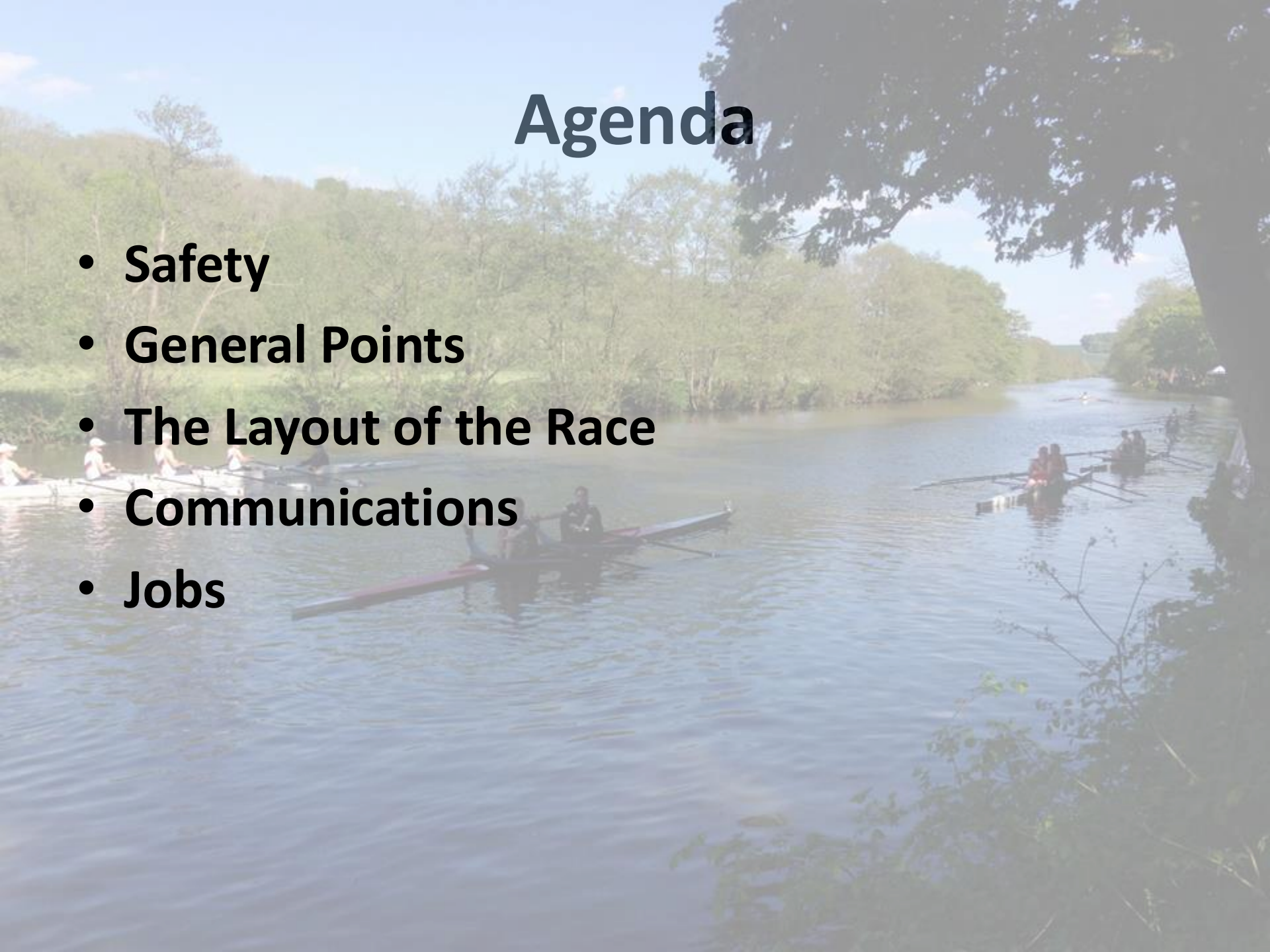




**Helpers Briefing for
Avon County
Head of the River
Races**

Agenda

- **Safety**
 - **General Points**
 - **The Layout of the Race**
 - **Communications**
 - **Jobs**
- 
- A scenic view of a river with several rowing teams in their shells, surrounded by lush green trees and a clear blue sky. The water is calm, and the trees are dense and green. The sky is bright blue with a few wispy clouds. The overall atmosphere is peaceful and natural.

Safety

PRIMARY DUTY OF ALL RACE OFFICIALS

It is the primary duty of every
Race Official to care for the

SAFETY

of competitors, officials,
other water users and
the public at large

S A F E T Y

- **Never put yourself or other people at risk**
- **Quickly and calmly assess the situation**
- **If necessary, act to stabilise the situation**
- **Summon help as soon as possible – do not try and do everything yourself (situations can quickly get out of hand)**
- **You should be aware of the quickest way to summon help – radio, mobile phone, loud hailer**
 - **Safety Boat, First Aiders, Other Officials, Other Competitors, Other Supporters, General Public**
- **Having done so report the circumstances to the Chief Umpire / Marshal / Safety Advisor or whoever you are told is the responsible official**

General Points

CLOTHING

- It is advisable to bring clothing for all weathers
- *Hint: Keep your legs warm in cold weather – Sallopettes or overtrousers are very good for this*
- Officials in boats and those operating close to the water's edge are advised to wear life jackets or buoyancy aids and should not wear Wellington boots
- Adequate footwear. Long walks up the course, muddy paths, on your feet for long periods... Boots are usually better than trainers
- *Hint: Wellingtons are recommended for other duties and a change of clothing in the car may be welcome*

Personal Equipment

You should be prepared to bring:

Essential

- Mobile phone
- Food and hot drinks (if working away from the Club)
- Writing implement (pen or pencil)

Useful Items

- Fold-up chair (if Race Monitor)
- Notepad and pen/pencil
- Binoculars
- A clipboard is useful in case one is not provided
- Sun tan lotion (if it is forecast to be sunny)

ISSUED EQUIPMENT

Depending on your job, you may be provided with:

- Loudhailer
- Radio
- Throw line
- Race schedule and/or programme
- Hi-Vis tabard or bib
- Lifejacket or similar (if working on or near water)
- Clipboard
- Flag, bell and whistle (for warning crews or stopping racing – Race Monitors)
- Stop watch and/or tablet computer
- Timekeeping sheets
- Boat checking sheets
- Chair – start and finish positions
- Sanitizing wipes
- Face coverings

Available Online (download before race day if required)

- Role/job descriptions
- Map of the Course with positions of officials and safety boats
- Safety and emergency procedures – certain jobs
- Instructions as to the action to take in certain situations eg:
 - How to deal with a crew wishing to overtake another
 - What to do if one crew impedes another

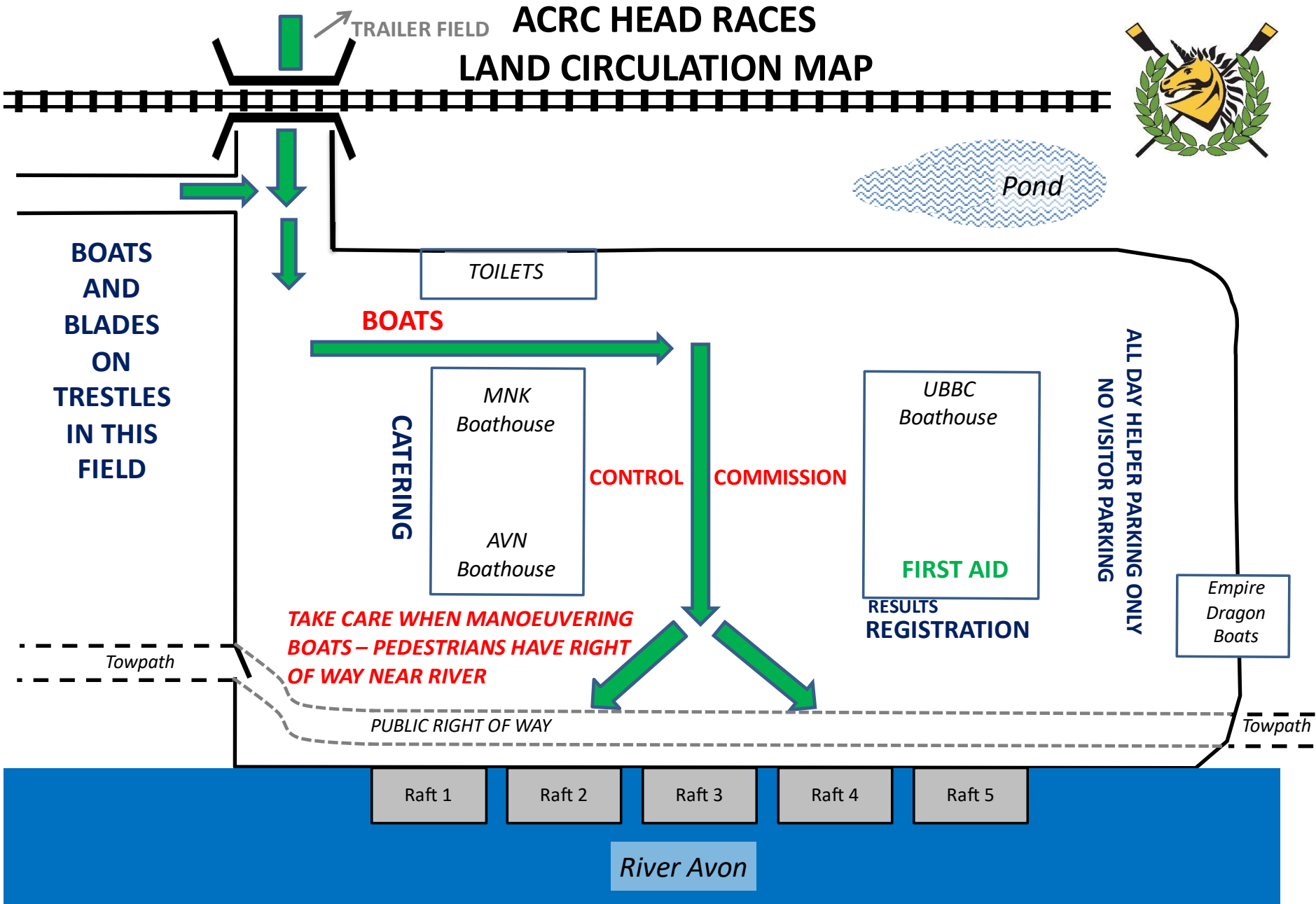
Useful terminology for those new to rowing

First: Identify the crew by its club or number then:

- ▣ to instruct a crew to move to their right or left in the direction they are travelling:
 - to steer to their right say: “Move to starboard”
 - to steer to their left say: “Move to port”
- ▣ if crews are converging identify both & say “Move apart”
- ▣ to ask a crew to stop rowing say “Easy oar”
- ▣ to ask a crew to stop quicker say “Hold her up”
- ▣ in an **EMERGENCY** say “Hold her **HARD**”
or just say “**STOP**” !

The Layout of the Race

ACRC HEAD RACES LAND CIRCULATION MAP



TRAILER FIELD

BOATS AND
BLADES
ON
TRESTLES
IN THIS
FIELD

TOILETS

BOATS

CATERING

MNK
Boathouse

AVN
Boathouse

CONTROL

COMMISSION

UBBC
Boathouse

FIRST AID

RESULTS
REGISTRATION

ALL DAY HELPER PARKING ONLY
NO VISITOR PARKING

Empire
Dragon
Boats

TAKE CARE WHEN MANOEUVERING
BOATS - PEDESTRIANS HAVE RIGHT
OF WAY NEAR RIVER

Towpath

PUBLIC RIGHT OF WAY

Towpath

Raft 1

Raft 2

Raft 3

Raft 4

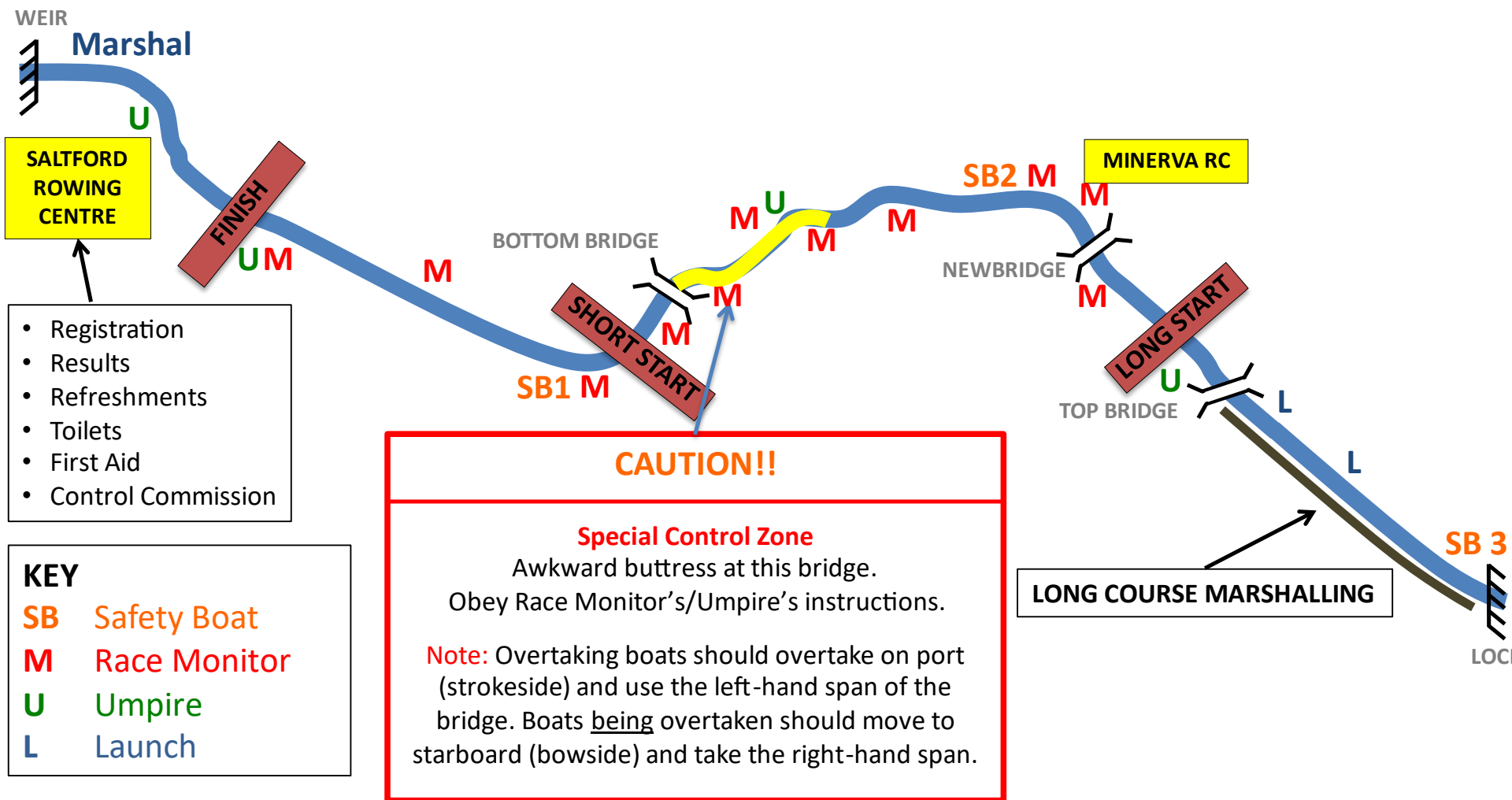
Raft 5

River Avon

ACRC HEAD RACES HEAD RACE COURSE MAP



ALL CREWS: RACE RIGHT, OVERTAKE LEFT



- Registration
- Results
- Refreshments
- Toilets
- First Aid
- Control Commission

KEY

SB	Safety Boat
M	Race Monitor
U	Umpire
L	Launch

CAUTION!!

Special Control Zone
Awkward buttress at this bridge.
Obey Race Monitor's/Umpire's instructions.

Note: Overtaking boats should overtake on port (strokeside) and use the left-hand span of the bridge. Boats being overtaken should move to starboard (bowside) and take the right-hand span.

LONG COURSE MARSHALLING

Communications

Communications

- You may have access to one or more of the following:
 - Two-way Radio
 - Loud hailer
 - Flags, bell and / or whistle
 - Tablet computer – for race timing
 - Your mobile phone

Using a hand held radio



- Use this button to and select channel
- Use this button to switch on and adjust the volume
- Ensure you are tuned to correct channel for your job
- To speak - press and hold the button on the side of the radio
- Remove finger when finished speaking
- Keep messages short and clear
- Keep to the point – don't gossip
- Be prepared to relay messages

Check your radio before leaving the boathouse area and leave it switched on

RADIO PROCEDURE

- ▣ Press button and wait a second before speaking
- ▣ Begin by identifying the person(s) you wish to contact and then yourself by your position (not your name) & eg: **“hello Rescue Boat 1 this is Monitor 5 over”**
- ▣ Await **“Monitor 5 - Rescue Boat 1 receiving over”**
- ▣ Then give a **“short clear message”**
- ▣ If you expect a response - end with **“over”**
- ▣ If not end with **“out”**
- ▣ To indicate you have received and understood the message say **“roger”**
- ▣ If you do not hear or understand all of the message, respond **“say again”**

Radio Protocol for assistance

- **PAN-PAN, PAN-PAN**
- On hearing this everyone should:
 - maintain radio silence while the incident is dealt with.
 - Pay attention in case they are required to assist.
- When the incident is over the station who broadcast the warning should send a transmission clearing it.

Jobs

Parking Marshals

Function:

- To ensure safety of vehicles entering and leaving the car and trailer parks and those travelling on the A4
- To effectively and efficiently manage trailers and cars parking arrangements
- Follow the plan communicated to you by the Parking Manager
- Trailer parking in the Top Field
- Car parking in Snake Meadow field
- Allow principal officials and umpires to access the club parking at the boathouse

Equipment:

- Hi-Vis vest

LANDING STAGE/RAFTS

Function:

- To effectively and efficiently manage boats and crews on and off the landing stage as rapidly and as safely as possible
- Use common sense at all times

Equipment:

- Marshal in charge to have a loud hailer and radio to communicate with:
 - a. Crews
 - b. Registration
 - c. Race Manager
- Life jackets may be worn

Above the Start Marshals

Function:

- To work as a team to marshal all crews in numerical starting order (as dictated by the race notes) and to feed them down to the start in starting order with correct gaps between crews (usually 15-20 seconds)

Equipment:

- Loudhailer, radio, throw line, race schedule and/or programme, buoyancy aid

Beyond the Finish Marshal

Function:

- To ensure crews do not approach too close to the bottom weir
- To keep crews clear of the Finish Line in order to avoid impedance of racing crews
- To facilitate efficient disembarkation of crews

Equipment:

- Loudhailer
- Hi-Vis vest

TIME KEEPING

Function

Record the start and finish time of every crew

Start and Finish Teams

- Team leader / Umpire / Finish Spotter – should bring binoculars
- Timer and assistant
- Backup timer and assistant

Equipment

- Pre-configured tablets – relay information via phone hot spot
- Synchronised stopwatches as backup
- Timesheets as backup
- Radio, race schedule and/or programme

CONTROL COMMISSION (BOAT CHECKING)

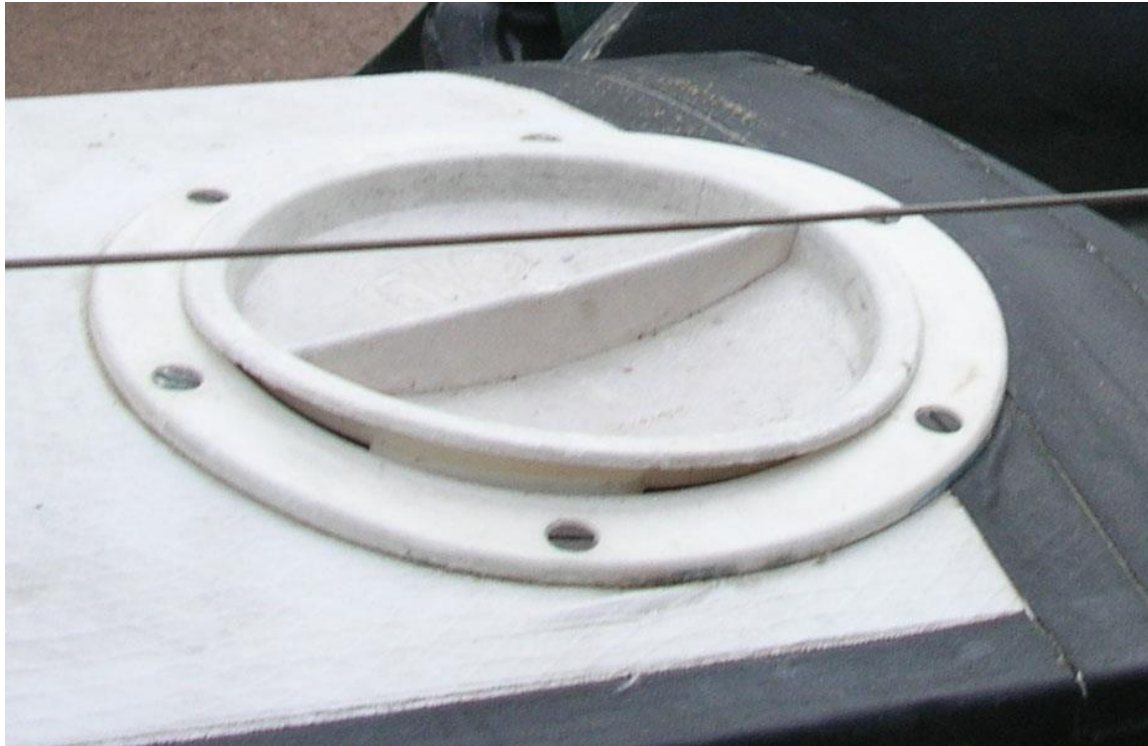
- The Head of the control commission shall be a BR licensed umpire and will brief assistants. If you are unsure of the condition of a boat refer to the umpire
- The control commission is in place to check that all rules pertaining to crew composition and equipment are being observed
- It is the responsibility of the **competitors** to ensure their boats are safe and meet all the safety standards required by British Rowing's "Row Safe: A Guide to Good Practice in Rowing"
- Do not undertake repairs yourself but be prepared to give advice
- We check a 'sample'

Common boat faults

The next few slides show some examples of common faults found in boats entered for competition at heads and regattas.

All the photos were taken at the Control Commission at actual events.





Buoyancy compartment not sealed



Heel rises too far if rower needed to exit the boat in emergency – might become trapped

Heels should not move more than the horizontal
Both shoes should be independently secured

Boat Identification Numbers

- No boat without a clear identification number will be allowed to go afloat
- This will be the club's 3 letter code plus 3 identification numbers and must be on the saxboard on both sides in letters at least 6cm high and a contrasting colour to that of the boat

Commission Check Failures

- If you find any fault with a boat this must be reported to, and noted by, the Head of the Control Commission and the boat prevented from going afloat until all faults have been corrected (there is a sheet to fill in)
- You should on no account make any repairs yourself but by all means point out what is required to satisfy the rules
- Always recheck all heel restraints again if one fails

Race Monitors

Function:

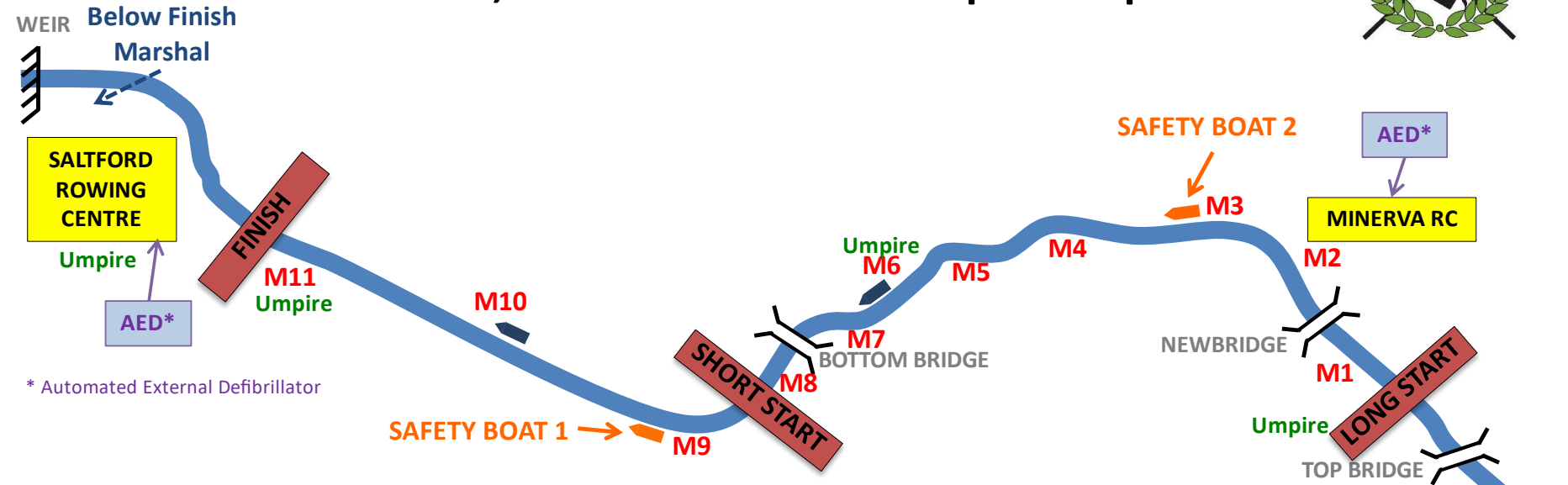
- To monitor racing crews so as to ensure they pass SAFELY through your area of jurisdiction
- To instruct crews, when necessary
- To react to situations when safety is at risk
- To make a note of any incident that occurs, and report each one to the chairman of the race committee

Equipment:

- Loudhailer, radio, race schedule or programme
- Mobile phone (your own), flags, bell and/or whistle and throw line

ACRC HEAD RACES

Launch, Race Monitor and Umpire Map



M1 – M11

Race Monitor Positions - all positioned on the bank except M3, M6 and M10

- Monitor 3** is the Safety Boat crew in SB2 launch
- Monitor 6** is Short Course marshal (in a launch) and SCZ Umpire for the Long Course races
- Monitor 8** is the Short Course Starter
- Monitor 9** is the Radio Relay
- Monitor 10** is in a launch half-way down the final straight
- Monitor 11** is the Umpire at the Finish

SAFETY BOAT 1 – 3

Safety Boats

- Safety Boat 1** will position itself at the top of the final straight on the ACRC side
- Safety Boat 2** will position itself at the upstream end of the Minerva straight
- Safety Boat 3** will position itself near Weston Lock in the marshalling area

CREW MARSHALLING

On Water Marshals

- Above Start Marshals (2 in launches)** are above the Top Bridge to marshal crews
- Monitor 6 (in launch)** will marshal crews for the short course start



WEIR
Below Finish
Marshal

SALTFORD
ROWING
CENTRE

FINISH
M11
Umpire

AED*

* Automated External Defibrillator

M10
SAFETY BOAT 1
M9

SHORT START
M8

Umpire
M6
M7
BOTTOM BRIDGE

M4

SAFETY BOAT 2
M3

AED*

MINERVA RC

M2

NEWBRIDGE

M1

Umpire

LONG START
TOP BRIDGE

Above Start
Marshal 1
Above Start
Marshal 2

SAFETY BOAT 3

Race Monitors

- Arrive at the event in good time to reach your post
- Check communications are working
- Ascertain the boundaries of your area of jurisdiction
- Monitor crews proceeding to the start
- Whilst crews are racing you need to be very aware of possible incidents
- Give clear instructions to each crew as to the action you wish them to take
- **Be prepared, and know how, to instruct a crew to stop so as to avoid a collision**
- Make notes of any incidents as soon as possible

STOPPING THE RACE

- If you want to stop the race, or you see the next monitor down stream waving their red flag, or you get a message over the radio saying to stop racing
- **Stop the race as instructed by blowing the whistle and waving the red flag. Shout “All Crews Stop”**
- Use your radio to contact other monitors (not everyone may have heard it)
- Identify your position and tell them to stop all crews up course of the incident immediately. Crews should wait where they are until given further instructions
- Crews who have passed the incident should be allowed to continue
- Radio the start and tell them to stop any crew starting
- Contact the race co-ordinator who will decide what should happen next

FINALLY

Don't be 'officious' – crews have come for a pleasant experience (they are our 'customers')

Note down/report any incidents

Be calm

Be efficient

Be safe

Be alert

Be authoritative

Be communicative

Enjoy the experience