

1 Job Descriptions :: CONTROL COMMISSION

1.1 General advice for Control Commission

- 1.1.1 **Please arrive half an hour before launching is due to begin so boats are ready to launch at the specified time.**
- 1.1.2 **The Control Commission team consists of:**
- A British Rowing Umpire (or retired umpire) who is the team leader.
 - One or more assistants who will check some of the boats.
 - One or more scribes who will complete the British Rowing forms on which all 'failures' have to be reported. Any boat that does NOT pass first time must be recorded.
- 1.1.3 **THE REGIONAL UMPIRES COMMITTEE ARE ENCOURAGING COMMISSION MEMBERS TO CHECK THEIR BOATS UNDER SUPERVISION TO SEE THEY DO IT CORRECTLY.** The reasoning for this is to educate competitors in what they should do themselves before every outing. If they do not do this check thoroughly then explain, in a friendly way, what they should do and the reason why.
- 1.1.4 **Boats will be checked in the area between the boathouses (see the relevant diagram). Note in particular that Avon County, Monkton Combe and UBBC crews must join the queue as shown on the diagram. They MUST NOT go directly from their boathouse to the river.**
- 1.1.5 **British Rowing Rule of Racing 2-3-8 - Summary of Main items to check:**
- bow-balls: A solid preferably white ball, of not less than 4cm diameter, made of rubber or material of similar resilience, must be firmly attached to the bows. Check it is securely fixed and no bolts are protruding in a way likely to cause injury in a collision. Run your fingers along the keel behind the bow ball to check for any dangerous sharp edges.
 - heel restraints: All boats where "fitted shoes" are employed must have effective heel restraints. These must be properly adjusted (the heel should be prevented from rising higher than the lowest fixed point of the shoe) and in working order. Likewise, the foot release from any other type of fitment that may be used must be self-acting and not require the intervention of the athlete or a rescuer.
 - coxswains ability to escape from front-coxed boats: Coxswains must wear a life jacket or buoyancy aid in the correct manner and be familiar with the method of operation. In "front-loader" boats coxswains must wear manually operated gas inflation life jackets
 - condition and general maintenance of the boat, including the integrity of any buoyancy compartments: Note: If a compartment is fitted with a method of closing that compartment then the fitment must be in place and intact. Check all hatches are secure and not cross threaded.
 - **NB:** You must ensure that all junior crews are wearing adequate dress for the conditions. Anyone wearing shorts or other unsuitable clothing must not be allowed to boat.
- 1.1.6 **It is not necessary to check every boat as it is the responsibility of the competitors to ensure that their boats are safe and are prepared to the standards required by the British Rowing Guide to Safe Practice in Rowing. Control Commission may inspect the boats prepared by the competitors, and shall exclude any boat that fails to meet the standard laid down.**
- 1.1.7 **(Please draw any potential failure to the attention of one of the umpires who will complete the check and ensure that the British Rowing form is completed for ALL boats that do NOT pass first inspection).**
- 1.1.8 **Please ensure that the British Rowing form is completed for ALL boats that do NOT pass initial inspection. You should have a scribe to help you with the forms. At the end of each division the forms should be collected and passed to your successor. After the last boats have launched for the final division, please collect and return the forms to the Safety Adviser or the Race Manager.**
- 1.1.9 **No boat must be allowed to launch until all faults are rectified to the satisfaction of the umpire.**
- 1.1.10 **Any boat with anything wrong with it must be moved to one side (in front of the club room balcony) and not allowed to launch until it is repaired to the required standard. You can inform the crew what is required but must not carry out any repair yourself.**
- 1.1.11 **If you find a fault with a boat being used by juniors you should ask to speak to the coach.**

- 1.1.12** Note: In accordance with British Rowing Rules of Racing all steering instructions to coxswains or the person responsible for steering the boat will be given using the terms 'port' {left} or 'starboard' {right}. It is therefore an important safety requirement that everyone giving or receiving these instructions knows their meaning.
- 1.1.13** Ask some of the coxswains and scullers to tell you which is the 'port' {left} or 'starboard' {right} side of their boat (it will not be their left or right if they are sculling or rowing). If they are unsure or get it wrong a helpful tip to remember is by thinking that port and left both have four letters.
- 1.1.14** We do not weigh coxswains at this event.
- 1.2 Job Description : Commission assistants**
- 1.2.1** Your task is to assist the Commission Umpire responsible for checking boats as requested by him.
- 1.2.2** See general advice for control commission above.
- 1.2.3** IF YOU ARE NOT AN UMPIRE YOU SHOULD ATTEND A TRAINING COURSE BEFORE THE RACE DAY where you will be shown how to undertake a complete and thorough check. Ask the helpers co-ordinator for details.
- 1.2.4** Please draw any potential failure to the attention of one of the umpires who will complete the check and ensure that the British Rowing form is completed for ALL boats that do NOT pass initial inspection.
- 1.3 Job Description : Commission scribes**
- 1.3.1** Your task is to assist the Commission Umpire responsible for checking boats by completing the British Rowing form for every boat that does NOT pass initial inspection. The Commission Umpire will tell you what to write.
- 1.3.2** Hand all forms to the Commission Umpire at the end of each division.
- 1.3.3** See also general advice for control commission above.
- 1.4 Job Description : Commission Umpire Minerva**
- 1.4.1** Please arrive half an hour before launching is due to begin so boats are ready to launch at the specified time. This job is often done by the starter.
- 1.4.2** You are based at the Minerva BC slipway. It is best to park in the Park & Ride car park or the lay-by on the Bath side of Newbridge and walk to the club house, which is behind the boathouse pub.
- 1.4.3** It is probable that boats from Minerva and Bath University will be the only crews launching, although Millfield School sometimes boat here as well. If you ask the clubs to get out all the boats that they will be using in the division as soon as possible, you can inspect them and then move on to your next job before they actually launch.
- 1.4.4** Coxswains are not weighed at this event.
Please ensure that the British Rowing form is completed for ALL boats that do NOT pass initial inspection. Please return the forms to the Safety Adviser or Race Manager at the end of the last division.