

IARU REGION 1 ARDF WORKING GROUP GUIDELINES

ARDF REFEREES' GUIDELINES

(SP5HS, LA2RR, LZ1US 2008, OK2BWN 2017)

A. GENERAL

Membership in the International Jury of the IARU ARDF Championships is a great honour for every nominated referee and shall be taken with the highest responsibility. Every International Class referee and organizer in the key position is obliged to prepare him/herself carefully to the job, which includes refreshing the knowledge of the Rules, regulations involved and event Bulletins and information. It is recommended to have a printed copy of the Rules and also event information (Bulletin 4) in your pocket when on duty.

Generally, all points about the International Jury (even the normally marginalized) are to be respected. All Jury members shall **carry out their responsibility, exercise their authority** and do their best to provide correct and fair competitions with full respect to the local organizing team.

The rules demand a **100% attendance at every Jury meeting** (point 8.9)! The "Jury member's job" should be the first priority of each Jury member.

The decisions of the International Jury and minutes from all Jury meetings are to be registered and published in the Final report of the event.

B. ARDF RULES:

- 8.1 The International Jury for IARU ARDF Championships shall consist of the following members:
- Chairman of the Jury
 - Secretary of the Jury
 - Referee at the start
 - Referee at the finish
 - Referees in the competition area
 - Siting referee
 - Technical Director
- 8.2 The Chairman of the Jury at an IARU World or IARU Regional Championship shall be an ARDF International Class Referee appointed by the Regional EC after consultation with the Chairman of the ARDF WG in order to ensure adequate experience. The appointment shall be announced at least nine months prior to the Championship.
- 8.3 The referees in the competition area, at the start and finish and the siting referee shall be International Class Referees. The siting referee shall be provided by the organising society. The Secretary of the Jury and the Technical Director shall both be provided by the organising society and neither need be an International Class Referee.
- 8.4 The appointed Chairman of the Jury shall, in co-operation with the organising society, propose all other referees needed for the Championships from the list of approved IARU International Class Referees after consultation with the Chairman of the ARDF WG in order to ensure adequate experience. Referees shall be drawn from as many societies as possible. At the World Championships, the representation in the International Jury shall be offered to all three IARU regions. The names of the members of the International Jury shall be recorded and announced as early as possible before the beginning of the event.
- 8.5 The members of the International Jury shall ensure that rules are followed, mistakes are avoided and that fairness is paramount. They have the authority to require adjustments to be made if deemed necessary to satisfy the requirements of the event.
- 8.6 The Jury is entitled to make exceptions to specific requirements in the rules. Such exceptions should require a two thirds majority in the jury. Any such exceptions must be announced at the team leaders meeting.
- 8.7 The International Jury shall meet before the competition to approve the starting sequence, which is determined by the organiser.
- 8.8 At the end of each competition the International Jury shall meet to discuss and approve the results and shall decide upon possible protests.
- 8.9 Any decision of the Jury will be final only if all Jury members are present. In urgent cases preliminary decisions may be taken if a majority of the Jury members agree on the decision. These decisions are clearly to be marked "preliminary".

- 8.10 If a Jury member declares himself to be prejudiced or unable, the Chairman of the Jury shall nominate a substitute.
- 8.11 In cases of dispute, a solution shall be reached by means of a vote. In case of a tie, the Chairman of the Jury shall have the casting vote and shall decide. The Secretary of the Jury and the Technical Director both have no votes.
- 8.12 The Jury shall be in power (i.e. have its responsibility as a Jury) from the time the Chairman of the Jury is appointed by the regional executive body until 48 hours after the championship has officially finished.
- 8.13 Decisions of the Jury are final and cannot be challenged.
- 32.7 Members of the international Jury and transmitter operators shall neither disturb or detain any competitor nor supply any information whatsoever. They shall remain quiet, wear inconspicuous clothing and shall not help competitors approaching transmitters. This also applies to all other persons in the competition area.

C. DUTIES OF MEMBERS OF THE INTERNATIONAL JURY

1. Chairman of the Jury

- Organizes and is responsible for overall activity of the International Jury during the Championships and supervises the compliance with the Rules and other IARU regulations
- Liaises with the organizer and the organizing committee
- Convenes and chairs the meetings of the International jury and meetings of the team leaders according to the Rules and Championship schedule
- Ensures that all important information for the competitors is presented in the team leaders meeting
- During the field competitions supervises the activity of referees at the start, finish and field referees
- After confirming that the transmitter network is fully operational, gives permission for the competition to start
- Remains in the finish area till the end of each competition, signs the preliminary results of the competition approved by the Jury meeting at the finish area and signs the final results to be presented to the Chairman of the organizing committee
- Ensures that a Jury meeting is called to handle any protests received by any of the jury members
- After checking that all competitors have finished the competition, decides about the end of the transmitter network operation
- In the event of a thunderstorm, decides about the recalling the competition
- At the awarding ceremony assists the representatives of the organizing society in presenting medals, prizes and awards

2. Secretary of the Jury

- Assists the Chairman of the International Jury
- Keeps the records of the Championships, including the minutes of meetings of the International Jury
- Supervises the event check-in
- Sees that all organizers and team officials concerned have signed the Child Protection Policy declaration
- At the end of each Jury meeting at the finish area displays the approved preliminary results and prepares the official competition results
- Receives and registers protests (if any) and submits them to the Chairman of the Jury
- Prepares and distributes all necessary documentation, forms and competition results
- Assists the Chairman to ensure that all Jury members are notified of any Jury meetings

3. Referee at the start

- Before each competition supervises and checks the proper organization of the starting area including the waiting area, area for collecting of receivers, warm-up area, displayed information for the competitors, pre-start area, starting line, starting corridors etc.
- Carefully checks whether all receivers have been collected and whether there are no mobile phones in possession of competitors or accompanying persons, then notifies the technical director that the transmitter network may be started
- After collecting all receivers, checks the audibility of all transmitters
- Supervises and checks the organization of the starting area including the call to the start, distribution of the maps, erasing and checking of SI chips, start signals etc. and also the activity of all competitors and team officials
- Receives and registers all changes to the starting list, forwards them to the finish and to the computing center
- Assists competitors who return to the start to get spare parts/receivers
- After all competitors have been started, moves to the finish area
- Takes part in the Jury meeting reporting all observations regarding the competition

4. Referee at the finish

- Before each competition supervises and checks the proper organization of the finish area including the finish line, finish corridor, beacon(s), registering devices, rest area, refreshment facilities, computing center, displays for preliminary results etc.
- From the time when the first competitor arrives, supervises the finish procedures including electronic registering, preparing the preliminary results etc.
- Supervises that incoming competitors remain in the rest area, not returning to the competition terrain
- After the last competitor have been finishing, presents the printed preliminary results to the members of the International Jury gathering for the Jury meeting

5. Referees in the competition area

- At the beginning of the competition reach the designated area (under the instructions of the siting referee)
- Check the transmitters in their vicinity (installation, flag and registering device, proper hiding of the equipment and the transmitter operator)
- During the competition they move between assigned transmitters, especially at the access routes, but not close to the transmitters themselves, register any case of violation of the Rules, especially the forbidden cooperation between competitors, noting the time and start numbers of competitors involved. If possible, take a photo.
- In the event of an injury provide first aid and organize the transfer of injured person
- At the end of competition they move to the finish area as fast as possible and take part in the Jury meeting at the finish area presenting all observations regarding the competition

6. Siting referee

- Well before the competitions, plans the courses for the forthcoming competitions under the guidance of the Appendix 2 of the Rules (Principles of Course planning).
- On the day of the competition, well before the determined start time, transfers the field referees and transmitter operators together with their equipment to the points predetermined by him and assists at the exact arrangement and installation of the transmitters and registering devices.
- During the competition remains in the finish area ready to intervene in the event of transmitter failure, competitor injury or other cases of need.
- After the last competitor has finished, organizes the transfer of field referees to the finish area and transmitter operators with equipment back from the competition area.
- Takes part in the Jury meeting at the finish area presenting all observations regarding the competition.

7. Technical director

- Well in advance before the competitions prepares and checks all technical equipment to be used at the competitions (transmitters + accessories, communication equipment, registering devices, computer equipment, logistic equipment etc.).
- Supervises the completion of technical equipment to be carried by the operators to the competition area on the day of competition.
- When receiving a permission from the referee at the start, supervises the start of the whole transmitter network and turning on of the registering devices and reports back to the start referee when all transmitters are operating properly.
- Organizes continuous monitoring and recording of the transmitter network.
- During the whole competition remains at the the finish area or at the monitoring center ready to intervene in the event of any transmitter failure in cooperation with the siting referee.

8. Transmitter operators

- On the day of competition before the departure to the competition area, check their equipment (transmitter + antennas, backup transmitter, registering device + stand and flag, communication radio etc.) .
- On arrival at the transmitter site, make radio contact with the monitoring center and install the transmitter, antenna and registering device under the instructions of the siting referee. All equipment on the spot (transmitter, antenna, registering device) shall be installed to endure the whole competition in any circumstances
- During the competition guard the transmitter. In the case of technical failure replace the device with the backup and do their best to return the equipment to the normal operation as soon as possible..
- Watch the activity in the vicinity of the transmitter, register passing competitors and possible violations against the Rules.
- In the event of an injury provide first aid and organize the transfer of injured person.
- During the whole competition remain quiet and inconspicuous, while having a clear view to the registering device and easy access to the transmitter.