer(s) who are knowledgeable in canoeing and kayaking are required. The announcer(s) will provide commentary on the races as they come down the course and will communicate information to the public on the up-coming races, the results of previous races, general information, acknowledgment of OCSRA and local sponsors, reminders to support the local club, etc. and the presentation of awards.

7. Boat Personnel

The number of boat drivers and safety boat crews will be outlined in the events VOCAL. All boat drivers and safety boat crews must have qualifications and experience in the type of boat that will be used are required for the on-water officials. These boat drivers's must adhere to the direction provided by the competition official in the boat during the race. The safety boat crews should be trained in rescue breathing and, if possible, CPR and other emergency first aid treatments

8. Security Guards

The boat storage area and the general site will need security the night before competition, competition days and the night preceding competition.

9. Medical Personnel

The First Stations must be staffed by qualified personnel one hour before competition is scheduled to begin, throughout the competition day, and for 1.5 hours after the finish of the last race. Individuals holding a current Red Cross Standard First Aid certification, current Red Cross Lifeguarding certification, certified paramedics, licensed doctors or licensed nurses are considered qualified personnel.

10. Parking Area Coordinators

Coordinators are helpful during the two days preceding the regatta when the boat trailers are arriving. During the regatta, coordinators should direct spectators to free spots and direct VIP's to the appropriate spots. As coordinators may be called upon to clear up prevent traffic jams and other potential parking problems, these volunteers should be adults or older teen-agers.

11. Food Services

The HOC is responsible for the supply of food concessions on site. If the HOC has control over the local concessions then volunteers will be needed to coordinate the food/refreshment areas and to prepare, serve, sell, etc.

12. Repair Coordinator

A person(s) capable of repairing various motors and other equipment should be available throughout the duration of the event.

13. Safety Officer

This individual is directly in contact with the Chief Official during the races. In addition, this individual prepares for the event by training and ensuring the safety boat crews are skilled and knowledgeable about assisting athletes who have tipped and require assistance. A dedicated radio channel is required for the safety boat coordinator and all the safety boats.

APPENDIX B EQUIPMENT SUPPLIED BY OCSRA/DOC

The OCSRA/DOC will bring the following items to events:

Boat Numbers for Long Distance events (4 complete sets).

Awards

All medals and trophies will be supplied by the OCSRA and sent directly to the site.

Timing devices (not Finish Lynx system) if needed.

Officials results pads (Chief Finish Line Judge and other results pads)

Final War Canoe Entry forms

Protest forms

Referee's rule infraction report forms

Official Draw

Banners for OCSRA Corporate sponsors

(OCSRA will provide these banners to be hung in pre-determined locations)

Club Representative Forms

These forms are sent to each club in advance by mail and must be returned signed at the Club Representatives Meeting on the day preceding the commencement of the event. Extra forms will be available at the meeting.

On-Water Officials: Walkie-talkies, airhorns, the official draw, starting communication system, and starting horn and supplies.

Competition Committee: finish line video camera with slow motion and frame by frame capability, and monitor.

Boat Controller: A set of approved scales and templates for the measuring of boats..

Results Management: Computers, an ink-jet or laser printer, a heavy duty photocopier which can handle very large loads of work.

Communication: Sufficient walkie-talkies for on-water referees, starters, Competition Committee, OCSRA TD, key HOC members, and Whipper-In.

APPENDIX C EQUIPMENT/SERVICES SUPPLIED BY HOC

<i>On-Water Officials:</i>	Approximately 30-40 PFD's for officials, boat drivers, and athletes.
<i>Competition Committee:</i>	Back-up electronic stopwatches, and basic complimentary refreshments.
<i>Whipper-In:</i>	A table and shelter from the elements, 4 sets of long distance numbers (supplied by the OCSRA), the latest version of the Official Draw and a walkie talkie.
<i>Results Management:</i>	Paper for the printer and copiers; basic office supplies, power bars, and table and chairs.
<i>Finish Lynx system:</i>	Or other timing equipment outlined in the event VOCAL.
<i>Course:</i>	Installation of sprint and long distance race courses in accordance with the SRD Competition Rules and the Technical Package Specifications.
<i>Docking:</i>	Minimum 80 metres total of usable docking for embarkation areas, finish area, boat control and medals area (whenever possible).
<i>Boats:</i>	Number of motor boats based on the events VOCAL.
<i>On-Site General:</i>	Separate changeroom facilities for men and women, medical/first aid supplies and equipment, food services equipment for preparation and distribution, public telephones, telephones reserved for event organizers and VIPs, grand stand/spectator seating, and signage.
<i>Communication:</i>	Public address system for all participants, public address specific to awards, public address (or hailer) specific to starter.

OCSRA's Technical Package – May 2016

Club Rep. Meeting: Overhead projector and screen, enough chairs to seat approximately 50, three (3) to four (4) large tables, one (1) small table, and two (2) to three (3) grounded extension cords.

Awards: Medal podium

APPENDIX D TECHNICAL CHECKLIST

Course Requirements:



<ul style="list-style-type: none"> • Does the race course meet the minimum length, width & depth requirements? • Is there a designated Competitors Travel Lane (Return Lane)? • Is there buoys placed every 50 metres? • Are the lanes laid out with lane '1' on the left of the course and lane '9' on the right when viewed from the start line? • Long distance course markings - Is there a minimum of three (3) marker buoys on 1000m, 250m and finish line? • Is there a sufficient docking area for all competitors? • Is there a suitable finish tower/judges stand? 		
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Site Requirements:

<ul style="list-style-type: none"> • Is there a designated area for boat trailers? • Is there overnight security while boat trailers are on-site? • Is there a designated area for vehicle parking? • Is there on-site restroom facilities with separate men and women's restrooms? • Do athletes have access to complimentary drinking water? • Is there an on-site area for general first aid service, staffed by qualified personnel? • Is there a designated 'Help Area'? • Is there meeting space available for all required meetings? • Is there food services available for purchase? 		
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Equipment Requirements:

<ul style="list-style-type: none"> • Is there a working Public Address (PA) system? • Is there a notice/results board available? • Required referee and safety motor boats based on event VOCAL, equipped with required safety equipment? • Is there a three tiered podium available? • Is there back-up stopwatches? 		
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Volunteer Requirements:

<ul style="list-style-type: none"> • Is there a HOC Chairperson identified to liaison with Competition Committee? • Is there a designated Safety Boat Coordinator? • Is there a 'whipper-in' for long distance events? • Is there volunteer finish line judges? • Is there a results management team (runners)? • Are beverages, snacks and meals available for officials? • Is there a boat control assistant (Ontario Team Trials and Ontario Championships)? • Is there an assistant timer? • Is there an awards coordinator (help desk)? • Is there an announcer? • Is there the required referee boat drivers and safety boat drivers based on event VOCAL? 		
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APPENDIX E HOSTING COST

In the budget sheet below include expenses that will be billed to OCSRA by the HOC. The budget must be sent to OCSRA at least one (1) week before the competition.

	Costing
Site: <ul style="list-style-type: none"> ▪ Race course/water way rental ▪ Facility rental ▪ On-site boat security ▪ Restroom facility rental ▪ First-aid station 	
Equipment: <ul style="list-style-type: none"> ▪ Motor boat rental/usage ▪ Misc office supplies 	
Officials: <ul style="list-style-type: none"> ▪ Beverages, snacks, meals 	
Other: <ul style="list-style-type: none"> ▪ 	
Estimated Total	