

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

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.

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

When in place, notify Fergus Hawkins 07468 462402

Any questions – contact Fergus Hawkins

SITE SET-UP

650M GAZEBO TEAM

Take:

- 1 x small gazebo poles bag
- 1 x small gazebo roof fabric bag
- 2 x plastic chairs

Ferry these across the river and find the site marked for the 650M point.

Put up the gazebo on the bank.

When in place, notify Fergus Hawkins 07468 462402

Any questions – contact Fergus Hawkins

SITE SET-UP

COMMENTATOR GAZEBO TEAM

Take:

1 x Eurmax gazebo (from ACRC store)

1 x foldup table

2 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 site marked for the Commentator point (probably almost opposite the Finish gazebo on the far bank).

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

Erect the table and place it and the chairs in the gazebo.

When in place, notify Fergus Hawkins 07468 462402

Any questions – contact Fergus Hawkins

SITE SET-UP

FINISH GAZEBO TEAM

Take:

1 x Eurmax gazebo (from ACRC store)

1 x foldup table

4 x plastic chairs

finish line post and compass

Ferry these across the river and find the site marked for the Finish point.

Put up the gazebo on the bank.

The finish line post should be already in place (installed on Friday). 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.

Put the tables and chairs in the gazebo.

When in place, notify Fergus Hawkins 07468 462402

Any questions – contact Fergus Hawkins

ABOVE START MARSHAL NEAR BRIDGE (bank)

EQUIPMENT

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

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) just downstream of the bridge. You will need to walk there (1500m - allow 30 minutes). Make sure you set off in good time.

JOB (WORKING WITH THE ABOVE START MARSHAL FEEDING STARTER)

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

1. no boat carries on through the bridge
2. they 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 07837 135281

ABOVE START MARSHAL FEEDING STARTER (bank)

EQUIPMENT

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

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 NEAR BRIDGE)

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 07837 135281

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

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 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

Monitor all radio traffic, relay important information to Start Umpire and update race schedule with winners going through to next round.

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 07837 135281

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 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 a launch moored to the bank (boathouse side) near the top of straight (by an archway under the railway). 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 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 07837 135281

650m ASSISTANT

IF YOU HAVE BINOCULARS, PLEASE BRING THEM

EQUIPMENT

Clipboard & pencil

Race List & Programme

Throwline

Radio

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 far bank halfway down the straight. A ferry will be provided to get you across the river.

JOB

You are assisting the 650m Umpire

By listening to your radio 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 07837 135281

COMMENTATOR'S ASSISTANT

IF YOU HAVE BINOCULARS, PLEASE BRING THEM

EQUIPMENT

Clipboard & pencil

Race List & Programme

Throwline

Radio

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) quite near Finish line. You will need to walk there (allow 5 minutes). Make sure you set off in good time.

JOB

You are assisting the Commentator.

By listening to your radio and using your Race List and Programme, know what race is on the course. Inform the Commentator what race is on the course (what crews and which station).

DO NOT GIVE ANY INSTRUCTIONS TO THE CREWS

Emergency procedures:

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 07837 135281

FINISH UMPIRE'S ASSISTANT

EQUIPMENT

Clipboard & pencil
Race List & Programme
Radio

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 (far side) at Finish (gazebo). A ferry will be provided to get you across the river.

JOB

You are assisting the Finish Umpire.

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

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

Act as extra pair of eyes for the Finish Umpire

DO NOT GIVE ANY INSTRUCTIONS TO THE CREWS

Emergency procedures:

The Finish Umpire will have a radio which directly contacts the Safety Team, so the Finish 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 07837 135281

JUDGE AT THE FINISH'S ASSISTANT

EQUIPMENT

Clipboard & pencil

Race List & Programme

Radio

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 (far side) at Finish (gazebo). A ferry will be provided to get you across the river.

JOB

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

By listening to your radio 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. 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 07837 135281

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

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) by "Coaches Corner" (just past the footpath gate at the start of the straight).

JOB (WORKING WITH THE CONVOY MANAGER)

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 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/canoists/paddle boarders 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

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 07837 135281

CONVOY MANAGER

EQUIPMENT

Marshal vest
Clipboard & pencil
Race List & Programme
Radio

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) by "Coaches Corner" (just past the footpath gate at the start of the straight).

JOB (WORKING WITH THE HOLDING MARSHAL)

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).

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 07837 135281

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/canoeists/paddleboarders 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 07837 135281

BOAT PAIRING CHECKER

EQUIPMENT

Marshal vest
Clipboard & pencil
Race List & Programme
Radio

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

Know which boats have boated, and 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.

NOTE THAT MANY BOATS RACING IN BATCH #4 WILL STAY ON THE WATER AFTER THEIR PREVIOUS RACE (BATCH #3). THERE MAY ALSO BE OTHER OCCASIONS WHERE BOATS STAY ON THE WATER

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 07837 135281

BOAT CREW CHASER

EQUIPMENT

Loudhailer
Marshal vest
Race List & Programme
Radio

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 07837 135281