

## **Canoe Sprint Competition Rules – 9. Deputy Chief Judge: A basic guide for Deputy Chief Judges**

The Deputy Chief Judge is a member of the Competition Committee but his/her duties are extensive and specific so I have outlined them in this separate section.

The Deputy Chief Judge needs to closely cooperate with the Chief Official, the Competition Manager, and the IT personnel to satisfactorily undertake the tasks assigned. These are all the administrative tasks of the competition.

### **Before the competition:**

1. Prior to the start of the Team Leaders' Meeting, collect details from the Team Leaders of any changes to the preliminary list of competitors and sort such changes into race number order. Team Leaders are required to submit such changes in writing not less than 30 minutes prior to the meeting.
2. At the Team Leader's Meeting to record all amendments made to the preliminary programme as announced by the Chief Official.
3. To check and be satisfied on the accuracy of the final programme before its publication through the Competition Manager.
4. In age related competitions, to check and record the ages of competitors from their personal documents (passports), reporting any deficiencies to the Chief Official.
5. To check with the Chief Official on the Plans and Division Systems to be used for each event.
6. To ensure the supply of all forms/documents necessary for the administration of the races, distributing as required to the various officials. The Competition Manager is responsible for the production of these technical documents.

### **During the competition:**

1. If computer data processing is used to keep in close contact with the personnel responsible.
2. To check the results, race by race, and prepare the list of the boats qualified in the next round. If prepared automatically through a computer data process, it is essential for every detail to be checked manually –
  - boats qualified including any best time qualifications,
  - the correct plan is being used – the qualified boats are selected into the correct semi-final or final, and
  - lanes for competitors are assigned in accordance with the seeding taken from their result times.(The data produced will only be as good as the accuracy of its input and program. That is why such checks are vital.)
3. Prepare minutes of all meetings of the Competition Committee, including all decisions as a result of any protest.

Personal passports of competitors are valuable documents and must be treated with the same security as cash. At the time of delivery they must be listed and signed for with a receipt provided. On return they should also be signed for with the receipt kept for the competition organisers' records. In the checking of the personal documentation of competitors, it is necessary that this is done in small batches in a secure place and all such documents are stored in a locked safe.

Assistants and office staff may be employed as necessary to complete the tasks of the Deputy Chief Judge.

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#### **REFERENCES**

2 "International Canoe Sprint Competition Rules 2011". Publisher: The International Canoe Federation.