

IRF JUDGE WORKBOOK



This workbook is to be used at all IRF WRC and all IRF events by the Jury as a reference.

It is also recommended to be read by the race organiser prior to the event.

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By: Eric Boudreau

1. Jury and judge team

For a WRC the jury should be composed of 3 certified Assessor or Chief Judges to form the jury and a minimum of 12 certified judges to form the judging team. A maximum of two judges per country if possible should be used in this group. When judges are paired they should be from two different countries.

2. Jury tasks

The Jury is formed by three Assessors or Chief Judges including one that has the Head Judge responsibility. The Jury is in charge of overseeing that the event is run according to the IRF rules and regulations. The Jury is also responsible for all the judges' work by giving the proper workshop before all races and giving all the necessary info to the judges so they can do their tasks properly. The Head Judge is also the member of the Jury that should be in constant contact with the Race Director, Safety Director and IRF representatives so that the event runs as smoothly as possible and all relevant information be transferred to all directors of the organization. The Jury is also the link between judges and the race organization. It is suggested that the tasks amongst the Jury should be divided clearly following this example:

Head Judge

- Contact with the organization
- Transfer the list of material needed to the organization prior to the event
- Represent the Jury at all captains' meetings
- Overview the general work of the judging team
- In charge of the Protest procedure
- Refresh/review rules with all judge/jury members
- Write a report at the end of the event

2nd member of the Jury

- In charge of the timing and scoring (being sure it is properly done and having a back up team)
- Setting the start and the finish
- Double checking all results and timing
- Getting all the judge sheets/paperwork ready
- Write a report at the end of the event

3rd member of the Jury

- In charge of all the judges by giving them proper positions and tasks
- Being sure all judges have the equipment needed
- Being sure judges have all the info they need
- Looking over the judges' work for quality control!
- Getting back all judging sheets after each race and securing these
- Double checking all judges' sheets and being sure no transfer mistakes were done.
Example: comparing section judge sheet with the gate judge sheets and final result to be sure it is all the same.
- Ideally be on the course designing team
- Being sure that if a judge makes a penalty change after it was initially given this must be written down to keep a trace/proof

3. Material

Here is a list of the material judges and Jury should have for an event:

- **Printed version of the rules (3)**
- **Megaphone (3)**
- **Radios (10-15)**
- **Writing boards (12)**
- **Pens and pencils**
- **Paper (hydrofuge if possible)**
- **Laptop + printer**
- **Bibs (12-15)**
- **Manual stopwatches (3-5)**
- **Life jackets (all judges working near the river should be wearing one)**
- **Helmets (all judges working near the river should be wearing one)**
- **Pressure gauge (2)**
- **Ziplocs – A4 (keep judge sheets dry)**
- **Jury tent**
- **Start and finish tent**

This list should be transferred to the race organizers by the Head judge prior to the event

4. Meetings and workshops

The Jury and judging team in most events, especially WRC, are built with members coming from different countries using different ways to work in different languages. Therefore having workshops and meetings is the key to have a judging team working the same way and limiting errors.

Here is the list of the workshops and meetings that should be scheduled during an event by the Head Judge.

1st contact with the organizer

Prior to the event the Head Judge should make contact with the organizer so as to have a good idea of what's coming. Here is a list of things that should be discussed in advance.

- Geography and locations of the races and race headquarters
- Review all the material needed (see material list)
- Communication system for judges and access for the judges to their positions. Is it easy for the jury and/or runners to get to gate or section judges during a race?
- Is there a transferring system planned to get judges' sheets to the result tent during the races?
- What is the timing system?
- How does this integrate with the IRF scoring system?
- Meeting room for Jury and judges
- How many volunteers available for the judging team? Runners, boat holders, preparing teams prior to the start ...
- Food for the judges during the races (have a lunch system)
- Being sure all directors (Event, Race, Safety, etc) have read the IRF rules (they should also have a printed copy with them all the time)

Arrival on the event site

Once arrived at the site the Head judge should be part of a meeting with all the directors (event, race, course, safety) working at the event to meet and discuss all the following subjects:

- Schedule
- Responsibilities of each Director
- Race courses
- Be sure the Safety Director approves the courses to be safe
- Get all the needed material
- Do a visual sighting of the course as soon as possible
- Discuss alternative courses if needed
- Start of the sprint/H2H (is it easy to modify it in case it is not fair)
- Plan the testing of the sprint / H2H start
- Review the timing and scoring system
- Food, transportation and all facilities for Jury and judges
- Volunteers available

1st Meeting with the Jury

Once the meeting is done with all the directors, the jury should have arrived at the event site. A meeting should be arranged to overview all the following subjects:

- Schedule
- Responsibility of Jury member (see listing above)
- Do a visual sighting of the course as soon as possible
- Make sure all the paper work is ready
- Review the communication protocol for every races

1st meeting with all judges

A first meeting should be done with all judges to welcome them and discuss following subjects:

- Presentation of the Jury
- Schedule
- Material needed and provided (where to get it and where/when to bring it back)
- Facilities (food, transportation and accommodation)
- Location of meetings/workshops and departure of the transportation
- Safety gear for judges working near the river
- Work on the ethics of the Judges during the event (relations with the racers, information between judges, keep their opinion inside the judges and jury group...review 1st part of the judge certification workshop) This can also be done by asking the judges to attend the first part of the new judge course if there is a new judge course scheduled.

Captains' meetings

Before each race a captains' meeting will be held. The Head Jjudge should attend all of these meetings. Here are the subjects that should be presented at these meeting by the Head Judge:

Welcome CM

- Presentation of the Jury (1st captains meeting only)
- Do not ask judges about penalties (1st captains meeting only)
- Respect the judges (1st captains meeting only)
- Changes in the race rules since the last WRC
- Starting procedures (see race rules)
- Protest procedure (see race rules)
- Rafts (choice of rafts , tampering and pressure, this should be decided also by the race organization)

Sprint /H2H meeting CM

- New rules regarding the Sprint and H2H
- Choice of lane procedure for H2H
- Starting procedure (false start)
- Finish
- Location of results, protest tent and protest forms
- Time limit for Protest

Slalom CM

- New rules regarding the slalom
- Starting procedure
- Finish
- Location of results, protest tent and protest forms
- Time limit for protest

Downriver CM

- New rules regarding the downriver
- Starting procedures / choice of lanes
- Finish
- Results, protest form and protest tent

Judges meetings/workshops

Before each race a workshop should be held to prepare the judge team for the next race. It is also highly recommended to do a comeback meeting after each race to discuss any issues regarding the past race. This meeting can be integrated in the same workshop prior to the next race. It is suggested to invite judges to participate in the discussion and also discuss about any

problems or protest that happened during the last race. Here are the subjects to be discussed in each meetings/workshops:

- Debriefing on the last race (if relevant)
- Review the rules specific to the next race
- Communication protocol of the next race
- Handling of judge sheets (during and after)
- Judges positions and tasks (use judge position sheet)
- Exact schedule
- Transportation and lunch
- Material

Communication:

The jury should work hand in hand with the race organization, but should always remember to only have reasonable demands on them.

The Jury should be constantly in contact with each other. No Jury member should do any major changes without conferring with the other members of the Jury first (e.g. change the starting line location).

The members of the jury should also meet every day to debrief and prepare for the next day.

Starting protocol

To be sure everyone is ready and to have a smooth start on time this is the suggested starting protocol.

5 minutes before start:

- **Chief starter says by radio: 5 minutes before start please confirm judges, safety and timing team are ready.**

- **Chief Judge, Safety Director and Timing Team Director must all answer that they are ready.**
- **If someone is not ready they must advise asap if we need to delay the start.**
- **If no delay demanded the Chief Starter will then inform all Directors 1 minute before the start and at the start signal of the first team.**