

Canoe Sprint Competition Rules – 2. Competition Manager: A basic guide to the responsibilities of the Competition Manager

An Organising Committee from the Organising Federation is responsible for fixing the date and programme of the competition in agreement with the member federation. This Committee will draw up and distribute all advance details of the event and provide a suitable venue with the technical equipment required to conform to the Canoe Sprint Competition Rules.²

The responsibilities of a Competition Manager are extensive covering each and every aspect of administration and management of the competition. How he (she) carries out their duties, with the administration and management of a large number of personnel, are key to a successful competition. The Competition Manager plans the organisation of the Competition before and during the event, and supervises the smooth running of the Regatta Programme. He is responsible to the Competition Committee for all the technical facilities required for the Regatta and for their uninterrupted running during the competition.² Because of the nature of the job and the need to be in constant contact with the Organisers of the competition to solve any problems that may arise, he is normally nominated for this task to the ICF by the Organising Federation. This paper is intended to give some practical information, a check list, on what is expected of a Competition Manager.

A very close working relationship with The Deputy Chief Judge is necessary because many of the administrative tasks required are integrated, as can be observed from the rules 10.4.3 and 10.4.4.

Although all officials report to the Chief Official and are responsible to him/her for all their actions, the Competition Manager must ensure that they are in place before the start of each race so that all events are held on time in accordance with the advertised programme. He/she is also responsible for all the competition administration:

1. up to date programme
2. drawing of Lots
3. production and publication of results
4. provision of all technical documents (examples of which can be found in the ICF Instruction Manual)
5. keeping all completed documents
6. boat control administration
7. administration of protests, and notification of disqualifications as decided by the Committee
8. providing the Announcer and Press with all information concerning:
 - a) start order
 - b) competitors failing to start
 - c) results

and ensuring the Announcer broadcasts all such information to the audience/spectators

9. to have good communication with the facilities management so that any failure in essential equipment can be made good without delay.

For some competitions, particularly World or Continental Championships:

10. accreditation, transportation and accommodation for teams and officials.

This job is key to all good communication and the smooth running of the event and so the Competition Manager needs to be an excellent administrator and communicator, and be able to manage effectively a team of administrative personnel appointed to assist with the tasks required. In addition, to produce a smooth flow of all the documents required before, during and after the event.

Not less than two days before the first day of racing the Competition Manager (with the Facilities Manager) must accompany the Competition Committee on their inspection of the installations and equipment.³ Any failures must be made good within 24 hours. During the afternoon prior to competition, a full trial of the working of the facilities must be conducted; a “Dress Rehearsal”, and a few canoeists plus a motor boat and driver should be on hand to assist in this process. All Technical Officials are normally required to participate in the testing process to familiarise themselves with the venue’s layout, facilities and equipment. The inspection is detailed under the section for “Technical Utilities”.

Reporting

Before the start of each racing day, all the systems listed above must be fully checked. Not less than one hour before the start of the day’s programme, the Competition Manager must deliver a written report to the Competition Committee on the working of all systems. The report should be in the form of a checklist and any deficiencies should include an estimated time-scale for their correction. The Competition Manager must keep the Competition Committee informed of any breakdown or deficiencies of any of the systems, as and when they may occur.

It is most important that the Competition Manager is in contact with the Competition Committee and the Facilities Management at all times through walkie-talkie or mobile phone.

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REFERENCES

- 2 “International Canoe Sprint Competition Rules 2011”. Publisher: The International Canoe Federation.
- 3 “ICF Instruction Manual for Canoe Sprint Championships”. Publisher: The International Canoe Federation