



OFFICIALS MANUAL

Sprint Racing Discipline

Approved by the Sprint Racing Council

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INTRODUCTION

This manual is for the use of Officials in the Sprint Racing Discipline of the CanoeKayak Canada (CKC) and is based on the Canadian Canoe Association Sprint Racing Discipline Competition Rules (SRD Rules), the Code of Safety, and Policy, Procedures, Process, Roles and Responsibilities for Officials, all as amended from time to time.

This manual is intended to standardize the requirements, duties and responsibilities at all levels of officiating in all Divisions within CanoeKayak Canada, to the extent possible. The intent is to build a team of proficient officials for all levels of competition. The manual will be maintained and distributed by the National Officials Committee (Officials Committee). Divisional Officials Coordinators (DOC) are appointed by their respective Divisions and act as the liaison between the Officials in the Division and the Officials Committee.

In this manual, each level of officiating expertise is matched to the demands of the competition. In this way, officials are qualified at levels which match their experience and ability.

This manual is dedicated to all those individuals who volunteer to serve as officials and give of their time, energy and expertise to ensure the fairest, safest possible racing conditions for all competitions.

I N D E X

PART I OFFICIALS ACCREDITATION PROGRAM

PART II POLICY, PROCEDURES, PROCESS, ROLES AND RESPONSIBILITIES FOR OFFICIALS

PART I
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1.0 Accreditation

The levels of accreditation are:

Level I Club	Club competition, i.e., only members of one club participating, appointment by club organizers.
Level II Clinic	Attendance at and participation in a Division Officials Clinic. Course Leader is the Divisional Officials Coordinator or appointee.
Level III Divisional / Provincial	Competitions within the division/province, i.e., interclub competition, trials, divisional/provincial championships, interdivisional competitions. Appointment by the Flag Officer upon recommendation by the DOC. Testing, assessment and accreditation conducted by the Divisional Officials Coordinator. The DOC recommends a candidate Official to sit the examination for national accreditation.
Level IV National	National canoeing championships, i.e., Canada Summer Games, the Canadian National Sprint Racing Canoe Championships, or the Canadian National Sprint Racing Long Distance Championships. Appointment by the Sprint Racing Council based on recommendations made by the National Officials Committee. Written and oral examinations conducted by the National Officials Committee, and if successful, practical assessment conducted by the DOC submitted to NOC for consideration and accreditation.
Level V International	International competitions, i.e., the Olympic Games, World Championships and Pan American Games, are conducted under the International Canoe Federation (ICF) Rules. The ICF has its own accreditation process and the CKC can only nominate officials who express a desire and meet prerequisites to become internationally accredited. Reference should be made to the ICF Rules of Racing and its Statutes.

In all cases, those who are interested in becoming certified should identify themselves to their respective DOC who will advise the appropriate procedure.

2.0 Glossary

The following terms are pertinent to canoe kayak and by no means comprehensive:

Bow	The furthest forward part of the craft.
Burgee	Nautical flag used as the symbol of the club acquiring the most points during the competition.

Canoe	C-1, C-2, C-4, C-15: Canoe single, tandem, fours, and war canoe.
Captain	Competitor (also known as coxswain or cox) at the stern of the C-15 acting as coach and person which steers the C-15.
CCA	Canadian Canoe Association is the official name of the national canoe organization.
CKC	CanoeKayak Canada is the recognized name of the national organization. CCA and CKC are used interchangeably throughout.
Cockpit	Opening in which the kayak competitor is situated.
DDC	Domestic Development Committee of the CKC.
DDD	Domestic Development Director; position of individual located in national office responsible for the domestic program with CKC.
DOC	Divisional Officials Coordinator appointed or elected in each Division who coordinates scheduling and accreditation of Officials in their respective Divisions.
Double blade	Paddle used by kayak competitor.
Draw	Procedure of placing the club entries in a schedule of events.
Events	The names of the races.
Finish line	Imaginary line connecting two markings where competitor's craft finish the race.
Gunwale	Outer surface on the opening of a canoe.
ICF	International Canoe Federation.
Kayak	K-1, K-2, K-4: Kayak single, tandem, fours.
Lane	Area of water in which each competitor should maintain during the distance of the race.
Log card	Recording vehicle of services volunteered as an Official.
PFD	Personal flotation device; life preserver to be worn at the discretion of the Division, and pursuant to the CCA Code of Safety.
Race card	The list of events.

Rudder	Steering device only on kayaks.
Rules	Sprint Racing Discipline Competition Rules.
Safety boat	A motorized boat used to maintain safety for the competitor.
Scratch	The withdrawal of an entry from the official draw after the draw procedure has been completed.
Single blade	Paddle used by canoe competitor.
Splash cover	Apparatus worn by competitor involved in kayak events to keep water from entering the craft.
SRC	Sprint Racing Council of the CCA.
SRD	Spring Racing Discipline is the flat water discipline of canoeing within the CKC.
Start line	Imaginary line connecting two markings where competitor's craft begin the race.
Stern	The furthest rear part of the craft.

3.0 *General for all Officials*

On-water officials shall wear white or grey trousers or shorts, and white shirts. Official's badges, and/or hats, or other identification as an official may be worn, but other insignia or club colours shall not be worn.

On-land officials shall wear a navy blue blazer, white shirt or blouse with a tie or scarf, white or gray pants or skirt. Official's badges, and/or hats, or other identification as an official may be worn, but other insignia or club colours shall not be worn.

All appointed competition officials are expected to be at the competition course and report to the Chief Official at least one hour prior to the start of the first race and to attend the meeting with the club spokespersons to entertain scratches, post entries, crew changes, etc. Officials must be present at the briefing session prior to the start of the competition and record their own changes as required.

All officials are to be familiar with and adhere to the Sprint Racing Discipline Competition Rules as amended from time to time. An Official must be firm, fair, clear and consistent, and must at all times display an attitude toward all clubs which is completely neutral.

An official must be punctual at all times, but if unable to attend to his assigned duties for any reason, must inform the Co-ordinator for Officials as soon as possible. Officials

should strive to work together as a team to ensure the fairest possible racing conditions for all competitors. Courtesy toward one's fellow officials is essential. The decisions of other officials should be respected.

By asking questions, there is no better way to experience full gratification or to further your interests in officiating. But remember, do not interfere, interrupt, or in any way inconvenience the Chief Official, Chief Finish Line Judge, or any other official while they are executing their duties.

Key success factors to achieve desired and expected results as an Official

- Ensures the rules of canoe racing are observed, adhered to and enforced in an unbiased and objective manner
- Consistent in the enforcing of competition rules
- Remains calm and controlled even in an emergency and/or when under pressure
- Thorough and methodical in the carrying out of their duties and responsibilities
- Interacts and communicates with other officials in the mutuality of respect
- Communicates with competitors in a firm, but respectful manner
- Communicates decisions and other pertinent information to appropriate officials and/or others in a direct, to the point, straightforward, concise manner
- Communicates, interacts, and cooperates with other canoe racing officials to achieve desired results in the spirit of canoeing competitions
- Self-assured and confident in the carrying out of officiating responsibilities
- Reliable, dependable and conscientious about the role of a competition official
- Gives forethought to the consequences of decisions and actions
- Takes pride in the successful accomplishment and achievement of desired results
- Possesses the necessary energy to meet the demands and pressures of a competition

4.0 Code of Safety

All officials are to be familiar with and adhere to the CanoeKayak Canada Sprint Racing Discipline Code of Safety as amended from time to time and posted on the CKC website.

5.0 Regatta Management

The following is the usual complement of Officials, also known as technical Officials, for a competition:

- Chief Official
- Chief Finish Line Judge
- Competition Secretary
- Finish line judges
- Timer
- Scorekeeper
- Referees
- Turn Point Umpire (long distance races)
- Starter

The following are support Officials and integral to the conduct of the competition:

- Competition organizer

- Boat drivers
- Safety boat personnel
- Video operator
- Results management
- Announcer

The top management of each competition shall be in the hands of the Competition Committee which consists of:

- Chief Official
- Chief Finish Line Judge
- Competition Secretary

The Competition Committee shall:

- a) control the competition and supervise its arrangement.
- b) In the event of inclement weather or other unforeseen circumstances which makes it impossible to carry out the competition, postpone the competition and decide on another time when it may be held.
- c) Receive and resolve any protests that may be filed and settle any disputes that may arise and their decision shall be final.
- d) Verify and approve all crew substitutions.
- e) Have jurisdiction and supervision over all competition officials and have the authority to replace any absent or delinquent official.

6.0 On-Land Officials

6.1 Chief Official

The Chief Official takes responsibility for the overall operation of the canoeing competition in accordance with Competition Rules and spirit of the Sprint Racing Discipline.

The Chief Official should be a nationally accredited official or minimum Level III. The Chief Official is the Chairperson of the Competition Committee. The Chief Official, upon arrival at the competition site, should check with the Competition Organizer to see if everything will be ready for the start of the first race.

One hour before the competition starts, the Chief Official shall call a meeting of all Officials and club spokespersons. Crew and race change requests are to be discussed, and any changes recorded. The Chief Official shall decide on all matters arising during the actual competition which are not dealt with in the Rules and any additional rules set down by the Division.

The Chief Official has the authority to delay the competition to allow late competitors time to reach the start line if it is reasonable to do so. The Competition Committee may postpone the competition in the case of inclement weather or other extenuating circumstances; may disqualify any competitor from any event or competition who behaves improperly or who, by their conduct or speech shows contempt toward the

Competition Officials, other competitors, or club official. Also, in consultation with the Discipline Committee, further action may be recommended for serious infractions on the part of any competitor or club official.

The Competition Committee must have a set of regulation coloured flags. At the end of each race, a member of the Competition Committee must signal their response on the race pursuant to the Rules.

6.2 *Chief Finish Line Judge*

The Chief Finish Line Judge is a member of the Competition Committee and ensures judging of each race in accordance with Competition Rules and spirit of the Sprint Racing Discipline.

The Chief Finish Line Judge positions the finish line judges and supplies them with “judges slips”. The Chief Finish Line Judge observes the complete order of finish. The Chief Finish Line Judge collects the judges’ slips to compare and verify against his/her order of finish. When determined to be correct, the Chief Finish Line Judge shall turn over the official order of finish to the Chief Official who, after verifying, will forward to the scorekeeper for recording. If times are being recorded, the Chief Finish Line Judge will collect the printout from the timer and attach to the official order of finish form.

6.3 *Competition Secretary*

The Competition Secretary is a member of the Competition Committee and is the Administrator of the competition in accordance with Competition Rules and spirit of the Sprint Racing Discipline.

The Competition Secretary is custodian of the Official Draw for the competition and has access to the original entries. All crew changes must be checked against original entries and verified by the Competition Secretary before the Chief Official approves them.

All crews who scratch from a race, either in advance of the race or by failing to report to the start line, must be reported to and recorded by the Competition Secretary.

6.4 *Finish Line Judge*

Judge the order of finish of the competitors in accordance with Competition Rules and spirit of the Sprint Racing Discipline.

A minimum of two judges and a Chief Finish Line Judge are required to judge the order of finish of the competitors. Judges should provide their own suitable pair of binoculars. “Judges slips” and writing materials will be supplied.

Each judge shall complete a “judges slip” immediately after each race and give it to the Chief Finish Line Judge.

The finish shall be judged from the moment the bow of the boat reaches the finish line. The judge shall sight the finish wire with the designated finish post on the opposite side of the course, using one eye consistently and having the other eye closed. If not readily able to identify the number of the boat, the judge is to continue to observe the boat until a positive identification can be made. Other distinguishing characteristics of the boat or competitor can often assist in making identification. If judges differ on the placements, then the Chief Finish Line Judge shall decide the official placement.

The judges should record on the judges slip any peculiarities of the designated boat that may affect the decision of the Chief Finish Line Judge or Chief Official. Examples of these peculiarities are:

- a) the competitor not wearing an official club jersey
- b) a competitor not wearing a PFD if required to do so
- c) a competitor not wearing the correct back number
- d) the boat number is incorrect, not fastened properly, or number is obstructed
- e) the competitor suspected of not being the same person listed in the program
- f) a boat finishes out of its lane

In an official protest, a judge may be asked to express an opinion on the events surrounding the protest claim. The decision of any race should not be discussed with anyone other than with the Competition Committee. Discussion pertaining to decisions should remain confidential.

6.5 *Timer*

The Timer ensures timing of all competitors during the competition in accordance with Competition Rules and spirit of the Sprint Racing Discipline.

The Timer must know how to properly operate the equipment being used. The Timer is responsible for computing and recording the correct times before they are passed on to the Chief Finish Line Judge.

When using a master timing device, the Timer must manually activate the device if the system fails. This requires continuous contact with the Starter using a headset or radio loud speaker. If a stopwatch is being used, the timer must be able to hear the Starter in order to activate the stopwatch on the short powerful sound/“go” signal. This would require a radio loud speaker to be in the timer/judges area.

When the Starter gives the “one minute to start”, all other radio communication and public address announcements are to cease until such time a start has been completed.

6.6 *Boat Controller*

The Boat Controller shall measure and weigh the boats when called up to do so in accordance with the Competition Rules and spirit of the Sprint Racing Discipline.

Notification of any boat that does not meet all of the specifications must be made to the Chief Official in accordance with the protest procedure.

7.0 On-Water Officials

7.1 General

The on-water officials, working together, have major rules to continually be aware of during the competition. These relate to:

1. Bantam, peewee, atom crews for personal flotation devices, and whether they are being worn properly.
2. The minimum opening on a C-4; that no additional equipment has been added to canoes nor modifications made to the original design; that added splash boards are not higher than 15cm; and that competitors are not “tied”, “strapped”, or “secured” to the boat or its floorboard, in any manner.
3. All crews are uniformly dressed and in the colours, pattern and style approved at the Sprint Racing Council.
4. For complete crews.
5. Crew members are gender specific according to the race that is scheduled. A war canoe Captain may be of either gender.
6. Deck numbers are on the foredecks of canoes and rear decks of kayaks, war canoes excepted; the number (15cm high) showing on both sides of the white or yellow opaque plate (approximately 20cm x 20cm) and is not visibly obstructed in any way; the correct course number drawn by the crew.
7. The correct body number is being worn and that the number is visible. The body number is to be worn by the competitor in the stern position in the case of tandems and fours, and the Captain in war canoes.

7.2 Starter

Before the race, the Starter should inform up-coming crews to remain in the immediate area. At “three minutes to start”, the Starter or Referee should ask crews to align themselves in their proper position 50m to 100m behind the start line; the Starter should then instruct the crews to paddle slowly toward the start line.

The Referee and/or Starter may have to clear the course, and have crews stop paddling if a race is lining up to start, or is under way but has not passed the returning crews. In the same manner, interfering power or sailboats must be asked to clear the course.

The Starter will report any absentee crews to the Chief Official after the race has started. The Starter’s duties are not complete until the stern of all boats has cleared the 25m mark.

7.3 Referee

The Referee must ensure all crews are accounted for prior to the start procedure. Direction is given to the crews to align themselves in correct sequence. Referees will space crews at their discretion in consideration of climatic conditions.

The Referee must observe that bantam, peewee, atom competitors wear PFDs, competitors are uniformly dressed, and for broken paddle(s).

During a race, the Referees should be aware of competitors who fall into the water and immediately instruct the safety boats to retrieve them. Further, the Referee must be aware of any paddles, deck numbers or other debris that may obstruct the course and have any such debris removed.

Each Referee must have a set of regulation coloured flags. At the end of each race, the Referee must signal their decision on the race pursuant to the Rules.

7.4 *Turn Point Umpire*

Turn Point Umpire, together with a secretary, must be stationed at every turn point along the course where the best view of the turn can be gained. The Turn Point Umpire shall see that the competitors turn according to the rules. The Secretary shall make a list of all who pass the turn point. Immediately after the race, and before the results are announced, the Turn Point Umpire shall report to the Chief Official as to who has turned and if any infraction of the rules has taken place.

8.0 *Other Competition Officials*

8.1 *Boat Drivers for Officials and Safety Boats*

Each boat driver must know how to operate their boat properly and be licensed pursuant to federal regulations, provincial and municipal laws. The boat driver will follow the instructions of the Referee or Starter for whom they are driving. The boat driver must maintain a reasonable speed during the conduct of the race so that there is no interference with any competitor by the creation of a heavy wash. Proper speed and care must be taken during all phases of a race, lining up, following the race, the finish line area, and returning to the start line. The boat driver should be familiar with the communications system and be ready to operate the system at any time. The boat driver will, in particular, operate the system for the Starter at the beginning of the race and ensure that it is communicating to the judges' stand in the proper manner. The boat driver should be prepared to respond to any emergency situation which may arise.

Boat drivers to ensure tanks are full at the commencement of competition and reserve tanks available to maintain the efficient operation of the boats during the competition. Tanks should be refilled during appropriate breaks in the competition.

8.2 *Scorekeeper*

The Scorekeeper records the placings in the competition program together with the crew changes, scratches, post entries, disqualifications, etc. The points for each event are recorded on the score sheet provided. The results are supplied throughout the competition by the Chief Official. The points are recorded under the club name, after each event. Refer to the SRD Rules for the point system.

8.4 Announcer

Although the announcer is not an “official” position, it is regarded as a method of conveying information. The announcer makes all public address announcements, including race progress, race results, updated point standings, background information and special announcements with the approval of the Chief Official. The announcer should maintain silence when the race is turned over to the starter and the short powerful sound/“go” signal, and also during the last 100 meters of a race.

Results are not to be announced as being “final” unless instructed to do so.

9.0 Equipment

In order to run a competition, the following equipment is desirable. The requirements can be modified if necessary for the running of a local or club competition but only with the consideration of the safety and effectiveness of the competition.

1. A public address system is installed in or near the judges’ stand.
2. Motor boats should have at least a 9.9 horsepower motor and be 16 feet in length and, if possible, have a flat bottom for stability. The distribution is usually one motor boat for the starter, one for each of the Referees, three for safety patrol (to be stationed at the start, half way, and finish) and one in reserve. All motorboats or other craft used for coaching, officiating or for competition safety, must meet the minimum requirements as set down in the Canada Shipping Act – Small Craft Regulations (Act), and as modified, amended, or added to by provincial law, or municipal law. Boats are to be outfitted pursuant to the Act, and to comply with any other local marine regulation requirements.
3. A minimum of one loudhailer should be provided for each of the Starters and the Referees.
4. A device capable of producing a short powerful sound should be provided to the Starter and Referees.
5. A timing device should be available for the competition and should be verified regularly for timing accuracy. It is desirable to have an extra timing device for a backup.
6. A spare set of red flags and white flags should be available for the use of Officials. The white flag is to signal “fair race” and the red flag is to signal “disqualification”.
7. Two-way radios are a vital tool of communication during the competition. The distribution is one each for the Starter, Referees, Judges’ Stand, safety boats and as a backup.

8. Miscellaneous. Also necessary to the smooth running of the competition are a tool kit, a battery charger and numerous spare batteries, start lists, clipboards, pens, pencils, stapler, adhesive tape, scissors, and various forms (protest, name change, war canoe list, etc.).

10.0 Club Spokesperson

Prior to a competition, each club will appoint a spokesperson, and an alternate, to communicate with the Chief Official and the Competition Committee on any matters which may arise during the competition.

**PART II
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**ROLES AND RESPONSIBILITIES
OF THE
DIVISIONAL OFFICIALS CO-ORDINATOR**

The minimum requirements for the position of Divisional Officials Co-ordinator are:

- a) Accreditation as a National Official; and
- b) Good organizational and teaching skills.

Each Division shall appoint or elect a Divisional Officials Co-ordinator. The Flag Officer shall advise the National Office and the National Officials Committee Chairperson who the Divisional Officials Co-ordinator is no later than December 31st of each year.

Where no Nationally Accredited Official is available for appointment or election, the Division may appoint or elect an experienced official who is qualified to apply for National Official Accreditation.

The Divisional Officials Co-ordinator shall perform the following duties:

1. Certify, or arrange for the certification of, Local and Provincial Officials in their Division.
2. Collect and retain completed log cards of all active officials other than nationally accredited officials.
3. Maintain an up-to-date list of all Officials in their Division, indicating the officiating activity, and send copy of this report to the Chairperson, National Officials Committee, no later than October 31st each year.
4. Communicate with all Officials in their Division in regard to Rule amendments and Rule interpretations.
5. Submit recommendations to the Chairperson, National Officials Committee, candidates for National accreditation no later than October 31st each year.
6. Conduct and/or arrange for the conducting of Officials Clinic both for new Officials and as refresher courses for existing Officials.
7. Maintain a liaison with the National Officials Committee on all matters pertaining to Officials. Copies of all correspondence between the Divisional Officials Co-ordinator and the National Officials Committee shall be sent to the Flag Officer.
8. Ensure the practical assessment of a candidate Official takes place by a National Accredited Official (see phase 3 of national accreditation examinations).
9. Provide the National Officials Committee with a performance assessment on all nationally accredited Officials in their Division for at least three regattas.

NATIONAL OFFICIALS ACCREDITATION

Purpose

The Canadian Canoe Association, Sprint Racing Discipline, requires dedicated and competent Nationally Accredited Officials to fulfill various functions at national events, e.g., Canadian

National Sprint Racing Canoeing Championships, Canadian National Sprint Racing Long Distance Championships, Canada Summer Games, Western Canada Summer Games, etc.

Requirements

Minimum requirements to apply for the national official accreditation examination are:

- a) Be not less than 20 years of age or more than 60 years of age as of January 1st in the year of application to write the written examination;
- b) **Have successfully completed LEVEL III (Divisional) accreditation; and**
- c) **Candidates for national official accreditation must have demonstrated competence for**
 - i) **on-land - Chief Finish line Judge, Finish Line Judge, Timer, and Boat Controller****AND**
 - ii) **on-water - starter, referee**

This competence is to be determined by the appropriate Divisional Officials Coordinator and be endorsed by the Flag Officer.

Method of Application

Candidates who are interested in becoming a nationally accredited official should contact their Divisional Officials Co-ordinator:

- a) to make a formal application, and
- b) to request that a formal assessment of performance be undertaken.

This should be done no later than June each year and must be completed during the competitive season.

The Divisional Officials Co-ordinator shall complete a minimum of three performance assessments of the candidate with the applicant Official functioning in both on-land and on-water positions in at least two competitions. The Divisional Officials' Co-ordinator's assessment shall be forwarded, in writing, to the National Office, and may accompany the candidate Official's application.

The candidate must submit an application to the National Office, accompanied with a \$5.00 fee and any supporting documentation, not later than October 31st of each year for consideration to write the National Accreditation exam. The candidate could indicate when and where it would be most convenient to write the examination.

Examinations will be held annually at the Canadian National Sprint Racing Canoeing Championships, the Canadian National Sprint Racing Long Distance Championships, or at other times as deemed appropriate by the National Officials Committee.

All candidates will be notified by the Chairperson of the National Officials Committee of the status of their application no later than March 31st and will be advised as to the location where the written examination will take place.

NATIONAL ACCREDITATION EXAMINATIONS

There are three examination phases in the process of gaining National Accreditation:

1. *Written Exam*

The written examination covers the knowledge of the current CCA Sprint Racing Discipline Competition Rules and the interpretation of these Rules. It takes approximately 45 minutes to 1 hour to complete. A passing grade of 80% must be achieved to be eligible for the next phase of accreditation.

2. *Oral Exam*

The second phase is the oral examination, conducted by no fewer than two persons, one of whom shall be a member of the National Officials Committee. This phase focuses on the ability of the applicant to interpret and explain the correct application of a Rule in a case study situation. There is also further examination of the knowledge of the general Rules and required conduct for a Nationally Accredited Official. A passing grade of 80% must be achieved to be eligible for the next phase of accreditation.

3. *Practical Assessment*

The third phase of the examination is the practical assessment. The Divisional Officials Co-ordinator is responsible for ensuring the practical assessment takes place by a National Accredited Official. The applicant Official will be assessed at a minimum of three sanctioned regattas over a three-month period (except in extenuating circumstances) of the written and oral examinations. An assessment form is attached as Appendix B.

The applicant Official must serve and be assessed in each position for which written and oral examinations have been completed, and the assessments forwarded to the National Officials Committee. Notification of accreditation will be made to the applicant Official by the National Officials Committee Chairperson.

NATIONAL OFFICIALS ASSOCIATION

The National Officials Association was formed in 1986 and all Nationally Accredited Officials are eligible for membership.

Membership

Members of the National Officials Association will receive: a **National Officials shirt**, a National Officials log card, a copy of the current Competition Rulebook, other mailings from time to time, and will be eligible for appointment to national and international events. Membership also entails being an Individual Member of CKC.

Duties of a Nationally Accredited Official

The primary duties and responsibilities of a Nationally Accredited Official are to:

1. Maintain a thorough knowledge of the Competition Rules and any amendments thereto as they are made from time to time.
2. Ensure all competitors receive fair, unbiased officiating.
3. Arrive at the competition site on time and appropriate dressed for the function assigned.
4. Provide leadership and carry out assigned duties in a manner befitting a Nationally Accredited Official.

Fees

The annual fee for membership in the National Officials Association will be established by the Sprint Racing Council upon the recommendation of the National Officials Committee.

<p style="text-align: center;">APPOINTMENT TO NATIONAL COMPETITIONS</p>
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In order to be considered for appointment to a national event, an Official must meet the following criteria:

1. Hold current national official accreditation;
2. Have served as an Official in one or more of the functions for which they are accredited, at a minimum of three sprint racing discipline sanctioned regattas, where possible, during the previous season, e.g., three regattas in 1987 for consideration in 1988;
3. Have indicated an interest and availability for appointment, in writing;
4. Be in good standing with the National Officials Association.

The National Officials Committee shall review all Officials' log cards, the performance assessments submitted by the Divisional Officials Co-ordinators and the list of names of those who have indicated their availability for appointment, following which a recommendation will be presented to the Sprint Racing Council covering the appointment of Officials for the various national competitions. Recommendations for appointment are influenced by the accreditation of an Official. Appointments by the SRC are usually made at its meeting in February. Budget constraints may be a deterrent in the final approval process.

No person shall be appointed as an Official at a CCA National Championship for more than three consecutive years commencing with the year 1988, where possible.

Each year, up to three nationally accredited Officials, who have no national championships experience, will be selected in order that national event experience may be attained at a CCA national championships or other national or inter-provincial event, where possible.

An Official who is also a Flag Officer is not eligible to be a member of the Competition Committee (see SRC Minutes May 4, 2008).

<p style="text-align: center;">NOMINATION OR APPOINTMENT TO INTERNATIONAL COMPETITIONS</p>

It is the philosophy of CanoeKayak Canada (CKC) to strive to provide the best Officials for any and all events to which we nominate or appoint Officials. To do so, CKC shall attempt to provide Canadian Officials with International Canoe Federation (ICF) accreditation, and who meet the criteria outlined below, opportunities to officiate at international events, or domestic events conducted using international rules.

It is recognized that all positions at international and other events held under international rules must be available to all qualified ICF accredited Officials, however, CKC will nominate those deemed to be the highest qualified in order to ensure Canada's reputation is maintained insofar as world championships (Junior and Senior), Olympic Games, or other international regattas, are concerned.

Nomination and Appointment for ICF Events

Only National Federations are entitled to nominate Officials for ICF events. The deadline for submitting proposals is the 1st of January in the year of the event. The nominations are submitted to the respective Technical Committee Chair (with a copy to the ICF Headquarters). The Chair will present a list of Officials to the Competition Commission for their approval by the 1st of March.

Criteria

In order to be considered for nomination or appointment to an international competition, an ICF accredited Official must meet all of the following criteria:

- a) Be in good standing with the National Officials Association
- b) Hold current national officials accreditation on land and on water
- c) Hold current ICF officials accreditation
- d) Have served as an Official on land and on water, at a minimum of three CKC Sprint Racing Discipline sanctioned competitions in the previous year, e.g., three competitions in 2002 for consideration in 2003. National Team Trials is a SRD sanctioned

- competition. The official must have served on land in at least one of these sanctioned competitions as well as on water in at least one of these sanctioned competitions.
- e) Have officiated on land and on water during at least three of the previous five years at national competitions, i.e., Canadian Sprint Canoe Championships, Canada Summer Games or National Team Trials.
 - f) Indicated availability and interest in nomination or appointment, in writing.
 - g) Provide a police background check.
 - h) Must not have a criminal record in any other country.
 - i) Must not have committed a “major infraction” under the CKC Code of Conduct Policy.
 - j) If an official has officiated at National Team Trials, then they must have received a positive performance assessment by the Chief Official and Competition Committee at National Team Trials.

CKC does not appoint Officials to officiate at international events and/or some national events. CKC does nominate to the responsible international or national body the names of Canadian Officials deemed capable of performing as an Official at a specific event. In doing so, CKC makes a concerted effort to provide Canadian ICF accredited Officials opportunities to officiate at international events, or domestic events held under international rules.

Officials appointed to international events must ensure they have the correct documentation required for travel to any countries involved, e.g., current passport (if necessary), any required medical vaccinations, travel visas, etc.

Procedure

1. The National Officials Committee will confirm availability and eligibility of Canadian officials and forward to the High Performance Committee (HPC) who shall recommend to the Sprint Racing Council (SRC) those officials to be nominated to ICF, COPAC, or other international organizations.
2. For the Olympic Games, Junior World Championships and Senior World Championships, CKC shall submit a priority list of no more than three officials for ICF consideration.
3. CKC’s HPC shall develop and publish criteria for the selection of the top priority officials. The HPC will present the list of nominated officials to the SRC for consideration and approval.
4. The top priority official to be nominated to ICF and COPAC by CKC shall be in accordance with the political priorities of CKC. For example, if CKC has identified a priority for an individual to be elected to the ICF Flatwater Racing Committee, and it is deemed valuable to nominate this same individual to officiate at select international competitions, then this individual would be a priority nomination for CKC. For this top priority official, there is no maximum term for officiating or maximum number of times that this official can be nominated (not withstanding paras. 5, 6 and 10 below).
5. At the conclusion of each Olympic Games, HPC will identify the top five priority officials that are to be considered for international appointments. From this list, the HPC

will rank the five officials in order of priority. If the availability of the top five priority officials changes during the quadrennial, the priority ranking list will be revised as required.

6. To assist the HPC in identifying the top five priority officials at the beginning of the quadrennial and the top three ranked officials in any given year, the following information will be considered:
 - a) Officials will be ranked from the year of their accreditation as an ICF Official.
 - b) Officials will be ranked by the number of years of experience at each competition level identified in the chart in para. 15 below. For example an Official who has officiated at one Pan American Games would be nominated prior to an Official without any previous Pan American Games experience. Further, a year in which an Official does not receive a positive assessment will not count toward the number of years of experience. This can be due to a negative performance assessment or absence from officiating in an ICF event (includes National Team Trials) in that year.
 - c) Officials who have experience in more than one competition category, i.e., Pan American Games and Junior World Championships, will be ranked higher.
 - d) Must have at least two consecutive years of positive performance assessments in order to be nominated as a top five priority official.
 - e) Must maintain a positive performance assessment throughout the quadrennial in order to remain on the list of the top five priority officials.
 - f) In order to be nominated to one or more of the competitions identified below the Official must have previous experience at National Team Trials in each officiating position, i.e., boat control, referee, etc., according to the following guidelines:

i) Olympic Games	All positions
ii) Senior World Championships	All positions
iii) Junior World Championships	All positions
iv) Pan American Games / FISU	At least five positions
v) Continental Cup / Pan Ams	At least four positions

It may be that an Official will exceed the minimum number of positions required for (iv) and (v) above. Under these circumstances an Official will rank higher than an Official who has only met the minimum.
 - g) It may be that several Officials will satisfy criteria contained within this policy. Under these circumstances the HPC will consult the political appointee to the ICF and/or the political appointee to COPAC for their recommendation. The HPC may make a determination on the basis of but not restricted to:
 - i) the potential for appointment as an Official
 - ii) the potential for becoming a political appointee to COPAC or the ICF
 - iii) previous performance assessment of the Official including National Team Trials, Nationals, international appointments.
7. From the list of five priority officials, the top three ranked officials, pending their availability, will be nominated to ICF until such time as they are selected to officiate at

- the Senior World Championships or Junior World Championships for the following maximum terms:
- An official will be nominated to ICF for a maximum of three Junior World Sprint Canoe Championships.
 - After having been selected to officiate at the Junior World Championships, an official will then be nominated to ICF for a maximum of six Senior World Sprint Canoe Championships.
8. Maximum terms for officiating at the international level are as follows:
 - Not more than two Olympic Games.
 - Not more than six Senior World Championships.
 - Not more than four Junior World Championships.
 9. If an official is selected by the ICF as an alternate for the Olympic Games, Senior World Championships or Junior World Championships, then CKC will fund this official to the relevant event (dependant upon available funds). This is an important component of long-term succession planning for international officials appointments. Participation as an alternate or substitute will be considered an event at which the official has been selected to officiate providing the alternate officiates at the relevant event.
 10. Canadian officials selected to officiate at international competitions will have a responsibility to mentor other Canadian officials who are being considered for nomination or have been nominated.
 11. Nominations to COPAC will follow a similar priority setting exercise. Maximum terms for officiating at COPAC competitions are as follows:
 - Not more two Pan American Games.
 - Not more than six Pan American Canoe Championships.
 12. Maximum terms will be determined according to the officiating history of officials from the date of approval of the Policy (February 2005).
 13. Priority officials who were appointed to an international competition in the previous year who have not reached their maximum term will be appointed prior to any other of the top five priority officials. The only exception to this is a negative performance assessment.
 14. In the event that the number of officials who make themselves available does not meet the nomination quota for the three top ranked officials, the maximum term may be waived.
 15. The chart below details additional minimum criteria for nomination.

Event (x) "x" is event cycle in years	Criteria for nomination/appointment
Olympic Games (4)	- valid ICF accreditation - experience at a Senior World Championships or Olympic Games
Senior World Championships	- valid ICF accreditation

(yearly except Olympic Games year)	- experience at a Senior or Junior World Championships
Junior World Championships (2)	- valid ICF accreditation - experience at one or more of the following: Pan American Games Pan American Canoe Championships Continental Cup or Canada Cup FISU Games
Pan American Games (4) FISU Games (2)	- valid ICF accreditation - experience at one or more of the following: Continental Cup or Canada Cup Pan American Canoe Championships
Continental Cup (yearly) Pan American Canoe Championships (yearly)	- valid ICF accreditation - officiating experience at national team trials (preferably after completion of ICF accreditation)
National Team Trials (1-3 per year)	- valid ICF accreditation - preferred national officials accreditation on-land and on-water

INTERNATIONAL CANOE FEDERATION ACCREDITATION

Procedure for becoming an ICF Flatwater Race Official:

1. Only national federations are entitled to nominate candidates for examination at least 30 days before the examination. The applications must be sent to the ICF Headquarters on the special form designed by the ICF and published on the ICF website.
2. A subcommittee consisting of two members, appointed by the ICF Technical Committee Chair, will hold this examination. The examination will be carried out in the English language for Officials who wish to be considered as officials for ICF competitions and will be based on the knowledge of the ICF Statutes, the ICF Rules and practical experience.
3. Officials examination is organized at every World Championships if there is sufficient interest.
4. National Federations are entitled to apply to hold an examination at an out-of World Championships, and such application, on a form established by the ICF and published on its website, must be submitted the same as for the International Competition Calendar. If a national federation is applying for an examination at another date, the Federation concerned will cover the organization costs including living and traveling expenses of the examiners.

4. National Federations are financially responsible for their Officials (before and after the examination). For every candidate applying for the examination, a National Federation will be charged 20€. The fee for sitting the ICF examination will be borne by the candidate Official.
5. Successful candidates will be issued with a valid card as an International Canoe Federation Official.

Individuals interested in attaining ICF accreditation must advise the Chairperson of the National Officials Committee by no later than October 31st.

All applicants will be notified by the Chairperson of the National Officials Committee of the status of their application no later than March 31st.

FUNDING SUPPORT POLICY TO NATIONAL AND INTERNATIONAL EVENTS
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In the case of national events, Officials are appointed by the Sprint Racing Council. In the case of international events, Officials are nominated by the Sprint Racing Council to the responsible international body. In both instances, the Sprint Racing Council bases their decision upon the recommendations of either the National Officials Committee and/or the High Performance Committee.

The funding of Officials to national and international events is covered to the allowable limits, through the policies and guidelines of Sport Canada and/or the Sprint Racing Council. There will be occasions when an individual(s) has been appointed/nominated to an event by the Sprint Racing Council and that individual's appointment/nomination may have to be withdrawn due to a shortage of Sport Canada and/or Sprint Racing Council funding support. Funding by individuals or provincial bodies will not be accepted unless the Sprint Racing Council directs otherwise in the case of provincial funding support.

If an Official is appointed by the ICF as an alternate for the Olympic Games, Senior World Championships or Junior World Championships, then the CKC will fund this Official to the relevant event (dependant upon available funds).

Site accreditation for all appointed competition Officials will be coordinated by the National Office through the appropriate organizing committee.

CKC Committee members, volunteers, parents of competitors, spectators, or other persons attending national or international events in non-appointed positions must make their own arrangements for tickets to events, accommodation, etc. Requests for VIP or guest accreditation to an event will be made only in special circumstances and must be requested, in writing, to the National Office at least four (4) months prior to the event.

No requests will be made for technical or competition official's accreditation on behalf of any individual unless that person has been nominated by the National Officials Committee and/or the High Performance Committee and approved by the Sprint Racing Council. The host organizing committee will be advised of the nominated Officials and will be requested not to honor any other requests it receives.

MAINTAINING ACCREDITATION AS A NATIONAL OFFICIAL

Purpose

To maintain the highest level of competence among nationally accredited Officials and ICF accredited Officials active in sprint racing canoeing.

Rationale

All accredited Officials are subject to regular assessment of their performance and, when necessary, may be called upon to undergo a refresher course. As well, there may be occasions when it becomes necessary to suspend or revoke an individual's accreditation. The policy and procedures outlined herein are designed to ensure that all Officials know the process and, as well, know they have recourse against what they might consider unfair or prejudiced action on the part of the National Officials Committee, the Divisional Officials Co-ordinator or a national championships Competition Committee. The policies and procedures stated herein are brief, they need not be elaborate and complex. Officials need only to monitor their own actions, use common sense and keep in mind that which is good for the sport of canoeing.

Maintenance of Accreditation

In order to maintain accreditation annually as a nationally accredited Official, an Official must:

- a) Maintain their membership in the National Officials Association in order to receive all competition rulebook amendments, rule interpretations, an annual log card, and other necessary information.
- b) Be active at the local and/or divisional level in the previous year, serving as a regatta Official in at least three local or divisional regattas, where possible, in at least one of the functions in each area for which he/she has been nationally accredited.
- c) Must be formally assessed at three regattas as an Official in the functions for which they are accredited, by the Divisional Officials Co-ordinator, or if a DOC then assessed by another nationally accredited official.

If, at the end of the year, a nationally accredited Official fails to meet the above requirements, when circumstances make it possible for them to do so, they will be notified, in writing, by the Chair, National Officials Committee, that their status is in question, encouraging them to remain active and to comply with the criteria. If, at the end of the second year, the criteria has still not been met, they will be notified, in writing, by the Chair, National Officials Committee, that their

accreditation has been revoked, and outline the steps required to become accredited again (see Policy and Procedures for National Officials accreditation).

Loss of Accreditation

A nationally accredited Official may be suspended or have their accreditation revoked if they demonstrate poor judgment, unsportsmanlike conduct, biased decision making or repeatedly apply an incorrect interpretation of the SRD Rules.

Suspension

Subject to the authority of any regatta Competition Committee with respect to the conduct of regattas, a Divisional Officials Co-ordinator may suspend an Official for a period of time of one day to one month. If the actions of the Official are considered by the Divisional Officials Co-ordinator to be sufficiently inappropriate, the Divisional Officials Co-ordinator may recommend to the National Officials Committee that further disciplinary action or suspension be taken.

All suspensions actioned by a Divisional Officials Co-ordinator must be communicated to the Official involved, in writing, within three days of the circumstance resulting in the suspension. A copy of the letter, and any further information deemed appropriate, must be sent to the National Officials Committee within ten days of the suspension outlining the circumstances and the actions taken.

The National Officials Committee may, itself, suspend a nationally accredited Official for the above reasons, and may revoke that Official's accreditation.

A suspension can range from one day to life. The Divisional Officials Co-ordinator may suspend an Official from working as an Official at any sanctioned club, local or division (provincial) regatta in their division and/or in another division. The National Officials Committee may suspend an Official from working as an Official at any national event or Trials, any divisional (provincial) regatta or Trials, any club or local regatta or Trials.

Any Official suspended by the National Officials Committee must be formally informed of the action taken, in writing, within three weeks of the suspension being levied. The appeals process is outlined below in the section covering "Discipline".

Any Official whose accreditation has been suspended or revoked, and who wishes to regain their accreditation, will be required to undergo accreditation examinations again after completing all local, divisional and/or provincial accreditation requirements.

Discipline

The Sprint Racing Council retains the right to discipline those Officials whose performance and/or behaviour is detrimental to the competitor and/or the sport.

A member of the National Officials Association or an Official who has been selected to officiate or work at a national or international event may be disciplined by the appropriate Official or

Committee who is in charge of that competition, for failing to adhere to the policies and procedures outlined herein.

Disciplinary action will be taken by the appropriate representative of the CCA as follows:

- a) by the Competition Committee of the competition concerned
- b) by the Divisional Officials Co-ordinator acting on behalf of the National Officials Committee (in the case of provincial, divisional, local or club regattas);
- c) by the National Officials Committee acting on behalf of the Sprint Racing Council.

The National Officials Committee of the Sprint Racing Council, upon review of the circumstances, may impose discipline beyond that which was imposed by a Competition Committee or a Divisional Officials Co-ordinator.

Appeals

1. Any Official who has been formally disciplined as per the foregoing discipline policy has the right to appeal the disciplinary action taken against him/her.
2. Any disciplinary action taken by a Competition Committee or Divisional Officials Co-ordinator that directly affects an Official appealing, whether a matter of discipline or otherwise, may be appealed to the National Officials Committee. Notice of Appeals must be delivered to the National Office of the Association within thirty days from the date of the decision being appealed. Form for the appeal process is attached as Appendix A.
3. The National Officials Committee may decline to hear any appeal or to continue any appeal hearing where, in its opinion, the matter is trivial, frivolous, vexatious or has not been initiated in good faith.
4. Any decision of the National Officials Committee, whether on an appeal or a matter of first instance, may be appealed to the Executive Committee of the Sprint Racing Council of the CCA. The decision appealed from must directly affect the person appealing and, in the case of an appeal from an appeal decision of the National officials Committee, a notice of appeal, using the form provided herein, shall be delivered to the National Office of the CCA within 15 days of the person appealing having been informed of the decision, and, in the case of an appeal from a decision of first instance of the National Officials Committee, such notice of appeal shall be so delivered within 30 days of the person appealing having been informed of the decision.
5. The Executive Committee of the Sprint Racing Council may refuse to hear any appeal, or to continue any appeal hearing, where, in its opinion, the matter is trivial, frivolous, vexatious or has not been initiated in good faith.
6. The decision of the Executive Committee and the decision of the National Officials Committee, where an appeal therefrom is not brought within the time prescribed herein, shall be final and binding and there shall be no appeal therefrom.

Reinstatement

Any Official who has allowed his accreditation to lapse, or has lost their accreditation as a nationally accredited Official must regain their accreditation as a nationally accredited Official if he/she wishes to be considered for appointment for national events. The process for regaining accreditation has two paths:

1. The challenge examination. An Official may undergo a set of challenge examinations to regain accreditation provided he/she has been active in their Division during the past five years. The challenge examinations consist of:
 - a) a written examination covering the Rules and rule interpretations; and
 - b) a practical assessment examination of skills and abilities.

2. The accreditation process. An Official may wish to complete the regular accreditation process, working at the local, provincial levels, and writing the regular examinations. This process is the recommended route for any Official who has not been active for five or more years. For more details on this accreditation process, contact your Divisional Officials Co-ordinator.

Appendix A

TO: Chairperson, National Officials Committee
CanoeKayak Canada
#705 - 2197 promenade Riverside Drive
Ottawa, Ontario K1H 7X3

NOTICE OF APPEAL
Form

1. My name is _____
2. My address is _____

Phone Home _____
Business _____
Email _____
3. At the time of the decision being appealed, I was:
 a nationally accredited Official
 an Official working at a national or international competition
 an Official working at the local/divisional/provincial level
4. I am appealing the decision of
 the Competition Committee
 Divisional Officials Co-ordinator
 National Officials Committee
5. Date of decision: _____
6. Date I was informed of decision: _____
7. I was informed of the decision by (whom): _____
8. Decision appealed from (describe in detail):

9. The decision directly affects me because:

10. This is what I want done to rectify the decision:

11. The grounds of my appeal are (describe what you believe was wrong with the decision and why it was wrong and attach as many additional pages as you feel necessary to fully set forth your arguments):

Date

Signature

NOTE:

1. Please notify the National Office, in writing, immediately of any change in address. The Committee will communicate with you by mail at the address shown by you in this notice unless you notify the National Office of a change of your address.
2. Notice of Appeal must be delivered to the National Office of the Association within 30 days from the date of the decision being appealed.

Appendix B

TO: Chairperson, National Officials Committee
 CanoeKayak Canada
 #705 - 2197 promenade Riverside Drive
 Ottawa, Ontario K1H 7X3

PRACTICAL / PERFORMANCE ASSESSMENT NATIONAL OFFICIALS ACCREDITATION Form

This form to be used to provide a practical / performance assessment, for either

- a) *Candidate Official intending to pursue national accreditation and to accompany application*
- b) *Candidate Official who has successfully completed phase I and phase II of the Level IV accreditation*
- c) *Nationally accredited Official for annual practical assessment*

<i>Official (indicate one of (a), (b), or (c) described above)</i>	Name Address Division
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<i>Area of Accreditation (check one)</i>	On-land [<input type="checkbox"/>]	On-water [<input type="checkbox"/>]	On-land / On-water [<input type="checkbox"/>]
<i>Date of National Written / Oral Exam, or National Accreditation</i>			

	Regatta 1	Regatta 2	Regatta 3
Date / Location	/	/	/
Position Served			
General			
A. Punctuality (1 no show, 5 on time) Explanation (if necessary)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
B. Dress (appropriate 1 no, 5 yes) Explanation (if necessary)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
C. Deportment (1 nervous, 5 calm) Explanation (if necessary)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
D. Equipment (bring necessary personal equipment? 1 no, 5 yes) Explanation (if necessary)	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
E. Performance On-Land			
<i>Qualifications</i> Vision	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Concentration	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
<i>Performance</i> Accuracy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Decision Making	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Protocol	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Verification	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Impartiality	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Rules knowledge	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
F. Performance on Water			
<i>Qualifications</i> Vision	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Concentration	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
<i>Performance</i> Accuracy	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Decision making	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Protocol	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Verification	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Impartiality	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Rules knowledge	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5

Do you recommend this person as a candidate to officiate at the National Championships? yes [] no []

Comments _____

Date _____ Divisional Officials Co-ordinator / Examiner _____