



NCOCA MENTOR PROJECT

OFFICERS, OFFICIALS, COMMITTEES

FEBRUARY 2019

NCOCA EXECUTIVE BOARD

- PRESIDENT
 - VICE PRESIDENT
 - SECRETARY
 - TREASURER
 - SERGEANT AT ARMS
 - RACE CHAIR
 - RACE CLERK
 - RACE SECRETARY
- DUTIES FOR ALL:
 - MEET AS AN EXECUTIVE GROUP TO FORMULATE DIRECTION
 - ATTEND QUARTERLY GENERAL MEETINGS
 - SUPPORT MEMBER ORGANIZATIONS IN WHATEVER CAPACITY MAY ARISE
 - MANAGE MEETINGS / SHARE RESPONSIBILITY FOR THOSE NOT ABLE TO ATTEND
 - ATTEND REGATTAS AND EVENTS ON THE NCOCA CALENDAR WHEN POSSIBLE
 - SUPPORT ADDITIONAL EVENTS (RACE CLINIC, COMMITTEE MEETINGS, ETC.) REPRESENT NCOCA TO EXTERNAL ORGANIZATIONS

NCOCA PRESIDENT & VICE PRESIDENT

PRESIDENT

- EXECUTIVE CHAIRMAN OF THE BOARD
- PRESIDES AT ALL BOARD MEETINGS (EXECUTIVE OR GENERAL)
- OVERSEES THE DIRECTION OF THE ORGANIZATION
- OVERSEES OUR OUTWARD PRESENCE – WEB SITE, FACEBOOK, ETC.
- FACE OF NCOCA – TO USA-ORCA, HAWAIIAN CHAMBER OF COMMERCE OF N. CAL., AMERICAN CANOE ASSOCIATION (ACA)

VICE PRESIDENT

- BACKUP TO THE PRESIDENT
- INSURANCE MANAGER FOR THE ASSOC.
- COMMUNICATE WITH INSURANCE CARRIER(S) ON COVERAGE, EVENT REQUEST, INCIDENTS & ACCIDENTS
- SECURE APPROVED WAIVER
 - OVERSEE SMARTWAIVER REQUIREMENTS

NCOCA SECRETARY

AT A HIGH LEVEL, THE ROLE OF NCOCA BOARD SECRETARY INCLUDES:

- PREPARE, SCRIBE AND DELIVER QUARTERLY BOARD MEETINGS AGENDA/MINUTES
- MANAGE ACTION ITEMS AT THE ASSOCIATION LEVEL TAKEN DURING BOARD MEETINGS
- LIAISON WITH ASSOCIATION TREASURER TO MAINTAIN DOCUMENT REPOSITORY
- ASSISTING WITH RACE CLINIC AND/OR RACE COMMITTEE MEETINGS AS APPROPRIATE
- PROVIDING SPECIAL ANNOUNCEMENTS TO ENTIRE ASSOCIATION, CLUB PRESIDENTS, COACHES AND CLUB MEMBERS
- MAINTAINING A CONTACT LIST OF CLUB LEADERS AND COACHES FOR DISTRIBUTION
- ASSIST WITH OFFICIATING AND/OR REGISTRATION AT NCOCA REGATTA RACES (YOU GET PAID)
- MAINTAIN EMAIL DISTRIBUTION LISTS
- THE ROLE ITSELF REQUIRES AN ORGANIZED MINDSET (PREPARE AHEAD, NOT REACT), STRONG VERBAL AND WRITTEN COMMUNICATION ABILITIES, COLLABORATIVE MANAGEMENT SKILLS IN LARGE GROUPS AND A POSITIVE DEMEANOR TO ACHIEVE ADOPTABLE SOLUTIONS WITH FORWARD MOTION THINKING.

NCOCA TREASURER & SERGEANT AT ARMS

TREASURER

- MANAGE FINANCIAL AFFAIRS OF NCOCA
- PREPARE FINANCIAL STATEMENTS QUARTERLY
- FILE TAX RETURNS ANNUALLY
- PROVIDE INVOICES AND PAYMENTS ON BEHALF OF NCOCA

SERGEANT AT ARMS

- AID IN MAINTAINING ORDER, ENSURE WE RESPECT THE INTEGRITY OF NCOCA DURING MEETINGS.
- MANAGE ROLL CALL
- OVERSIGHT OF NCOCA OWNED EQUIPMENT INCLUDING STORAGE AND MAINTENANCE REQUIRED

RACE CHAIR, CLERK, SECRETARY

CHAIR

MANAGES THE RACE COMMITTEE

HEAD RACE OFFICIAL AT ALL EVENTS
UNLESS OTHERWISE DELEGATED

RACE RULES – ACCEPTS PROPOSALS FOR
CHANGE, OVERSEES THE BI-ANNUAL
REVIEW, MAKES PROPOSALS OF THE RACE
COMMITTEE TO THE BOARD

KEY POINT OF CONTACT FOR ALL THINGS
RACING

CLERK

MANAGES PADDLER REGISTRATION

ACCEPTS/REJECTS REGISTRATION OF A
PADDLER AND WAIVERS

CORRESPONDS WITH THE CLUB
REGISTRATION SECRETARIES

MANAGES EVENT CHECK-IN TEAM AND
TRAINS STAFF

KEY POINT OF CONTACT FOR ALL THINGS
PADDLERS

ASSISTANT EDITS & APPROVES PHOTOS

SECRETARY

MAINTAINS RECORD OF THE RACE
COMMITTEE MEETINGS, PROPOSALS AND
ALL RACE RESULTS

MANAGES THE RACE MANAGER SYSTEM –
INTEGRATION OF PADDLER, EVENT AND
RESULTS DATA AND SMARTWAIVER

INTERFACES WITH WEB MANAGER FOR
POSTING OF INFORMATION AND RESULTS

INTERFACES WITH HOST CLUBS ON
DETAILS OF EVENTS

MGMT OF OFFICIALS & SAFETY TEAM
ASSIGNED FOR ALL EVENTS

RACE OFFICIALS

HEAD OFFICIAL

IDENTIFIES THE OFFICIALS FOR THE EVENT
A MINIMUM OF ONE WEEK PRIOR

OVERSEE A COACHES MEETING AT ALL
REGATTAS AND DISTANCE EVENTS PRIOR
TO START OF RACING

MANAGE THE INTERACTION OF OFFICIALS
ON WATER, OFF, INCIDENTS, DURING THE
RACE DAY

OVERSEE INFRACTION AND PROTESTS

STARTER

OBTAIN RACE SCHEDULE FOLLOWING
ANY CHANGES IDENTIFIED AT COACHES
MEETING

MAINTAIN THE ORDER AND EFFICIENCY
OF THE DAY THROUGH COMMUNICATION

PROVIDES A CLEAR ALIGNMENT OF
CREWS AND START PROCEDURE

ENSURE TIMERS HAVE CLEAR
NOTIFICATION OF START OF RACES

SPOTTER

REVIEWS THE NUMBER OF CREWS FOR
THE EVENT

ENSURES ALL OFFICIALS ARE PREPARED
PRIOR TO THE START

SPOTTER CALLS OUT THE CANOE
NUMBERS AS THEY CROSS THE FINISH
LINE, A RECORDED RECORDS THE CALL
AND THE VOICE IS PICKED UP ON VIDEO

OFFICIALS TENT (FINISH LINE)

VIDEOGRAPHER AND RECORDER

VIDEO CAMERA & TRIPOD ARE SET UP THE THE
FINISH LINE OF THE COURSE

VIDEO IS STARTED FOR EACH RACE WITH A VOICE
RECORDING OF THE RACE NUMBER AND DIVISION
(EXCEPT 250 METER STARTS)

VIDEO IS PAUSED UNTIL CANOES RETURN FOR THE
FINISH

RECORDER RECORDS CALLS BY THE SPOTTER (AND
ONLY THE DESIGNATED SPOTTER)

REVIEW OF THE VIDEO AND RESULTS MAY BE
PERFORMED FOLLOWING THE CLOSE OF A RACE

TIMER - MANUAL

PREPARES THE MANUAL TIMER FOR THE
DAY WITH BATTERIES AND TAPE

MANUAL TIMER IS STARTED WHEN THE
GREEN FLAG DROPS ON THE START
BOAT (OR HORN FOR DISTANCE EVENT)

TIMER IS CHARGED WITH RECORDING
THE FINISH OF THE NOSE OF THE
CANOE OVER THE FINISH LINE –
DISREGARDING THE CALLS OF THE
SPOTTER

TIMER - COMPUTER

RECEIVE THE EVENT FILE FOR THE DAY AND
ENSURE THE PRINTER IS OPERATIONAL

TIMING SAME AS MANUAL

UPON COMPLETION, THE RECORDER
PROVIDES THE COMPUTER OPERATOR
WITH THE ORDER BY CANOE NUMBER
AND COMPLETES THE RESULTS

THIS REPORT, MANUAL TAPE AND SCRIBE
OF THE ORDER IS PUT ON THE REPORT
ALONG WITH ANY INFRACTIONS AND
DELIVERED TO RESULTS DESK

REGISTRATION AND RESULTS TENT

CHECK IN DESK

SETUP STATIONS FOR CHECK IN PROCESS
– THREE STATIONS WHEN V1 ARE
INCLUDED

PROCESS CREWS IN A TIMELY FASHION
UNDER RULES OF THE NCOCA

NOTIFY ANNOUNCER WHEN CREWS ARE
LAGGING AND EVENT IS COMING UP

NOTIFY OFFICIAL TENT OF SCRATCHES

RESULTS DESK

PROVIDE THE START LIST TO THE FINISH
LINE COMPUTER STATION

RECEIVE PRINTED & MANUAL TAPE RESULT
WITH ANY NOTED INFRACTIONS

PROCESS RESULTS INTO RACE MANAGER
AND APPLY OVERSIGHT & INFRACTIONS

PROVIDE INFRACTION DOCUMENTS TO
HEAD OFFICIAL

POST RESULTS – HOST GENERALLY HELPS
WITH THIS

ANNOUNCER

THIS PERSON IS THE RESPONSIBILITY OF
THE HOST TO PROVIDE

KNOWLEDGEABLE OF THE EVENT
SCHEDULE

ABLE TO PRONOUNCE CLUB NAMES

KEEP THE SCHEDULE MOVING IN A TIMELY
MANNER

MAKE CALLS REQUIRED OF CHECK IN TO
MAINTAIN FLOW OF CREWS

MARSHALLING & BEACH FLAGMAN

FLAGMAN

A FLAG PERSON AT THE OFFICIALS TENT
RAISES A FLAG TO INDICATE THE 5
MINUTES BETWEEN RACES HAS BEGUN

THE FLAG PERSON OBSERVES THE START
BOAT FLAGS AND RELAYS TO THE
OFFICIALS IN THE TENT OF THE SEQUENCE
SO AS TO NOT MISS THE START

THE FLAG IS LOWERED ONCE THE RACE IS
ON

MARSHALLING

WHEN CANOES ARE BEING MARSHALLED, A PERSON IS
ASSIGNED TO MANAGE THE FLOW OF CREWS IN AND
OUT OF THE CANOE AREA

CANOES ARE IDENTIFIED BY LANE NUMBER AT THE START
OF THE REGATTA

MARSHALLING MANAGER REMAINS IN CONTACT WITH
THE OFFICIALS TO ENSURE FLOW OF CREWS CONTINUES
THROUGH THE DAY.

SCRATCHES MUST BE NOTED BY MARSHALLING TO
ENSURE A RACE IS NOT HELD UP WHEN A CREW HAS
SCRATCHED

ASSISTANTS

MANY AREAS CAN UTILIZE
ASSISTANCE OR RELIEF TEAM
DURING A LONG REGATTA DAY
OR IN A DISTANCE EVENT, TO
COVER AN OFFICIAL WHO IS
ALSO PARTICIPATING