

**Internal Operating Procedures**  
October 2015  
United States Rowing Association  
The Referee Committee



1. The Mission of USRowing Referees (Candidate, Assistant, and Plenary) 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 shall be to support, with the assistance of the Regional Referee Coordinators, the Chief Executive Officer in administering and supervising USRowing referees and recommending changes to the Rules of Rowing.

The focus of the Committee's work is to promote the goals of safety, fairness and ethical conduct, and the consistent application of the *Rules of Rowing* in the referee community through the following activities:

- a. Advance the quality of officiating throughout the United States.
  - b. Assure consistent interpretation and application of the Rules of Rowing at all USRowing registered events.
  - c. Train, license, re-license and review the status of USRowing Candidates, Assistant Referees, and Referees.
  - d. Through the officials that it licenses, administer and enforce the USRowing *Rules of Rowing* at USRowing registered regattas.
  - e. Advise the USRowing CEO on matters related to safety, fairness and ethical conduct within the rowing community to help the CEO and the Board form policy related to these issues.
  - f. Annually review the *Rules of Rowing* and make recommendations for change to the Board.
  - g. Working with the USRowing Director of Referee Programs develop and implement recruitment and training plans for new referees as well as continuing education and retention plans for existing referees.
  - h. Serve as role models for excellence in officiating and in the efficient administration of the sport.
  - i. 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.
  - j. Take such other initiatives or make such recommendations as are appropriate to advance the quality of officiating in rowing, and/or to enhance the standards of safety, fairness and ethical conduct within the rowing community.
3. The Mission and Goals of the USRowing Referee Committee are accomplished through the combined functions of the Referee Committee, the six Regional Coordinators, and the USRowing Director of Referee Programs. Responsibilities for each are highlighted below:

- a. **Referee Committee** functions include, but are not limited to:
- 1) Create, enforce and administer the national standards of refereeing;
  - 2) Approval of all materials used for the education and training of USRowing Referee Candidates, Assistant Referees and Referees;
  - 3) Advise and assist the CEO in bringing policy suggestions to the Board related to referees, and the *Rules of Rowing*;
  - 4) Oversee the goals and mechanisms of recruiting;
  - 5) Recommend changes to the *Rules of Rowing* to the USRowing Board of Directors for approval;
  - 6) Designate Referee Clinicians;
  - 7) Evaluate Referee Emeritus status;
  - 8) Administer and advise on disciplinary actions;
  - 9) Provide technical expertise to USRowing;
  - 10) Recommend candidates to USRowing to sit for the FISA exam;
  - 11) Recommend U.S. FISA umpires to USRowing for nomination to international juries;
  - 12) Hear appeals generated from registered regattas;
  - 13) Designate regattas as “Nationally Recognized Regattas”;
  - 14) Prepare the Assistant and Full referee examinations, and the re-certification examination;
  - 15) Identify and submit recommendations to the CEO for the Chief Referee and Deputy Chief Referee for the following USRowing Championship Regattas: Youth Nationals, Club Nationals, Master’s Nationals, Masters Head Race Nationals and Elite Nationals;
  - 16) Compile Referee evaluations; and
  - 17) Consult with the CEO on the nomination of Trials Directors.
- b. **Regional Coordinator** functions include, but are not limited to:
- 1) Advocate the views of referees within their regions to the Referee Committee;
  - 2) Communicate decisions of the Referee Committee and distribute information and materials to their region;
  - 3) Work with the Referee Committee and the USRowing Director of Referee Programs to develop, coordinate, and implement a regional recruiting plan for new referees, and an education and retention plan for current Referees;
  - 4) Nominate Referees to the Referee Committee for designation as Clinician;
  - 5) Oversee Clinicians and assist in scheduling area clinics to ensure an adequate number of clinics are conducted annually;
  - 6) Identify evaluators and coordinate regional referee evaluations for National Championship regatta selections;
  - 7) Coordinate regional training opportunities to assure the consistent interpretation, application and implementation of the *Rules of Rowing*;
  - 8) Identify and assign mentors to Candidate Referees and Assistant Referees;
  - 9) Coordinate written and practical exams for Assistant Referees and Referees;
  - 10) Promote attendance at regional clinics and the Julian Wolf National Referee Training School;
  - 11) Assign examiners for Assistant Referee and Referee license examinations;
  - 12) Address regional compliance and disciplinary issues as directed by the Referee Committee, the Referee Committee Chair, or the USRowing Director of Referee Programs;
  - 13) Identify Referees with the necessary skills and interest to work on referee issues with the

- Referee Committee and USRowing Director of Referee Programs;
- 14) Ensure that Assistant Referees and Referees meet license requirements;
  - 15) Through the Regional Coordinator Referee Committee liaison provide a report to the Referee Committee on the status of Referees, Assistant Referees and Candidates within the region;
  - 16) Collect and summarize information on referee activities;
  - 17) Be aware of and review registered regatta activities reports in their region (Safety Checklist, comments, letters, etc.); and
  - 18) Annually report to the Referee Committee on the status of the current NRRs in their regions, and make recommendations to continue, discontinue or add new regattas to the NRR designation.
- c. **USRowing Director of Referee Programs** functions include, but are not limited to:
- 1) Coordinate recommended *Rules of Rowing* changes between the USRowing membership, Referee Committee, and the USRowing Board of Directors;
  - 2) Edit, publish and distribute training, education and recruiting materials in concert with The Julian Wolf National Referee Training School, Clinicians, Regional Coordinators, and the Referee Committee;
  - 3) Assist with the organization and operation of The Julian Wolf National Referee Training School;
  - 4) Develop, prepare and manage the USRowing referee programs' operational budget;
  - 5) Develop, prepare and manage, in partnership with the Referee Committee, the annual referee committee budget including expenses related to regional programming;
  - 6) Seek funding to support and grow referee programs for USRowing;
  - 7) Assist in recruitment, training, and evaluation of USRowing Assistant Referees and Referees;
  - 8) Investigate and administer referee disciplinary actions, with input, assistance, and concurrence of the Chair of the Referee Committee and the appropriate Regional Coordinator;
  - 9) Assist in the selection and coordination of juries for USRowing national championships and selection events;
  - 10) Coordinate USRowing referee programs with the activities of other international rowing federations, when appropriate.
  - 11) Revise and edit the Internal Operating Procedures (IOP) of the Referee Committee, with updates expected not less frequently than annually.

## **REFEREE COMMITTEE – MEMBERS AND RESPONSIBILITIES**

*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, January 2012, March 2013, and the current 2015 revisions. In fulfilling its goals, the Referee Committee has adopted the following procedures and criteria:*

4. As outlined in the USRowing bylaws, the Referee Committee is comprised of five members; three At-Large members, one liaison from the Regional Coordinators and one Athlete member. At-Large members and the Athlete member may be nominated or may self-nominate by November 1, to the USRowing CEO. The CEO will recommend candidates to the Board for election to the committee at

their December meeting.

Terms will last for three years and will be staggered in accordance with Article 48 of the USRowing By-Laws, except the Athlete Member who serves a four year term and must meet the definition of athlete under the USRowing By-Laws. The members of the Referee Committee and Regional Coordinators shall be fully licensed USRowing referees. The Regional Coordinator liaison is selected by a vote of the six elected Regional Coordinators to represent them at the Referee Committee level.

The CEO selects the Referee Committee Chair from among the five members. The term of office for all Referee Committee members shall commence in accordance with Article 49 of the USRowing By-Laws. In addition to the 5 members, the USRowing Director of Referee Programs sits as an ex-officio, nonvoting, member of the Referee Committee.

- a. At-Large members serve to represent the general interests of the USRowing membership and referee population as it relates to the safety and fairness of the sport, without reference to a specific geographic region. At-Large members may be from any region, although diversity of geography is desirable within the group as a whole.
5. There will be six Regional Coordinators, one elected from each region. Elections for Regional Coordinators 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 Coordinators will be received at USRowing no later than November 30. The Regional Coordinators are elected via a ballot distributed by USRowing to the Assistant Referees and Referees in each respective region. Each USRowing licensed Assistant Referee or Referee may cast one vote to elect his or her USRowing Regional Coordinator. The term of office for all Referee Committee members shall commence in accordance with Article 49 of the USRowing By-Laws.
  6. Members of the Referee Committee and the Regional Coordinators may serve a maximum of three consecutive terms in accordance with Article 49 of the USRowing By-Laws. This includes service as a Regional Coordinator, an At-Large member, or a combination of the two. An individual may return to serve on either the Referee Committee or as a Regional Coordinator with a new three-term limit after one full term off as a Referee Committee member or Regional Coordinator. 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. The Athlete Member to the Referee Committee may serve a maximum of three consecutive 4 year terms provided he/she continues to meet the definition of Athlete Member under Section 11 of the USRowing By-Laws at the beginning of each new term.
  7. The USRowing Director of Referee Programs is not subject to term limits.
  8. In the event of a midterm vacancy on the Referee Committee, the CEO of USRowing, in accordance with the USRowing By-Laws, has the responsibility of naming a replacement. A Referee will be used to replace a departing At-Large member or the Regional Coordinator liaison to the committee, and a qualified Athlete Representative will replace the Athlete Member. If a Regional Coordinator position is vacant, the CEO will fill the vacancy with a qualified replacement from the affected region.

#### **REFEREE COMMITTEE – OFFICERS**

The list of current Referee Committee officers can be found in the *Rules of Rowing* and on the USRowing

website under Referees.

9. The Chair of the Referee Committee is appointed by the CEO. The Chair conducts Referee Committee meetings, appoints sub-committees, and acts as principal liaison with the USRowing CEO, the USRowing Director of Referee Programs, and the USRowing Board of Directors. In addition, the Chair, or his/her designate, in conjunction with the Referee Committee FISA Liaison, will act as liaison to the USRowing Director of Referee Programs on FISA related issues and topics, and serve as a conduit for communications to FISA and/or the FISA Umpiring Commission.
10. The Vice Chair/Secretary, if so designated by the Chair, assists the Chair in his/her duties, maintains a written record of the proceedings of each meeting, as provided by the USRowing Director of Referee Programs, 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 sub-committees as required. The following standing sub-committees have been established. All sub-committees shall be chaired by a Referee Committee member, Regional Coordinator, or fully licensed Referee appointed by the Chair. The sub-committees are to be comprised of USRowing Assistant Referees and Referees, or individuals who are Championship Members of USRowing and who may provide unique qualifications and/or needed support on Referee Committee projects:
  - a. **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 Referee Committee. In either situation, the sub-committee ascertains the facts and makes recommendations to the Referee Committee on an appropriate course or courses of action.
  - b. **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 Referee 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 Referee Committee shall be open to the public, except when the Referee 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 shall normally be taken by voice vote, except for votes dealing with the individual status of USRowing Assistant Referees or Referees. Any member of the Committee may request that a roll call vote be taken at any time. In the case of votes on the individual status of a USRowing Assistant Referee or Referee, or any matter related to a Referee Committee Member, a Referee Committee member may request that a secret ballot be taken.

14. Minutes of Referee Committee meetings shall be taken and sent to all Referee Committee members as soon as practical thereafter. After the draft has been sent out, the Referee 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 forwarded by the USRowing Director of Referee Programs to the appropriate USRowing staff member for posting on the referee section of the website within five days after final approval.
15. The Referee Committee may utilize electronic mail (email) to vote on matters that occur between meetings of the Referee Committee. Any member of the Referee Committee who wishes to list a motion for disposition must provide the full text of the motion to all the other members of the Referee 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 Vice Chair/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 Referee 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 Referee Committee Members shall have an email address available for communications.
  - b. Email should be checked on a regular basis.
  - c. Referee Committee directed emails should receive prompt responses.
  - d. If a member will be unavailable for more than one week, notification to Referee Committee members and the USRowing Director of Referee Programs 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 Referee Committee related business should be sent to all committee members, and responses should be sent to all members. This does not preclude one-on-one messages to other Referee 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 Referee Committee will use the following process to evaluate all submitted recommendations prior to submission to the Board of Directors. 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 Referee Committee requesting expedited action by the Board.
  - 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 Referee Committee will review all proposed changes submitted by August 31. The Referee Committee will solicit feedback from those constituencies within the rowing community who would be potentially affected by the change through the USRowing website and other appropriate venues for the period of October 1-31.

- b. **Feedback Review:** The Referee Committee will review and evaluate such feedback and modify the proposal if necessary. The USRowing Director of Referee Programs will prepare a document containing all of the proposed changes for submission to the Board. The Referee Committee will meet and determine its recommendation to the Board for all proposal(s) submitted.
- c. **Forward Proposal(s):** The Referee Committee will forward all of the proposed *Rules of Rowing* changes to the Board by November 15 with a recommendation(s) to the Board by the Referee Committee for the proposals under consideration.

## **REFEREES – GENERAL STANDARDS**

18. All decisions regarding licensure, promotion, retention, or assignment of USRowing Candidates, Assistant Referees or Referees who are a minimum age of 21 or a college senior and a participant in a college or university intercollegiate rowing program, 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. 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.). The Referee Committee, Regional Coordinators, and USRowing Director of Referee Programs, as appropriate, will consult with regatta local organizing committees (LOC) to encourage achievement of this goal.
20. A USRowing Assistant Referee or Referee must have normal sight, hearing and mobility with mitigating measures (such as corrective eyeglasses, hearing aids, etc.), sufficient to sustain all the essential functions of refereeing. An Assistant Referee or Referee must be able to perform all essential functions of refereeing on the date he/she is to so-referee even if a temporary, chronic, intermittent, or an active episode of a disabling condition is present. No Candidate, Assistant Referee, or Referee shall be considered for refereeing, nor allowed to referee, if he/she should present one or more conditions constituting a direct threat to his/her health or safety or to the health or safety of any other individual at a rowing event.
21. All USRowing Assistant Referees or Referees must be able to float unaided for 10 minutes fully clothed and/or show proof of ability to swim 200 yards. It is strongly recommended by the Referee Committee that referees wear personal flotation devices (PFDs) whenever they are on or around the water. It shall be required that referees wear PFDs on those bodies of water where PFDs are mandated by law.
22. All USRowing referees must maintain current USRowing membership. Membership is on a calendar year, as such all referee memberships expire on December 31. Lapse of membership may result in revocation of license. A USRowing referee who fails to renew a lapsed membership within 30 days of notice from the Referee Committee or USRowing Director of Referee Programs may be required to re-take and pass the Assistant Referee or Referee examination.
23. When performing official duties, USRowing Assistant Referees and 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 approved patch and optional tie (USRowing referee tie preferred). In warm weather, blazers may be optional at the discretion of the Chief Referee, and the blue dress shirt may be replaced by a polo shirt, or similar, with approved logo. In extremely hot weather, the Chief Referee may authorize khaki shorts. The Referee Committee or USRowing Director of Referee Programs may also allow modifications to the standard uniform in support of special events (e.g., 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 repellant gear. Referees should present a professional appearance at all times; this includes a clean, neat uniform for each 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 USRowing Assistant Referees and Referees on articles of clothing and patches. For purposes of referee 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 on any uniform or piece of equipment 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 Assistant Referee's or Referee's own rowing club does not preclude an Assistant Referee or Referee from officiating that race, but the Assistant Referee or 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 parent of a member of the crew. USRowing Assistant Referees and Referees should not be put in positions where they must exercise judgments involving crews in which close family members are participating.
28. If the Referee Committee or USRowing Director of Referee Programs receives a written or verbal complaint about a USRowing Assistant Referee or Referee, whether from a competitor, coach, other official, or any other source, the USRowing Director of Referee Programs shall first investigate the matter and advise the Referee Committee Chair. If required, the Chair of the Referee Committee may initiate an investigation by the Ethics and Performance sub-committee. If the complaint results in an investigation the subject will be informed, will be given copies of all evidence received, and will have the opportunity to respond. Upon completion of the investigation, the matter will be referred to the full Referee Committee for action. Because the Referee Committee has the authority to grant licenses, any action up to and including revocation of an Assistant Referee's or Referee's license is within the authority of the Referee Committee to undertake in response to a complaint (adverse action), or as administrative action for failure to adhere to minimum standards. If the Referee Committee takes action against an Assistant Referee or Referee, the Assistant Referee or Referee has recourse under the USRowing Grievance Procedure.

### **REFEREE DATA SYSTEM (RDS)**

29. The Referee Data System (RDS) is the official website for recording and documenting observations, clinics and all candidate and referee participation and preferences for officiating at a USRowing National Championship Regatta. Maintaining the RDS is a requirement for completion of the annual



data call and to maintain a referee license. The Annual data call reflects the work performed by the referee from September 1 through August 31. The Annual data call is to be completed by September 30.

### **REFEREE RANK STRUCTURE**

30. The Referee Committee is the sole authority for granting a USRowing Referee license of any rank, for promotion of a Candidate to Assistant Referee and an 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

The following lateral endorsements have been established. The Referee Committee and Regional Coordinators shall designate these endorsements:

- a. Clinician/Examiner: the assignment of Clinician is to recognize additional responsibilities and skills of a Referee. The referee shall be nominated by the Regional Coordinator and approved by the Referee Committee.
- b. Mentor: the endorsement shall be made by the Regional Coordinator.
- c. Emeritus Referees: Emeritus Referees are nominated by the Regional Coordinators and voted on by the Referee Committee with a majority vote required. The title of Emeritus Referee may be awarded to Referees who have announced their retirement. This title will identify them as having provided significant service to the sport of rowing. At registered regattas, Emeritus Referees may offer their assistance to positions staffed with licensed Referees.

### **CANDIDATE REFEREE**

31. The Candidate Referee position introduces and exposes a person interested in becoming a USRowing Referee to the roles and responsibilities involved. A Candidate Referee must:
- a. Be 21 years of age, or be a college senior and a participant in a college or university intercollegiate rowing program;
  - b. Complete the application form included as APPENDIX B;
  - c. Maintain a current USRowing membership. Lapse of membership may result in removal from the Candidate Referee program;
  - d. Sign a current USRowing membership waiver;
  - e. Successfully complete the official USRowing SafeSport Training;
  - f. Pass a Background Check administered by a vendor selected by USRowing;
  - g. Attend a referee clinic covering the *Rules of Rowing*;
  - h. The Candidate Referee must be able to certify observations at and must demonstrate an understanding of the roles and responsibilities of the following positions:
    - 1) Marshal
    - 2) Chief Judge
    - 3) Starter

- 4) Referee
- 5) Judge at Start / Aligner
- 6) Control Commission / Dockmaster / Weigh-Ins

The Candidate must submit all observations, including all regattas and clinics attended during the year, through the Referee Data System.

32. Under the conditions outlined herein, Candidate Referees may perform certain functions normally assigned to USRowing Assistant Referees and Referees. In these circumstances, Candidate Referees must be approved and assigned to Assistant Referees or Referees by the Chief Referee of the regatta for which the Candidate Referee wishes to work. A Candidate Referee may act as a Judge at the finish under the supervision of the Chief Judge. A Candidate Referee may act as aligner under the supervision of the Judge at Start. The Candidate Referee understands that he/she may be removed from referee duties at the discretion of either the Chief Referee or the Assistant Referee or Referee he/she has been assigned to at any time. Candidate Referees **MAY NOT** act in the capacity of Starter, Judge at Start, Chief Judge, a member of the Jury, or as a single Assistant Referee or 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 Referee must have met the minimum requirements set out in paragraph 31. The Assistant Referee Examination for promotion to Assistant Referee will be a written examination covering information contained within the Rules of Rowing, the Internal Operating Procedures of the Referee Committee and the USRowing By-Laws.
34. Referee Committee members, Regional Coordinators, Clinicians, and other Referees designated by a Regional Coordinator shall be authorized to administer the Assistant Referee Examination and, on behalf of the Referee Committee, to license a Candidate Referee 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, Regional Coordinators, Clinicians, or other Referees designated by a Regional Coordinator. Delegations of authority to a Referee 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 Coordinators will work together to administer the examination to Candidate Referees who are outside their home region. If the Candidate Referee does not pass the Assistant Referee Examination he/she shall be required to wait a minimum of 30 days before retaking the exam. If a Candidate does not pass the exam on the second attempt the Candidate will be required to begin the entire Candidate process over.

### **ASSISTANT REFEREE**

35. Candidate Referees 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

After each assignment at a regatta an Assistant Referee should ask the Referee with whom they worked or who was assigned to observe and work with them, to complete a standard evaluation form. After completing all the assignments 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 Coordinator to be advanced in rank to Referee. 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 annual minimum requirements:
- a. Work a minimum of four (4) regatta days USRowing Registered Regattas per data call year and work on more than one racecourse. 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 data call year.
  - c. Submit an Annual Referee Data Call response to the Referee Committee via the Referee Data System. This response should include all regattas worked and clinics attended during the data call year.
  - d. Every fourth data call year participate in a Recertification Examination.
  - e. Every other calendar year pass a Background Check administered by a vendor selected by USRowing.
  - f. Successfully complete the official USRowing SafeSport Training.

### 37. Plenary Referee Examination

After meeting the requirements in paragraphs 35 and 36, and with concurrence of their Regional Coordinator, the Assistant Referee may take the two-part Referee Examination. Part 1 is a written open-book, take-home examination and Part 2 is a practical evaluation. An Assistant Referee will be allowed to sit for the two-part Referee Examination twice. Once an Assistant Referee has successfully passed Part 1 and Part 2 he/she will become a fully licensed Referee.

a. Part 1 – Written Examination

The written examination required under Part 1 will be administered by the Regional Coordinator or his/her designee. The completed exam should be returned to the Regional Coordinator within 30 days; the written examination will be evaluated and graded by the team of examiners who will administer Part 2 of the Plenary Referee Examination.

b. Part 2 Practical Examination

Following successful completion of the Part 1 Written Exam the Assistant Referee may proceed to the Part 2 Practical Exam. Normally this is conducted on the water, but under special circumstances with the consent of the Regional Coordinator, the Practical may be given using simulated

conditions indoors.

During the Practical the Assistant Referee will be observed by a panel of at least two, and preferably three, examiners. The panel is selected by the Regional Coordinator from a list of Clinicians and/or fully licensed Referees. Members of the panel will observe the Assistant Referee for competency in the following specific areas:

Start  
Aligner / Judge at Start  
Referee on the Water  
Finish / Judge at Finish  
Control Commission  
Marshal  
Protests

Competency requires the Assistant Referee to demonstrate the ability to interpret and apply the Rules of Rowing, confidence in their ability to independently make and defend decisions, and proper demeanor in addressing athletes, coaches, LOC officials, and the public as a member of the USRowing Referee Corps.

## **REFEREE**

38. 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 USRowing Registered Regattas; evaluate the performance of Assistant Referees; and if warranted, be assigned lateral endorsements as Clinicians or Mentors. In addition, Referees are expected to routinely and informally teach, counsel, monitor, supervise, and evaluate USRowing Assistant Referees and Referees. Referees are expected to be able to work independently and effectively in resource-constrained situations, exercising essential judgment and decision-making skills to ensure standards of safety and fairness.

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

- a. Work a minimum of four (4) regatta days at USRowing Registered Regattas per data call year.
- b. Officiate at a minimum of two (2) different racecourses per data call year.
- c. Work a minimum of two (2) Nationally Recognized Regattas (NRR) from the approved list in a four (4) data call year period. At least one NRR must be a sprint race. (See the current *Rules of Rowing* for approved NRRs).
- d. Submit an Annual Referee Data Call response to the Referee Committee via the Referee Data System. This response should include all regattas and clinics attended during the data call year.
- e. Every fourth data call year participate in a recertification examination.
- f. Attend a clinic each data call year.
- g. The Referee Committee may grant a waiver of any of the above requirements.
- h. Every other calendar year pass a Background Check administered by a vendor selected by USRowing.
- i. Successfully complete the official USRowing SafeSport Training.

39. 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. Except for a disqualifying proven SafeSport violation or a disqualifying background check, a USRowing Referee who has had their license revoked must retake and pass the Referee examination in order to have their license reinstated.

### **LEAVE OF ABSENCE, RETIREMENT AND EMERITUS**

40. Any Assistant Referee or 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 Coordinator. The full Referee Committee must approve any request for an extension beyond the initial one-year period. After the one-year period, failure to request a reinstatement or receive an approved LOA extension may result in the Assistant Referee's or Referee's license being revoked. Any Assistant Referee or Referee with a LOA extending beyond two years will be required to attend a clinic and pass the Assistant Referee or Referee examination before officiating at a USRowing Registered Regatta. A Referee serving a military commitment will be considered for a LOA on a case-by-case basis.
41. [deleted]
42. After a Referee has retired from officiating, the Referee Committee may, at its discretion and in coordination with recommendations from the Regional Coordinators, 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 in limited supportive role. (IOP Section 30). The Referee Committee will send a certificate to individuals receiving this honor.

### **CLINICIAN / EXAMINERS**

43. Clinicians are a key element in the Committee's mission of training and education. Clinicians are appointed by the Referee Committee and are reviewed on an annual basis. The Committee has established the following expectations for clinicians:
- a. Expert level of 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 data call 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 Coordinator.
  - j. Provide expert consultation outside of the clinic context as requested by referees, regatta directors, and coaches.
  - k. Administer Assistant Referee and Referee examinations, with the approval of the Regional

Coordinator.

- l. Serve as a Mentor.
- m. Participate in the Annual Evaluation (IOP 48) of all Referees with whom you have worked in that data call year.

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

## **ASSIGNMENT OF REFEREES**

44. Recommendations for the Chief Referee and Deputy Chief Referee for all USRowing National Championship Regattas will be received by the Regional Coordinators and passed on to the Referee Committee no later than October 15 preceding each competitive season. There shall be one Chief appointed for each USRowing National Championship. The number of Deputies to be appointed for each National Championship shall be as follows:

Masters Head Race:	1 Deputy
Elite National Championship:	1 Deputy
Masters National Championship:	1 Deputy
Youth National Championship:	1 Deputy
Club National Championship:	1 Deputy

The nominations will be reviewed and forwarded by October 22 to the CEO who will appoint the Chief Referee and Deputy Chief Referee for All USRowing National Championship Regattas. These appointments should be made no later than October 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 for the following two years.

45. The task of recommending the Chief Referee for each USRowing District or Regional Championship Regatta is to be delegated by the Referee Committee to the appropriate Regional Coordinator.
46. The Chief Referees of all other regattas are nominated by the Local Organizing Committee and identified on the registered regatta application form. Provided the person nominated has a Referee license and a current USRowing Member, the Referee Committee's approval is assumed unless further action is taken.
47. 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.
48. All clinicians are expected to begin their evaluation of referees that they have worked with during the data call year no later than October 1 of the previous year. Clinicians are encouraged to input their evaluations during the year when possible. These evaluations are to be completed by October 15. On the

basis of first-hand experience with individual referees, clinicians shall rate each referee they directly observed at a regatta within the past data call year on knowledge and skill, attitude and temperament, and their ability to officiate at a National Championship Regatta. The Referee Committee may establish other evaluation criteria as required. The ratings will be compiled into a regional order of merit and made available to each Regional Coordinator through the Referee Data System shortly following the close of evaluations.

49. The Referee Committee will recommend the number of referees from each region assigned to each National Championship Regatta by November 1. Referees wishing to be considered for a National Championship Regatta assignment must submit his/her choice(s) in the RDS by January 15. The selection of juries for the National Championship Regattas will be completed by January 31. The Regional Coordinator will use the order of merit and preference to designate those referees and alternates to be assigned to each USRowing National Championship Regatta; in general, higher-ranking and highest-quality referees with stronger preferences will be designated. For each USRowing National Championship Regatta, the Regional Coordinator may make an exception to this general rule to provide a developmental opportunity for an Assistant Referee or Referee. This exception should be used judiciously to ensure the highest quality Assistant Referees and Referees are presented for developmental opportunities. The USRowing Director of Referee Programs will notify the National Championship Chief Referees of the Assistant Referee or Referees designated for these national championship juries for their review by January 31. The National Championship juries will be announced by February 15. In the event a designated Assistant Referee or Referee is unable to participate, the Regional Coordinator 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 Coordinator and the USRowing Director of Referee Programs.
50. Post-regatta reports prepared by the Chief Referee and/or Deputy Chief Referee for the National Championships should be submitted to the USRowing Director of Referee Programs not later than 30 days after the event. The USRowing Director of Referee Programs will provide copies of each National Championship post-regatta report to the Referee Committee and USRowing events staff.
51. Trial Coordinators: Due to the unique nature of the National Team Selection (Trials) process, the Referee Committee may consult with the CEO to identify Trials Coordinators for appointment by the CEO. Two Trials Coordinators are required. 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 appoint a new person once every four years following the Olympic trials to be paired with the other coordinator who has just completed four years of experience.
  - a. The role of the Trials Coordinator is to supervise the conduct of all Trials events during that period.
  - b. Trials Coordinator nominations will be reviewed by the USRowing Trials Director, the USRowing Director of Referee Programs, 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 the USRowing Director of Referee Programs. 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, will 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.
52. When possible at larger regattas, Chief Referees are encouraged to use senior Referees 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 Referees 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.
53. 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 to the USRowing Director of Referee Programs, ascertaining their skills, abilities and current standing as officials in their national organization. The USRowing Director of Referee Programs working with the Chief Referee shall assure himself/herself that these officials are well acquainted with customs and practices under the *Rules of Rowing*.
54. 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 an Assistant Referee or Referee license under these provisions must meet the requirements found in these Internal Operating Procedures for maintaining the USRowing Assistant Referee or Referee license.

## **U.S. FISA UMPIRES**

55. The Corps of USRowing FISA Umpires:  
 USRowing will maintain and supervise a corps of International Umpires licensed by FISA. These Umpires will represent the United States at FISA Championships and at other international competitive events as described in sections 55-59 in these IOPs. This IOP defines the principal leaders, sub-committees and processes for the governance, identification and development of the US FISA Umpire Corps. Attributes and constraints upon the members and membership of the US FISA Umpire Corps are delineated in Appendix 55.

### **FISA Liaison and Sub-Committees**

#### **1. FISA Liaison**

The Chair of the Referee Committee will nominate an active or recently retired (within 2 years) FISA Umpire to the position of “FISA Liaison,” for a term of 3 years for approval by the Referee Committee. The FISA Liaison shall be a highly experienced individual of unquestioned impartiality and high stature



within the US and International FISA Umpire Corp. If the FISA Liaison is not a sitting member of the Referee Committee, she/he will become an Ex Officio member of the Referee Committee only in matters directly related to FISA. The FISA Liaison is accountable and responsible for the items delineated in Appendix 55-A. The FISA Liaison may serve up to a maximum of two terms for a total of no more than six years.

2. US FISA Umpire Annual Assignment Sub-Committee

- a. In consultation with the Chair of the Referee Committee and subject to approval by the Referee Committee, the FISA Liaison shall each year select a Sub-Committee to be composed of five individuals: three active USRowing FISA Umpires who will recuse themselves from nomination during the year they serve, and two additional Referees, either Retired FISA or active National Referees. All members serving on this Sub-Committee must have a strong knowledge of FISA and international rowing.
- b. This sub-committee shall recommend to the Referee Committee the US FISA Umpires to serve on international juries solicited by FISA, and for USRowing FISA Umpire Exchange Regattas, both in accordance with the criteria established by FISA, and with those established by USRowing as delineated in Appendix 55-B.
- c. In making its recommendations, this Sub-Committee shall adhere to all policy statements within IOP 55-59 and their Appendices.

3. US FISA Applicant and Candidate Recommendation Sub-Committee

- a. In consultation with the Chair of the Referee Committee, and subject to approval by the Referee Committee, the FISA Liaison shall select five active and/or retired USRowing FISA Umpires to serve on the US FISA Applicant and Candidate Recommendation Sub-Committee. The inaugural members will serve a 4-year term after which the sub-committee will move to a revolving 3-year appointment with a minimum of two individuals being replaced each year. A subcommittee member may serve up to two full terms.
- b. This sub-committee shall review and submit to the Referee Committee recommendations for action on requests from individual USRowing Referees to become a FISA Applicant; it shall also recommend a prescribed course of training and experience for newly designated FISA Applicants, and then monitor on behalf of the Referee Committee the progress of FISA Applicants towards meeting the criteria to qualify as a FISA Candidate.
- c. This sub-committee shall base its recommendations for qualification as both a FISA Applicant and as a FISA Candidate upon the criteria delineated in Appendix 55-C.
- d. In consultation with the FISA liaison any member of the sub-committee may be removed by majority vote of the Referee Committee.

**Annual Selection of US FISA Umpires for FISA Event Juries**

1. USRowing receives solicitations from FISA for annual jury nominations, which are distributed to the Corps of US FISA Umpires by the FISA Liaison. Members of the Corps respond to these solicitations with a prioritized selection of event juries they would like to serve on, taking into account eligibility requirements listed in Appendices 55 and 55-B. The FISA Liaison then forwards the event selections from the individual members of the Corps to the US FISA Umpire Annual Assignment Sub-Committee.
2. Annual nominations of US FISA Umpires to serve on FISA event juries are submitted to FISA by the CEO of USRowing. The Referee Committee shall make a recommendation of which members of the US FISA Umpire Corps to nominate for each event, with this recommendation being forwarded to the CEO

by the Director of Referee Programs. In formulating its recommendation, the Referee Committee shall rely upon input it has received from the US FISA Umpire Annual Assignment Sub-Committee.

3. If a Committee Member is a FISA Umpire whose name has been submitted for nomination for the current year's assignment, that Committee Member shall recuse themselves from discussion and vote. The remaining members of the Referee Committee shall be considered sufficient for a quorum to vote regardless of number in only this situation.

### **US FISA Umpire Applicant and Candidate Process**

1. The process to become a US FISA Umpire is open to all USRowing Referees who meet eligibility criteria set forth by FISA. Additional criteria delineated in Appendix 55-C shall be applied by the USRowing Referee Program to determine eligibility for nomination to sit for the FISA Umpire exam. These additional criteria require evidence of high levels of achievement in three categories: technical competency, leadership, and service within the national corps of USRowing officials. The process leading to nomination requires progression through two stages of preparation and experience as a USRowing Referee, as detailed in Appendix 55-C.
2. USRowing Referees are nominated to FISA as Candidates to sit for the Umpire examination by the CEO of USRowing. The Referee Committee shall make a recommendation of those FISA Applicants who it deems are qualified to successfully pass the FISA examination, with this recommendation being forwarded to the CEO by the Director of Referee Programs. In formulating these recommendations, the Referee Committee shall rely upon input it has received from the FISA Application and Candidate Recommendation Sub-Committee, and will only submit the names of individuals who have successfully passed through the Applicant stage of preparation, as delineated in Appendix 55-C.

#### 56. Work at other International Regattas:

US FISA Umpires who receive an invitation to attend or work at an international or FISA event regatta either as a national technical official (NTO) or as an international umpire must notify the FISA Liaison and the USRowing Director of Referee Programs of the invitation when it is received (e.g. copy of email in which the invitation is contained), and advise of acceptance/non-acceptance of the invitation. USRowing and any U.S. Team delegation to the Regatta will be notified of the Umpire's attendance and the capacity that the Umpire is serving at the Regatta.

US FISA Umpires who proactively solicit other rowing federations, FISA Umpires or other personal contacts for invitations to work at either FISA or non-FISA events outside of the United States must first notify the FISA Liaison and the USRowing Director of Referee Programs to receive approval before beginning the solicitation. Any FISA Umpire going outside of these principles to proactively solicit FISA or International Regatta assignments without approval or notification to the FISA Liaison and USRowing may lose their ability to be nominated as an USRowing FISA Umpire to future FISA Events and FISA Umpire Exchange Program Regattas.

#### 57. US FISA Umpire Exchange Program:

This Program has been established to provide opportunities for US FISA Umpires to work at selected international events whose juries are not assigned through FISA. In exchange for these opportunities, a comparable number of FISA Umpires from the nations hosting these events will be invited to work at designated USRowing affiliated events within the United States. Administration of this Exchange Program shall be jointly provided through the FISA Liaison. Administrative and procedural details for this Exchange Program are given in Appendix 57.

## **CREDENTIALING FOR USROWING OFFICIALS TO OBSERVE AND WORK AT INTERNATIONAL REGATTAS**

### 58. Non-sanctioned FISA International Exchange Events:

USRowing officials may work, when invited, at non-FISA events that are recognized by the national federation of the host country. When working at such events, to be recognized as a USRowing official these individuals must comply with the following:

- a. CanAMex Exchange: The USRowing Referee Program has established a working agreement with Canada and Mexico to exchange work opportunities at designated events for both FISA licensed and USRowing licensed officials. USRowing Referees may work at events in either country by invitation of the national rowing federation, organizing committee, or regatta director. To maintain records of international activity, prior to working in Mexico or Canada, USRowing officials must notify their Regional Coordinator, who will then notify the USRowing Director of Referee Programs.
- b. Events Outside of Canada and Mexico:  
USRowing officials who are invited to, or who solicit invitations from individuals, regatta organizing committees, or national federations in countries outside Canada and Mexico must first notify their Regional Coordinator, who will in turn notify the USRowing Director of Referee Programs. Any USRowing official who receives an invitation to work at a non-FISA event in a country outside of Canada or Mexico must likewise notify their Regional Coordinator, who will then notify the Director of Referee Programs. Failure to provide advance notice to USRowing forfeits the right to be recognized as a USRowing licensed official while working at an event outside of the United States.

### 59. FISA Sanctioned Events:

Any USRowing official who desires and/or is invited to work at a FISA sanctioned event (World Cup, World Championship, Masters or Coastal regatta) in a non-umpiring position as a national technical official (NTO), shall first notify the FISA Liaison. The Liaison will then inform the Chair of the Referee Committee, who shall then provide a recommendation to the Director of Referee Programs who will forward the request to the CEO of USRowing for whether or not such a request for credentialing should be forwarded to FISA. The CEO of USRowing shall submit all such requests to FISA.

To request credentials for a FISA Applicant to attend a FISA Championship as an observer (see Appendix 55-C) the FISA Liaison shall likewise initiate this process by first informing the Chair of the Referee Committee.

## **JULIAN WOLF NATIONAL REFEREE TRAINING SCHOOL**

60. The Referee Committee sponsors the Julian Wolf National Referee Training School providing a structured and in-depth multiple-day clinic each year. A revolving curriculum is offered, with Referee Basic Training, Referee Advanced Training, and Chief Referee courses of instruction. Referee Colleges are held throughout the United States. The college is open to all referees, assistant referees, and at the discretion of the Director of Referee Programs, Candidate Referees.

## **REFEREE AWARDS AND RECOGNITION**

61. 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.
62. In determining the annual recipient of the Jack Franklin Award for Outstanding Lifetime Service, a vote is held among Referee Committee members, but the Referee Committee reserves the option not to bestow the Franklin award in any given year.
63. 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.
64. The call for nominees for the Jack Franklin award will be made annually on or before August 1. The call for nominees for the Julian Wolf Award and the Mama Z Award will be made annually on or before September 1. Nominees will be solicited from the entire USRowing Referee corps. Each award will be awarded to an individual only once.
65. In January of each year, the USRowing Director of Referee Programs, in consultation with the Chair of the Referee Committee, shall 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 Chair of the Referee Committee working with the USRowing Director of Referee Programs will ensure that a certificate and accompanying letter conveying both USRowing’s and the Referee Committee’s appreciation will be prepared. The awarding of the certificate shall be coordinated with the Regional Coordinator, but will be delivered to the official no later than March 15 of the current year.

## **PUBLICATIONS**

66. The Referee Committee, through the Director of Referee Programs, maintains a page on the USRowing website ([www.usrowing.org](http://www.usrowing.org)).

## **NATIONALLY RECOGNIZED REGATTA (NRR)**

67. An NRR can be a sprint or head regatta. The referee rank structure requires all referees to work two NRRs every four (4) data call years. At least one of those two have to be a sprint race. NRRs will be published annually in the *Rules of Rowing*.

NRR sprint races have the following requirements:

- a. A USRowing Registered Regatta.
- b. Class A or near-Class A course that is considered fair to all competitors.
- c. Consistent application of the rules (especially adhering to the “\*” rules, however, there may be some variations as allowed in the rules).
- d. Any Referee is able to work all positions.
- e. Geographical distribution (there is no limit to the number of NRR regattas in one region).
- f. A history of high quality competition, adequate launches, very good communications capabilities, a competent LOC, and a high quality group of Referees from which to learn.

NRR head races have the following requirements:

- a. A USRowing Registered Regatta.
- b. A course that is sufficiently buoyed. The buoys should be easily identified for reference by course umpires. There should be sufficient dock capacity for launching and retrieval without causing delays throughout the regatta.
- c. Consistent application of the rules (especially adhering to the “\*” rules, however, there may be some variations as allowed in the rules).
- d. Any Referee is able to work all positions. A designated jury will be on site to review and respond to questions/protests during the regatta.
- e. Geographical distribution (there is no limit to the number of NRR regattas in one region).
- f. A history of high quality competition; adequate launches to cover the entire race course, warm-up area, traffic pattern to the start, traffic pattern to the recovery docks and safety launches; very good communication capabilities throughout the entire venue; a competent LOC; and a high quality group of Assistant Referees and Referees from which to learn.

**APPENDIX A****SIGNIFICANT ACTIVITIES AND DATES****Referee Committee Nomination Dates**

At-Large Referee Committee members to CEO due: November 1

Regional Coordinator to USRowing due: no later than November 30

**Elections**

At-Large: selected by CEO and Board of Directors at the December Board meeting

Regional Coordinator: December-January

Regional Coordinator Election complete: February 10

Regional Coordinator Announcement: February 15

Referee Committee Chair Appointment: by CEO

**General**

Proposed Rules Changes due: August 31

Open comment period: October 1 – 31

Referee Committee recommendation to the Board: November 15

Referees complete Referee Data System Data Call entries: September 30

Clinician Referee Evaluations Begin: October 1 (of the previous year)

Clinician Referee Evaluations Completed: October 15

Selection of National Regatta Juries begin: January 15

Selection of National Regatta Juries complete: January 31

**National Championships**

Chief and Deputy Chief Nominations to Referee Committee: October 15 of preceding year

Chief and Deputy Chief Appointments: October 31 of preceding year

Announcement of National Regatta Juries: February 15

The Chief and Deputy will be provided with the Juries on or before January 31. The Chief and/or Deputy may remove any selected Referee or Assistant Referee by consulting with the Director of Referee Programs and the Regional Coordinator from the Region of the referee in question. Cause for removal must be provided to the Regional Coordinator and the USRowing Director of Referee Programs.

Chief to Identify and Fill Replacement Jury: The Chief and/or Deputy may begin to fill vacated Jury spots as soon as needed. Vacated spots are to be filled first with Alternates from the same region, followed by Alternates from another region, followed by referees identified by the Chief and/or Deputy. 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 Referee Committee meeting

**Awards**

Julian Wolf Award Nomination to Referee Committee due: September 1

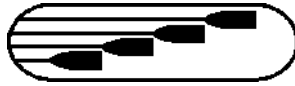
Jack Franklin Award Nomination to Referee Committee due: August 1

Mama Z Award Nomination to Referee Committee due: September 1

Award Winner Announcements due: October 1

APPENDIX B

THE UNITED STATES ROWING ASSOCIATION



**Candidate Application**

Today's Date: .....

Name (Please Print) First: ..... Last: .....

Date of Birth: (mm/dd/yyyy) ..... Gender M/F:.....

USRowing # .....

Contact USRowing 1-800-314-4ROW (4769) or e-mail or member services center at [members@usrowing.org](mailto:members@usrowing.org). Special referee fee applies, \$10.00

Home Address:.....

City:..... State: ..... Zip Code:.....

Home Phone: ..... Alternate Phone: .....

Email: .....

Mentors Name (Please Print) .....

This information is required for entry into the Referee Data System (RDS). The RDS is where your observations will be recorded and your information will be assessable to all Referees. Upon completing this form, return it to your USRowing Regional Coordinator who will enter the information and give you access. Your USRowing number will be your User ID. Your initial password will be your first name followed by number 1 (John1).

## APPENDIX C

**U.S. FISA UMPIRE CORPS – APPENDICES****Appendix 55. The US FISA Umpire Corps**

In principle, the USRowing FISA Umpire Corps will strive to maintain approximately 25 active members to enable a realistic opportunity for each member of the Corps to participate on a regular basis in FISA-sanctioned events. The Corps will strive for gender equity and age distribution in its membership.

Attainment of the FISA Umpire's license by a USRowing Referee implies an ongoing commitment to active participation by seeking nomination to FISA and other international event juries. A USRowing FISA Umpire should plan and expect to work as a member of the jury for a FISA-sanctioned event at a frequency averaging once every 3 to 4 years. As the norm, USRowing FISA Umpires should aspire to working a Senior World Championship as the pinnacle of their FISA career, with the expectation that it may take 12 to 16 years to achieve this pinnacle, if at all. The combined Junior/Senior World Championship that is held in an Olympic year shall not count as the pinnacle event, unless this occurs in the last quadrennial of eligibility for an individual Umpire.

At the start of each Olympic quadrennium (the month of January following the Summer Olympic Games) all active US FISA Umpires shall prepare a quadrennial plan outlining their intention and availability for work at international events over the next 4 year period, including attendance at a FISA Umpire's Seminar to meet the requirement for extension of the active license. This plan shall be submitted to the FISA Liaison to the Referee Committee, who will retain these plans for reference by the Referee Committee, USRowing, and by the Annual Assignment Sub-Committee.

To prioritize annual selection of USRowing FISA Umpires to serve on FISA juries, the progression through FISA sanctioned events shall normally be:

- 1<sup>st</sup> assignment: World Cup
- 2<sup>nd</sup> assignment: Junior World Championships
- 3<sup>rd</sup> assignment: Under-23 World Championships
- 4<sup>th</sup> assignment: Senior World Championships
- 5<sup>th</sup> assignment: Olympic Games / Paralympic Games

Should FISA suggest any modification to this progression, that suggestion may take precedence.

USRowing shall follow the FISA directive that an Umpire serve on the jury for an Olympic Games only once. With this exception of serving only one time on the jury for either the Olympic Games or the Paralympic Games, having served on the jury for either of these events or a Senior World Championship shall not otherwise preclude future opportunities to request assignment to FISA-sanctioned events. However, after serving on the jury for a Senior World Championship, a full quadrennial cycle shall normally elapse before a US FISA Umpire again requests assignment to that particular event.

US FISA Umpires who are also members of a FISA Commission are exempt from the above progression. Commission members will instead attend events assigned by FISA as part of their Commission duties.

US FISA Umpires may also participate, at any time during their FISA career, in other international events sanctioned and organized by FISA, including but not limited to the World Rowing Masters Regatta and Coastal Championships, Pan American Games, and World University Games.

**Appendix 55A. The FISA Liaison to the Referee Committee**

The FISA Liaison is accountable and responsible for the following:

1. Communication with FISA relating to notices, events, jury recruitment and Umpire assignments.  
Providing timely distribution of FISA Circulars and other communications from FISA to US FISA Umpires.



2. Regular communication with the Chair of the Referee Committee on matters relating to FISA communications, US FISA Umpire assignments, USRowing referee inquiries concerning the FISA Umpire's license, and reports from the US FISA Applicant and Candidate Recommendation Sub-Committee.
3. Management and administration of the annual selection of US FISA Umpires for nomination by USRowing to serve on FISA event juries, and for USRowing FISA Umpire Exchange events. These tasks are accomplished by:
  - a. Providing timely distribution to active US FISA Umpires of notices from FISA for jury nominations, and of USRowing FISA Umpire Exchange events.
  - b. Soliciting and collecting requests from US FISA Umpires for individual assignments.
  - c. Forming the US FISA Umpire Annual Assignment Sub-Committee, and providing this Sub-Committee with all the necessary information and a timeline for completion of its designated tasks.
  - d. Reporting to the Chair of the Referee Committee the conclusions and recommendations from the Annual Assignment Sub-Committee.
4. Administration over the process leading to the nomination of individual USRowing Referees as Candidates to take the FISA Umpire examination, by:
  - a. Recruiting and soliciting qualified individuals to be recommended to the Referee Committee for membership on the US FISA Applicant and Candidate Recommendation Sub-Committee, and providing assistance as requested in the operations of this Sub-Committee.
  - b. Receiving and addressing inquiries from USRowing Referees concerning eligibility and the process leading to FISA Applicant status. Notifying the Chair of the Referee Committee of all inquiries and responses.
  - c. Submitting to the Applicant and Candidate Recommendation Sub-Committee the names of USRowing Referees who apply to be considered for FISA Applicant status.
5. Maintaining the currency and accuracy of the database containing the work activity of all US FISA Umpires at FISA and other international events, and their attendance at FISA Umpire seminars and clinics.
6. Provide to the Referee Committee by the Annual Convention an annual report and publication of records reflecting:
  - a. US FISA Umpire work at FISA and other international events
  - b. USRowing FISA Umpire Exchange events and the participation of US FISA Umpires in this program
  - c. Personal invitations received by individual US FISA Umpires to work at events outside of the US
7. Building and managing the USRowing FISA Umpire Exchange Program.
8. Other such FISA related items as determined by the Referee Committee.

## **Appendix 55-B. Nomination Process for US FISA Umpires**

1. Submission of Intent to Work  
Each US FISA Umpire shall have both a quadrennial and an annual work plan. The quadrennial plan is to assist both the Umpire and the Referee Committee in multi-year planning and prioritization. The annual plan shall consist of a rank-ordered list of FISA and FISA Exchange events the Umpire is prepared to work at, if selected. An Umpire may also choose to opt out from submitting any work requests in a given year. Decisions reflected in the annual plan shall be consistent with the Umpire's quadrennial plan, and also remain in accordance with FISA and USRowing guidelines given below.
2. FISA Guidelines  
To qualify for nomination for jury selection to FISA events, US FISA Umpires must be in full compliance with FISA requirements to maintain licensure. In addition, the US FISA Umpire Annual Assignment Sub-Committee and the Referee

Committee shall both utilize and follow FISA mandates and guidelines for Umpire qualifications and jury nominations, including but not limited to those delineated in Appendix 55.

### 3. USRowing Guidelines

US FISA Umpires must hold an active USRowing Referee license and be in full compliance with the requirements to maintain USRowing licensure to qualify for nomination for jury selection to FISA events. In addition, the following criteria must also be taken into consideration:

- a. Annual and quadrennial plans as submitted by the individual FISA Umpire.
- b. Prioritization to assist each US FISA Umpire's equitable progress through the progression of FISA events delineated in Appendix 55, guided by the following considerations:
  - 1) An individual who is qualified to work at a particular event for the first time will have priority over one who has already worked that event;
  - 2) An individual who has not had a recent FISA assignment may have priority over one who has had more recent assignments;
  - 3) When both of the above have been met on an equal basis for two individuals, priority may be given to the individual who has provided more recent service to USRowing as an active Referee and/or Clinician.
  - 4) Whenever priority is assigned based upon seniority, the number of years holding an active FISA license, and not the age of the Umpire, shall be utilized.
- c. Individuals approaching the mandated FISA retirement age may receive priority for a final assignment; however, such consideration shall not be employed to displace another individual from their normal progression in terms of frequency of assignments and the opportunity to advance through the normal progression of FISA events.

## Appendix 55-C. FISA Umpire Applicant and Candidate Process and Requirements

The process to become a FISA Umpire is open to all who aspire to attain the FISA license. USRowing Referees who qualify for nomination to sit for the FISA Umpire exam will have achieved a high level of technical competency as an official within the United States as evidenced by recent participation in regional and national championship and/or trials and national selection events. Furthermore, these individuals will be recognized and respected leaders within the USRowing referee corps as evidenced through their service as a chief referee for regional and/or national events, as well as their efforts to support the mission of the USRowing referee corps through activities such as serving as a Clinician, as a mentor to newer officials within the national corps, and/or as a member of the Referee Committee or a Referee Committee appointed Sub-Committee.

### 1. Definitions – Prospect, Applicant, Candidate

- a. "Prospect" denotes any USRowing referee who is working towards realizing the standards given herein to achieve Applicant status.
- b. "Applicant" denotes an individual who has received formal acceptance for having met the standards to qualify for a prescribed course of preparation to achieve Candidate status.
- c. "Candidate" denotes an individual who is nominated by the CEO of USRowing to sit for the FISA Umpire exam.

### 2. Preparation as a FISA Prospect to Qualify for FISA Applicant status

- a. Through an extended period of personal development, service, and experience as a working USRowing official, individual Prospects may achieve the technical, judgmental, and leadership competencies to merit a formal petition for being granted Applicant status. Reaching this level of achievement is a matter of individual initiative and effort. Therefore, all active USRowing Referees who can realistically meet the various requirements for FISA licensure (e.g. age) may qualify as a Prospect, and there is no requirement for formal application or notice to the Referee Committee to be considered as a Prospect. When an individual Prospect formally petitions the Referee Committee with a request that their record of qualifications be reviewed for receiving Applicant status, the FISA Applicant and Candidate Recommendation Panel shall take into consideration the following criteria. These criteria should therefore also be used by Prospects to guide their achievement of experience and competencies to qualify for Applicant status.

- 1) FISA has imposed a maximum age (currently 55) for any Candidate to sit for the Umpire examination. Because the period spent as an Applicant to prepare to successfully pass this examination will typically last a minimum of 2 to 3 years, as a general guideline Prospects should plan their experiential and leadership development so as to reach the stage of qualifying for Applicant status by the age of 50. However, given the timeline delineated in Appendix 55 for progression through FISA umpiring assignments, preference will be given to advancing qualified Prospects to

Applicant status who, upon achieving their FISA Umpire's license, will have the potential for a 15+ year career as a working FISA Umpire, taking into account that FISA requires Umpires to retire after age 65.

In addition, USRowing requires a minimum of five years active service at the rank of Referee to qualify for nomination as a FISA Candidate. Aspiring Prospects should therefore anticipate a minimum of seven years from the time they obtain the Assistant Referee license to the time they might first become eligible to be nominated as a FISA Candidate.

- 2) A qualified FISA Prospect is expected to demonstrate a level of participation that exceeds the national median for USRowing officials, especially in the final three years leading up to their formal petition for Applicant status. The Recommendation Panel will closely review the Prospect's domestic activity logged in the Referee Data System (RDS). The expected level of participation in domestic events will be evidenced by an RDS record of at least 12-15 regatta days per year for the most recent three years.
  - 3) A significant share of the domestic work experience, especially over the most recent three years, must be at a level of competition that is reflective of the environment that will be encountered in international competition. The Recommendation Panel will therefore expect that the work experience include a minimum of six assignments from a mix of the following events: USRowing Elite or Youth National Championships; NCAA, IRA, or ACRA Collegiate National Championships; and USRowing National Team Trials or National Selection Regattas.
  - 4) The Recommendation Panel will also seek evidence of a full range of work experience across all position assignments. The petition for Applicant status should clearly document this expected range of working experience, preferably through a record of favorable evaluations at each position assignment while working at various Nationally Recognized Regattas (NRRs) and/or championship regattas for scholastic, youth, collegiate or elite competitors and crews.
- b. In addition to the objective criteria listed in the preceding paragraphs, the Recommendation Panel will also subjectively evaluate the Prospect's petition for Applicant status, seeking evidence of maturing leadership as a USRowing official, and for personal attributes deemed important for successful participation within FISA and the international rowing community. Leadership shall be evidenced by successful performance as a Chief Referee at more than one USRowing Nationally Recognized Regatta event. It is preferable that at least one assignment as Chief Referee includes a championship at either the regional or national level. Favorable evidence of leadership will be bolstered by current service as a Clinician at the time that the petition is submitted.

Personal attributes that will be considered shall include decorum, professionalism, and emotional intelligence. The context for evaluating such attributes will be framed in terms of interacting within the "FISA Family" on both a technical level as an Umpire, and socially as a representative of USRowing and the United States at international events. On a technical level, the Recommendation Panel will make a judgment as to the Prospect's capability to act decisively and independently within the competitive environment of a FISA championship. On a social level, the Recommendation Panel will favorably consider international experience and exposure, whether obtained as a former US National Team member or through professional or personal avenues. Foreign language proficiency and/or documentation of experience and comfort working in a cross-cultural setting will be considered as favorable personal attributes.

### 3. Petitioning for FISA Applicant status

- a. Once a Prospect believes that he or she has achieved the requisite level of domestic experience and recognition to become an Applicant, he/she may submit a written request to become a FISA Applicant to the USRowing Referee Committee Chair. The Committee Chair and the FISA Liaison will make the decision as to whether the Prospect has met certain objective criteria noted in the preceding section (including age and years of service within the USRowing ranks of officials) to qualify for a formal evaluation by the FISA Applicant and Candidate Recommendation Panel. An affirmative review at this point will require that the Prospect prepare and submit a comprehensive portfolio for use by the Recommendation Panel, who will employ the criteria listed in section 2 of this Appendix as the basis for their evaluation. Along with this portfolio, the Prospect must also arrange to have submitted on their behalf at least one letter of recommendation from an elite level coach, or another person in a comparable position who is familiar with FISA and international competition.
- b. The Recommendation Panel will prepare both a summative and a formative evaluation of the Prospect's qualifications

based upon the information presented in their portfolio, review of their domestic work experience logged within the RDS, letter(s) of recommendation, and other sources of evidence that the Prospect may reveal or that the Panel may seek out. As part of its evaluative investigation, the Recommendation Panel may solicit input from current and retired FISA Umpires who are familiar with the Prospect.

Along with their summative and formative evaluations of the Prospect's qualifications, the Panel will also submit their recommendation as to whether or not the Prospect should be granted FISA Applicant status. This recommendation will be submitted to the FISA Liaison, as well as to the Prospect. The FISA Liaison will transmit this recommendation to the Referee Committee, which has authority to grant Applicant status upon receipt of a favorable recommendation from the Panel.

#### 4. Preparation to Qualify as a FISA Candidate

- a. Obtaining Applicant status conveys that the individual has achieved a level of experience and competency through their domestic work to justify subsequent expenditure of resources and effort in preparation to successfully pass the FISA Umpire examination. The time spent as an Applicant in preparation for advancement as a FISA Candidate shall include (1) mentoring of the Applicant by USRowing FISA Umpires; (2) attendance at a FISA championship held a venue that is outside of North America, which if practical is paired with a FISA Congress that the Applicant may also attend; and (3) successfully completing a mock written and practical Umpire exam given by a panel of active and/or retired FISA Umpires.
- b. The Referee Committee shall advise the Applicant as to the expected timeline for achieving eventual advancement as a Candidate. This may routinely entail a period of several years, based upon the quadrennial projections for FISA Umpire staffing prepared by the Committee, and constraints upon the number of active USRowing FISA Umpires delineated in Appendix 55. The Applicant will also be mentored as to expectations regarding work opportunities and their progression through FISA events, should they obtain the FISA license.
- c. The FISA Liaison will coordinate and monitor the progress of each Applicant. This shall include facilitation of assigning mentors, if needed; determination of when the Applicant should attend a FISA championship and making arrangements for credentialing and mentoring while at that event; and arranging the mock examinations to assess whether the Applicant is successfully prepared to become a Candidate.
- d. Applicant status is the pathway to becoming a FISA Candidate. However, this status does not guarantee nomination as a Candidate. The objective is to assist each Applicant to best prepare to become a successful Candidate. The criteria for success will be judged upon passing the FISA Umpire examination on the first attempt, and then embarking upon a successful and active career as a FISA Umpire. Should real and practical concerns arise that would call into question eventual success as a Candidate and FISA Umpire, the Referee Committee reserves the authority to terminate Applicant status.

#### 5. Advancement from Applicant to Candidate Status

- a. A FISA Applicant is advanced to Candidate status when nominated by the CEO of USRowing to sit for the FISA Umpire examination. The Referee Committee shall convey to the Director of Referee Programs to forward to the CEO its recommendation of individual Applicants who are prepared and deserving of this status. The decision to recommend one or more FISA Applicants to the CEO is made annually at the December meeting of the Referee Committee. The Referee Committee will consider only those who are in the current pool of active FISA Applicants for its recommendation to the CEO.
- b. A current Applicant may petition to be advanced to Candidate status through a written request to the Chair of the Referee Committee no later than September 1 of each year. The Chair will then consult with the FISA Applicant and Recommendation Panel to request their opinion as to the current level of preparation and readiness of any Applicant who petitions through this process. It is expected that any Applicant who submits their own petition will be prepared and capable of taking the Umpire examination in the following calendar year, should they receive a recommendation and nomination as a result of their petition.
- c. Aside from the preparedness of individual Applicants, the Referee Committee will also take into consideration priorities and needs established through its quadrennial planning process. Based upon its longer term planning, the Committee may choose to not recommend advancement of any Applicant to FISA Candidate status in any given year regardless of

the preparedness and desire of individual Applicants. There are no numeric limits to the number of Candidates USRowing could nominate to FISA, but on a routine basis not more than one Candidate will be nominated in a given year.

As an alternative to Applicants individually petitioning for Candidate status, the Referee Committee and FISA Liaison may also establish a preferred rank ordering of current Applicants to establish in advance the tentative year in which a given Applicant may expect to be advanced to Candidate status. The Committee may request through the FISA Liaison periodic status reports from the Recommendation Panel as to the current preparation of Applicants to assist in such planning.

- d. Ahead of its December meeting the Referee Committee will direct the FISA Liaison to circulate among all current and retired FISA Umpires within the US the name of any Applicant it is considering for advancement to Candidate status, to solicit their informed input on the merit and readiness of the Applicant for embarking upon a successful FISA career. Such input will be considered alongside reports of progress and achievements made since obtaining Applicant status.
- e. Any Candidate nominated to FISA to sit for the Umpire Examination will be expected to fulfill that obligation in the calendar year for which they are nominated. Should a Candidate fail to go forward with the examination, the FISA Liaison and the Chair of the Referee Committee shall consult with the FISA Applicant and Candidate Recommendation Sub-Committee and prepare a recommendation for the Referee Committee, who will decide whether that individual returns to the Applicant pool or forfeits a future opportunity for re-nomination. If a Candidate fails their examination, the Committee will decide whether they are returned to the Applicant pool for a minimum of one year before re-nomination, or are removed from the Applicant pool at that juncture. Any Candidate who fails the examination on a second attempt but who is again returned to the Applicant pool by Committee decision must wait a minimum of three years before re-nomination. A third attempt at passing the examination shall be the final attempt (re: FISA Bye-Law to Rule 87).

## **Appendix 57. US FISA Umpire Exchange Program**

[this section is intentionally left blank, pending affirmation of procedural details which are under current development]