



BRITISHROWING

# Competition Organisers' Manual

TEAMWORK | OPEN TO ALL | COMMITMENT



## Introduction

The purpose of this document is to provide a guide for organising a new rowing competition including the rules and framework you need to work within, the authorities and other third parties you may need to contact, and the practicalities of making it happen.

While it's written in the context of organising a new competition it also provides valuable information for people taking over the organisation of an existing competition.

Rowing competitions come in many different formats. For sliding seat boats on inland waterways (classic rowing) the two main forms are:

- Regattas: side by side knockout races and are generally run between April and September.
- Head races: time trials and are run between September and April.

There is some overlap between the two seasons. For coastal boats, competition include beach sprints and offshore formats.

In many respects the organisation of any type of competition is similar so for the purposes of this manual we will initially describe organising a sliding seat inland regatta and then outline the differences associated with each alternative type of racing.



## Contents

|  |    |
|--|----|
| Introduction.....                                | 1  |
| Affiliation .....                                | 3  |
| Rules, Safety and Child Protection.....          | 4  |
| Anti-Doping.....                                 | 4  |
| Organising Committee.....                        | 4  |
| Making a Plan.....                               | 7  |
| Notifying Authorities.....                       | 8  |
| Booking services.....                            | 8  |
| Other things to plan .....                       | 9  |
| Safety, Safeguarding and Running the Racing..... | 10 |
| Target Audience, Events and Course.....          | 11 |
| Publicity .....                                  | 13 |
| Website.....                                     | 14 |
| Catering.....                                    | 15 |
| Miscellaneous items.....                         | 15 |
| Competition weekend .....                        | 16 |
| After the competition .....                      | 16 |
| Heads and processional races .....               | 17 |
| Offshore and Beach Sprints .....                 | 17 |
| Adaptive Events and Competitions.....            | 18 |



## Affiliation

With a few exceptions members of rowing clubs affiliated to British Rowing are only able to enter competitions affiliated to British Rowing, so if you are looking to establish a new competition you will most likely need to affiliate it.

Exceptions are listed in the British Rowing Rules of Racing section 1-4 – see <https://www.britishrowing.org/events/entering-competitions/rules-of-racing/>.

Details of the affiliation process and an application form can be found on the British Rowing website at <https://www.britishrowing.org/events/organising-competitions/>.

The main steps in affiliating a new competition are:

1. Check the current competition calendar to see whether there is already another competition in the region, a neighbouring region or elsewhere on the same weekend you are looking to run that could potentially be in competition for the same 'customer' base and volunteers.
2. If there are other such competitions, these need to be contacted and informed of your proposed plans to see if a mutually acceptable way of working alongside each other can be agreed.
3. If agreement can't be reached the respective Regional Rowing Councils should endeavour to help reach agreement. If this still fails the role passes to the National Competition Committee.
4. Various Regional Rowing Council members need to be consulted for comment:
  - a. Chairman
  - b. Safety Adviser
  - c. Competition Secretary
  - d. Umpire Committee Chairman
  - e. Representative (if applicable).
5. Download an Affiliation Application Form (from <https://www.britishrowing.org/events/organising-competitions/>), fill it in and submit it, together with the documentation required for affiliation, to [competitions@britishrowing.org](mailto:competitions@britishrowing.org)
6. The National Competition Committee will consider the application and will advise of its approval.
7. The competition if approved will be added to the annual competition calendar. <https://www.britishrowing.org/competition-calendar/>



As you can imagine thinking through all the issues, contacting the parties concerned and coming up with the documents required to support the affiliation application like the safety plan takes time so be realistic about how long before the planned race day you need to start the process. We would suggest you need to allow at least six months for a new competition that's not being started by a club / organisation that already runs an affiliated competition.

## Rules, Safety and Child Protection

All affiliated competitions must be run under the British Rowing Rules of Racing. Details of these rules can be found at <https://www.britishrowing.org/events/entering-competitions/rules-of-racing/>

The Rules of Racing are divided into different sections dealing with different aspects of racing such as:

- Competition Organisation
- Classification of Events
- Competitors
- Conduct of the Race
- Appendices for specific competition types such as offshore.

In addition all affiliated competition must comply with:

- RowSafe, British Rowing's Safety guidance,- details of which can be found at <https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>
- British Rowing's Safeguarding and Protecting Children Guidance. See Section 7 and Appendix 4 of Safeguarding Handbook 3 - Clubs, Training and Competition guidance, which you can download at <https://www.britishrowing.org/knowledge/safeguarding/>

## Anti-Doping

Most people associate the work of UK Anti-Doping with performance athletes and international competition, but the rules and their remit do in fact cover all competitors and all competitions. For information regarding competitions and what competition organisers can put in place to support anti-doping efforts see the Clean Sport Toolkit for Competition Organisers in the supporting documents section at <https://www.britishrowing.org/events/organising-competitions/>

## Organising Committee

The essential starting point in organising a competition is the formation of an Organising Committee. This committee members do not usually take on all of the tasks on the day but it is the overarching body responsible for the organisation of the competition. The Organising



Committee's responsibilities and interaction with other people and organisations are outlined in the Competition Organisation Schematic that can be found in the supporting documents section at <https://www.britishrowing.org/events/organising-competitions/>

Most Organising Committees will at some point include the following roles:

- Chairman - Oversees the whole operation.
- Secretary - Takes notes at each meeting and keeps the process on track, produces a Volunteers' rota for the day.
- Treasurer - Produces simple accounts of income and expenditure and has a good supply of change for floats on the day or arranges cardless payment options.
- Entries Secretary - Sets the competition up on British Rowing's Online Entry system (BROE2) and then oversees the production of the draw (race schedule). This is usually done using dedicated competition software. In addition the race results need to be uploaded to BROE2 after racing.
- Race Committee Chair - A qualified umpire who forms the Race Committee, recruits the umpires and runs the racing on the day.
- Safety Advisor - Reviews the Competition Safety Plan and submits it to the regional safety advisor at least four weeks before the competition and takes decisions on Safety throughout the process.
- Welfare Officer - Competitions have a duty of care for children. Section 7 and Appendix 4 of Safeguarding Handbook 3 - Clubs, Training and Competition guidance, which you can download at <https://www.britishrowing.org/knowledge/safeguarding/> provides guidance. Your club will have a Welfare Officer who could be on duty on the day of the competition to deal with any welfare matters that may arise.
- Race/Programme Controller - An official appointed by a competition Organising Committee to control and adjust the programme of races on the day of the event. This role may be undertaken with other duties.

In addition you probably need:

- Catering Head - Coordinates volunteers to organise and run the catering. This may be just cakes and sandwiches, or could include a barbeque, the choice is yours. But remember that this, if run well, could be a valuable source of income. Do not forget you need to feed the officials!
- Publicity/Marketing - Oversees publicising and marketing the competition.

## **Volunteers Including Umpires**

All competitions need a large number of volunteers to be run safely, successfully and enjoyably. Even a relatively small competition may have 50+ roles to cover – see the example [Volunteer Rota](#) in the supporting documents.



### **Where will you recruit your volunteers from?**

Think very carefully about how you are going to cover all these roles.

If the competition is organised by a club or clubs you have the club structures (e.g. ask the junior coach for 2 people per hour to cover the stakeboats) and members to draw on. That said, club members may want to race at the competition themselves, so you'll need to discuss this with squad co-ordinators/coaches.

Juniors' parents can be very helpful, particularly with roles where maturity is more important than rowing knowledge – managing trailer parking and catering are two examples. But they'll usually want to watch their children racing, so you'll need to building in flexibility to cover this to ensure that parking chaos doesn't ensue and the tea table takings aren't left unattended.

General volunteer recruitment is harder for independent competitions. Options include friends of the organising committee, local organisations such as DofE groups or local clubs who appreciate that volunteers are needed to lay on the racing opportunity.

Some roles can be outsourced, for example, arranging for a burger van to be present instead of doing your own catering, or hiring in safety boats but this all adds to the costs.

### **Training**

Volunteers need to be managed to be effective. Experienced volunteers doing a task they have done before may need minimal direction, but new volunteers may need significant training and support to make them efficient team members – and to keep them happy so they return next year! Document tasks and hold online or face-to-face briefings in advance, and allocate enough 'volunteer managers' on the day.

### **Succession planning**

The first time you organise a new competition many people will be enthusiastic about helping. If it's to be an annual event, people's circumstances change over time and enthusiasm and availability may wane both individually and collectively. Think about how you will train up new people to replace existing key members of the organizing team as they move on, and how you will continue to recruit new volunteers as the initial collective enthusiasm wears off.

### **Race Officials**

Certain roles at competitions must be carried out by qualified British Rowing Umpires – these are set out in the [Rules of Racing](#). Each region maintains a list of qualified umpires. If you are organising a new competition, you'll be adding to the number of competitions that the existing



pool of umpires in the region has to cover. Here are a few questions to ask yourselves as you proceed with the planning process:

- Are there enough umpires in the region to support this extra competition?
- If the competition is being organised by a club or group of clubs, do you have you enough umpires in house to supply all or most of the umpires needed?
- If not, can you encourage home club members to [qualify as umpires](#) to support your competition?
- If you are setting up a standalone competition, how will you seek to support the region's umpire pool? For example, if you're organising a regatta, can you get umpires' launches that will accommodate a trainee as well as the Race Umpire and driver?

### **Appreciating volunteers (including umpires)**

Make sure you email all volunteers the day after the competition at the latest to thank them, for what they did. Passing on positive feedback you've had from competitors will help the volunteers to feel appreciated too, and if one of the competition's goals is to raise money for the club, let them know the total so that they understand the financial value of their contribution.

Small 'thank you' gifts such as big bars of chocolate are also always popular with all volunteers.

## **Making a Plan**

The following sections cover in more detail what you need to do. But you also need to decide when things need to be done. For example:

- What is the lead time for delivery of pots or medals after ordering them?
- When do you need to book First Aid by?
- When do you need to book safety cover by?

As you decide what you need to do, try to come up with a schedule of when each of these jobs needs to be completed – working back from the date of the competition. Then at your regular Organising Committee Meetings you can check progress against the schedule and make sure nothing gets overlooked. See the Example Competition Planning Checklist, which can be downloaded at <https://www.britishrowing.org/events/organising-competitions/> from the Competition Organisers' Manual>Supporting Documents section.

Once you start keeping records you need to remember about GDPR (data protection). British Rowing produces a guide for clubs that includes a section on competitions and is available here <https://www.britishrowing.org/knowledge/club-support/gdpr/>





## Notifying Authorities

This will vary depending on where you are and what you are doing but think about who you have to notify and who would appreciate being notified.

Organisations you potentially need to inform or request permissions from:

- British Rowing - Submit a request for permission to hold your competition on a certain day. The competition calendar is organised on a yearly basis, some 18 months in advance. Ask your Regional Rowing Council Competitions Co-ordinator for details of how this is co-ordinated in your region.
- Navigation Authority - This may be the Environment Agency, the Canal & River Trust or another local body. You may need their permission but you certainly need to contact them.
- Local Council - If use of public land is needed for spectators, umpires, etc.
- River Users Association/Group (or local users' body) - Fishing clubs, boat users, people who generally share the water with us.
- Police - So that they know that there will be a large amount of people gathering for a competition.
- Lock Keepers - So that they can warn / control river traffic on the day.
- Resident's Association - Notifying them of a competition is likely to ease any complaints afterwards.

## Booking Services

The following services will need to be booked to ensure the smooth running of the competition:

- Safety boats - Safety requirement
- First Aid - Safety Requirement
- PA sound system
- Two way radios – for officials and organisers
- Flags, bells and megaphones for officials – talk to the region or other local clubs / competitions.
- Portable toilets – even if you are running out of rowing club premises most will require extra toilets for a competition.
- Race numbers - Paper race numbers are available from multiple suppliers, usually by the hundred, but you need to order before the entries are in.
- Changing facilities - What if people fall into the water or the weather is poor?
- Umpires - recruited by the Chairman of the Race Committee.



- Local paper/website - Articles/photos highlighting the success of the competition can boost publicity of your club.
- Parking - Where is everybody going to park? Do you need to arrange extra parking? You'll need to consider trailer parking as well as spectator/competitor car parking.
- Security - Will you need overnight security for boats and trailers, tents (if you have an area being used as a campsite), equipment, etc.?
- Commentary - Someone good at commentating can lift the whole competition.
- Photographer – Several companies specialize in photographing sporting events and selling prints. This is another potential source of income for the competition.
- Prizes - These should be ordered before the entries come in so estimate how many you will need - Don't have a date on them in case you don't need them all or you have to cancel; this way they can be reused.
- Prize giver - This can be an opportunity depending on your aims - a well-known rower to inspire competitors, a well-known local personality or school head to attract local publicity and raise the profile or the local councillor or Mayor if you are looking to build a local relationship!
- Programme printer - A printer who can deliver the programs within 2/3 days of receiving the artwork. Over time there has been a move away from paper programmes to websites and social media to convey this information.
- Change of navigation signs - Talk to the local Navigation Authority or lock keeper to see what is appropriate / available.

## Other Things to Plan

On the day of the competition the Race Committee and Umpires will take care of the racing but the other things surrounding this are the responsibility of the Organising Committee.

- Registration - Somewhere to book in, collect numbers, make substitutions, scratches etc. A computer with good internet connection for sole use by registration for checking race licences or updating crews etc. can be invaluable as a time saver.
- Confirming the identity of competitors – This is normally done for winning crews.
- Race Control - The central hub of organisation for the racing. Produces updated paperwork for the running of the competition as the racing proceeds. You know who is in the first round but the officials need to know who proceeds to the subsequent rounds as the day goes on.
- Timing – Essential for head races. Nice to have for regattas.
- Results – How are you going to produce the results and update sheets quickly, accurately and disseminate them? They can never be produced fast enough!



- Getting crews on and off the water - You will need to provide people to assist to make sure the right crews are on and off the water in a timely fashion if you want to stick to schedule. If you leave people to get on with it you are likely to overrun.
- “Jobs to do” list - Produce a list of jobs that need to be done before the day with a deadline for each so you can monitor progress and spot problems.
- Rota - Essential for making sure all of the jobs requiring volunteers are covered and knowing who needs to be where, when. Include all tasks e.g. car and trailer parking, prize giving, producing results, catering for officials and others, bar cover, cleaning etc. You can download an example rota at <https://www.britishrowing.org/events/organising-competitions/> from the Competition Organisers’ Manual>Supporting Documents section.

## Safety, Safeguarding and Running the Racing

- Safety Advisor - The Safety Advisor is responsible for the submission of an Event Safety Plan and Safety Rules together with associated risk assessments and Event Emergency Response Plan in compliance with the guidance in RowSafe in addition to the Welfare Plan to the Regional Rowing Safety Adviser in the region in which the competition is to take place a minimum of four weeks before the proposed competition date. See RowSafe section 4: <https://www.britishrowing.org/about-us/policies-guidance/rowsafe/>
- Safety Instructions – The Organising Committee, in conjunction with the Safety Advisor, needs to produce a guide for all competing clubs and officials so that they know what is required of them and the procedures to follow in the event of an emergency. Clubs are responsible for distributing this information to crews. An email including a web link to the information is usually used to distribute. In order to better target the relevant information for various groups this can be combined with other relevant information and split into:
  - Information for clubs and for competitors
  - Information for officialsExamples of these can be downloaded at from the Competition Organisers’ Manual>Supporting Documents section at <https://www.britishrowing.org/events/organising-competitions/>.
- Marshalls and volunteers meeting – It is good practise to hold a meeting a few days prior to the competition to brief all marshals and volunteers on their roles. Recently holding virtual briefings in advance followed by a shorter five-minute briefing on the day to discuss any updates or changes have become the norm. Virtual briefings can be recorded and a link sent out for those that miss them.
- Also consider how you will marshal the water; do you have enough launches or people on the bank?



- Make sure launches have all been serviced prior to the competition to avoid any last minute breakdowns.
- Life jackets have to be worn by all Umpires and Marshalls on the water. It is your obligation to provide them.
- Safeguarding Requirements – You are required to produce a Welfare Statement and Policy to protect the juniors coming to, and taking part in your competition. Your Welfare Officer must be on duty and present throughout the day to deal with any issues that may arise. The officer should be suitably qualified to undertake this role. You can see an example in Appendix 4 of Safeguarding Handbook 3 - Clubs, Training and Competition guidance, which you can download at: <https://www.britishrowing.org/knowledge/safeguarding/>
- Umpires and the Race committee – The Chairman of the Race Committee will normally recruit enough Umpires to ensure the competition can run efficiently and invite two or more of them to join him on the Race Committee. All competitions need a Race Committee of at least 3 licenced Umpires in order to comply with the Rules of Racing. The race committee's function is to take any decisions on the conduct of racing not in the province of an officiating umpire and to hear any protests to the organising committee.
- Umpires Instructions – The Chairman of the Race Committee, in conjunction with the Organising Committee, will normally write any Umpire specific instructions required that are additional to the safety and other instructions for officials and volunteers.
- Umpires' Briefing – It is good practise to hold a meeting at the start of the day to brief all Umpires on their roles. You could arrange for a virtual meeting a day or two before the competition to do the main briefing and follow up with a 5-minute briefing for updates on the day of racing. If doing a virtual briefing, we would recommend doing an on the day short brief as well.

## Target Audience, Events and Course

Do not try to be all things to all people.

No competition has the capacity to cater for all potential competitors to a high standard. It's far better and more sustainable to concentrate your efforts on running a competition aimed at a specific target audience and doing it well. For example:

- A specific boat size - 4s and 8s or small boats.
- A specific age group - Juniors or Masters.
- A specific quality of competitor - Beginners, Intermediate, Performance or Adaptive.
- Local competition offering all events for nearby clubs.

Other things to consider:



- **Is your location suitable for your target market?**  
For example, you might like the idea of running a competition for performance athletes but do they exist in sufficient numbers in your area to make it realistically viable and is the river / lake of the right length, width and course for that audience?
- **Agree the course and whether it will be a free start** (where boats are aligned by eye) **or with stake boats** (when the stern of competitors boats are held by someone in an anchored boat to ensure alignment).  
Depending on what your target audience is, it may affect the course you agree on. For example performance athletes prefer longer straighter courses, young juniors or local participants don't mind shorter or bendier courses.
- **Decide whether to make your competition open to all entrants or limit it to fewer invited clubs**  
This is called a "Private Match" and is limited to four clubs in total and is a good way to do a test run to see if an open competition would be feasible in subsequent years.
- **Decide the events to be offered**  
See section 4 of the Rules of Racing for the main classes of event it's possible to offer. The more options you offer the lower the entry is likely to be in each event and the more prizes you will give away. Senior events are now subdivided into "bands" after the entries have closed depending on the number and relative ability of those entered.
- **Decide on the entry fees**  
Look at the budget. Is your aim to balance the books and provide a racing opportunity or are you trying to generate a profit to support other aims?
- **Use BROE2 for taking entries**  
This is compulsory for all affiliated competitions. BROE2 is an easy to use online entry system, provided by British Rowing. British Rowing take the entries, entry fees and supplies details in a spreadsheet for a minimal fee. For details see:  
<https://www.britishrowing.org/events/entering-competitors/online-entry/>
- **Produce the draw**  
Once entries have closed all the entries then have to be turned into a schedule of racing. This needs to take into account if competitors or equipment (boats and blades) are in multiple events. This is commonly referred to as "doubling up". It also needs to take into account the ability of the crews entered. This is determined by each crews ranking index (CRI). Most competitions now use bespoke software programmes for



producing the draw, the updated paperwork for the progressions to each round through the day, the results at the conclusion of each event and uploading the results to BROE at the end of the competition. It's best to seek the advice of someone experienced in compiling the draw for an established competition when deciding how you will undertake this.

## Publicity

Publicity is one of the most vital and growing areas of competition organisation. Just organising a competition is not in itself enough to ensure people will attend. You need to raise the profile of the competition with your target audience.

- **Notice of the Competition — Rule 5-5-1**  
When you organise an affiliated competition you need to produce a Notice of the Competition as per this rule. This is not the same thing as a poster!
- **Design a competition Poster**  
This can be as eye catching as you like. You can download a basic example poster from <https://www.britishrowing.org/events/organising-competitions/> in the Competition Organisers' Manual>Supporting Documents section.  
Send Competition Posters to Rowing Club Secretaries to advertise the competition / invite their club to take part.
- **Website and social media**  
Vital! Even if you see a poster most people will look to and expect a website with all of the relevant up to date information and most clubs and competitions will be active on social media trying to raise their profile.
- **Local media**  
Getting a write up in advance in the local paper or a mention on the local radio station probably won't increase entries but it helps to raise the local profile which in turn might increase spectator numbers and make it easier to raise local sponsorship. What about inviting the sports editor to come along – or even the editor – especially if you have a dignitary in attendance. Local radio can often send someone on the day to do live interviews – so have something to say and decide who is going to talk – needs to be booked in advance.

You also need to look at getting a piece in the local paper after the day with the results and a good picture. This helps raise the club profile which helps to encourage new members and helps build momentum for next year competition.



- **Contact local companies**  
See if they will sponsor an event in return for advertising in the program and media. Sponsorship isn't just about cash but could for example include food or drink either donated or supplied at a reduced cost.
- **Consider writing information sheet for Parents and spectators and putting it on your website**  
This should outline the basics of how the day will run and what the rules are to encourage their understanding and enjoyment of the day. You can download an example from <https://www.britishrowing.org/events/organising-competitions/> in the Competition Organisers' Manual>Supporting Documents section
- **Involve your club's membership**  
Get as many juniors, parents and members involved as possible to make life easier on the day. Draw up a Volunteer Plan. Draw on past members and families – keep them involved even if they no longer row. You can download an example Volunteer Plan from <https://www.britishrowing.org/events/organising-competitions/> in the Competition Organisers' Manual>Supporting Documents section.

## Website

Websites have now largely replaced what was the function of the printed programme at competitions and may include:

- Brief history of the club/ competition and the ethos behind running the competition with criteria for entries.
- The names of Committee members and their roles
- The names of the Umpires
- Acknowledgements and thanks to sponsors (if any!)
- A brief summary of Safety and Welfare and where further details can be found
- Course map
- The race schedule – what crews are racing when
- What clubs have entered along with their blades / racing kit colours
- General housekeeping—e.g. car parking, boating areas, location of toilets, location of drinking water supply etc.
- Prize Giver background – many events now give prizes as each final finishes to enable people to travel. However, a traditional prize giving with a successful prize giver makes it more memorable. Plus it's a photo opportunity for all concerned.



## Catering

This can be a very lucrative aspect of your regatta and can range from just cakes and sandwiches to barbeques and beer tents. Parents can prove very useful here and it gives them the chance to contribute to an important day in their child's rowing experience.

Consider the need to feed the officials who have given up their day to help run your competition.

Also consider a supply of water and food for those who are marshalling all day or in stake boats.

Remember! Catering requires volunteers; you could come to an agreement with a burger van etc. if volunteers are in short supply.

Access to water – if it's a hot day competitors will need access to water; avoid 'single use' bottles of water if possible.

## Miscellaneous Items

Things you may need:

- Tent for Finish
- Repair Kit for the Boating Area – it is always useful to have a few spares on hand to ensure the smooth running of the regatta, such as spare laces for the shoes, bow balls, nuts and bolts etc.
- Signs
  - Start and Finish
  - Registration where crew check-in and collect their numbers
  - Race Control
  - Boating Area
  - Car parking
  - Trailer parking
  - First aid
- Buoys to mark the course
- Tables and chairs for the Registration area and Finish Tent
- Umpires' bells, flags and megaphones, and cover for inclement weather
- Stationery box
  - Highlighter pens
  - Safety pins
  - Sellotape





- BluTack
  - A4 paper in different colours so that Umpires can colour code the updates to the draw as crews get knocked out throughout the day
  - Two cork boards for result sheets
  - Large board at Registration for the draw to be displayed and updated throughout the day
  - Cable ties and snips/scissors – to tie signage or branding, be aware that whatever you set up, you will likely be responsible for taking down as well.
- Instructions on appropriate use of radios
  - Announcement list for commentators – to advertise food and drink, thank sponsors etc.
  - Float for caterers and programme sellers
  - Contact list for all key volunteers
  - Boat License fees—make sure competitors are aware of the relevant navigation authority’s boat licencing requirements.

## Competition Weekend

On the day of the regatta (or the day before!) all that’s needed are the final checks and finishing touches – the planning is now ready to be put into action.

What should you do?

- Assess the river / weather conditions
- Erect the Finish Tent, (tables and chairs, bell, life jackets and flags)
- Clear trailer and car park areas and reserve space for the ambulance
- Put up signs
- Put buoys into water for race course
- Have numbers sorted into club ‘piles’/envelopes/folders

All systems go!

## After the Competition

Once the competition is over, ensure that you follow up on the list of items below and don’t forget to thank everyone for their time and effort.

- Publish results on the competition/club website
- British Rowing Returns rule 5-5-6 - Make sure you supply the required details of the competition to British Rowing within 5 days. This must be done via BROE2. It’s advisable to look at the format you need to upload the results in before you do the draw. It can save you a lot of time later.



- Wash-up Meeting – It is always a good idea to have a meeting within a few days of the competition while everything is fresh in your mind. Consider the things that went well and those that went not quite so well and how you might improve them for next year
- Discuss feedback from attendees and officials
- Thank your volunteers
- Sit back and relax... until next time!

## Heads and Processional Races

In most aspects these races are organised using exactly the same systems as regattas. Specific differences are listed below:

- The Course – Head Races run over longer courses in the winter. This makes the logistics of providing monitoring, safety cover and First Aid more challenging. Generally you need less Umpires but more Race Monitors & safety boats than for Regattas.
- Rules of Racing – Head races are still affiliated and run under the same Rules of Racing as Regattas: <https://www.britishrowing.org/events/entering-competitons/rules-of-racing/>
- Specific rules relating to head races include 5-4-2 and 7-4.
- Race Committee – Head races still need to appoint a Race Committee of at least 3 licenced Umpires.
- Officials Qualifications – Only the specific roles of Chairman of the Race Committee and Chief Umpire have to be licenced Umpires so you usually need less.
- Race Monitors – The entire course of the race has to be in the sight of and monitored by Race Monitors – see Rule 6-1-5e. This can end up being quite a few people on a 5km bendy river.
- Timing – With regattas it's the finish order that determines who wins. With head races it's the time the crew takes to cover the length of the course so Timing Teams at the start and finish along with suitable back-up systems are essential.

## Offshore and Beach Sprints

In most aspects these races are organised using exactly the same systems as regattas. Specific differences are listed below:

- Rules of Racing – Offshore and Beach sprints are still affiliated and run under the same Rules of Racing: <https://www.britishrowing.org/events/entering-competitons/rules-of-racing/>
- Specific rules relating to Offshores can be found in Section 14 Appendix F and for Beach Sprints in Section 15 Appendix F2.
- Organising Committee – Offshore and Beach Sprints also require the additional post of Race Director, who works with the Race Committee Chairman and Organising



- Committee Chairman to arrange the racing on the day. It is important to have local knowledge of the waters being used for racing.
- Notifying Authorities – Navigation Authorities – With Offshore and Beach Sprints the local harbourmaster is key to permissions.
  - Booking Services – Marine (VHF) radios will be needed for launches, other positions on land will require the normal UHF radios.
  - Boat Numbers – for Offshores very large boat numbers are required – 20cm or 8” high minimum.
  - Change of Navigation Signs – Talk to the harbourmaster.
  - Safety, Safeguarding and Running the Racing - ensure that you have located a suitable area where umpires can embark and disembark their launches, as these will normally need deep water.
  - Additional Safety Requirements – If your event is planning on starting and/or finishing on a beach make sure to consider any other additional safety you will need. You may need to ensure you have trained lifeguards on the beach and safety boats that are able to get closer to the shoreline than a larger safety rib. You may also like to think about barriers to make sure you keep spectators a safe distance from crews landing on the beach.
  - RNLI – Do you need to let them know what you are up to and can they help.

## Adaptive Events and Competitions

Rowing as a sport aims to be open to all and including adaptive events at competitions is one way of helping to make this a reality. It's also not nearly as daunting as some people think. Adaptive events can either be held as part of a standard competition or alternatively an entire competition may be solely focused on adaptive events.

- The Rules of Racing – Adaptive events and competitions are still affiliated and run under the same Rules of Racing: <https://www.britishrowing.org/events/entering-competitions/rules-of-racing/>
- Specific rules relating to Adaptive racing can be found in Sections 2 and 4 and in Section 12 Appendix D.
- Information about adaptive racing can also be found in the British Rowing Adaptive Rowing Club Guide (link needed)
- British Rowing has a specific email address for adaptive enquires: [adaptive@britishrowing.org](mailto:adaptive@britishrowing.org)

When organising adaptive events or entire competitions early engagement with the adaptive community is vital for both buy in and to make the most of their experience on what works. Here are some of the areas you might like to consider:



- Access – to the site in general but particularly getting into and out of boats especially if you are operating out of an improvised site.
- Toilet / changing / inclement weather facilities.
- Safety boats – suitable for rescuing adaptive participant and briefing safety personnel on rescuing adaptive competitors.
- The course – if your course is relatively long or challenging to steer will it need to be modified for some events.
- Timings – seek guidance from the adaptive community about suitable timings for both racing and embarkation.
- Layout at the start – seeing the starter can be as important as hearing them.
- If potential competitors present situations you have not come across before email [adaptive@britishrowing.org](mailto:adaptive@britishrowing.org) and we will try to put you in contact with someone with suitable experience.
- Using BROE – Rather than setting individual adaptive events up set up an open event in each boat type and rename it “Adaptive”. For example, Adaptive IX. You can then contact all of those that enter directly and try to organise the most suitable race format.