

## Junior Head Safety, Race Monitor and Marshal Instructions

The City Junior Head is a head race with 3 divisions. Division 1 is raced under CRA rules over an 800m course along the Reach. Divisions 2 and 3 are raced under British Rowing rules over a 1,500m course. These instructions detail the safety plan and give instructions for people helping to keep the race safe.

John Leighton is the Events Secretary. He can be contacted on 07717 824 931 at any point during the day.

### 1 Common marshal/race monitor instructions

Race marshals are people helping at before the start and end of the race. Race monitors are people positioned on the course to help keep the race safe, and to observe race fairness.

**Collect and drop off all equipment from the race finish.** All marshals and monitors will need a marshalling bag containing:

- radio (channel 1)
- space blanket
- throw line
- hi-vis jacket
- loud hailer
- first aid flow chart and access points to the course.

Timing marshals will need additional kit that will be left at the start/finish.

Common roles for all marshals:

- **Safety spotting** – let course control know via radio if a crew appears unsafe before racing eg under-dressed and likely to get cold (esp juniors), faulty equipment (esp bow balls)
- **Safety advisory** – Warn crews if they are likely to hit another crew, the bank or wildlife
- **Safety response** –
  - In the event of a capsize tell the crew to stay with the boat and use it to keep their heads out of the water
  - Get them to swim (or walk as soon as shallow enough) with the boat to shore
  - Help them out and give them a space blanket to keep warm
  - Alert Course Control by radio
  - In the event of an accident with injury alert course control or another marshal by radio
  - Use the flow chart in the marshal bag to guide you if first aid is required. First aid kits will be positioned at the Start and Finish
- **Race Management** – ensuring crews get to their marshalling positions in time, getting them to be ready and push off as the race starts, ensuring a good flow of crews through the start and ensuring crews row on after the finish
- **Incident Management** - If you see any unsportsmanlike behaviour (e.g. crew being overtaken not giving up the line, etc.), take a note of the boat numbers involved and report this to course control
- **Timing** – Being on time for your marshalling slot.
- **Community** – Make sure wildlife is protected and narrow boats are not scratched



Key tips:

- **Be clear and loud in any instructions to crews** – shout or use the loud hailer
- **Be confident** – it is better to be decisive than worry about getting something wrong
- **Be friendly** – add a “please” and “thank you” in your instructions.
- If a crew does something very foolish or is rude/uses foul language, don’t berate them; just advise them that you are reporting this to course control and they may face a time penalty or disqualification

## 2 First aid

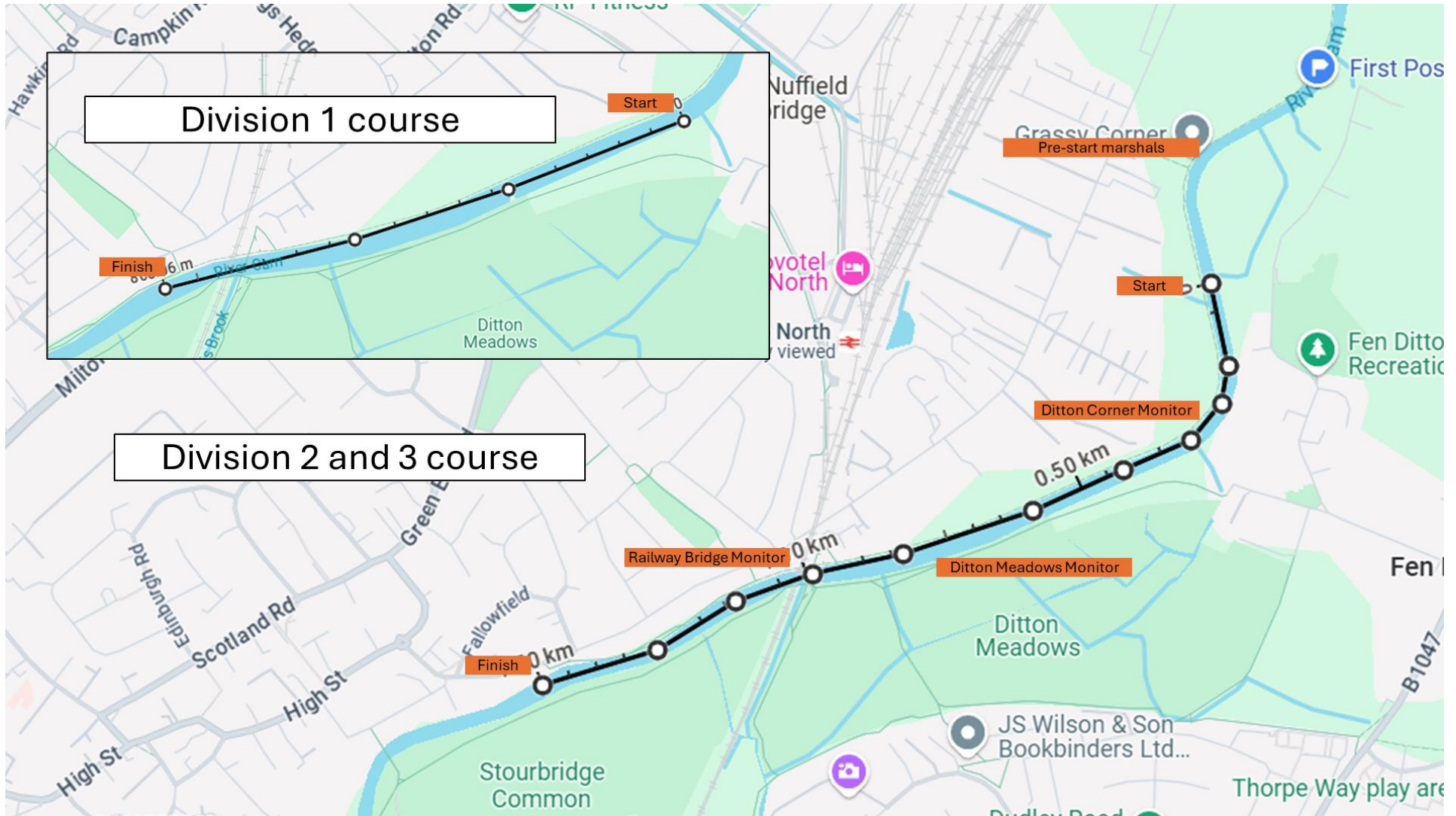
First Aid kits will be held at the Finish along with a defibrillator. There main first aider is John Leighton (the event secretary) and he is available on 07717 824 931.

## 3 Location details and access points

Position	OS maps	What3Words
Start - Short Course	TL 48072 60458	///groom.burst.spoon
Start - Long Course	TL 48094 60709	///handbag.mealtime.ribcage
Ditton Corner	TL 48125 60535	///argue.younger.towel
Ditton Common	TL 47785 60272	///pool.happy.slave
Railway Bridge	TL 47411 60202	///shovels.adults.highs
Finish – Short course	TL 47332 60180	///clots.unity.ship
Finish – Long course	TL 47026 60031	///giving.maybe.listed

- If Emergency services are needed, only if safe try to get people to the Long Course race finish, as access is easiest here.
- If this is not possible, the next best access is near the Railway Bridge, where emergency services can access the river from the footpath next to bridge.
- Only if there is no other option available, emergency services can access the start of the course by parking on Fen Road and taking the footpath to Grassy Corner.
  - OS map grid reference for where the footpath meets the river is TL 48056 60915 or W3W ///bugs.vital.wake
- If access is needed to Ditton Common, crew will need to park High Street, Ditton. Crews will then need to walk across the common from here.
  - OS map reference to park is TL 48173 60350 or ///status.alien.cornering.

#### 4 Course map



## 5 Start control marshal. At the race start

This is a key role and you will be identified the orange “Senior Marshal” hi-viz vest. There will also be a BR umpire with you.

With the BR umpire, you are in overall control of the start. Make sure other start marshals know what they are doing, and that boats are in position on time. Ensure crews keep moving swiftly down to the start, and large gaps don’t appear between boats.

### 5.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 5.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 5.3 Role

Your task is to make decisions on whether to delay a division due to a pleasure boat and be the overall controller of the division start.

You also need to ensure that the start and finish marshalling teams submit timings to you. Please photograph the paper records and message them to John Leighton (07717 824 931), plus make sure the paper for each division goes back to the Clubhouse. For WebScorer, make sure the timings have been synced back the control.

## 6 Pre-Start marshals x 2

### 6.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 6.2 Timings

	Div 1	Div 2	Div 3
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 6.3 Role

You need to ensure crews are in order for the start, and are marshalled safely along the bank.

- Crews must head down the course on the non-towpath side of the river and go past Ditton Corner before they spin and return back down the course to marshal for the start.
- As they row towards the start, they get into order and pull in as shown by numbers on the bank.
- Help crews pull into the bank so they can stay still while waiting to start.
- Try and get the crews as close as possible to the start order, but it is not vital that all crews are in perfect order when the race starts. As long as the first 10 crews are in order, and the crews behind are in roughly the correct order, the race can start as crews can sort order while rowing to the start.
- When the race has started, make sure crews push off the bank in good time, and keep moving down. Don't wait until the crew ahead is clear before asking crews to move; you want to keep them as close as possible. Crews will be given space to race at the start if needed.

**Make sure you spread out over the marshalling area and give clear, confident instructions. Most issues at the start are caused by marshals standing around in groups staring at crews, rather than given instructions to help. As long as you give clear and polite instructions, this will be more helpful than staring at a problem as you aren't 100% sure what to do.**



## 7 Start Marshal – WebScorer. Location: start

### 7.1 Equipment:

WebScorer is on the tablets provided, along with a printout of the instructions. Please make sure you read the instructions and understand what is needed.

### 7.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 7.3 Role

Please help get crews ready for the start, helping the start marshals. Once crews are in place for the start, head to the start flag.

As crews come up to the start, get the Hooter Marshal to shout the number as they approach. Note the numbers are on Empacher boards. Use WebScorer to log the time as they go through the start.

If there is a problem, make sure the Paper Timing Marshal has logged the time and send Race Control a WhatsApp to alert them.



## 8 Start Marshal – Paper Timing. Location: start

### 8.1 Equipment:

You will need to use the paper timing clipboard with stop watches that will be with your marshalling kit.

### 8.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 8.3 Role

**Never start or stop the stopwatches – they run for the whole day.**

Before the start of the division check that the stopwatch is running (including backup). Then help the start marshals get crews in order. Once crews are ready to race, go to the start.

As crews come up to the start, get the Hooter Marshal to shout the number as they approach. Note that the numbers are on Empacher boards. Locate the number on the timing sheet and write down the time from the stopwatch as the bows pass the start.



## 9 Start Marshal – Hooter. Location: Start

### 9.1 Equipment

You will need a hooter.

### 9.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 9.3 Role

Before the start of the division be on hand to help the Start Marshals.

As crews approach the start/finish call out the crew number to the timing marshals. Crew numbers are on Empacher boards. Hoot the hooter as the bow ball crosses the start.





## 10 Roving Marshal

This is a key role and you will be identified the orange “Senior Marshal” hi-viz vest.

You are in overall control of the course and must ensure marshals on the course know what they are doing. If there is an incident on course, you should make your way to it, and support the marshal in situ and support any decisions needed around safety.

### 10.1 Location

Start on Green Dragon Bridge

### 10.2 Equipment

Standard equipment

### Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 10.3 Role

Initially position yourself on Green Dragon Bridge.

Follow the last crew up the course to the start. When you arrive at the start, notify the Start Control Marshal that all crews have arrived.

Once the race has started, make your way along the course, checking that the on-course marshals are in position and comfortable with what they need to do. Then head back to the start before the last boat has set off.

Follow the last boat in the division down to the finish when the last crew has passed the finish, notify Finish Control Marshal.

## 11 Ditton Corner Monitor. Location: On Ditton Corner

There will be a British Rowing Umpire with you.

### 11.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 11.2 Timings

	Div 1	Div 2	Div 3
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 11.3 Role

Once crews have passed you be ready to listen out on the radio for the Start Marshals asking if the course is clear.

As crews pass you be aware of your general marshalling duties as set out on P1.

Ditton Corner is a tight bend on the course. Warn crews if they are having problems getting around the corner and warn them if they risk a crash. If they do crash, only let them pull out if safe; if they will impede another crew or cause safety issues, ask them to stay still until safe to move.

## 12 Ditton Common Monitor. Location: On Ditton Common

### 12.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 12.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 12.3 Role

Once crews have passed you be ready to listen out on the radio for the Start Marshals asking if the course is clear.

As crews pass you be aware of your general marshalling duties as set out on P1.

You are the only person on the non-towpath side of the river. In the unlikely event of a capsize, crews should try and move to the towpath; however, if they are on the common side, give them help as needed.

## **13 Railway Bridge Monitor. Location: Near the Railway Bridge**

### **13.1 Equipment:**

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### **13.2 Timings**

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:20	11:20	13:20
Crews to be in marshalling area	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### **13.3 Role**

Once crews have passed you be ready to listen out on the radio for the Start Marshals asking if the course is clear.

As crews pass you be aware of your general marshalling duties as set out on P1.

If crews have issues on the course, help them as needed.



## **14 Finish Marshal – WebScorer. Location: Finish**

### **14.1 Equipment:**

WebScorer is on the tablets provided, along with a printout of the instructions. Please make sure you read the instructions and understand what is needed.

### **14.2 Timings**

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### **14.3 Role**

As crews come up to the finish, get the Hooter Marshal to shout the number as they approach. Note the numbers are on Empacher boards. Use WebScorer to log the time as they go through the finish.

If there is a problem, make sure the Paper Timing Marshal has logged the time and send Course control a WhatsApp to alert them.

## 15 Finish/Start Marshal – Paper Timing. Location - finish

### 15.1 Equipment:

You will need a paper timing clipboard with stop watches

### 15.2 Timings

	Div 1	Div 2	Div 3
You need to be in position by	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 15.3 Role

**Never start or stop the stopwatches – they run for the whole day.**

Before the start of the division check that the stopwatch is running (including backup).

As crews come up to the start, get the Hooter Marshal to shout the number as they approach. Note that the numbers are on Empacher boards.

Locate the number on the timing sheet and write down the time as the bows pass the start.

If a pleasure boat wants to go down course before a division has raced, ask them to wait and then contact Course control

## 16 Finish/Start Marshal – Hooter. Location: Finish

### 16.1 Equipment:

Hooter

### 16.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>
You need to be in position by	09:40	11:40	13:40
Division starts	10:00	12:00	14:00

### 16.3 Role

Stop any late crews from going down the course if they arrive after 20mins before div start time

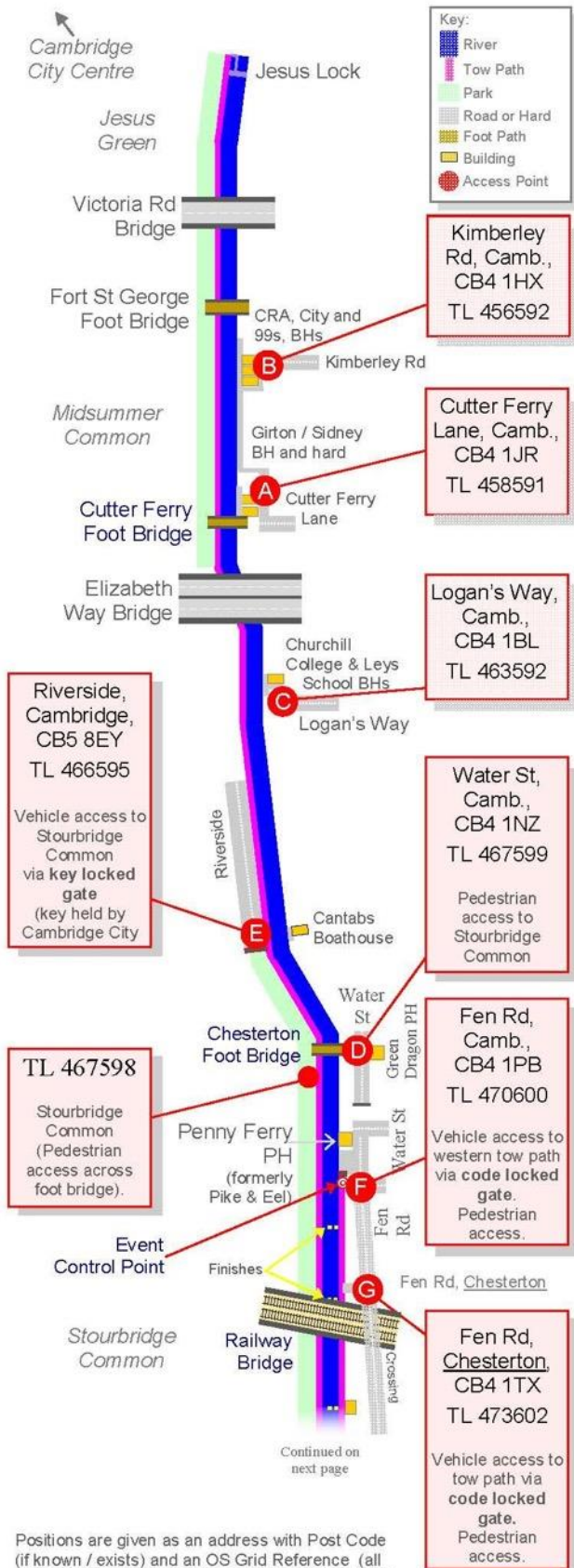
If a pleasure boat wants to go down course before a division has raced or is racing, ask them to wait and then contact Course control

As crews approach the finish call out the crew number to the timing marshals. Note crew numbers are on Empacher boards. Hoot the hooter as they pass the start.

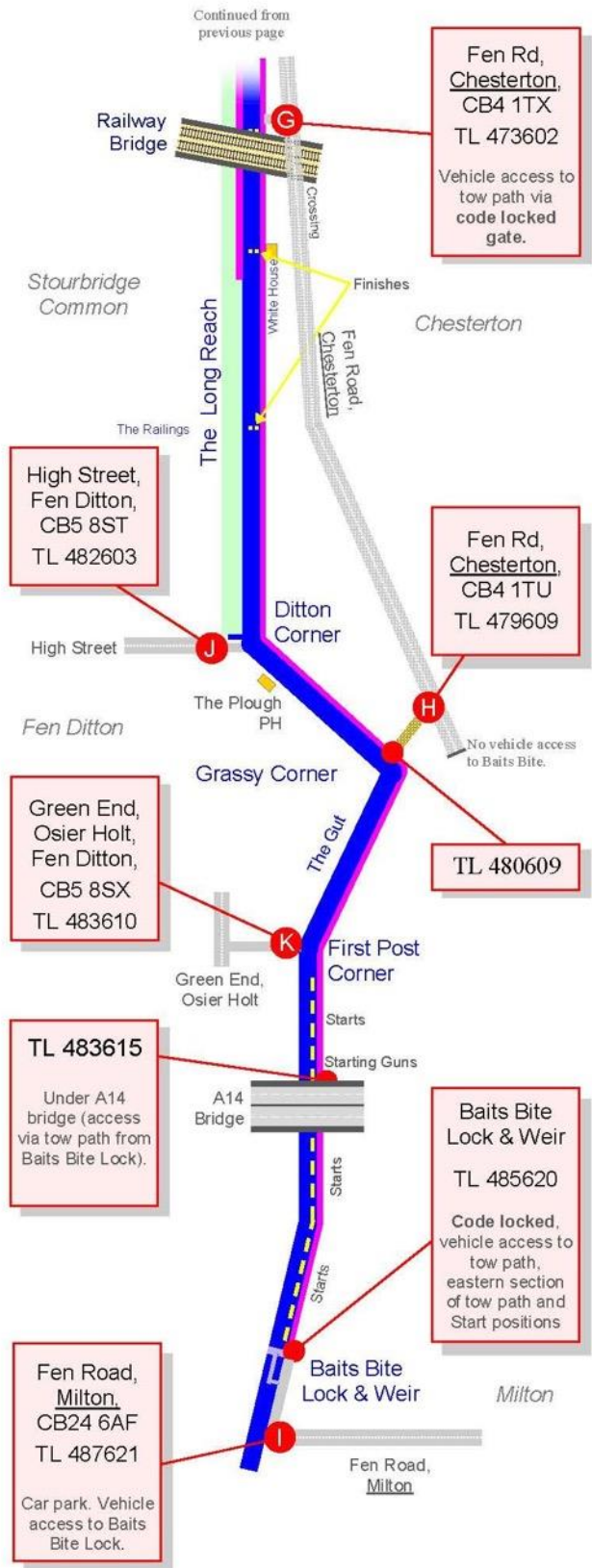
Div 1 and Div 2 - You must stay with the start equipment until a marshal from the next division arrives.

# Bumps River Cam Emergency Access Points

Revised 21 June 2012



Positions are given as an address with Post Code (if known / exists) and an OS Grid Reference (all beginning TL). Relative distances are approximately correct but the river shape is simplified.



Unless otherwise noted, keys and codes are available from the River Manager. Written permission is required under the Conservators' byelaws for vehicles to use the towpath, with the exception of the emergency services. In general the tow path is not suitable for rapid vehicle access.