

# National Rowing Officials Accreditation Scheme

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# Training Program General Information and Administration

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## Name of the Training Programs

- Level 1 Rowing Boat Race Official
- Level 2 Rowing Boat Race Official
- Rowing Australia Boat Race Official

## Training program fees

No fees are charged for training modules or associated seminars relating to Boat Race Official accreditation.

## Course Coordination

In most instances, the course coordinators for Rowing Official Accreditation courses will be the appointed State/Territory Boat Race Official Coordinator in conjunction with the State Development Officer. They are responsible for ensuring the quality control over the courses. This involves selecting appropriate presenters and assessors for each course. They should also ensure that there is an appropriate ratio of presenters or assessors to the number of participants.

## **Presenter Qualifications**

After the training of presenters in each state/territory has been conducted (as outlined below), the following will be the required qualifications for presenters involved in Rowing Officiating Accreditation courses:

- Must be an accredited official at the same level (or higher) as the course being presented; and
- Must have attended an approved presenter training course or be endorsed by Rowing Australia as an assessor for the NROAS.

## **Entry Pre-Requisites**

The Rowing Boat Race Officials Accreditation courses are sequential in nature. Therefore, it is a pre-requisite that participants have achieved the previous level of accreditation prior to enrolling in the next level. In addition, some accreditation levels have additional entry pre-requisites, including practical experience and recommendations from State Associations – see table below for details. Note: that Recognition of Current Competency is available – see Appendix 2 for further information. Candidates must be 16 years of age in order to undertake accreditation.

It is **recommended** (but not required) that all Boat Race Officials undertake a first aid certificate course.

<b>Accreditation Level</b>	<b>Pre-requisite</b>
Level 1 Boat Race Official	16 years of age
Level 2 Boat Race Official	<ul style="list-style-type: none"> <li>• Level 1 Boat Race Official</li> <li>• 1 year of practical experience as a Level 1 Boat Race Official</li> </ul>
Rowing Australia Boat Race Official	<ul style="list-style-type: none"> <li>• Level 2 Boat Race Official</li> <li>• 3 years of officiating experience as a Level 2 Boat Race Official</li> <li>• Recommendation by State Association</li> </ul>

### **Completion Period for Accreditation Courses**

Officials who enter a Rowing Boat Race Officials Accreditation course must complete all accreditation requirements, including all assessment items and officiating practice hours within the following timeframes:

Level 1 and 2:	1 year
Rowing Australia:	2 years

Any requests for extension must be made in writing to the state/territory rowing association for Level 1 and 2 and Rowing Australia for the Rowing Australia Officials. Otherwise, the Boat Race Official will be required to re-do all components of the course and practicum.

### **Insurance**

Rowing Australia has an insurance policy that covers presenters and assessors for professional indemnity liability. Relevant State/Territory Rowing Associations are responsible for covering public liability insurance for the venues in which they conduct boat race official accreditation courses.

## **Policies**

### **Official's Code of Ethics**

Rowing Australia requires all accredited boat race officials to sign-on to the Officials Code of Ethics. See Appendix 3. Officials who breach the code of ethics will be dealt with by their relevant state/territory rowing association and/or Rowing Australia.

### **Complaints Handling Procedures**

Candidates with grievances about the conduct of their accreditation course, or seeking to appeal their assessment process, must submit their complaint/appeal in writing to Rowing Australia's National Development Officer within 30 days of the completion of the training program, or on receiving notification of their assessment outcome.

All grievances and appeals will be considered by an independent panel of three people appointed by Rowing Australia. The panel will inform the candidate of the process they will use to consider the grievance, and the outcome of their deliberations within 30 days of receiving the grievance/appeal.

### **Recognition of Current Competency**

Candidates may apply for Recognition of Current Competency for any of the accreditation levels. RCC may be granted for the entire accreditation, or for specific competencies/modules within an accreditation level. The attached RCC policy and procedure (Appendix 2) outlines the steps for RCC to be granted. All applications for RCC will be dealt with by Rowing Australia's National Development Officer.

### **Updating**

All levels of officiating accreditation are current for a four (4) year period. To re-accredit, boat race officials must undertake a range of updating activities. See attached updating policy at Appendix 1.

# Quality Control

## Monitoring Training Program Quality

In order to ensure the ongoing quality of rowing accreditation courses, the following procedures will be put in place to monitor quality of courses:

1. Ongoing presenter and assessor training and endorsement.
2. Evaluation of courses by course participants using the evaluation supplied.

## Training Program Evaluation and Review Processes

The following methods will be used to assess and review the course:

- Annual meetings of Rowing Australia's Umpires Committee and state/territory boat race official coordinators responsible for delivering accreditation courses to discuss issues and evaluate delivery of courses and presenters.
- Ongoing feedback from course presenters will be sought.
- Data on numbers of participants enrolling in, and completing accreditation levels, and progressing through the levels will be analysed on a regular basis.
- The course will undergo a thorough review every four years, and input will be sought from boat race officials' coordinators and a range of boat race officials. Appropriate amendments will be made.

## Design and Review Committee

The following people provide input into Rowing Australia's Course Design process:

- Rowing Australia's Umpires Committee
- National Development Officer
- State Boat Race Officials Coordinators.
- Rowing Australia Specialist Committees.
- Other experts as deemed necessary.

# Flexible Delivery

Delivery of the National Rowing Australia Boat Race Officials accreditation scheme is ideally through face-to-face seminars, to enable participant interaction, and assist with the practical elements of the program. However, there are a number of modules within the program that may be available on-line. This is planned for 2020 onward.

State and territory rowing associations offer training in a range of locations throughout their states. Special arrangements can be made for candidates living in remote areas to complete sections of the course via home study using the course manual and completing written assessment tasks. However, there are a number of practical elements and requirements which must be completed face to face.

## Flexible Assessment Practices

Boat Race Officials with special needs, disabilities or who are from rural/remote areas and have difficulty in undertaking any of these assessment tasks should consult with their course coordinator regarding flexibility in assessment.

Some examples of the flexibility that may be used in the assessment methods include:

- using oral instead of written exams and worksheets where appropriate

- using video of the practical officiating tasks for assessment purposes where necessary (eg. for a boat race official in a remote area)
- considering any request from candidates for flexibility, within the framework of ensuring fairness for others, and integrity of the assessment process overall.

# Level 1 Boat Race Official

## Level 1 Competencies

At the completion of this training program, the Level 1 Boat Race Official will be able to:

Competency	Module
1. Outline the role of the Boat Race Official, including the ethical standards required	Professional Issues
2. Utilise standards risk management and safety strategies while conducting a regatta	
3. Explain and follow local venue etiquette and guidelines	
4. Adjudicate finish positions and accurately record results	Basic Judging Skills
5. Successfully manage objections	
6. Implement appropriate commands for marshalling	Marshalling Skills
7. Implement regatta traffic rules	
8. Manage athlete and boat weighing for a regatta	Basic Control Commission Skills
9. Safely umpire a race during a regatta	Basic Umpiring Skills
10. Demonstrate the difference of directing and steering a crew	

### Notes:

1. State/Territory boating license arrangements apply.
2. A Level 1 Boat Race Official works under the indirect supervision of a higher level accredited Boat Race Official.

## Level 1 Assessment

Module	Assessment Task
Basic Judging	1. Judging Worksheet
Marshalling Skills	2. Marshalling Worksheet
Basic Control Commission Skills	3. Control Commission Worksheet
Basic Umpiring Skills	4. Umpiring Worksheet
BRO Practice	5. Practical Assessment Checklist

### Assessment Guidelines:

#### 1. Judging Worksheet

This test is aimed at assessing underpinning knowledge regarding the practical ability to act in the position of judge at a regatta. A short multiple-choice test is given to candidates at the completion of the module, which may be delivered on-line. An 80% pass mark is required. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

#### 2. Marshalling Worksheet

This test is aimed at assessing underpinning knowledge regarding the practical ability to act in the position of marshal at a regatta. A short multiple-choice test is given to candidates at the completion of the module, which may be delivered on-line. AN 80% pass mark is required. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.



### **3. Control Commission Worksheet**

This test is aimed at assessing underpinning knowledge regarding the practical ability to act in the position of control commission at a regatta. A short multiple-choice test is given to candidates at the completion of the module, which may be delivered on-line. An 80% pass mark is required. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

### **4. Umpiring Worksheet**

This test is aimed at assessing underpinning knowledge regarding the practical ability to act in the position of umpire at a regatta. A short multiple choice test is given to candidates at the completion of the module, which may be delivered on-line. An 80% pass mark is required. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

### **5. Practical Assessment**

This assessment task is aimed at assessing the candidate's practical ability to assist with the conduct of a local regatta. This assessment task is completed after the course, during the practical umpiring component. Boat Race Officials must work with a more senior official for at least 5 hours after completion of the Level 1 course. The senior official must sign off on the completion of these hours while the President of the Jury is to provide evaluation of the delegate's competencies using the assessment checklist. The candidate must be rated as competent on all aspects of the assessment checklist to pass. Candidates may re-take the practical assessment or parts of the assessment deemed not yet competent as many times as necessary to achieve competency.

## Level 1 Overview

Module	Content	Delivery strategies	Duration
Professional Issues	<ul style="list-style-type: none"> <li>• Role of the Boat Race Official</li> <li>• General safety issues / risk management</li> <li>• Required personal items</li> <li>• Code of Ethics – including making officials aware of police check requirements in the state.</li> <li>• Officiating for a broad range of people (para, children, adolescents, representative and masters rowers).</li> <li>• Awareness of RA Member Protection Policy</li> <li>• NROAS structure.</li> <li>• Demonstrate knowledge of local rules</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	30 mins
Basic Judging Skills	<ul style="list-style-type: none"> <li>• Adjudication and recording of results</li> <li>• Organisation</li> <li>• Objections and protests</li> <li>• Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	20 mins
Marshalling Skills	<ul style="list-style-type: none"> <li>• Commands used in marshalling</li> <li>• Equipment required</li> <li>• Traffic rules</li> <li>• Radio protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	20 mins
Basic Control Commission Skills	<ul style="list-style-type: none"> <li>• Boat safety requirements</li> <li>• Traffic rules compliance</li> <li>• Athlete weighing</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	20 mins
Basic Umpiring Skills	<ul style="list-style-type: none"> <li>• Responsibilities for safety and fairness</li> <li>• Equipment required</li> <li>• Direction of crews</li> <li>• Umpiring procedures</li> <li>• Radio protocols</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	30 mins
<b>Total in-course hours</b>			<b>2 hours</b>
Officiating Practice	Mentored officiating practice with official sign off by an RA approved assessor	<b>Post course practical</b>	<b>5 hours</b>

## **Level 1 Module Outlines**

### **Module name**

## **Professional Issues**

### **Approximate duration**

30 minutes

#### ➤ **Learning outcomes**

At the completion of this module, the Boat Race Official will be able to:

- Explain the role of the boat race official
- Outline ethical standards required of the boat race official
- Demonstrate an awareness of the RA Member Protection Policy
- Explain the structure of the Rowing Boat Race Official Accreditation Scheme and its relationship to the NROAS
- Utilise standard risk management and safety strategies when officiating
- Demonstrate knowledge of local rules

#### ➤ **Content**

- Role of the Boat Race Official
- Code of Ethics – including make officials aware of police check requirements in each state
- Officiating for a broad range of people (Para, children, adolescents, adults, representative rowers, masters and spectators).
- RA Member Protection Policy
- NROAS structure
- The need for local rules
- Risk management basic principles.

#### ➤ **Delivery strategies**

- Presentations
- Interactive discussions

### **Module name**

## **Basic Judging Skills**

### **Approximate duration**

20 minutes

#### ➤ **Learning outcomes**

- At the completion of this module, the Boat Race Official will be able to:
- Organise a judge's box
- Adjudicate a race and accurately record the results
- Oversee safety in the finishing area

#### ➤ **Content**

- Adjudication and recording of results
- Organisation
- Protests

➤ **Safety**

- Delivery strategies
- Presentations
- Interactive discussions

**Module name**

## Marshalling Skills

**Approximate duration**

20 minutes

➤ **Learning outcomes**

- At the completion of this module, the Boat Race Official will be able to:
- Provide direction to a crew
- Ability to maintain safety within the area of control
- Assist with management and delivery of a timely regatta

➤ **Content**

- Commands used in marshalling
- Equipment required
- Traffic rules
- Radio protocols

➤ **Delivery strategies**

- Presentations
- Interactive discussions

**Module name**

## Basic Control Commission Skills

**Approximate duration**

20 minutes

➤ **Learning outcomes**

At the completion of this module, the Boat Race Official will be able to:

- Maintain the safety of boats and competitors
- Demonstrate knowledge of athlete weights and requirements

➤ **Content**

- Boat Safety Requirements
- Traffic Rules Compliance

- Athlete weighing
- **Delivery strategies**
  - Presentations
  - Interactive discussions

**Module name**

## Basic Umpiring Skills

**Approximate duration**

30 minutes

➤ **Learning outcomes**

At the completion of this module, the Boat Race Official will be able to:

- Demonstrate the principles of safety and fairness
- Know how and when to intervene in a race

➤ **Content**

- Responsibilities for safety and fairness
- Equipment required
- Direction of crews
- Umpiring procedures

➤ **Delivery strategies**

- On-line module

# Level 2 Boat Race Official

## **Level 2 Competencies**

At the completion of this training program, the Level 2 Boat Race Official will be able to:

<b>Competency</b>	<b>Module</b>
1. Consider the components of a risk management plan that takes into consideration legal and ethical factors.	Professional Issues
2. Explain state/territory and national rowing structures, including officiating pathways.	
3. Demonstrate knowledge of the progression systems used within the various regattas.	
4. Demonstrate and awareness of the RA Member Protection policy on the RA website.	
5. Prepare all requirements to undertake the role of aligner including equipment and positioning	Aligning
6. Undertake the role of aligner demonstrating proper procedures and protocols	
7. Report incidents that occur in the start zone	
8. Prepare all requirements to undertake the role of judging including equipment and organisation of other judges	Judging
9. Adjudicate races following proper procedures and protocols	
10. Recording of results	
11. Prepare all requirements to undertake the role of starter including equipment	Starting
12. Effectively start races demonstrating proper procedures and commands for side starts and fixed starts	
13. Report incidents that occur in the start zone	
14. Prepare all requirements to undertake the role of umpire including equipment	Umpiring
15. Provide an assessment of ability, fairness and safety during the course of a regatta	
16. Effectively umpire a race including proper procedures, commands and positioning of umpires launch for zonal umpiring and following races	
17. Successfully manage objections and protests	

### **Notes:**

1. State/Territory boating license arrangements may apply.

## **Level 2 Assessment**

<b>Module</b>	<b>Assessment Task</b>
Aligning	1. Aligning Worksheet
Judging	2. Judging Worksheet
Starting	3. Starting Worksheet
Umpiring	4. Umpiring Worksheet
All Modules	5. Scenario Board
BRO Practical	6. Practical Assessment

## **Assessment Guidelines:**

### **1. *Aligning Worksheet***

This component is aimed at assessing candidates comprehension of skills and knowledge required to act in the role of aligner at a regatta. The test comprises of a number of short answer and multiple-choice questions and is implemented to candidates at the completion of the module. AN 80% pass mark is required. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

### **2. *Judging Worksheet***

This component is aimed at assessing candidates comprehension of skills and knowledge required to act in the role of judge at a regatta. The test comprises of a number of short answer and multiple choice questions and is implemented to candidates at the completion of the module. AN 80% pass mark is required. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

### **3. *Starting Worksheet***

This component is aimed at assessing candidates comprehension of skills and knowledge required to act in the role of starter at a regatta. The test comprises of a number of short answer and multiple choice questions and is implemented to candidates at the completion of the module. AN 80% pass mark is required. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

### **4. *Umpiring Worksheet***

This component is aimed at assessing candidates comprehension of skills and knowledge required to act in the role of umpire at a regatta. The test comprises of a number of short answer and multiple choice questions and is implemented to candidates at the completion of the module. AN 80% pass mark is required. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

### **5. *Scenario Board***

This assessment task is aimed at assessing the candidate's practical ability to apply the rules of racing. This assessment task is completed during the course at the end of the presentations. A practical demonstration of umpiring skills is required through use of a scenarios displayed on a mock-up of a race course and its facilities. An assessment checklist is used to outline the skills/competencies that the umpire must demonstrate. The candidate must be rated as competent on all aspects of the assessment checklist to pass. Candidates may re-take the practical assessment as many times as necessary to achieve competency. NB. Scenarios may be simulated, discussed or encountered on the course during a regatta and assessed in the same manner.

### **6. *Practical Assessment***

This assessment task is aimed at assessing the candidate's practical ability to umpire at a local or state regatta. This assessment task is completed after the course, during the practical umpiring component. Boat Race Officials must work with a more senior official for at least 10 hours after completion of the Level 2 course. The senior official must sign off on the completion of these hours. In addition, an assessor or delegate must observe the Boat Race Official officiating at one regatta session. An assessment checklist is used by the assessor to check the required skills/competencies of the Boat Race Official. The candidate must be rated as competent on all aspects of the assessment checklist to pass. Candidates may re-take the practical assessment as many times as necessary to achieve competency.

## Level 2 Overview

<b>Module</b>	<b>Content</b>	<b>Delivery strategies</b>	<b>Duration (approx.)</b>
Professional Issues	<ul style="list-style-type: none"> <li>• NROAS structure and pathways for the umpires</li> <li>• Safety and risk management</li> <li>• Role of the Umpires Committee</li> <li>• Code of Ethics</li> <li>• RA Member Protection Policy</li> <li>• Manner and conduct of umpires</li> <li>• Radio protocols</li> <li>• Progression systems</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussion</li> </ul>	30 mins
Aligning	<ul style="list-style-type: none"> <li>• Aligner's responsibilities</li> <li>• Procedure of aligning</li> <li>• Aligning equipment</li> <li>• Establishing aligner's position</li> <li>• Aligning and start procedures</li> <li>• Reporting incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussion</li> </ul>	30 mins
Judging	<ul style="list-style-type: none"> <li>• Judge's responsibilities</li> <li>• Judging equipment</li> <li>• Organisation of judges</li> <li>• Judging procedures</li> <li>• Adjudication of races</li> <li>• Reporting incidents</li> <li>• Recording results</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussion</li> </ul>	30 mins
Starting	<ul style="list-style-type: none"> <li>• Starter's responsibilities</li> <li>• Procedure for starting</li> <li>• Starting equipment</li> <li>• Reporting incidents</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussion</li> </ul>	1 hour
Umpiring	<ul style="list-style-type: none"> <li>• Umpire's responsibilities</li> <li>• Procedure for umpiring – zonal and following</li> <li>• Assessment of abilities, fairness and safety</li> <li>• Umpiring equipment</li> <li>• Reporting incidents</li> <li>• Umpiring a race</li> <li>• Objections and protests – successful management</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussion</li> </ul>	1 hour
<b>Total in-course hours</b>			<b>4 hours</b>
Officiating Practice	Mentored officiating practice with official sign off by an RA approved assessor	<b>Post course practical</b>	<b>10 hours</b>



## ***Level 2 Module Outlines***

### **Module name**

## **Professional Issues**

### **Approximate duration**

1 hour

#### ➤ **Learning outcomes**

At the completion of this module, the Boat Race Official will be able to:

- Outline ethical standards required of the boat race official
- Demonstrate an awareness of the RA Member Protection Policy
- Explain the structure of the Rowing Boat Race Official Accreditation Scheme and its relationship to the NROAS
- Utilise standard risk management and safety strategies when officiating
- Demonstrate appropriate communication and demeanour of a Boat Race Official
- Demonstrate knowledge of the concept of fairness and the given responsibilities
- Having a reasonable competency in all duties except that of the President of the Jury
- Demonstrate knowledge of the general operation of regattas

#### ➤ **Content**

- NROAS structure and pathways for the umpires
- Safety and risk management
- Role of the Umpires Committee
- Code of Ethics
- RA Member Protection Policy
- Manner and conduct of umpires
- Radio protocols
- Progression systems

#### ➤ **Delivery strategies**

- Presentations
- Interactive discussion

### **Module name**

## **Aligning**

### **Approximate duration**

30 Minutes

#### ➤ **Learning outcomes**

At the completion of this module, the Boat Race Official will be able to:

- Effectively align a race for a start
- Describe the responsibilities for false starts
- Effective communication with athletes and starting personnel

- **Content**
  - Aligner's responsibilities
  - Procedure of aligning
  - Aligning equipment
  - Establishing aligner's position
  - Aligning and start procedures
  - Reporting incidents
  
- **Delivery strategies**
  - Presentations
  - Interactive discussion

**Module name**

## Judging

**Approximate duration**

30 Minutes

- **Learning outcomes**
  - At the completion of this module, the Boat Race Official will be able to:
  - Organise a judging area
  - Accurately adjudicate a race
  - Properly and efficiently keep records
  
- **Content**
  - Judge's responsibilities
  - Judging equipment
  - Procedures for establishing judging positions
  - Judging procedures
  - Judging
  - Reporting incidents
  - Recording results
  
- **Delivery strategies**
  - Presentations
  - Interactive discussion

**Module name**

## Starting

**Approximate duration**

1 hour

➤ **Learning outcomes**

At the completion of this module, the Boat Race Official will be able to:

- Safely and fairly manage a start zone
- Effectively communicate with athletes and starting personnel regardless of conditions
- Demonstrate knowledge relating the procedures of starting

➤ **Content**

- Starter's responsibilities
- Procedure for starting
- Starting equipment
- Starting a race
- The start
- Reporting incidents

➤ **Delivery strategies**

- Presentations
- Interactive discussion

➤ **Resource requirements**

- Level 2 Boat Race Officials manual
- State Association Rule Book

**Module name**

## Umpiring

**Approximate duration**

1 hour

➤ **Learning outcomes**

At the completion of this module, the Boat Race Official will be able to:

- Describe the fairness and safety issues of boat racing
- Describe the responsibilities and actions undertaken by umpires during a race
- Manage objections and protests

➤ **Content**

- Umpire's responsibilities
- Procedure for umpiring
- Umpiring equipment
- Reporting incidents
- Umpiring a race
- Qualification system

- **Delivery strategies**
  - Presentations
  - Interactive discussion

## Rowing Australia Boat Race Official (level 3)

### **Rowing Australia Boat Race Official Competencies**

At the completion of this training program, the Rowing Australia Boat Race Official will be able to:

<b>Competency</b>	<b>Module</b>
1 Consider the components of a risk management plan that takes into consideration legal and ethical factors.	Professional Issues
2 Explain state/territory and national rowing structures, including officiating pathways	
3 Demonstrate knowledge of the progression systems used within the various regattas	
4. Demonstrate and awareness of the RA Member Protection policy on the RA website.	
5 Manage all aspect of a start zone including disputes	Starting and Aligning
6 Undertake silent aligning	
7 Demonstrate starting procedures on national and international courses	
8 Demonstrate advanced starting procedures and scenarios	Judging
9 Authorise margins and race interval times	
10 Manage high level technical infrastructure at a national and international course including photo finishes	
11 Advance organisation of a judging area	
12 Set up and manage course facilities	Umpiring
13 Properly position an umpires boat during a race	
14 Manage a range of on water scenarios that may occur while umpiring	
15 Manage sanctions, objections and protests	Control Commission
16 Implement advanced boat safety and boat compliance	
17 Manage and implement weighing procedures and policies including boat weighting, athlete weighting and carrying weight	
18 Assist with the organisation and management of the regatta including crew changes and presentation of athletes for drug testing	
19 Effectively manage the boat park and warm up area	President of the Jury
20 Demonstrate knowledge of the role of the various regatta positions including the President of the Jury and the Organising Committee	
21 Manage advanced objections and protests	
22 Manage various aspects of the organisation of the regatta including race draws and members of the jury	Para Rowing
23 Demonstrate knowledge of Para rowing and the requirement of Para rowers to race and train	
24 Describe the various Para races and classifications	
25 Provide additional planning and safety requirements for Para rowing	

#### **Notes:**

1. State/Territory license arrangements apply.

## **Rowing Australia Boat Race Official Assessment**

<b>Module</b>	<b>Assessment Task</b>
All Modules	1. Written Examination
All Modules	2. Scenario Board
BRO Practical	3. Practical Assessment

### **Assessment Guidelines:**

#### **1. Written Examination**

This component is aimed at assessing candidate's comprehension of all elements of boat race officials and their integration with each other. The short answer and multiple choice examination will assess a candidate's knowledge of the rules of racing, the procedures followed, equipment used and the reporting procedures for each of the umpiring positions and requires a 90% pass mark. The examination will be conducted at the completion of the course. Candidates are not permitted to access course manuals or other materials during the exam. Candidates may re-take the exam as many times as necessary to achieve the pass mark.

#### **2. Scenario Board**

This assessment task is aimed at assessing the candidate's practical ability to apply the rules of racing. This assessment task is completed during the course at the end of the presentations. A practical demonstration of umpiring skills is required through use of a scenarios displayed on a mockup of a race course and its facilities. An assessment checklist is used to outline the skills/competencies that the umpire must demonstrate. The candidate must be rated as competent on all aspects of the assessment checklist to pass. Once the scenario test is passed, the candidate will be provisionally passed awaiting final practical assessment at the same regatta.

#### **3. Practical Assessment**

This assessment task is aimed at assessing the candidate's practical ability to umpire at a national regatta. This assessment task is completed after the course, during the practical umpiring hour's component. Boat Race Officials must work with a more senior official for approximately 15 hours after completion of the Rowing Australia course. The senior official must sign off on the completion of these hours. In addition, an assessor must observe the Boat Race Official officiating at one regatta session. An assessment checklist is used by the assessor to check the required skills/competencies of the Boat Race Official. The candidate must be rated as competent on all aspects of the assessment checklist to pass. It is expected that the practical assessment would be completed at the same national regatta that the scenario assessment was attempted.

## **Rowing Australia Boat Race Official Overview**

<b>Module</b>	<b>Content</b>	<b>Delivery strategies</b>	<b>Duration</b>
Professional Issues	<ul style="list-style-type: none"> <li>• NROAS structure and pathways for the umpires</li> <li>• Safety and risk management</li> <li>• Role of the Umpires Committee</li> <li>• Code of ethics</li> <li>• Manner and conduct of umpires</li> <li>• Radio protocols</li> <li>• Progression systems</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	1 hour
Starting and Aligning	<ul style="list-style-type: none"> <li>• Starting zones and management within those zones</li> <li>• Disputes on the start line</li> <li>• Starting procedures on national and international standard courses</li> <li>• Silent alignment</li> <li>• Advanced starting produces and scenarios</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	1 hour
Judging	<ul style="list-style-type: none"> <li>• Authorising margins and race interval times</li> <li>• Using and interpreting photo finishes</li> <li>• Technical infrastructure at national courses</li> <li>• Advanced organisation of judging area</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	1 hour
Umpiring	<ul style="list-style-type: none"> <li>• Progression systems</li> <li>• Course facilities (set up and management)</li> <li>• Sanctions, objections and protests (advanced)</li> <li>• Advanced umpiring scenarios</li> <li>• Positioning of umpires boats during a race</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	1 hour
Control Commission	<ul style="list-style-type: none"> <li>• Boat weighing procedures</li> <li>• Presentation of athletes for drug testing</li> <li>• Advanced athlete weigh in</li> <li>• Crew changes (medical or other)</li> <li>• Management of the boat park and warm up area</li> <li>• Carrying weight</li> <li>• Regatta organization</li> <li>• Advanced boat safety and boat compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	1 hour
President of the Jury	<ul style="list-style-type: none"> <li>• Role of the President of the Jury</li> <li>• Role of the Organising Committee</li> <li>• Principles to guide decision making</li> <li>• Advanced objections and protests</li> <li>• Regatta organisation and race draws</li> <li>• Management of the jury</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	1 hour
Para	<ul style="list-style-type: none"> <li>• What is an adaptive rower</li> <li>• Requirements for adaptive rowers for racing and training</li> <li>• Classification</li> <li>• Race types</li> <li>• Planning and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Presentations</li> <li>• Interactive discussions</li> </ul>	1 hour
<b>Total in-course hours</b>			<b>7 hours</b>
Officiating Practice	Mentored officiating practice with official sign off by an RA approved, qualified assessor	<b>Post course practical</b>	<b>15 hours</b>

## ***Rowing Australia Boat Race Official Module Outlines***

### **Module name**

## **Professional Issues**

### **Approximate duration**

1 hour

#### ➤ **Learning outcomes**

At the completion of this module, the Boat Race Official will be able to:

- Outline ethical standards required of the boat race official
- Explain the structure of the Rowing Boat Race Official Accreditation Scheme and its relationship to the NROAS
- Utilise standard risk management and safety strategies when officiating
- Demonstrate appropriate communication and demeanour of a Boat Race Official
- Demonstrate knowledge of the concept of fairness and the given responsibilities
- Have a reasonable competency in all duties except that of the President of the Jury
- Demonstrate knowledge of the general operation of regattas

#### ➤ **Content**

- NROAS structure and pathways for the umpires
- Safety and risk management
- Role of the Umpires Committee
- Code of Ethics
- Manner and conduct of umpires
- Radio protocols
- Progression systems

#### ➤ **Delivery strategies**

- Presentations
- Interactive discussion

### **Module name**

## **Starting and Aligning**

### **Approximate duration**

1 hour

#### ➤ **Learning outcomes**

At the completion of this module, the BRO will be able to:

- Describe the starting zones and management within those zones
- Adjudicate disputes on the start line
- Demonstrate starting procedures on national and international standard courses
- Demonstrate silent alignment



- Demonstrate knowledge of advanced starting produces and scenarios
- **Content**
  - Starting zones and management within those zones
  - Disputes on the start line
  - Starting procedures on national and international standard courses
  - Silent alignment
  - Advanced starting produces and scenarios
- **Delivery strategies**
  - Presentations
  - Interactive discussion

**Module name**

## Judging

**Approximate duration**

1 hour

➤ **Learning outcomes**

At the completion of this module, the BRO will be able to:

- Use and interpret advanced equipment and technical aids
- Effectively adjudicate finishes on all types of courses

➤ **Content**

- Authorising margins and race interval times
- Using and interpreting photo finishes
- Technical infrastructure at national courses
- Advanced organisation of judging area

➤ **Delivery strategies**

- Presentations
- Interactive discussion

**Module name**

## Umpiring

**Approximate duration**

1 hour

➤ **Learning outcomes**

At the completion of this module, the BRO will be able to:

- Handle difficult racing scenarios
- Demonstrate knowledge of course requirements and the principles of fairness
- Umpire with minimal impact on competitors

➤ **Content**

- Progression systems
- Course facilities (set up and management)
- Sanctions, objections and protests (advanced)

- Advanced umpiring scenarios
- Positioning of umpires boats during a race
- **Delivery strategies**
  - Presentations
  - Interactive discussion

**Module name**

## Control Commission

**Approximate duration**

1 hour

➤ **Learning outcomes**

At the completion of this module, the BRO will be able to:

- Demonstrate knowledge of the principles of safety and fairness
- Describe equipment requirements and regatta management

➤ **Content**

- Boat weighing procedures
- Presentation of athletes for drug testing
- Advanced athlete weigh in
- Crew changes (medical or other)
- Management of the boat park and warm up area
- Carrying weight (athletes)
- Regatta organization
- Advanced boat safety and boat compliance

➤ **Delivery strategies**

- Presentations
- Interactive discussion

**Module name**

## President of the Jury

**Approximate duration**

1 hour – *This module may be presented separately to those considering or potentially being nominated for the role.*

➤ **Learning outcomes**

At the completion of this module, the BRO will be able to:

- Demonstrate an extensive knowledge of the rules, regatta organisation, dispute management and decision making

➤ **Content**

- Regatta organization
- Advanced boat safety and boat compliance

➤ **Delivery strategies**

- Presentations
- Interactive discussion

**Module name**  
**Para Rowing**

**Approximate duration**

1 hour

➤ **Learning outcomes**

At the completion of this module, the BRO will be able to:

- Describe the needs and safety requirements of Para rowers
- Plan in consultation with Para athletes

➤ **Content**

- What is an Para rower
- Requirements for Para rowers for racing and training
- Classification
- Race types
- Planning and safety

➤ **Delivery strategies**

- Presentations
- Interactive discussion

## FISA Boat Race Official

Rowing Australia may choose to nominate a Rowing Australia Boat Race Official to undertake training to obtain a FISA License. Holders of a FISA License may be nominated to officiate at international regattas.

Candidates must attend a FISA Umpires Seminar to gain accreditation as a FISA Boat Race Official. Seminars are conducted at a range of venues each year.

The content of the FISA Boat Race Official is managed by FISA. Further to this an assessment of candidates is administered by FISA covering the areas presented in the seminar.

## Officiating Practice

### Timing of Officiating Practice

The officiating practice component of each accreditation level is to be completed **after** attending the accreditation course. Officiating practice hours required for each accreditation level are as follows:

Accreditation Level	Officiating Practice requirement
Level 1 Boat Race Official	5 hours
Level 2 Boat Race Official	10 hours
Rowing Australia Boat Race Official	15 hours

### Supervision or Mentoring of the Officiating Practice

Officiating practice hours are to be conducted under the supervision of a mentor boat race official, who is at the same or a higher level of accreditation than the candidate. Official 'sign off' of completion of the officiating practice must be by an RA approved, qualified assessor.

### Supervisor/Mentor Credit

Mentor officials can receive updating points for their time spent in mentoring (see Updating Policy Appendix 1).

## Appendix 1: Updating Policy

Officials are accredited for a four year period. During the four year accreditation period, boat race officials must undertake updating activities in order to re-accredit. The Rowing Australia Updating Policy has been put in place to ensure that Boat Race Officials keep their skills and knowledge current. This is accomplished by completing practical and personal tasks over a four year period to accumulate the following number of points:

<b>Level 1 Boat Race Official:</b>	<b>20 points</b>
<b>Level 2 Boat Race Official:</b>	<b>40 points</b>
<b>Rowing Australia Boat Race Official:</b>	<b>60 points</b>

The updating procedure is comprised of two components to be completed over four years:

<p><b>1. Practical Officiating</b> Includes officiating at regattas as well as attending and/or conducting officiating seminars/courses.</p> <p>Level 1: 10 points Level 2: 20 points Rowing Australia: 30points</p>	<p><b>2. Personal Development</b> Includes rowing specific and non-specific tasks that will enhance the official's expertise in all areas.</p> <p>Level 1: 10 points Level 2: 20 points Rowing Australia: 30points</p>
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**Please note that Rowing Australia BRO's are required to be endorsed by their State Association on a yearly basis. The endorsement confirms a BRO's participation in local regattas and maintenance of their skills.**

**Further details of points available for specific activities are on the reverse of this sheet.**

Rowing Manager is used to record roles at regattas and seminar attendance. Approved courses may also be recorded and allocated points for all tasks will be entered automatically. Records will be kept within the database.

The coordinator for each state will advise RA each year of officials reaccredited or expired in that time period.

It is the responsibility of the boat race official to complete regular updating activities in order to accumulate enough points in four years to retain their accreditation. Note that points have to be accumulated over a minimum of two years.

Boat Race Officials will have individual logins to Rowing Manager and can monitor their individual points and progression towards reaccreditation. Interim and final reports for each accreditation period can also be produced if required.

### **Officials with an Expired Accreditation who wish to Regain Accreditation**

Applications for re-accreditation will be accepted for up to 3 months following the expiry date of a Boat Race Official's accreditation. Once an official's accreditation has expired for more than 3 months, the following will apply:

- The official must gain an additional 10 updating points for each year that they have been out of date in order to update their accreditation.
- Once an official's accreditation has expired for more than 2 years, the official must also submit a letter of explanation, outlining their reasons for having let their accreditation lapse.

<b>PRACTICAL Officiating</b>	<b>Rowing Official LEVEL</b>		
<b>Specific Tasks</b>	<b>1</b>	<b>2</b>	<b>RA</b>
- officiate in any regatta	1	1	1
- officiate in a Head of River	1.5	1.5	1.5
- officiate at State Championships	1.5	1.5	1.5
- officiate at National Championships	N/A	N/A	.75
- participate in an approved rowing specific seminar	5	5	5
- present or lecture at:			
Level 1 course/update seminar	10	10	15
Level 2 course/update seminar	NA	10	15
Rowing Australia BRO workshop	NA	NA	15
- mentor officiate /supervisor for Level 1	NA	1	1
- mentor officiate/supervisor for Level 2	NA	NA	1
- work with approved mentor official	1	1	1
- evaluation session by an RA approved, qualified assessor (review "on water" officiating or scenario board)	N/A	5	5
Subtotal point for last four years.....			
<b>Practical Officiating Points required</b>	<b>10</b>	<b>20</b>	<b>30</b>
<b>PERSONAL DEVELOPMENT LEVEL</b>			
<b>Rowing Specific Tasks</b>	<b>1</b>	<b>2</b>	<b>RA</b>
- lecture/workshops approved by state association or RA attend	5	5	5
present	10	10	15
- attend a module of the next level Boat Race Official Accreditation course	5	10	10
- prepare paper for RA website or other publications	10	10	10
- self-evaluation of officiating via video analysis	10	10	10
- attend officiating course	5	5	5
- attend a Rowing Australia Nationals Seminar	10	10	10
- attend a FISA Boat Race Officials Seminar	10	10	10
<b>Non Specific Tasks</b>			
- Approved basic First Aid course	5	5	5
- Approved senior first aid course	10	10	10
- Approved course at a University, State Institute/Academy of Sport or Department of Sport and Recreation	5	5	5
Subtotal point for last <b>four</b> years.....			
<b>Personal Development Points required</b>	<b>10</b>	<b>20</b>	<b>30</b>

These points are allocated to each session in a regatta day (normally 2 per day) and will show as points per session.

Rowing Manager will be considered the only method for recording and reporting allocated points for all Rowing Officials in Australia

Logins for Rowing Manger will be allocated either through the system or state coordinators.

## **Appendix 2: Recognition of Current Competency (RCC) Policy and Procedures**

### **What constitutes appropriate current competency?**

Current competency is learning which occurs before an officiating course is undertaken and which results in a boat race official's acquisition of appropriate competencies for a particular accreditation level. A major reason for including the RCC in an officials education program is to avoid the problem of participants having to unnecessarily repeat learning experiences.

Current competencies may be formal (eg course, structured officiating experiences) or informal (eg range of life experiences).

### **How might current competency occur?**

- officials may have recently (within 4 years) been an athlete and consequently been exposed to all levels of officiating by appropriately accredited people
- officials may have recently worked as an assistant to an appropriately accredited official
- officials may have recently completed a recognised training program (within Australia or overseas)
- officials may have recently officiated and learned from "experience on the job"
- officials may have recently acquired knowledge through formal and informal self-education by reading relevant material, observing other officials, discussing methods with other official educators and watching officiating education video programs

**Rowing Australia recognises the skills and knowledge that officials obtain through formal training as well as those gained through life experiences. RCC focuses on what has been learned, not how, when and where it has been learned. There will be no honorary accreditation - all officials must satisfy the competencies of each particular accreditation level in order to obtain accreditation**

### **Credits for prior study or learning**

Candidates may apply for exemption from all or modules of the course. Such officials will be required to document their current competency and submit it in writing. The candidate may be required to demonstrate their expertise in a particular area by written or practical demonstration.

**ALL APPLICANTS MUST FOLLOW THE RCC PROCEDURES OUTLINED ON THE NEXT PAGE:**

## ***Recognition of Current Competency (RCC) Procedure***

**If you think you might be eligible for RCC for any of the Rowing Australia boat race official accreditation levels.....**

1. Obtain a copy of the appropriate Course Syllabus and an RCC Policy and Application Form from your state rowing association.
2. Discuss the process with your state rowing association Boat Race Official Coordinator.
3. Compare the Course Competencies and Learning Outcomes with your current competencies, skills and prior learning experiences.
4. If you decide to apply for RCC, complete the RCC Application Form and return it to your State Rowing Association.
5. Your State Association will appoint an Assessment Panel to consider the application, the information provided, and if necessary, other information obtained through an interview or demonstration
6. Appeals against this decision must be lodged in writing with Rowing Australia within 14 days of receiving the result



## **Recognition of Current Competency (RCC)** **Application Form**

Title: \_\_\_\_\_ Name: \_\_\_\_\_ NROAS # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Post Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Club/School: \_\_\_\_\_

Telephone: \_\_\_\_\_ (h) \_\_\_\_\_  
\_\_\_\_\_ (w)

Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### **Officiating Experience**

Outline your officiating experience - please include the following to support your application:

- Resume of your officiating experiences
- Written references from at least one accredited Rowing official

### **Rowing Experience**

Describe your involvement in rowing and include the regattas, status etc of crews you have competed in.

### **Qualifications**

(Include all qualifications you possess which are relevant to rowing officiating, such as Tertiary Studies, Overseas Officiating Qualifications, First Aid Certificate, Update courses, Conferences attended etc)



## Recognition of Current Competency (RCC) Assessment Form

Name of Candidate: \_\_\_\_\_

Name and Level of Course: \_\_\_\_\_

Date Application received: \_\_\_\_\_

RCC Assessment Panel: \_\_\_\_\_

### **Guidelines for Assessing RCC applications**

When assessing RCC applications, assessors should ensure that the evidence provided meets the following RCC principles:

- Validity (is the evidence relevant?)
- Sufficiency (is there enough evidence?)
- Authenticity (is the evidence a true reflection of the candidate?)
- Currency (is the evidence recent – obtained within four years?).

Assessors should refer to the relevant course curriculum for the current competencies they are assessing against. It may also be useful to refer to the assessment activities used for each module, as this will give a further indication of the type of skills and knowledge to be demonstrated by the candidate.

Competency	Module	Evidence provided	Meets Requirements (Yes/No and Comments)

**It is recommended that the above candidate receive RCC for the following modules:**

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**RCC has not been granted for the following modules:**

In the event that RCC is not granted, the panel should outline the reasons why. If further evidence is required, the panel can request that any of the following occur in order for the candidate to achieve RCC:

- supply further supporting documentation
- complete certain assessment activities
- complete parts of a Rowing boat race officials course
- conduct a practical officiating session(s) or bord scenario for assessment purposes

Competency & Module	Reason RCC not granted	Further evidence required and/or follow up action (if applicable)

\_\_\_\_\_  
(Assessors signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Assessors signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Assessors signature)

\_\_\_\_\_  
(Date)

## Appendix 3: Officials Code of Ethics

### Official's Code of Ethics Individual Agreement Form

For accreditation or re-accreditation to the National  
Officiating Accreditation Scheme (NROAS)

TO: Rowing Australia

I, \_\_\_\_\_ of \_\_\_\_\_  
Full Name Address

\_\_\_\_\_  
Address cont.

I am seeking accreditation/re-accreditation for the National Rowing Officiating  
Accreditation Scheme (NROAS) qualification:

Level 1 – 2 – 3 (please circle level)

#### I agree to the following terms:

1. I agree to abide by the Code of Ethics overleaf.
2. I acknowledge that Rowing Australia may take disciplinary action against me if I breach the code of ethics. I understand that Rowing Australia is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I acknowledge that disciplinary action against me may include de-accreditation from the National Rowing Officiating Accreditation Scheme.

Please refer to the *Rowing Australia Member Protection Policy* available on the Rowing Australia website.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(if under 18, parent /  
guardian signature)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

**The Official's Code of Ethics must appear on the other side of the  
Official's Code of Ethics Agreement Form**



## Official's Code of Ethics Group Agreement Form

### For accreditation or re-accreditation to the National Rowing Officiating Accreditation Scheme (NROAS)

**TO:** Rowing Australia

I, individually, am seeking accreditation for the following NROAS qualification:

Level **1 – 2 – 3** (please circle level)

**I, individually, agree to the following terms:**

1. I, individually, agree to abide by the Rowing Australia Code of Ethics overleaf.
2. I, individually, acknowledge that the Rowing Australia may take disciplinary action against me if I breach the code of ethics. I understand that Rowing Australia is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I, individually, acknowledge that disciplinary action against me may include de-accreditation from the National Rowing Officiating Accreditation Scheme.

Name	Address	Signature (if under 18, parent / guardian signature)

Please refer to the *Rowing Australia Member Protection Policy* available on the Rowing Australia website.

**The Official's Code of Ethics must appear on the other side of the Official's Code of Ethics Agreement Form**

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# Official's Code of Ethics

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- Place the safety and welfare of the participants above all else
- Accept responsibility for all actions taken
- Be impartial
- Avoid any situation which may lead to a conflict of interest
- Be courteous, respectful and open to discussion and interaction
- Value the individual in sport
- Seek continual self-improvement through study, performance appraisal and regular updating of competencies
- Encourage inclusivity and access to all areas of officiating
- Be a positive role model in behaviour and personal appearance
- Refrain from any form of personal abuse towards athletes
- Refrain from any form of sexual harassment towards athletes
- Show concern and caution towards sick and injured athletes

\* Please refer to the RA Member Protection Policy

## **Sports officials have the right to expect that...**

- Their health and safety are paramount;
- They are treated with respect and openness;
- They are appointed to a level of competition appropriate to their level of competence; and
- They have access to self-improvement opportunities.



## Code of Practice for Training Program Deliverers

### **Educational Standards**

Training program deliverers will maintain high professional standards in the marketing and delivery of education and training services, which protect the interests and welfare of the participant. Training program deliverers will maintain a learning environment that is conducive to the success of participants. They will have the capacity to deliver the nominated training program(s), provide adequate facilities and use appropriate methods and standards.

### **Marketing**

Training program deliverers will market their training programs with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons will be drawn with any other delivery organisation or training program.

### **Trainee Information**

Accurate, relevant and up-to-date information should be provided to participants prior to commencing the training program. This should include:

- admissions procedures and criteria
- details of the certification to be issued on full or partial completion of the training program
- competencies to be achieved by trainees
- assessment procedures
- grievance/appeal procedures
- RCC arrangements.

### **Recruitment**

Recruitment of training program participants will be conducted at all times in an ethical and responsible manner, and be consistent with the requirements of the curriculum.

Training program deliverers should ensure that selection decisions for entry into training programs comply with equal opportunity legislation. These decisions should be made by appropriately qualified staff and be based on the applicants' qualifications and likelihood of achieving the stated competency standards.

### **Sanctions**

Rowing Australia may withdraw NROAS training program registration from state/territories who breach this code of practice.

## **Equal Employment Opportunities (EEO) Principles and Practice**

Training program deliverers must be aware of EEO principles and practices as they apply to education and training. They should observe the following points:

- Characters (and their names) used in case studies, exercises and examples must be free from stereotypes and unlikely to cause offence.
- Material and presenters must discourage and prevent polarisation of participants.
- The training program content, process and/or activities must include all trainees and avoid giving an advantage to any one individual or group over another.
- Verbal and non-verbal language must be non-discriminatory.
- Humour must be non-discriminatory.
- Training program materials such as session plans, videos, handouts, graphics and cartoons must be non-discriminatory and unlikely to offend.

## Appendix 5: Example Evaluation Questionnaire

Please answer questions by circling a response and by offering comments if you wish.

1. Course \_\_\_\_\_ Date \_\_\_\_\_

2. To what extent did this course meet your expectations?

Not at all					Completely
1	2	3	4	5	

3. Was the balance between practical and theoretical material adequate?

Not at all					Completely
1	2	3	4	5	

1. Were the sessions well organised?

2.

Not at all					Completely
1	2	3	4	5	

3. What improvements are needed?

\_\_\_\_\_

4. Comment on the program format. (eg. sections to eliminate, time allocation, timetabling)

Not at all					Completely
1	2	3	4	5	

5. Was the course too long? Yes / No (please circle)

6. Was the venue suitable for the needs of the course?

Not at all					Completely
1	2	3	4	5	

7. Comment on the general abilities of the lecturers/presenters by circling the appropriate number:

	Poor	Fair	Average	Good	Excellent
Knowledge of subject	1	2	3	4	5
Teaching skills	1	2	3	4	5
Planning/preparation	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Time for questions	1	2	3	4	5

8. Are there any further topics that you would like to gain competencies in?

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9. Was the supervision of and feedback on officiating practice adequate?

Not at all					Completely
1	2	3	4	5	

10. Do you understand all the procedures involved to gain your accreditation?

Not at all					Completely
1	2	3	4	5	

11. What aspect of the course was most helpful and why?

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12. General Comments

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