

## BRISTOL AVON REGATTA - HELPERS' JOB DESCRIPTIONS

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# SITE SET-UP

## START GAZEBO TEAM

Take:

1 x Eurmax gazebo (from ACRC store)

1 x Eurohike foldup table

4 x foldup chairs

yellow stakes and red/white tape

Walk up to the top of straight and find the Start poles.

Put up the gazebo on the bank just upstream of where the little culvert comes out. Position the yellow stakes and red/white tape to enclose the area.

Fit the table together and put it and the chairs in the gazebo.

When in place, notify the Regatta Manager (Geoff Peattie 07805 251183)

Any questions – contact the Regatta Manager

# SITE SET-UP

## 650M GAZEBO TEAM

Take:

1 x small gazebo

2 x chairs

yellow stakes and red/white tape

Walk up the straight and find 650M sign on a tree.

Put up the gazebo on the bank and position the yellow stakes and red/white tape to enclose the area.

When in place, notify the Regatta Manager (Geoff Peattie 07805 251183)

Any questions – contact the Regatta Manager

# SITE SET-UP

## 950M GAZEBO TEAM

(for 950M Umpire and Commentator)

Take:

1 x Eurmax gazebo (from ACRC store)

1 x foldup table

3 x plastic chairs

yellow stakes and red/white tape

Walk up the straight. Go past the “cycle post” (grey metal post on right). Soon after, find the sign “950M UMPIRE” on a tree.

Put up the gazebo and position the yellow stakes and red/white tape to enclose the area.

Fit the table together and place it and the chairs in the gazebo.

When in place, notify the Regatta Manager (Geoff Peattie 07805 251183)

Any questions – contact the Regatta Manager

# SITE SET-UP

## FINISH GAZEBO TEAM

Take:

1 x Eurmax gazebo (from ACRC store)

1 x table

4 x plastic chairs

yellow stakes and red/white tape

finish line post and compass

Walk up the straight. Find the the “cycle post” – a grey metal post on right of path when looking upstream. The finish area is marked by red and white tape on the trees.

Erect the finish line post on a 20° bearing (to be confirmed on the day) to the red and white pole on the far bank. Put up the gazebo to enclose the finish line post, so that there is a clear view for the Finish Judge across to the red and white post.

Position the yellow stakes and red/white tape to enclose the area, allowing space for spectators to pass behind the gazebo.  
Put the tables and chairs in the gazebo.

When in place, notify the Regatta Manager (Geoff Peattie 07805 251183)

Any questions – contact the Regatta Manager

## **ABOVE START LAUNCH (driver and assistant)**

### **EQUIPMENT**

Loudhailer  
Marshall vest  
Clipboard & pencil  
Race List & Programme  
Throwline  
Life jacket  
Radio A2 in waterproof jacket

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

### **NEVER LEAVE THE KIT UNATTENDED. DO NOT DROP THE RADIO IN THE WATER**

### **LOCATION AND TRANSPORT**

In the ACRC Eton, patrolling the area above the start. You will need to changeover at the boathouse raft.

### **JOB (WORKING WITH THE ABOVE START MARSHAL ON THE BANK)**

When each convoy of 8 or more races reaches you, make sure:

1. the whole convoy clears the Start area as quickly as possible
2. they then turn as soon as possible and get organised into correct pairs, on the correct station (lower number on Field side).
3. then send them pair by pair down towards the start, bows aligned as much as possible.

### **THE ORDER IN WHICH THEY ARE SENT TO THE START DOES NOT MATTER THE TOP PRIORITY IS QUICK DESPATCH OF RACES**

Prevent anyone going up beyond hailing distance. NO CREW SHOULD GO UP ABOVE THE BRIDGE

Ensure safety of crews waiting near the bridge

Explain to any approaching motor boats that there is a regatta in progress and ask them if they would wait until directed that it is safe to proceed. Radio to Starter's assistant.

### **Emergency procedures:**

In the event of an incident, immediately notify Race Control [Julian Sondheimer] by Radio. He will pass the message on to the Safety Team.

Safety advisor mobile phone number 07968 410418

## **ABOVE START MARSHAL**

### **EQUIPMENT**

Loudhailer  
Marshall vest  
Clipboard & pencil  
Race List & Programme  
Throwline  
Radio A1

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

### **NEVER LEAVE THE KIT UNATTENDED**

### **LOCATION AND TRANSPORT**

On the bank (boathouse side) above the start. You will need to walk there (1200m - allow 20 minutes). Make sure you set off in good time.

### **JOB (WORKING WITH THE ABOVE START LAUNCH ON THE RIVER)**

When each convoy of 8 or more races reaches you, make sure:

1. the whole convoy clears the Start area as quickly as possible
2. they then turn as soon as possible and get organised into correct pairs, on the correct station (lower number on Field side).
3. then send them pair by pair down towards the start, bows aligned as much as possible.

### **THE ORDER IN WHICH THEY ARE SENT TO THE START DOES NOT MATTER. THE TOP PRIORITY IS QUICK DESPATCH OF RACES**

Prevent anyone going up beyond hailing distance. **NO CREW SHOULD GO UP ABOVE THE BRIDGE**  
Ensure safety of crews waiting near the bridge

Explain to any approaching motor boats that there is a regatta in progress and ask them if they would wait until directed that it is safe to proceed. Radio to Starter's assistant.

### **Emergency procedures:**

In the event of an incident, immediately notify Race Control [Julian Sondheimer] by Radio. He will pass the message on to the Safety Team.

Safety advisor mobile phone number 07968 410418

## **STARTER'S ASSISTANT #1 AND #2**

**IF YOU HAVE BINOCULARS, PLEASE BRING THEM**

### **EQUIPMENT**

2 x Clipboard & pencil

2 x Race List & Programme

Throwline

Radio A10

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

**NEVER LEAVE THE KIT UNATTENDED**

### **LOCATION AND TRANSPORT**

On the bank (boathouse side) at top of straight (by gazebo). You will need to walk there (1200m - allow 20 minutes). Make sure you set off in good time.

### **JOB**

**Assistant #1:** You are assisting the Start Umpire.

As crews come down to the start, confirm to the Start Umpire who they are and what event.

**Assistant #2:** On your radio A10 announce "the next race to start is Race XX, between crew [say number and name] on the Field side and crew [say number and name] on the boathouse side"

Act as another pair of eyes for the Start Umpire

Listen to the radio announcements of race results and use them to update the Race List

**DO NOT GIVE INSTRUCTIONS TO THE CREWS**

### **Emergency procedures:**

The Start Umpire will have a radio which directly contacts the Safety Team, so the Start Umpire should notify any emergency using their radio.

If that is not possible, use your radio to immediately notify Race Control [Julian Sondheimer]. He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418



## **START TIMER**

### **EQUIPMENT**

Stopwatch

Recording sheet

If you are on the first shift, report to Penny Senior for briefing and to receive watches and paperwork. Please ensure that you hand over to your successor and explain what to do.

If you are on the last shift, when finished return everything to Penny Senior.

### **NEVER LEAVE THE KIT UNATTENDED**

### **LOCATION AND TRANSPORT**

On the bank (boathouse side) at top of straight (by gazebo). You will need to walk there (1200m - allow 20 minutes). Make sure you set off in good time.

### **JOB**

You are recording the time at which each race starts, so that we can work out how long each crew took to complete the course.

### **DO NOT GIVE INSTRUCTIONS TO THE CREWS**

## **350m ASSISTANT**

**IF YOU HAVE BINOCULARS, PLEASE BRING THEM**

### **EQUIPMENT**

Clipboard & pencil

Race List & Programme

Throwline

Life jacket

Radio A9 in waterproof jacket

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

**NEVER LEAVE THE KIT UNATTENDED**

**DO NOT DROP THE RADIO IN THE WATER**

### **LOCATION AND TRANSPORT**

In the ACRC Mucat moored to the bank (boathouse side) near the top of straight. You will need to walk there (allow 15 minutes). Make sure you set off in good time.

### **JOB**

You are assisting the 350m Umpire

By listening to your radio A9 and using your Race List and Programme, know what race is on the course.

Inform the 350M Umpire what race is on the course (what crews and which station)

Act as extra pair of eyes for the 350m Umpire

**DO NOT GIVE ANY INSTRUCTIONS TO THE CREWS**

### **Emergency procedures:**

The 350m Umpire will have a radio which directly contacts the Safety Team, so the 350m Umpire should notify any emergency using their radio.

If that is not possible, use your radio to immediately notify Race Control [Julian Sondheimer]. He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418

## **650m ASSISTANT**

**IF YOU HAVE BINOCULARS, PLEASE BRING THEM**

### **EQUIPMENT**

Clipboard & pencil

Race List & Programme

Throwline

Radio A8

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

**NEVER LEAVE THE KIT UNATTENDED**

**DO NOT DROP THE RADIO IN THE WATER**

### **LOCATION AND TRANSPORT**

In a gazebo on the bank halfway down the straight. You will need to walk there (600m - allow 10 minutes).

### **JOB**

You are assisting the 650m Umpire

By listening to your radio A8 and using your Race List and Programme, know what race is on the course.

Inform the 650M Umpire what race is on the course (what crews and which station)

Act as extra pair of eyes for the 650m Umpire

**DO NOT GIVE ANY INSTRUCTIONS TO THE CREWS**

### **Emergency procedures:**

The 650m Umpire will have a radio which directly contacts the Safety Team, so the 650m Umpire should notify any emergency using their radio.

If that is not possible, use your radio to immediately notify Race Control [Julian Sondheimer]. He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418

## **950m ASSISTANT**

**IF YOU HAVE BINOCULARS, PLEASE BRING THEM**

### **EQUIPMENT**

Clipboard & pencil

Race List & Programme

Throwline

Radio A7

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

**NEVER LEAVE THE KIT UNATTENDED**

### **LOCATION AND TRANSPORT**

On the bank (boathouse side) 50m upstream of Finish (by gazebo). You will need to walk there (allow 5 minutes). Make sure you set off in good time.

### **JOB**

You are assisting the 950m Umpire and the Commentator.

By listening to your radio A7 and using your Race List and Programme, know what race is on the course.

Inform the 950M Umpire and Commentator what race is on the course (what crews and which station).

Act as extra pair of eyes for the 950m Umpire.

Listen for messages for you on your radio from Race Control.

**DO NOT GIVE ANY INSTRUCTIONS TO THE CREWS**

### **Emergency procedures:**

The 950m Umpire will have a radio which directly contacts the Safety Team, so the 950m Umpire should notify any emergency using their radio.

If that is not possible, use your radio to immediately notify Race Control [Julian Sondheimer]. He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418

## **JUDGE AT THE FINISH'S ASSISTANT**

### **EQUIPMENT**

Clipboard & pencil  
Race List & Programme  
Radio A6

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

### **LOCATION AND TRANSPORT**

On the bank (boathouse side) at Finish (gazebo). You will need to walk there (allow 5 minutes). Make sure you set off in good time.

### **JOB**

You are assisting the Judge at the Finish and recording and relaying the race results.

By listening to your radio A6 and using your Race List and Programme, know what race is on the course.

Tell the Judge which crews are approaching and on which station

The Judge will call out the name of the winning crew and give winning margin

Record these clearly on your Race List (in case of future argument)

Once approved by the Judge, announce the result on your radio A6. Speak clearly and use the following format: "The result of Race XX was a win for crew [say number and club] over crew [say number and club] by [say winning margin]" (be prepared to repeat if asked by Race Control)

### **Emergency procedures:**

The Judge at the Finish will have a radio which directly contacts the Safety Team, so the Judge at the Finish should notify any emergency using their radio.

If that is not possible, use your radio to immediately notify Race Control [Julian Sondheimer]. He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418

## **FINISH TIMER**

### **EQUIPMENT**

Stopwatch

Recording sheet

If you are on the first shift, report to Penny Senior for briefing and to receive watches and paperwork. Please ensure that you hand over to your successor and explain what to do.

If you are on the last shift, when finished return everything to Penny Senior.

### **LOCATION AND TRANSPORT**

On the bank (boathouse side) at Finish (gazebo). You will need to walk there (allow 5 minutes). Make sure you set off in good time.

### **JOB**

You are recording the time at which the crews in each race finishes, so that we can work out how long each crew took to complete the course.

## **HOLDING MARSHAL**

### **EQUIPMENT**

Loudhailer  
Marshal vest  
Throwline  
Radio A3

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

### **LOCATION AND TRANSPORT**

On the bank (boathouse side) at "Coaches Corner".

### **JOB (WORKING WITH THE CONVOY MANAGER)**

Your task is to ensure that boats waiting to go up the course to the start wait in the correct place, well below the finish line.

Make sure each boat is next to its race partner (and if possible that the race pairs are in race order).

Hold them near together until the current set of races is complete and the course is clear

Use radio A3 to keep in contact with marshals up the course so you know when no more races are coming down and the course is clear to send the crews up.

As soon as the last race has finished, send the crews up as quickly as possible. Ask them to keep up a good speed (good chance for a warm-up).

Explain to any approaching motor craft that there is a regatta in progress and ask them if they would wait until directed that it is safe to proceed. If they do not wait, use your radio to tell the Starter and Race Control

### **TO AVOID DISTURBANCE TO THE OCCUPANTS OF THE MOORED BOATS (BY REQUEST OF THE MARINA):**

Only use the loudhailer in an emergency

Avoid shouting wherever possible

### **Emergency procedures:**

Immediately notify Race Control [Julian Sondheimer] by Radio

He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418

## **CONVOY MANAGER**

### **EQUIPMENT**

Marshal vest  
Clipboard & pencil  
Race List & Programme  
Radio B2

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

### **LOCATION AND TRANSPORT**

On the bank (boathouse side) at "Coaches Corner".

### **JOB (WORKING WITH THE HOLDING MARSHAL)**

Your task is to know what boats you have waiting by you to be sent up to the start, and which races they are in.

Respond immediately and accurately to radio messages requesting this information.

Report to Race Control immediately any "unpaired" boats (ie a boat without its opposition).

(Sometimes the opposition will be rowing down from Minerva or will be already above the Start).

### **TO AVOID DISTURBANCE TO THE OCCUPANTS OF THE MOORED BOATS (BY REQUEST OF THE MARINA):**

Only use the loudhailer in an emergency

Avoid shouting wherever possible

### **Emergency procedures:**

Immediately notify Race Control [Julian Sondheimer] by Radio

He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418



## **BELOW FINISH MARSHAL & RAFT 5**

### **EQUIPMENT**

Loudhailer  
Marshal vest  
Throwline  
Life jacket

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, the person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

### **NEVER LEAVE THE KIT UNATTENDED**

### **LOCATION AND TRANSPORT**

On the downstream raft

### **JOB**

Ensure crews turn in correct place and approach the disembarkation rafts safely and without delay.

Ensure no crews approach the weir

Explain to any approaching motorcraft that there is a regatta in progress and ask them if they would wait until directed that it is safe to proceed. (If they do not wait, the Holding Marshal will radio to tell the Starter and Race Control).

Messages can be relayed by going to Race Control (door at river end of boathouse).

### **Emergency procedures:**

Run to Race Control (door at river end of boathouse), who will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418

## **BOAT PAIRING CHECKER**

### **EQUIPMENT**

Marshal vest  
Clipboard & pencil  
Race List & Programme  
Radio B4

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

### **LOCATION**

Between the boathouses, at the river end, as boats leave Commission Checking.

### **JOB**

Your job is to know which boats have boated, and to prevent any boat from boating which is not paired with its opposition (unless its opposition is known to be rowing to the Start from Minerva or to be already at the Start or to be held below the Finish).

Try to ensure that boats are boating in line with the Batch List in the Race List/Programme. Liaise with the Boat Crew Chaser (using your radio) and with Race Control (door at river end of boatshed) to find out the status/location of missing boats.

TOP PRIORITY IS SPEEDY BOATING - the order in which pairs boat within the Batch does not matter

Tell the crews to boat quickly, BOWS FIRST, and proceed upstream to the Holding Marshal (at bend below Finish)

### **Emergency procedures:**

Immediately notify Race Control [Julian Sondheimer] by Radio

He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418

## **BOAT CREW CHASER**

### **EQUIPMENT**

Loudhailer  
Marshal vest  
Race List & Programme  
Radio B1

If you are on the first shift, collect your post's equipment carrier bag from the kit team in the boathouse.

If you are on a later shift, collect an updated Race List from Julian Sondheimer at the Race Control Desk (door at river end of boathouse). The person you take over from will pass on the equipment to you.

If you are on the last shift, when finished put everything in the carrier bag and return it to the kit team in the boathouse.

### **LOCATION**

Trailer park (ie field by road)

### **JOB**

By listening to your radio and using the Race List and Programme, find out who in the Trailer Field should be boating and make sure they proceed to the pontoons in very good time

Remind them to carry their boats BOWS FIRST

Answer queries from the Boat Pairing Checker or Race Control about "missing" crews

### **Emergency procedures:**

Immediately notify Race Control [Julian Sondheimer] by Radio  
He will pass the message on to the Safety Team

Safety advisor mobile phone number 07968 410418