

Champs Junior Sculls Head 2017 - Marshalling Instructions

Marshals Briefing Notes

ESSENTIAL INFORMATION – PLEASE READ BEFORE YOU START MARSHALLING

- You have an important job, people are relying on you. Do not abandon your post, if there is a problem with marshalling please contact Jen Bromley on the radio or on 07973123338, or Sam Venn on the radio or on 07793 142278.
- Safety is the main priority, both yours, the competitors and the general public.
- If you look like a marshal people will expect you to take the lead if there is a problem, don't disappoint.
- Learn how to use the throw line. Those that have been on the capsized drill will have been instructed how to use a throw line.
- Learn how to use the radio (see separate instruction note) but only use it for important information. When responding to a radio check, please do so in race order starting at the race start.
- Race Control and the Start Team are in charge of the Event, they will broadcast information and instructions so keep the radio on and listen carefully.
- Report any incidents to Race Control or the Start Team on the radio. If out of radio contact ring Race Control (Jen Bromley 07973123338) or the Start Team (Andrea Stanislawski 07891 630507 or Keith Benton 07860549626).
- Warn scullers if they are about to have a problem, most will not be familiar with the river. If you want to warn a coxless boat say 'Take a look scull' or 'Take a look double' so they don't panic and stop. If you do want them to stop say 'Ahead scull' or 'Ahead double' and then 'Hold it up' if they are not stopping quickly enough.
- If you need help use the radio and state who you are, where you are, what the problem is and what help you require; there will immediately be 15 people who can start helping you. Most boats will have a bank party, involve them if you need help.
- If there is an injury that can be dealt with by First Aid please contact ask for a First Aider over the radio.
- If there is a serious incident requiring the emergency services please ring 999. Don't rely on someone who is not with you dialling 999 on your behalf.
- If an incident occurs, where you believe racing needs to be stopped, then announce this on the radio. If out of radio contact ring Race Control (Jen Bromley 07973123338) or the Start Team (Andrea Stanislawski 07891 630507 or Keith Benton 07860549626). Be clear where the incident has taken place so that marshals can allow those competitors who have passed the incident to continue to race and those who have not passed the incident to paddle light.

Key points

- Division times 10:30, 12:15, 14:00

Please keep the competitors moving down to the Start, there are a lot of boats in each division.

08:45 All Marshals meet at the Pike & Eel for briefing and kit distribution

09:15 Division 1 – Begin boating

09:50 Division 1 – **All boats must be afloat**

10:10 Division 1 – **All boats must be beyond Green Dragon Footbridge**

10:30 Division 1 – Race starts

11:00 Division 2 – Begin boating (**There may be crews from division 1 returning – prioritise their landing if boat sharing**)

11:35 Division 2 – **All boats must be afloat**

11:55 Division 2 – **All boats must be beyond Green Dragon Footbridge**

12:15 Division 2 – Race starts

12:45 Division 3 – Begin boating **There may be crews from division 1 returning – prioritise their landing if boat sharing**)

13:20 Division 3 – **All boats must be afloat**

13:40 Division 3 – **All boats must be beyond the Green Dragon Footbridge**

14:00 Division 3 – Race starts

- Crews should be below the Green Dragon Bridge 30 minutes before Division is due to start
- First Marshals need to be in position **by 09:15**
- Only one practice start on the Reach close to the Railway bridge
- Make sure one has a throw line or know someone close by with a throw line
- Wear a Hi Viz top
- Respond to any issues as they arise, e.g. capsizes, rowers being ejected from the boat (can happen if a rower catches a crab), or health issues such as asthma attack, cardiac failure – call first aid or emergency services, don't delay 999 call if life threatening.

Overtaking

- Crews should over take on the outside i.e. the meadow side. Boats being overtaken should give up the racing line.

Helpers at Clare (Race Control) /Emma/Pembroke

- Assist Jen Bromley (Event Secretary) as needed by giving out numbers etc)
- Carry out spot checks e.g.: ensure that boats have suitable heel restraints, bow balls etc.

White railings Road Marshals

- **Equipment;** Radio, throw line, Hi Viz top
- Let crews through when advised to do so by the finish team
- If other river craft (riverboat Georgina etc) proceed down river alert Sam Venn & team leaders by radio.
- Pre division 1, ask any returning Vlls to slow, to keep a good lookout, and warn them that Junior sculls who may be unfamiliar with the Cam will be coming in the other direction.

Green Dragon Marshal

- **Equipment;** Radio, throw line, Hi Viz top, clip board
- Check off boats as they pass under the bridge. Alert Sam Venn & team leaders by radio of those still to show
- If other river craft proceed down river alert Sam Venn & team leaders by radio. After last crew passed encourage other river traffic not to proceed down river, however we have no jurisdiction to stop other craft.
- When boats are returning up stream keep them moving under the bridge.

Railway Bridge / Beer Tree Area

- **Equipment;** Radio, throw line, Hi Viz top, clip board
- Easy crews before the bridge and advise them they can do one practice start after the railway bridge
- During racing, marshal at the Beer Tree to ensure crews notice the slight corner

Ditton Corner / Long Reach / Meadow Marshals

- **Equipment;** Radio, throw line, Hi Viz top, clip board
- Keep boats moving down stream
- Respond to issues if they arise

Pre Start Marshalls

- Make contact with team leader; and take position as allocated.
- Remind crews that rules of the river apply going down river and they need to be on the correct side of the river, familiarise yourself with the crossing points if not sure.
- Boats must spin beyond Bovis Bridge, stop boats spinning before the bridge.
- Help boats come in on their post numbers.
- Once the race starts, keep boats moving through to the start.
- Marshal at Bovis Bridge should have a radio and should advise any craft coming through the lock that a race is in progress and to proceed with caution. Ask them to pull in if a division is in progress and to follow the last boat into town. Alert all marshals in the event of any craft failing to take instruction.

Thank you for taking the time to help run this event!

Capsize

Marshals should not enter the water themselves unless there is an immediate and clear danger of drowning, no other option exists, and they are competent. Marshals can be more effective out of the water.

The capsized competitor should initially stay with their boat for buoyancy.

If they can right the boat and get back in quickly then let them do so else use a throw line to drag them and their boat to the shore.

Loss of control over muscles, and therefore inability to swim or hold on to something, can be a very real risk and can happen within 5 or 10 mins; hypothermia takes 30 mins or more.

1. Assess what must be done immediately to ensure:
 - Following boats do not hit those in the water.
 - That those in the water get out of the water safely ASAP.
 - The capsized craft is kept out of the way of following boats so that the river is safe for the race to proceed.
 - Tell control if you require assistance (First Aid, race stopped etc)
 - Tell others clearly what you wish them to do and ensure that they do it
 - Tell control (after you have taken the measures stated) what you have done to rectify the situation.
2. If you can't do any of these things without stopping the Race then **YOU MUST ASK FOR THE RACE TO BE STOPPED SO THAT NO MORE BOATS START AND THOSE THAT ARE ALREADY ON THE COURSE ARE SLOWED OR STOPPED.**

RACE SUSPENSION Instructions for marshals in the event the race has to be stopped

In the event that an incident arises which means that the division is not able to safely continue the following actions should be followed.

An incident requiring a suspension of racing will usually be either a capsize or collision (or both) which causes either a total or partial obstruction to the course.

If the obstruction is only partial it may be possible for racing to continue with boats being slowed and steered around the incident. This should only be considered if this presents no potential hazard to the rowers concerned in the incident. Also the marshal's first consideration must be to render assistance to the affected crews until additional assistance arrives, which may mean that they cannot keep an eye on other racing crews.

If there is a judgement that racing can safely continue please ensure that the start, safety craft and other marshals are aware of the incident and of the decision before rendering assistance to crews. Marshals on the start side of the incident should then warn crews as they pass the incident ahead of them and the starter should hold back any further crews from starting until clarification that it is safe to proceed with the race.

In the event that the marshal on the spot decides that racing cannot safely continue (and this should always be the fall back decision which will be fully backed by the Race Committee) please take the following action.

Put out blanket call on radio to all locations – 'All Stations, All Stations'.

Give your location (e.g. Long Reach).

State 'STOP RACING, STOP RACING, STOP RACING'

Give reason 'CAPSIZED CREW IN WATER, CAPSIZED CREW IN WATER'

Ensure that at least one other marshal acknowledges and then you can get on to dealing with the incident on hand.

Other marshals hearing this over the radio should take the following action:

1. **STARTER** Stop the race start immediately
2. **BANK MARSHALS** If you are marshalling on the start side of the incident instruct crews to stop racing and **paddle light** up the course taking their instructions from the bank. They should not stop completely unless they have to. If you are on the finish side of the incident allow racing to continue so times can be taken. If you feel it is necessary stop the NEXT boat or others as necessary and tell them to assist, or if it is needed ask them TO BLOCK THE RIVER to stop any other following boats smashing into those people in the water and already helping. If they do not stop then try to remember their number so that they can be disqualified.
3. Once the capsized people are out of the danger area and you are satisfied it is safe for the following boats to proceed let them get on with the race but keep any boats that are helping those in the water until they are out of the water and safe on shore.
4. Try to estimate the time any boats were delayed so adjustments can be made to the race time as much as is possible.
5. The Marshal should not leave the position of the incident without advising Race Control.
6. **Race restart** Once the incident has been cleared and it is safe to do so the marshal on the spot should radio the start. The Start Team should then check in with bank marshals that it is safe to restart the race and then get the start under way.
7. Crews which were on the course and had to slow or stop will not be able to re-row the race unless it is possible to accommodate them in a later division.

How to use a throw line

Make contact

The first thing you must do when you are in position to throw a line is to attract the attention of the person in the water.

- Once you've got their attention, hold the line bag high above your head to show the swimmer that you are about to throw the line.

Under Arm Throw

The easiest throw to perform is an underarm throw.

- Hold the end of the line in one hand.
- Hold line bag in the other hand, and swing out behind one, swing it back past your leg and then release the bag just as your hand reaches a point in line with the swimmer.
- The bag should sail up and beyond the person so that the line falls over them.



Second Throw

- Coil the rope at in one hand, fill the bag with a little water and throw it back out to the swimmer.
- There won't be time to repack in an emergency.

Rescue Position

- At this point, it's important that the swimmer gets into the right position and it may be that, as the rescuer, you have to instruct them.
- As soon as they catch the line, they should bring it over their shoulder and down onto their chest. They then roll onto their back so that they take the load of water across their shoulders and the force of the water should then pendulum them into the bank. This position keeps their head and face clear of the water



Repacking

- Put the line over your shoulder, holding the bag in front of you and feeding the line into the bag a little at a time, creating a controlled pile inside the bag.
- A big mistake is to take coils of rope and shoving them back in the bag. The next time the bag is thrown, the coils will land in a heap just in front of one, no use at all to the unfortunate swimmer!



RADIO PROCEDURES

Radios will be issued in line with the marshalling positions document provided at the race day briefing.

Channels

All officials will be on the same channel so that everyone is aware of any issues that arise.

The channel to be used will be set on the radio before they are handed out and advised to recipients, typically this is channel 1.

In the event of an incident Race Control can instruct relevant people to switch to an alternate frequency for ease of communication.

Procedure

Radios will transmit only when the transmit button on the side of the radios is pressed.

At all other times they are on receive, only press the transmit button when you wish to talk.

When transmitting first identify person you wish to call and then confirm who you are.

It can be helpful to announce the person you are calling twice to gain their attention, e.g. Start/Start from Finish.

When you have completed your transmission say 'over' to signify that the receiver can respond.

To end the exchange say 'out'.

If for some reason you cannot raise the person you wish to speak to then contact Race Control who will attempt to relay your message.

Please only use the radio when necessary and keep transmissions as short as possible.

Radio checks

There will be a radio check prior to each division to ensure that everyone is on station.

The radio check will be initiated either by Race Control or the Start Team.

When responding to the check, please do so in race order starting at the race start.

Problems

Spare batteries for radios will be held at Race Control.

Your radio should emit regular beeps if the battery is getting low so please ensure that it is changed before the next division.

If a radio becomes inoperative during a division contact the Chief Marshal on 077931422

