

Internal Operating Procedures

January 2012

United States Rowing Association
The Referee Committee



1. The Mission of USRowing Referees (Corps) is to serve the sport of rowing by protecting and advancing the highest standards of safety, fairness and ethical conduct within the rowing community.
2. The purpose of the Referee Committee (“the Committee”) is to promote the goals of safety, fairness and ethical conduct in the rowing community through the following activities:
 - a. Advance the quality of officiating throughout the United States.
 - b. Train, license, re-license and review the status of USRowing Referees.
 - c. Through officials that it licenses, administer the enforcement of the *Rules of Rowing* at regattas that adopt those Rules, including USRowing registered regattas.
 - d. Advise the USRowing Board of Directors (“the Board”) on matters related to safety, fairness and ethical conduct within the rowing community. In particular, the Committee shall periodically review the *Rules of Rowing* and make recommendations for change to the Board.
 - e. Develop and implement recruitment and training plans for new Referees.
 - f. Develop and implement continuing education and retention plans for existing Referees.
 - g. Serve as role models for excellence in officiating and in the efficient administration of the sport.
 - h. Identify, develop and nominate candidates to sit for the FISA Umpire examination, nominate U.S. Umpires to officiate at international regattas and maintain relations with the FISA Umpiring Commission on matters related to officiating.
 - i. Take such other initiatives or make such recommendations as are appropriate to advance the quality of officiating in rowing, or to enhance the standards of safety, fairness and ethical conduct within the rowing community.
3. The mission and goals of USRowing Referees are accomplished through governance by the joint efforts of the Referee Committee and the Regional Referee Representatives, with administrative support provided by USRowing staff. Responsibilities for each component are highlighted below:
 - a. Referee Committee functions include, but are not limited to:
 - 1) Create, enforce and administer the standards of refereeing;
 - 2) Oversee the goals and mechanisms of recruiting;
 - 3) Recommend changes to the *Rules of Rowing* to the Board for approval;
 - 4) Designate Referee Clinicians;
 - 5) Evaluate Referee Emeritus status;
 - 6) Administer disciplinary actions;
 - 7) Provide technical expertise to USRowing;
 - 8) Nominate candidates for the FISA exam;
 - 9) Nominate FISA umpires to international juries;
 - 10) Hear appeals generated from registered regattas;
 - 11) Designate regattas as “National Standard” regattas;

- 12) Write the referee exams;
 - 13) Identify and submit recommendations for Chief Referee for National Selection Regattas and Trials to the USRowing CEO;
 - 14) Identify and submit recommendations for Chief Referee and Deputy Chief Referee for Youth Nationals, Club Nationals, Master's Nationals, Masters Head Race Nationals and Elite Nationals to the USRowing CEO; and
 - 15) Referee evaluations.
- b. Regional Representative functions include, but are not limited to:
- 1) Advocate the views of regional Referees to the Referee Committee;
 - 2) Distribute new information and materials to the region;
 - 3) Coordinate and implement the regional recruiting plan;
 - 4) Coordinate retention efforts for current Referees;
 - 5) Nominate Referees to the Committee for designation as Clinician;
 - 6) Oversee Clinicians and assist in scheduling area clinics to ensure an adequate number of clinics are conducted;
 - 7) Identify evaluators, and coordinate regional referee evaluations for national regatta selections;
 - 8) Coordinate regional training opportunities;
 - 9) Assign mentors to Assistant Referees;
 - 10) Coordinate written and practical exams for and promotion to Assistant Referees and Referees;
 - 11) Promote attendance at clinics and the Julian Wolf National Referee Training School;
 - 12) Assign examiners for Assistant Referee and Referee license examinations;
 - 13) Address regional compliance and disciplinary issues as directed by the Committee;
 - 14) Identify Referees with the necessary skills and interest to work on referee issues;
 - 15) Ensure that regional Referees meet license requirements; provide a report to the Committee;
 - 16) Collect and summarize information on referee activities; and
 - 17) Be aware of and review registered regatta activities reports in their region (Safety Checklist, comments, letters, etc.).
- c. USRowing professional staff functions include, but are not limited to:
- 1) Coordinate recommended Rule changes between the Committee, USRowing and the Board;
 - 2) Edit, publish and distribute training, education and recruiting materials under the supervision of the Committee;
 - 3) Develop other training materials and publications;
 - 4) Assist with the organization of the Referee College; and
 - 5) Prepare the Committee annual budget and coordinate it with the Committee for approval and submission to the Board. Maintain the budget and report to the Committee on all fiscal matters.

- d. USRowing organizational functions include, but are not limited to:
 - 1) Maintain the written referee exams;
 - 2) Provide administrative support including database maintenance, communications, etc.;
 - 3) Review budget;
 - 4) Review feedback from registered regattas; and
 - 5) Review new equipment.

The original mission and purpose of the Referee Corps and the Referee Committee were approved by the Board of Directors on October 2, 1993 and updated on May 14, 2007. In fulfilling its goals, the Referee Committee has adopted the following standing procedures and criteria:

REFEREE COMMITTEE – MEMBERS AND RESPONSIBILITIES

The Referee Committee, Regional Representatives and the USRowing professional staff responsibilities and terms are identified below:

4. The Referee Committee is comprised of five members; three At-Large members, one liaison from the Regional Representatives and one Athlete member. The three At-Large members and the Athlete member may be nominated or may self-nominate by November 1 to the USRowing CEO who will recommend a slate of candidates to the Board of Directors. Terms will last for three years and will be staggered in accordance with Article 48 of the USRowing By-Laws. The Athlete Representative must meet the definition of athlete stated in the USRowing By-Laws and the three At-Large members must be licensed Referees. The Regional Representative liaison is selected by the six elected Regional Representatives to represent them at the Committee level. This person may be, but is not required to be, a Regional Representative; however, this person must be a fully licensed Referee. The CEO will select the Committee Chair from among the five members. The term of office for all Committee members shall commence in accordance with Article 49 of the USRowing By-Laws.
 - a) At-Large members serve to represent the general interests of Referees as a general advocate for the interests and policies of the Committee, without reference to a specific geographic region. An At-Large member may be from any region, although it is not desirable to have more than two At-Large members from the same region.
5. There will be six Regional Representatives, one elected from each region. Elections for Regional Representatives are held each year in January for two regions on a rotating basis in accordance with Article 48 of the USRowing By-Laws. Nominations for Regional Representatives will be received at USRowing no later than November 30. The Regional Representatives are elected via a ballot distributed by USRowing to the Referees in each respective region. Each USRowing licensed Referee may cast one vote for his or her USRowing Regional Representatives. The term of office for all Committee members shall commence in accordance with Article 49 of the USRowing By-Laws.
6. Members of the Referee Committee and the Regional Representatives may serve a maximum of two consecutive terms. This includes service as either a Regional Representative of a region, an At-Large member or a combination of the two. An individual may return to serve on either the Committee or as a Regional Representative with a new two-term limit after one full term off as a Committee member or Regional Representative. An individual appointed to fill an unexpired term with less than two years remaining may serve the balance of that term plus two additional consecutive terms.

7. A USRowing staff member shall be selected by the CEO to support the Committee and Regional Representatives. This employee of USRowing is not subject to terms and limits.
8. In the event of a midterm vacancy on the Referee Committee, the Board of Directors of USRowing, in accordance with the USRowing By-Laws, has the responsibility of naming a replacement if necessary. A Referee from their respective region will replace the departing Regional Representative. The Board shall solicit a recommendation for a replacement from the Referee Committee unless prevented by exigent circumstances. The Board will confirm the recommended referee or assign a Referee of its own choosing.

REFEREE COMMITTEE – OFFICERS

The list of current Committee officers can be found in the *Rules of Rowing* and on the USRowing website under Referees.

9. The Chair shall be a fully licensed Referee and is appointed by the CEO. The Chair conducts Referee Committee meetings, appoints sub-committees, and acts as principal liaison with USRowing Board of Directors, USRowing management and staff, and FISA.
10. The Vice Chair, if so designated by the Chair, assists the Chair in his/her duties and takes a leadership role in defining Referee Committee activity with respect to domestic events, such as USRowing National Championships.

REFEREE COMMITTEE – SUB-COMMITTEES

11. The Referee Committee may establish the following sub-committees. These sub-committees shall be chaired by a Referee Committee member and are comprised of other USRowing Referees to undertake needed staff work on Referee Committee projects:
 - a Rules & Safety: Responsible for oversight of potential changes to the *Rules of Rowing*. The sub-committee receives ongoing input and feedback from the Referees on the effectiveness of current rules on safety and fairness and any suggested improvements or enhancements. The sub-committee oversees the process for modifying the *Rules of Rowing* in accordance with IOP #17.
 - b Grievance & Appeals: Responsible for reviewing and investigating any appeals from the Jury that are referred to the Referee Committee (Rule 2-608), and/or any grievance filed under Article VII of the USRowing CEO Policy Manual that are referred to the Committee for information or action. In either situation, the sub-committee ascertains the facts and makes recommendations to the Committee on appropriate courses of action.
 - c Curriculum, Training & Evaluation: Responsible for developing and recommending (for Committee approval) standardized curricula and instructional materials; developing, reviewing and issuing testing protocols and examinations and determining the need for changes to curricula, testing and evaluation based on feedback from the field. The sub-committee develops the standards of competency necessary to both achieve and maintain assistant and referee licenses.

- d Publication and Recognition: Responsible for formatting and standardizing publication materials developed and approved by the Referee Committee and its sub-committees. The sub-committee disseminates and distributes these materials to the national referee corps, and develops and publishes periodicals, newsletters and other informative items. The sub-committee is responsible for editorial oversight of the referee section of the USRowing website. The sub-committee solicits nominations for and conducts the process for making the annual Jack Franklin, Julian Wolf and Mama Z Awards.
- e Policy & Procedures: Responsible for updating and revising the Internal Operating Procedures (IOP) of the Committee, with an update expected not less frequently than annually. The sub-committee undertakes the research and staff work needed to support effective decision making by the Committee on internal referee management issues and documenting these decisions in revised IOP language.
- f Ethics and Performance: Responsible for oversight of behavior or performance of Referees that is not in keeping with the high standards of ethics and competence. The sub-committee reviews and investigates any complaints made about a Referee, ascertains the facts and makes recommendations to the Committee on appropriate courses of action.

REFEREE COMMITTEE – CONDUCT OF BUSINESS

12. Members may participate in meetings either in person, or by remote presence via conference call or video teleconference. Three members participating shall constitute a quorum. Meetings of the Committee shall be open to the public, except when the Committee moves into executive session for discussions involving the individual status of Referees, such as promotion, demotion, awards, or discipline. Executive session shall be invoked by a majority vote of members participating.
13. Votes normally shall be taken by voice vote. Except for votes dealing with the individual status of USRowing Referees or the election of Committee officers, any member may request that a roll call vote be taken. In the case of votes on the individual status of USRowing Referees, or the election of Referee Committee officers, any member may request that a secret ballot be taken.
14. Minutes of Committee meetings shall be taken by the USRowing professional staff member and sent to all Committee members as soon as practical thereafter. After the draft has been sent out, the Committee members will have ten days to make corrections or additions. After the revisions are made, there will be a five-day review process. If no other information is required, the minutes will be accepted as written. The minutes will be sent to USRowing for posting on the referee section of the website five days after final approval.
15. The Committee may utilize electronic mail (email) to vote on matters that occur between meetings of the Committee. Any member of the Committee who wishes to list a motion for disposition must provide the full text of the motion to all the other members of the Committee electronically. Upon receipt of a second to the motion, the Chair will establish a date certain for a vote on the motion, typically not exceeding fifteen calendar days after receipt of the second. Discussion and debate regarding any motion distributed electronically will take place within ten days following distribution. Following discussion and debate, members shall submit their votes to the Secretary by 5:00 p.m. on the date established by the Chair. The Chair will publish the results of the vote as soon as practical thereafter. In urgent matters the electronic

voting process may be expedited if three members of the Committee agree to the expedited process as indicated in their vote on the motion.

16. The Referee Committee has established the following email protocol:
 - a) All Committee Members shall have an email address available for communications.
 - b) Email should be checked on a regular basis.
 - c) Committee directed emails should receive prompt responses.
 - d) If a member will be unavailable for more than one week, notification to Committee members should be made advising of departure and expected return date.
 - e) To the extent feasible, attachments to email messages should be prepared in Microsoft Office components (e.g., Word, Excel, PowerPoint and Access) or compatible products.
 - f) Communications regarding Committee-related business should be sent to all members, and responses should be sent to all members. This does not preclude one-on-one messages to other Committee members.
 - g) All email messages and responses should be made in the same demeanor as if the conversation was being held face to face.

RULES OF ROWING

17. As a general principle, the Committee will follow a three-step process to evaluate all submitted recommendations prior to submission to the Board of Directors.
 - a) Rule Change Proposal Review: A proposed change to the *Rules of Rowing* submitted to the Referee Committee must include a contact person and means of contacting the person. The Committee will review all proposed changes submitted by August 31. If the Committee reaches consensus on the validity of the proposal through a non-binding straw vote, feedback on the proposal will be solicited from those constituencies within the rowing community who would be potentially affected by the change. If the proposal is not found viable in the Committee's opinion, the Committee shall notify the proposer of the rule change and ask the proposer for comments regarding the Committee's decision and give them a chance to respond or clarify why they are proposing the rule change. The Committee will post the proposed changes for public comment via the USRowing website for the period of October 1-31.
 - b) Feedback Review: The Committee will review and evaluate such feedback and modify the proposal if necessary. The Committee or the USRowing professional staff member will prepare all of the proposed changes for submission to the Board. The Committee will meet and determine its recommendation to the Board for the proposal(s) under consideration.
 - c) Forward Proposal(s): The Committee will forward all of the proposed Rules changes to the Board by November 15 with a recommendation(s) to the Board for the proposals under consideration.
 - d) Proposed Rule changes involving the basic tenets of safety and fairness may be given special consideration by a fast track through the process with the Committee requesting expedited action by the Board.

REFEREES – GENERAL STANDARDS

18. All decisions regarding licensure, promotion, retention, or assignment of USRowing Referees shall be made without regard to race, gender, ethnicity, religion, political partisanship, sexual orientation, or

national origin. Such decisions shall be made without regard to handicap or disability except to the extent that absence of such handicap or disability is a bona fide qualification to act as a Referee.

19. It has long been the tradition in USRowing that Referees maintain amateur standing on the same level as competitors. The Committee therefore requires that Referees not derive direct gain or profit from their officiating activities. On the other hand, the USRowing Board of Directors has established a goal that Referees should be reimbursed for their reasonable out-of-pocket expenses (e.g., travel, housing, meals, etc.), and the Committee will consult with regatta local organizing committees (LOC) to encourage achievement of that goal.
20. A USRowing Referee must have normal sight, hearing and mobility, sufficient to sustain routine officiating activities.
21. All USRowing Referees must be able to float for 10 minutes fully clothed, and show proof of ability to swim 200 yards. Because there exists the possibility that a Referee may end up in the water, the Committee recommends that all Referees continuously maintain the ability to swim 200 yards and float for 10 minutes. It is strongly suggested by the Committee that Referees wear personal flotation devices whenever they are on or around the water.
22. All USRowing Referees must maintain current USRowing membership. Lapse of membership will result in revocation of license. A USRowing Referee who fails to renew a lapsed membership within 30 days of notice from the Committee may be required to re-take the Assistant Referee or Referee examination.
23. When performing official duties, USRowing Referees should wear the approved uniform. For land functions and when weather permits for on-the-water work, this consists of a blue blazer with approved patch, blue dress shirt with tie or blue polo shirt with approved design, khaki pants, and approved hat (optional: blue, white, or khaki hat may be worn.) In warm weather, blazers may be optional at the discretion of the Chief Referee. In extremely hot weather, the Chief Referee may authorize khaki shorts. The Referee Committee may also allow modification to the standard uniform in support of special events (eg. Row for the Cure). In cold or other inclement conditions, weather-appropriate attire may be worn to include the blue Gore-Tex referee jackets or other water repellent gear. Referees should present a professional appearance at all times, which includes a clean, neat uniform for every day of a regatta. The Chief Referee has the authority to decide whether a referee's attire is appropriate in any respect, and to act accordingly.
24. The crossed oar and shield logo will be used to represent Referees on articles of clothing and patches. For purposes of communication or publications, the crossed oar and shield logo along with the USRowing trademarked four parallel blades logo is to be used.
25. Use of the USRowing Insignia or Referee Logo at non-registered regattas is not permitted.
26. USRowing Referees should avoid even the slightest appearance of impropriety; therefore, the use of alcoholic beverages at a regatta while performing officiating duties is strictly prohibited. It is permissible to join in social functions after duties as a USRowing Referee have been concluded for the day. Immoderate use of alcohol or any use of controlled dangerous drugs is always prohibited.
27. The presence of a crew from a USRowing Referee's own rowing club does not preclude a Referee from officiating that race, but the Referee should use good judgment to avoid the appearance of partiality in

cases where he or she is particularly identified with competitors in a crew; such as being a coach of the crew. USRowing Referees should not be put in positions where they must exercise judgments involving crews in which close family members are participating.

28. If the Committee receives a written complaint about a USRowing Referee, whether from a competitor, coach, other official or other source, it shall investigate the matter. The Committee may initiate an investigation on its own authority. The Chair will appoint a member of the Committee to lead the investigation (typically the Ethics and Performance sub-committee). If the complaint results in any investigation, the subject will be informed, will be given copies of all evidence received, and shall have the opportunity to respond. Upon completion of the investigation, the matter will be referred to the full Committee for action. Because the Committee has the authority to grant licenses, any action up to and including revocation of a Referee's license is within the authority of the Committee to undertake in response to a complaint (adverse action), or as administrative action for failure to adhere to minimum standards. If the Committee takes action against a Referee, the Referee has recourse under the USRowing Grievance Procedure.

REFEREE RANK STRUCTURE

29. The Committee is the sole authority for granting a USRowing Referee license of any rank, for promotion of Assistant Referee to Referee, and for granting any endorsement. The following rank structure has been established for USRowing Referees:
- a) Candidate
 - b) Assistant Referee
 - c) Referee

Referees who have announced their retirement may at the discretion of the Referee Committee be awarded the title of Emeritus Referee to identify them as having provided significant service to the sport of rowing. Emeritus Referees assistance at registered regattas is limited to positions identified in Rule 2-104b and 2-105b.

In addition, the following lateral endorsements have been established. The Referee Committee and Regional Representatives shall designate these endorsements:

- a) Clinician/Examiner: the assignment of Clinician is to recognize additional responsibilities and skills of a Referee. The endorsement shall be nominated by the Regional Representative and approved by the Referee Committee.
- b) Mentor.

CANDIDATES

30. The candidate position introduces and exposes a person interested in becoming a USRowing Referee to the roles and responsibilities involved.
31. The Candidate must attend a referee clinic covering the *Rules of Rowing*. The Candidate must be able to certify observations at and must demonstrate an understanding of the roles and responsibilities of the following positions:

Marshal	Chief Judge
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Starter	Referee
Judge at Start	Control Commission / Dockmaster

32. Under the conditions outlined herein, Candidates may perform certain functions normally assigned to USRowing Referees. In these circumstances, Candidates must be approved and assigned to Referees by the Chief Referee of the regatta for which the Candidate wishes to work. A Candidate may act as a Judge at the finish under the supervision of the Chief Judge. A Candidate may act as aligner under the supervision of the Judge at Start. The Candidate understands that he/she may be removed from referee duties at the discretion of either the Chief Referee or the Referee he/she has been assigned to at any time. Candidates MAY NOT act in the capacity of Starter, Judge at Start, Chief Judge, a member of the Jury, or as a single Referee following a race. This prohibition cannot be waived (Rules of Rowing 2-104(b)).

33. To sit for the Assistant Referee Examination, a Candidate must be 21 years of age, or be a college senior and a participant in a college or university intercollegiate rowing program. The Assistant Referee Examination for promotion to Assistant Referee will be a written examination covering information contained within the Rules of Rowing and the USRowing By-Laws.
34. Referee Committee members, Clinicians, and other Referees designated by a Regional Representative shall be authorized to administer the Assistant Referee Examination and, on behalf of the Referee Committee, to license a Candidate as an Assistant Referee who has met the standards described above. This examination will consist of a closed-book exam, which must be proctored by Referee Committee members, Clinicians, or other Referees designated by a Regional Representative. Delegations of authority to Referees shall be for a one-time administration of the examination. Assistant Referee Examinations will be offered periodically as needed throughout the regions. When the situation presents itself, Regional Representatives shall work together to administer the examination to Referees who are outside their home region.

ASSISTANT REFEREES

35. Candidates who pass the written examination are licensed as an Assistant Referee. From the time they are initially licensed, Assistant Referees should be assigned a Mentor to provide them with practical advice and support as they seek their initial work assignments in both sprint and head races. The initial time spent as an Assistant Referee is to be considered a period of practical training. In order to gain the experience and skills needed to work independently as a competent Referee, all Assistant Referees are expected to initially complete the following number of assignments.

Marshal	2
Starter	5
Judge at Start	5
Referee	10
Chief Judge	5
Control Commission	2

During this period of initial experience, Assistant Referees should have a Referee who observes their work and completes a standard evaluation form each time they complete one of their assignments. After completing all the evaluations and submitting satisfactory evaluations, an Assistant Referee may choose to remain at this rank and continue work as an Assistant Referee without the requirement for supervision and evaluation by a Referee, or they may petition their Regional Representative to be advanced in rank to Referee, once they have met the requirements for doing so. Should the Assistant Referee choose to advance in rank they should submit their evaluation forms to the Chair of their examination panel.

36. To maintain a basic level of competency and his/her Assistant Referee license, an Assistant Referee must meet the following requirements:
- a) Work a minimum of four (4) regatta days at U.S. regattas per calendar year and work on more than one race course. One regatta day shall be one (1) full day of competition at one course serving one regatta. The Referee Committee may grant a waiver for this requirement.

- b) Attend a clinic every year.
 - c) Submit an Annual Referee Data Call response to the Committee via the Referee Data System. This response should include all regattas and clinics attended during the year.
 - d) Every fourth year participate in a Recertification Examination.
37. After meeting the requirements in paragraphs 35 and 36, the Assistant Referee may take the two-part Referee Examination. This examination will consist of a written, open-book, take-home exam and a practical portion conducted by an examiner panel consisting of at least two and preferably three examiners. Wherever possible, an on-water practical examination and evaluation administered by a Clinician should be substituted for the scripted practical exam. Once an Assistant Referee has successfully passed the Referee Examination she/he will become a Referee. An Assistant Referee will be allowed to sit for this examination twice.
38. The Regional Representative from the list of Clinicians will appoint the examination panel for the administration of a particular Referee Examination.

REFEREE

39. Individuals advancing to the rank of Referee should be able to work with a degree of independence and greater competence not otherwise expected of an Assistant Referee. Only Referees may serve as Chief Referees of regattas; evaluate the performance of Assistant Referees; be assigned as Mentors; and if warranted, be assigned lateral endorsements as Clinicians. In addition, Referees are expected to routinely and informally teach, counsel, monitor, supervise, and evaluate USRowing Referees. Referees are expected to be able to work independently and effectively in resource-constrained situations, exercising essential judgment and decision-making skills to insure standards of safety and fairness. The Referee Committee may grant a waiver of this requirement.

In order to maintain this basic level of competency and his/her Referee license, a Referee must meet the following requirements:

- a) Work a minimum of four (4) regatta days at U.S. regattas per calendar year.
 - b) Officiate at a minimum of two (2) different race courses per calendar year.
 - c) Work a minimum of one (1) National Standard Regattas (NSR) from the approved list in a two (2) year period (see the Rules of rowing for approved NSRs).
 - d) Submit an Annual Referee Data Call response to the Committee via the Referee Data System. This response should include all regattas and clinics attended during the year.
 - e) Every fourth year participate in a recertification examination.
40. Should a licensed USRowing Referee not meet the criteria to maintain a USRowing Referee license, after notice and a meaningful opportunity to be heard, the USRowing Referee's license will be revoked. A USRowing Referee who has had their license revoked must retake the Referee examination in order to have their license reinstated.
41. Any Referee requesting a leave of absence (LOA), for reasons of health, personal or professional commitment, may request a LOA for a period of one year, directly and immediately from the appropriate Regional Representative. The full Committee must approve any request for an extension. After the one-year period, failure to request a reinstatement or receive an approved LOA extension may result in the Referee's license being revoked. Any referee whose LOA is longer than two years will be required to attend a

clinic and pass the Assistant Referee examination before officiating. A Referee serving a military commitment will be considered for a LOA on a case-by-case basis.

42. A USRowing Referee who reaches the age of 65 shall be considered to have retired unless his or her license is specifically extended by the Committee in coordination with recommendations from the Regional Representatives. Such extension shall be on an annual basis based upon the USRowing Referee's ability to perform at the level of competence expected of a USRowing Referee.
43. After a Referee has retired from officiating, the Committee may, at its discretion and in coordination with recommendations from the Regional Representatives, bestow the honorary status of Referee Emeritus. This honor would be awarded upon those Referees who have devoted distinguished lifetime service to officiating in rowing. An Emeritus Referee does not hold an active license, but may be used substantive roles, per paragraphs 30 and 54. The Committee will send a certificate to individuals receiving this honor.

CLINICIAN/EXAMINERS

44. Clinicians are a key element in the Committee's mission of training and education. Clinicians are appointed by the Committee and are reviewed on an annual basis. The Committee has established the following expectations for clinicians:
 - a) Expert level familiarity with the *Rules of Rowing* with special emphasis on the ability to illustrate more complex rules with concrete examples.
 - b) Assist with creating, maintaining, and distributing the highest quality training materials.
 - c) Present or assist at a minimum of one clinic per year.
 - d) Exceed the minimum requirements for maintaining a license.
 - e) Use effective teaching skills that go beyond anecdotal narration.
 - f) Demonstrate ability to communicate balanced judgment in application of the rules.
 - g) Have extensive regatta experience at multiple regatta levels.
 - h) Be available for clinics throughout his/her home region.
 - i) Coordinate clinics with the Regional Representative.
 - j) Provide expert consultation outside of the clinic context as requested by referees, regatta directors, and coaches.
 - k) Administer referee examinations, with the approval of the Regional Representative.
 - l) Serve as a Mentor.
 - m) Participate in the Annual Evaluation (IOP 50) of all referees with whom you have worked.

Within the list of referees identified in the *Rules of Rowing*, Clinicians are identified with a pound sign (#).

ASSIGNMENT OF REFEREES

45. Recommendations for the Chief Referee and Deputy Chief Referee for all USRowing National Championship Regattas will be received by the Regional Representatives and passed to the Referee Committee no later than August 15 preceding each competitive season. The nominations will be reviewed and forwarded by August 22 to the CEO who will coordinate with the Board to appoint the Chief Referee and Deputy Chief Referee. These appointments should be made no later than the August 31 preceding each competitive season to give the Chief time to coordinate with the LOC, USRowing and appropriate committees to prepare for the regatta. The Chief Referee should not be appointed to a particular national championship for more than two consecutive years. However, in order to facilitate continuity of

operations, the Deputy Chief Referee appointments will be made with the intention that the Deputy Chief in the final year of the current Chief's term will become the Chief Referee in the following two years.

46. The task of appointing the Chief Referee for each regional championship regatta is to be delegated by the Referee Committee to the appropriate Regional Representative member.
47. The Chief Referees of all other regattas are nominated by the Local Organizing Committee (LOC) and identified on the registered regatta application form. Provided the person nominated has a Referee license, the Referee Committee's approval is assumed unless further action is taken.
48. With the exception of USRowing owned regattas, appointments of all other USRowing officials at a regatta are made by the Chief Referee, subject to such rules and guidelines as the Referee Committee may make. The Chief Referee, with the support and assistance of the Local Organizing Committee, has the primary responsibility for soliciting referees. The Referee Committee typically acts as an information resource and may informally provide guidance on appointments.
49. Annually starting October 1, Regional Representatives will appoint a panel of clinicians and/or senior referees to evaluate the referees in that region. On the basis of first-hand experience with individual referees, panel members will rate each referee known to them on knowledge and skill, attitude and temperament, and their ability to officiate at a national championship regatta. The Committee may establish other evaluation criteria as required. The ratings will be compiled into a regional order of merit and forwarded to each Regional Representative. Referee preferences for officiating at a national championship regatta will be annotated in the Referee Data System. The panels will also identify referees who should be mentored and receive additional training for working at Trials and National Selection Regattas.
50. The Committee will recommend to the CEO the number of referees from each region assigned to each national championship regatta. The Regional Representative will use the order of merit and preference to designate those referees and alternates to be assigned to each national championship regatta; in general, higher-ranking and highest-quality referees with stronger preferences will be designated. For each national championship regatta, the Regional Representative may make an exception to this general rule to provide a developmental opportunity for a referee. This exception should be used judiciously to ensure the highest quality referees are presented for developmental opportunities. The Committee will notify the national championship Chief Referees of the referees designated for the national championship juries. In the event a designated referee is unable to participate, the Regional Representative is responsible for providing a replacement, typically but not necessarily from the list of identified alternates, until 60 days prior to the event. All staff changes or replacements needed within 60 days of the regatta date will be made by the national championship Chief Referee, assisted by the host Regional Representative.
51. Post-regatta reports for the National Championships should be submitted to the Referee Committee no later than 30 days after the event.
52. Trial Coordinators: Due to the unique nature of the National Team Selection (Trials) process, the Committee recommends two Trials Coordinators: one individual is an experienced veteran and the other is an individual new to this level of assignment. The expectation is that the full assignment will be an eight-year commitment – two Olympic cycles. In addition to co-coordinator, the experienced veteran will serve as a mentor to be replaced at the end of an Olympic cycle by a new appointee. The general intent is to ap-

point a new person once every four years following the Olympic trials to be paired with the other coordinator who has just completed four years experience.

- a) At the December meeting, the Referee Committee will nominate at least two Referees to serve as Trials Coordinators during each four-year Olympic quadrennial. The role of the Trials Coordinators is to supervise the conduct of all Trials events during that period.
- b) Trials Coordinator nominations will be reviewed by the Trials Director and the CEO. The Trials Coordinators will be approved and appointed by the CEO.
- c) Chief Referees for Trials events will be recommended by the Trials Coordinator, in consultation with the Trials Director and CEO. The CEO will make the final appointment of the Chief Referee.
- d) Assignments and appointments of race officials for Trials events, including members of the Jury, shall be made by the Chief Referee in accordance with Rule 2-103(c). Information developed by the Referee Committee indicating the interest of individual referees about participating in Trials events will be considered in making such assignments or appointments.

53. When possible at larger regattas, Chief Referees are encouraged to use senior officials as supervisors, ombudspersons, or deputy Chief Referees. This practice would allow less experienced referees to occupy line functions, and would free the Chief Referee from constant attention to the immediate concerns of the regatta. Senior USRowing officials are valuable not only in the execution of “line” functions, but in the performance of a “teaching” function for less experienced referees who are supporting the regatta.
54. Individuals holding a FISA license or a Rowing Canada Referee license (per article 12 of the Rowing Canada Rules of Rowing) will be granted the same privileges as a USRowing Referee. Other officials desiring to use their national license at a USRowing regatta are asked to present a letter of introduction from the head of their national Umpire Committee ascertaining their skills, abilities and current standing as officials in their national organization. The Chief Referees shall assure himself/herself that these officials are well acquainted with customs and practices under the *Rules of Rowing*.
55. If a foreign official takes up long term residence in the United States and possesses a national umpire’s license in their home country, they will be granted a USRowing Referee license pending completion of the following:
- a) Attend a rules-based clinic;
 - b) Successful completion of the written Referee Examination; and
 - c) Observation by a clinician at a regatta to ensure abilities.

Individuals granted a license under these provisions must meet the requirements found in these Internal Operating Procedures for maintaining the USRowing Referee license.

U.S. FISA UMPIRES

56. The Committee has established the following practices for selection of candidates to sit for the FISA Umpires examination:
- a) Each candidate will be evaluated on his/her own merits.
 - b) Numeric limitations on the number of people allowed to take the exam in any given year will not be used. The Committee will consider any candidate who has a meaningful opportunity to use the FISA License, and will not assume that a candidate will have the ability to take the exam at a later date when making their decision.

- c) Decisions on who will be allowed to take the FISA examination will be made annually at the December meeting of the Referee Committee.
- d) Candidates interested in being considered for the examination must submit a letter of application, including a summary of their qualifications, to the Chair of the Referee Committee no later than September 1 to be considered that year. Submissions received after that date may be considered at the discretion of the Referee Committee.
- e) Effective April 2010, candidates must be less than 56 years of age on December 31 of the year of the examination to be eligible to sit for the FISA Umpire's license examination.

For an application to be favorably considered, referees should demonstrate the following characteristics. For each characteristic listed below there are recommended qualifications; if these are not met, equivalent qualifications should be presented in the letter of application. The applicant should clarify any deviations and the reason for them in the letter.

- I) Commitment to the sport of rowing and refereeing.
 - i) Minimum of five (5) full years as a fully licensed Referee.
 - ii) For three (3) consecutive years, demonstrate a level of commitment represented by working a minimum of 15 regatta days per year.
 - iii) Immediately prior to application, worked at least four (4) regatta days per year at two (2) or more of the National Standard Regattas found in the *Rules of Rowing* for three consecutive years. This comprises at least six NSR regattas over three years; at least two of these should be outside of the applicant's region. The candidate must have worked in a variety of positions.
- II) Ability to work as a referee at an elite level.
 - i) Must have worked at a minimum of three Elite National Championships.
 - ii) Successful performance in responsible positions at a Trials event for at least two years including the year of application.
- III) Ability to represent the United States and FISA at international rowing events.
 - i) A letter of recommendation from an elite level coach, or person in a comparable position familiar with the performance of the Referee corps who is not an active Referee.
 - ii) Comments will be solicited regarding the candidate from current and Emeritus United States FISA Umpires.
- IV) Ability to pass the FISA Umpire examination.
 - i) Attendance at a FISA Championship or World Cup event as an observer prior to your name being submitted.
 - ii) Evidence of ability to pass a written and practical exam in a technical discipline.
 - iii) After January 1, 2011, candidates for the FISA International Umpiring License failing their first examination attempt shall not be accepted for further examination for one year. Candidates failing for a second time shall then not be accepted for further examination for another three years. Candidates failing the examination at the third attempt shall not be accepted for further examination.

The Committee will review the evidence that the candidate has fulfilled all of the above and demonstrated the ability to interact well with the national and international communities including deportment, dependability, and decisiveness in making the decision to allow a Referee to sit for the FISA Umpire examination.

- D) The Committee will respond to each candidate as follows:
 - i) Yes. The candidate is expected to make arrangements to take the exam during the following year. If the candidate is unable to do this, they must repeat the application process.
 - ii) No. The Committee will provide the reason or reasons the application is being denied, and will indicate if the candidate would be welcome to apply again in the future.

57. The Committee shall annually appoint a sub-committee to recommend to the Committee nominees for international competition in accordance with the criteria established by the Committee. The sub-committee will be composed of five individuals: three active FISA umpires who will recuse themselves from nomination during the year they serve the Committee, and two national, active referees.

U.S. FISA umpires must be in full compliance with the requirements to maintain licensure to be considered for inclusion on any lists submitted to FISA for Jury selection consideration. FISA requires umpires to follow a progression of events during their career, and the U.S. Referee Committee will not recommend someone who is not eligible for an event:

- a) World Rowing Cup
- b) World Rowing Junior Championships or World Rowing Under-23 Championships (though prior to 2008 this counts as equivalent to a World Cup in the progression).
- c) World Rowing Championships (includes World Rowing Senior and Junior Championships in Olympic years)
- d) Olympic Games Regatta (an umpire may work only one Olympic Games Regatta in their lifetime)

Events not listed in this progression, including the World Rowing Masters Regatta, which may be worked at any time.

U.S. FISA umpires must be in full compliance with the requirements to maintain USRowing licensure to be considered for inclusion on any lists submitted to FISA for Jury selection consideration.

JULIAN WOLF NATIONAL REFEREE TRAINING SCHOOL

58. The Committee sponsors the Julian Wolf National Referee Training School providing a structured and in-depth multiple-day clinic each year. A revolving two-year curriculum is offered, with Referee Basic and Chief Referee course of instruction offered in alternate years. The college is open to all referees, assistant referees, and referee candidates.

REFEREE AWARDS AND RECOGNITION

59. In selecting the annual recipient of the Julian Wolf Award for Outstanding Performance, the Chair of the Referee Committee will appoint a sub-committee of the five most recent Julian Wolf Award winners who are not current members of the Referee Committee. This sub-committee will select the recipient of the Julian Wolf Award. The sub-committee has the option not to bestow the Wolf award in any given year. The Julian Wolf Award pays tribute to the one rowing official in the United States that stood apart from the rest in his/her contribution to rowing in the past year. The award should be based upon one, several, or all of the following: outstanding performance, dedication, heroic acts or outstanding contributions to officiating.

60. In determining the annual recipient of the Jack Franklin Award for Outstanding Lifetime Service, a vote is held among Committee members, but the Committee reserves the option not to bestow the Franklin award in any given year.
61. In selecting the annual recipient of the Joan Zandbergen “Mama Z” Award for Sustained Superior Performance, the Chair of the Referee Committee will appoint a sub-committee of five referees, to include the most recent winners, who are not current members of the Referee Committee. This sub-committee will select the recipient of the Mama Z Award. The sub-committee has the option not to bestow the Mama Z Award in any given year. The Mama Z Award will be presented to one USRowing official who, during their first 3 to 10 years of service, has stood apart from the rest of his or her peers through sustained superior performance.
62. The call for nominees for the Julian Wolf, Jack Franklin and Mama Z Awards will be made annually on or before September 1, with a final decision made by October 1. Nominees will be solicited from the entire USRowing Referee corps. Each award will normally be awarded to an individual only once.
63. In January of each year, the chair of the Publications and Recognition sub-committee prepare a list of officials who, during the previous year, have completed an increment of five (5) (i.e., 5, 10, 15, 20, etc.) full years of service since first being licensed. For purposes of recognition, the service shall be considered to commence with the Official obtaining an Assistant Referee license and include all years in which the official has maintained their license. The sub-committee Chair will ensure that a certificate and accompanying letter conveying both USRowing and the Committee appreciation shall be prepared. The awarding of the certificate shall be coordinated with the Regional Representative, but will be delivered to the official no later than March 15 of the current year.

PUBLICATIONS

64. The Referee Committee shall serve as the publishing board for The Clipboard, a newsletter that is posted to the USRowing website for all other interested parties. The Committee has the responsibility for appointing and supervising a Managing Editor for this newsletter, whose job is to oversee the preparation of each issue. Additional Contributing Editors for specific features may be appointed at the discretion of either the Committee and/or the Managing Editor. Each December, the Committee shall:
 - a) Specify the number of issues for the upcoming year, along with a planned date of publication for each issue;
 - b) Confirm the appointment of the Managing Editor(s) for each of the planned issues; and
 - c) Appoint one of its own members to serve as a Contributing Editor for each issue, whose job is to prepare all notices and announcements.
65. The Committee maintains a page on the USRowing website (www.usrowing.org). A Committee member will be assigned to serve as the liaison with USRowing.

NATIONAL STANDARD REGATTAS

66. The referee rank structure requires all Referees to work a National Standard Regatta at least every other year. National Standard Regattas are regattas that can be characterized as follows:
- a) Class A or near-Class A course that is considered fair to all competitors.
 - b) Consistent application of the rules (especially adhering to the “*” rules, however, there may be some variations as allowed in the rules).
 - c) Any Referee is able to work all positions.
 - d) Geographical distribution (there is no limit to the number of NSR regattas in one region).
 - e) A history of high quality competition, adequate launches, very good communication capabilities, a competent LOC, and a high quality group of Referees from which to learn.
 - f) National Standard Regattas are listed in the *Rules of Rowing*.

APPENDIX A**SIGNIFICANT ACTIVITIES****Nomination Dates**

At-Large to CEO due: November 1

Regional Representative to USRowing due: no later than November 30

Elections

At-Large: selected by CEO and Board of Directors

Regional Representative: December-January

Regional Representative Election complete: February 10

Regional Representative Announcement: February 15

Committee Chair Appointment: by CEO

General

Proposed Rules Changes due: August 31

Referees complete Referee Data System entries: September 30

Referee Evaluations Begin: October 1

Referee Evaluations Completed: October 31

Selection of National Regatta Juries begin: November 1

Selection of National Regatta Juries complete: November 15

National Championships

Chief and Deputy Chief Nominations to Committee: August 15 of preceding year

Chief and Deputy Chief Appointments: August 31 of preceding year

Announcement of National Regatta Juries: December of preceding year

Chief to start filling juries:	Youth National Championship	60 days prior to the event
	Elite National Championship	60 days prior to the event
	Club National Championship	60 days prior to the event
	Masters National Championship	60 days prior to the event
	Masters Head Race Championship	60 days prior to the event

Post-regatta reports to the Referee Committee: 30 days after event

FISA

Letter of Application due to Referee Committee: September 1

Selection of FISA candidates: December Committee meeting

Awards

Julian Wolf Award Nomination to Referee Committee due: September 1

Jack Franklin Award Nomination to Referee Committee due: September 1

Mama Z Award Nomination to Referee Committee due: September 1

Award Winner Announcements due: October 1