

This document is for Helpers at the Monkton Bluefriars Small Boats Head
17 October 2015
For more information see
[Clubs Pack](#)

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1 Provisional list of jobs showing helpers allocated

| | Session 1 | Session 2 | Session 3 | Session 4 |
|-------------------------|-----------|-----------|-----------|-----------|
| as at 1000 on 15-Oct-15 | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| Divisions | | A | BC | DE |

MANAGEMENT

| | | | | |
|--------------------------------|---------------------|---------------------|---------------------|------------|
| Race manager | Matt Wells | Matt Wells | Matt Wells | Matt Wells |
| *Race manager PLANB:PlanB | | ? | ? | ? ? |
| Personnel manager | Philippa Sondheimer | Philippa Sondheimer | Philippa Sondheimer | |
| *Personnel manager PLANB:PlanB | | ? | ? | ? ? |

EQUIPMENT

| | | | | |
|--------------------------------|---------------------|---------------------|-------------------|-------------------|
| Equipment officer | Julian Sondheimer | Julian Sondheimer | Julian Sondheimer | Julian Sondheimer |
| *Equipment officer PLANB:PlanB | | ? | ? | ? ? |
| Equipment assistant | Philippa Sondheimer | Philippa Sondheimer | ? | ? |
| Shore fixtures leader | Ian Derbyshsire | | | |
| Shore fixtures team #1 | Keith Trivett | | | |
| Shore fixtures team #2 | Diana Walker | | | |
| Shore fixtures team #3 | Simon Rodway | | | |
| Shore fixtures team #4 | Peter Deakin | | | |
| Shore fixtures team #5 | | | | |
| Signage deployment | | | | |
| Course preparation #1 | ? | | | |
| Course preparation #2 | ? | | | |

CONTROL COMM

| | | | | |
|----------------|--|------------|------------|---------------|
| Umpire Minerva | | ? | ? | ? |
| Umpire #1 | | ? | ? | Kath Finucane |
| Umpire #2 | | ? | ? | ? |
| Umpire #3 | | ? | ? | ? |
| Assistant #1 | | Jude Birch | Jude Birch | Abbie Rees |
| Assistant #2 | | ? | ? | ? |
| Scribe #1 | | | | |
| Scribe #2 | | | | |

TRAFFIC CONTROL

| | | | | |
|--------------------|--|------------|-----------------|---------------|
| Traffic controller | | Matt Wells | Matt Wells | Matt Wells |
| Chaser in field | | Jim Dawson | Ian Derbyshsire | Helen Gadsden |
| Control at Tunnel | | ? | ? | ? |

RAFTS

| | | | | |
|-------------------|--|--------------------|--------------------|-----------------|
| Raft Manager | | Alan Brown | Alan Brown | Alan Brown |
| Raft 1 marshal #1 | | Alan Brown | Alan Brown | Alan Brown |
| Raft 1 marshal #2 | | ? | ? | ? |
| Raft 2 marshal #1 | | Will Gray | Will Gray | Will Gray |
| Raft 2 marshal #2 | | Russell Martin | Russell Martin | Russell Martin |
| Raft 3 marshal #1 | | Elaine Green | Nick Dolman | Nick Dolman |
| Raft 3 marshal #2 | | Oly Perkin | ? | ? |
| Raft 4 marshal #1 | | Debra Hearne | Jane Morgan | Jane Morgan |
| Raft 4 marshal #2 | | Rob Green | Charles O'Neill | Charles O'Neill |
| Raft 5 marshal #1 | | Francis Firmstone | Brenda Baker | Brenda Baker |
| Raft 5 marshal #2 | | Charlotte Williams | Charlotte Williams | Ian Derbyshsire |

| | | | |
|-------------------|------------------|------------------|---|
| Shoe Bags #1 | Samantha Bennett | Samantha Bennett | ? |
| Shoe Bags #2 | Ciara Gallagher | Ciara Gallagher | ? |
| Number collect #1 | ? | ? | ? |
| Number collect #2 | ? | ? | ? |

UMPIRING

| | | | |
|---------------------------|---------------|---------------|---------------|
| Chief umpire | ? | ? | ? |
| *Chief umpire PLANB:PlanB | | ? | ? ? |
| RUC representative | Geoff Peattie | Geoff Peattie | Geoff Peattie |

SAFETY

| | | | | |
|------------------------------|----------------|----------------|----------------|----------------|
| Safety adviser | Graham Hockley | Graham Hockley | Graham Hockley | Graham Hockley |
| *Safety adviser PLANB:PlanB | | Jim Dawson | Jim Dawson | ? ? |
| Welfare officer | Matt Wells | Matt Wells | Matt Wells | Matt Wells |
| *Welfare officer PLANB:PlanB | | ? | ? | ? ? |
| First aid | ? | ? | ? | ? |
| *First aid PLANB:PlanB | Penny Senior | Penny Senior | Penny Senior | Penny Senior |

MONITORS

| | | | |
|------------------------|---------------------|----------------------|----------------------|
| Monitor 1 | Diana Walker | Diana Walker | Keith Trivett |
| Monitor 2 | William Close | Antony Constantinidi | Antony Constantinidi |
| Monitor 3 | Kath Finucane | Alexander Lindsay | Patsy Lamb |
| Monitor 4 | Derek Walker | Ivor Blackmore | Ivor Blackmore |
| Monitor 5 | Simon Brown | Shay Brennan | Shay Brennan |
| Monitor 6 | Jim Brown | Jim Brown | Jim Brown |
| Monitor 7 starter | Graham Hockley | Graham Hockley | Graham Hockley |
| Monitor 7 Assistant 1 | | Lauren Hurrell | Lauren Hurrell |
| Monitor 7 Assistant 2 | | Anna Broekman | Anna Broekman |
| Monitor 7 Assistant 3 | | Pete Curran | Pete Curran |
| Monitor 8 | Nic Feaver | Liz Gray | Nic Feaver |
| Monitor 9 relay | ? | ? | ? |
| Monitor 10 in Launch H | Andy Taylor | Andy Taylor | Arnold Hodgson |
| Monitor 11 | Anne-Marie LeFlaive | Mike Manson | Chris Friend |

LAUNCHES

| | | | |
|-----------------------------|-------------------|-------------------|---------------------------|
| Launch Manager | ? | ? | ? |
| *Launch Manager PLANB:PlanB | | ? | ? ? |
| Launch A Rescue 1 | ? | ? | ? |
| Launch B Rescue 2 | ? | ? | ? |
| Launch C Rescue 3 #1 | ? | ? | ? |
| Launch C Rescue 3 #2 | ? | ? | ? |
| Launch D @Start #1 | Mike Smith | Mike Smith | Andy Taylor |
| Launch D @Start #2 | Russell Lee | Godfrey Bishop | Godfrey Bishop |
| Launch E @Start #1 | Jon Garner | Jon Garner | Debbie Blackmore |
| Launch E @Start #2 | Alexander Lindsay | Nichole Etheridge | Jim Dawson |
| Launch F @bridge #1 (RIB) | | George Hurst | George Hurst George Hurst |
| Launch F @bridge #2 | Emma Gardner | Johnny Curtis | Johnny Curtis |
| Launch G below SRC #1 | ? | ? | ? |
| Launch G below SRC #2 | ? | ? | ? |

AT THE LONG START

| | | | |
|-----------------|-----------------|---------------|-------------------|
| Starter | Geoff Peattie | Geoff Peattie | Geoff Peattie |
| Start approach | Chris Roach | Chris Roach | Chris Roach |
| Start timer #2 | Sam Roach | Sam Roach | Sam Roach |
| Start scribe #1 | Ian Churchman | Julie Porter | Jennifer Grainger |
| Start scribe #2 | Cathy Churchman | Oly Perkin | Oly Perkin |

AT THE FINISH

| | | | | |
|------------------|--|------------------|-------------------|------------------|
| Chief timekeeper | | Roland McCormack | Roland McCormack | Roland McCormack |
| Finish spotter | | ? | Marian Lovell | Emma Gardner |
| Finish timer #2 | | Laura Steen | Laura Steen | ? |
| | | Racing in Div A. | | |
| Finish scribe #1 | | Peter Jowitt | Peter Jowitt | Peter Jowitt |
| Finish scribe #2 | | Chris Browne | Caroline Sharples | Hartley Selman |
| Finish bell | | Karen Woodfield | Karen Woodfield | Karen Woodfield |
| Video operator | | | | |
| Finish marshal | | Jo Elliott | Jo Elliott | Jo Elliott |

ENTRIES

| | | | | |
|--------------------------------|---------------|---------------|---------------|---------------|
| Entries secretary | Peter Bossom | Peter Bossom | Peter Bossom | Peter Bossom |
| *Entries secretary PLANB:PlanB | | ? | ? | ? ? |
| Entries assistant | Alison Bossom | Alison Bossom | Alison Bossom | Alison Bossom |
| Entries Minerva | | ? | ? | ? |

RESULTS

| | | | | |
|------------------------------|--------------|--------------|--------------|--------------|
| Results manager | Peter Bossom | Peter Bossom | Peter Bossom | Peter Bossom |
| *Results manager PLANB:PlanB | | | ? | ? |
| Results assistant | ? | ? | ? | ? |

CAR PARKING

| | | | | |
|----------------------------------|---------------|---------------|---|-------------|
| Car park controller | Chris Blunt | Chris Blunt | ? | Chris Blunt |
| *Car park controller PLANB:PlanB | | ? | ? | ? ? |
| Car park Trailer Field | Chris Blunt | Chris Blunt | ? | |
| Car Park A4 Field | Julius Caesar | Julius Caesar | | |
| Car park Saltford Farm | ? | ? | ? | ? |
| Car park Riverside | Jo Hardy | Jo Hardy | ? | |

CATERING

| | | | | |
|-------------------------------|---------------|---------------|----------------|---------------------------|
| Catering officer | Clair Ponting | Clair Ponting | ? | ? |
| *Catering officer PLANB:PlanB | | ? | ? | Chris Browne Chris Browne |
| Catering assistant #1 | Sue Copperman | Kevin Haigh | Sue Copperman | ? |
| Catering assistant #2 | Marian Lovell | Jane Street | Ann Simpson | Ann Simpson |
| Catering assistant #4 | ? | ? | ? | ? |
| Catering assistant #5 | Ceri Lewis | Ceri Lewis | Patty Mitchell | Ceri Lewis |

2 Provisional alphabetical list of helpers allocated to jobs

| | Session 1 | Session 2 | Session 3 | Session 4 |
|------------------------------------|-----------|-----------|-----------|---------------------|
| as at 0009 on 15-Oct-15 | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| Divisions | | A | BC | DE |
| ----- | | | | |
| Brenda Baker | | | | |
| RAFTS:Raft 5 marshal #1 | | | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Samantha Bennett | | | | |
| RAFTS:Shoe Bags #1 | | 0830-1100 | 1100-1400 | |
| RACING:Racing in Div E | | | | 1345-1630 |
| ----- | | | | |
| Jude Birch | | | | |
| CONTROL COMM:Assistant #1 | | | 0830-1100 | 1100-1400 |
| ----- | | | | |
| Dawn Biggs | | | | |
| RACING:Racing in Div A | | 0830-1100 | | |
| ----- | | | | |
| Godfrey Bishop | | | | |
| LAUNCHES:Launch D @Start #2 | | | | 1100-1400 1345-1630 |
| ----- | | | | |
| Debbie Blackmore | | | | |
| LAUNCHES:Launch E @Start #1 | | | | 1345-1630 |
| ----- | | | | |
| Ivor Blackmore | | | | |
| MONITORS:Monitor 4 | | | 1100-1400 | 1345-1630 |
| RACING:Racing in Div A | | 0830-1100 | | |
| ----- | | | | |
| Chris Blunt | | | | |
| CAR PARKING:Car park controller | | 0715-0830 | 0830-1100 | 1345-1630 |
| CAR PARKING:Car park Trailer Field | | 0715-0830 | 0830-1100 | |
| ----- | | | | |
| Alison Bossom | | | | |
| ENTRIES:Entries assistant | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Peter Bossom | | | | |
| ENTRIES:Entries secretary | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| RESULTS:Results manager | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Chris Browne | | | | |
| AT THE FINISH:Finish scribe #2 | | | 0830-1100 | |
| CATERING:*Catering officer PLANB | | | | 1100-1400 1345-1630 |
| ----- | | | | |
| Shay Brennan | | | | |
| MONITORS:Monitor 5 | | | 1100-1400 | 1345-1630 |
| RACING:Racing in Div A | | 0830-1100 | | |
| ----- | | | | |
| Alan Brown | | | | |
| RAFTS:Raft Manager | | 0830-1100 | 1100-1400 | 1345-1630 |
| RAFTS:Raft 1 marshal #1 | | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |

| | | | | |
|--|------------------------|------------------------|------------------------|-----------|
| Anna Broekman MONITORS:Monitor 7 Assistant 2 | | | 1100-1400 | 1345-1630 |
| Jim Brown MONITORS:Monitor 6 | 0830-1100 | 1100-1400 | 1345-1630 | |
| Simon Brown MONITORS:Monitor 5 | 0830-1100 | | | |
| Julius Caesar CAR PARKING:Car Park A4 Field | 0715-0830 | 0830-1100 | | |
| Cathy Churchman AT THE LONG START:Start scribe #2 | | 0830-1100 | | |
| Ian Churchman AT THE LONG START:Start scribe #1 | | 0830-1100 | | |
| William Close MONITORS:Monitor 2 | 0830-1100 | | | |
| Antony Constantinidi MONITORS:Monitor 2 RACING:Racing in Div A | 0830-1100 | 1100-1400 | 1345-1630 | |
| Sue Copperman CATERING:Catering assistant #1 RACING:Racing in Div A | 0715-0830 0830-1100 | | 1100-1400 | |
| Johnny Curtis LAUNCHES:Launch F @bridge #2 RACING:Racing in Div A | 0830-1100 | | 1100-1400 | 1345-1630 |
| Pete Curran MONITORS:Monitor 7 Assistant 3 | | | 1100-1400 | 1345-1630 |
| Jim Dawson TRAFFIC CONTROL:Chaser in field SAFETY:*Safety adviser PLANB LAUNCHES:Launch E @Start #2 RACING:Racing in Div C | 0715-0830 | 0830-1100 0830-1100 | 1345-1630 | |
| Peter Deakin EQUIPMENT:Shore fixtures team #4 RACING:Racing in Div A | 0715-0830 0830-1100 | | | |
| Ian Derbyshsire EQUIPMENT:Shore fixtures leader TRAFFIC CONTROL:Chaser in field RAFTS:Raft 5 marshal #2 RACING:Racing in Div A | 0715-0830 | | 1100-1400 1345-1630 | |
| Nick Dolman RAFTS:Raft 3 marshal #1 RACING:Racing in Div A | 0830-1100 | 1100-1400 | 1345-1630 | |

| | | | | |
|-------------------|-----------------------------------|-----------|-----------|-----------|
| Jo Elliott | AT THE FINISH:Finish marshal | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Nichole Etheridge | LAUNCHES:Launch E @Start #2 | | 1100-1400 | |
| ----- | | | | |
| Nic Feaver | MONITORS:Monitor 8 | 0830-1100 | | 1345-1630 |
| ----- | | | | |
| Kath Finucane | CONTROL COMM:Umpire #1 | | | 1345-1630 |
| | MONITORS:Monitor 3 | 0830-1100 | | |
| | RACING:Racing in Div C | | 1100-1400 | |
| ----- | | | | |
| Francis Firmstone | RAFTS:Raft 5 marshal #1 | 0830-1100 | | |
| ----- | | | | |
| Chris Friend | MONITORS:Monitor 11 | | | 1345-1630 |
| ----- | | | | |
| Emma Gardner | LAUNCHES:Launch F @bridge #2 | 0830-1100 | | |
| | AT THE FINISH:Finish spotter | | | 1345-1630 |
| | RACING:Racing in Div C | | 1100-1400 | |
| ----- | | | | |
| Jon Garner | LAUNCHES:Launch E @Start #1 | 0830-1100 | 1100-1400 | |
| | RACING:Racing in Div E | | | 1345-1630 |
| ----- | | | | |
| Helen Gadsden | TRAFFIC CONTROL:Chaser in field | | | 1345-1630 |
| | RACING:Racing in Div C | | 1100-1400 | |
| ----- | | | | |
| Ciara Gallagher | RAFTS:Shoe Bags #2 | 0830-1100 | 1100-1400 | |
| | RACING:Racing in Div E | | | 1345-1630 |
| ----- | | | | |
| Jennifer Grainger | AT THE LONG START:Start scribe #1 | | | 1345-1630 |
| ----- | | | | |
| Liz Gray | MONITORS:Monitor 8 | | 1100-1400 | |
| | RACING:Racing in Div A | 0830-1100 | | |
| ----- | | | | |
| Will Gray | RAFTS:Raft 2 marshal #1 | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Elaine Green | RAFTS:Raft 3 marshal #1 | 0830-1100 | | |
| ----- | | | | |
| Rob Green | RAFTS:Raft 4 marshal #2 | 0830-1100 | | |
| ----- | | | | |
| Kevin Haigh | CATERING:Catering assistant #1 | | 0830-1100 | |
| ----- | | | | |

| | | | | |
|------------------------------------|-----------|-----------|-----------|---------------------|
| Jo Hardy | | | | |
| CAR PARKING:Car park Riverside | 0715-0830 | 0830-1100 | | |
| RACING:Racing in Div C | | 1100-1400 | | |
| ----- | | | | |
| Debra Hearne | | | | |
| RAFTS:Raft 4 marshal #1 | 0830-1100 | | | |
| ----- | | | | |
| Graham Hockley | | | | |
| SAFETY:Safety adviser | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| MONITORS:Monitor 7 starter | | | 0830-1100 | 1100-1400 1345-1630 |
| ----- | | | | |
| Arnold Hodgson | | | | |
| MONITORS:Monitor 10 in Launch H | | | | 1345-1630 |
| ----- | | | | |
| George Hurst | | | | |
| LAUNCHES:Launch F @bridge #1 (RIB) | | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Lauren Hurrell | | | | |
| MONITORS:Monitor 7 Assistant 1 | | | 1100-1400 | 1345-1630 |
| RACING:Racing in Div A | 0830-1100 | | | |
| ----- | | | | |
| Peter Jowitt | | | | |
| AT THE FINISH:Finish scribe #1 | | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Patsy Lamb | | | | |
| MONITORS:Monitor 3 | | | | 1345-1630 |
| RACING:Racing in Div AC | 0830-1100 | | | |
| ----- | | | | |
| Russell Lee | | | | |
| LAUNCHES:Launch D @Start #2 | | 0830-1100 | | |
| ----- | | | | |
| Anne-Marie LeFlaive | | | | |
| MONITORS:Monitor 11 | 0830-1100 | | | |
| ----- | | | | |
| Ceri Lewis | | | | |
| CATERING:Catering assistant #5 | 0715-0830 | 0830-1100 | | 1345-1630 |
| RACING:Racing in Div C | | 1100-1400 | | |
| ----- | | | | |
| Sal Lewis | | | | |
| RACING:Racing in Div C | | 1100-1400 | | |
| ----- | | | | |
| Alexander Lindsay | | | | |
| MONITORS:Monitor 3 | | 1100-1400 | | |
| LAUNCHES:Launch E @Start #2 | | 0830-1100 | | |
| RACING:Racing in Div E | | | | 1345-1630 |
| ----- | | | | |
| Marian Lovell | | | | |
| AT THE FINISH:Finish spotter | | | 1100-1400 | |
| CATERING:Catering assistant #2 | 0715-0830 | | | |
| RACING:Racing in Div A | 0830-1100 | | | |
| ----- | | | | |
| Mike Manson | | | | |
| MONITORS:Monitor 11 | | 1100-1400 | | |
| ----- | | | | |
| Russell Martin | | | | |
| RAFTS:Raft 2 marshal #2 | 0830-1100 | 1100-1400 | | 1345-1630 |

| | | | | |
|-------------------------------------|-----------|-----------|-----------|-----------|
| Roland McCormack | | | | |
| AT THE FINISH:Chief timekeeper | | 0830-1100 | 1100-1400 | 1345-1630 |
| Patty Mitchell | | | | |
| CATERING:Catering assistant #5 | | | 1100-1400 | |
| RACING:Racing in Div A | 0830-1100 | | | |
| Jane Morgan | | | | |
| RAFTS:Raft 4 marshal #1 | | 1100-1400 | 1345-1630 | |
| Charles O'Neill | | | | |
| RAFTS:Raft 4 marshal #2 | | 1100-1400 | 1345-1630 | |
| Geoff Peattie | | | | |
| UMPIRING:RUC representative | | 0830-1100 | 1100-1400 | 1345-1630 |
| AT THE LONG START:Starter | | 0830-1100 | 1100-1400 | 1345-1630 |
| Oly Perkin | | | | |
| RAFTS:Raft 3 marshal #2 | 0830-1100 | | | |
| AT THE LONG START:Start scribe #2 | | | 1100-1400 | 1345-1630 |
| Clair Ponting | | | | |
| CATERING:Catering officer 0715-0830 | 0830-1100 | | | |
| RACING:Racing in Div C | | 1100-1400 | | |
| Julie Porter | | | | |
| AT THE LONG START:Start scribe #1 | | | 1100-1400 | |
| Abbie Rees | | | | |
| CONTROL COMM:Assistant #1 | | | 1345-1630 | |
| RACING:Racing in Div AC | 0830-1100 | | | |
| Chris Roach | | | | |
| AT THE LONG START:Start approach | | 0830-1100 | 1100-1400 | 1345-1630 |
| Sam Roach | | | | |
| AT THE LONG START:Start timer #2 | | 0830-1100 | 1100-1400 | 1345-1630 |
| Simon Rodway | | | | |
| EQUIPMENT:Shore fixtures team #3 | 0715-0830 | | | |
| RACING:Racing in Div A | 0830-1100 | | | |
| Hartley Selman | | | | |
| AT THE FINISH:Finish scribe #2 | | | 1345-1630 | |
| Penny Senior | | | | |
| SAFETY:*First aid PLANB 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 | |
| Caroline Sharples | | | | |
| AT THE FINISH:Finish scribe #2 | | | 1100-1400 | |
| Rob Shaw | | | | |
| RACING:Racing in Div A | 0830-1100 | | | |
| Ann Simpson | | | | |

| | | | | |
|------------------------------------|-----------|-----------|-----------|-----------|
| CATERING:Catering assistant #2 | | | 1100-1400 | 1345-1630 |
| RACING:Racing in Div A | 0830-1100 | | | |
| ----- | | | | |
| Mike Smith | | | | |
| LAUNCHES:Launch D @Start #1 | | 0830-1100 | 1100-1400 | |
| RACING:Racing in Div E | | | 1345-1630 | |
| ----- | | | | |
| Julian Sondheimer | | | | |
| EQUIPMENT:Equipment officer | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Philippa Sondheimer | | | | |
| MANAGEMENT:Personnel manager | 0715-0830 | 0830-1100 | 1100-1400 | |
| EQUIPMENT:Equipment assistant | 0715-0830 | 0830-1100 | | |
| RACING:Racing in Div E | | | 1345-1630 | |
| ----- | | | | |
| Laura Steen | | | | |
| AT THE FINISH:Finish timer #2 | | 0830-1100 | 1100-1400 | |
| RACING:Racing in Div A | 0830-1100 | | | |
| ----- | | | | |
| Jane Street | | | | |
| CATERING:Catering assistant #2 | | 0830-1100 | | |
| ----- | | | | |
| Andy Taylor | | | | |
| MONITORS:Monitor 10 in Launch H | | 0830-1100 | 1100-1400 | |
| LAUNCHES:Launch D @Start #1 | | | 1345-1630 | |
| ----- | | | | |
| Keith Trivett | | | | |
| EQUIPMENT:Shore fixtures team #1 | 0715-0830 | | | |
| MONITORS:Monitor 1 | | | 1345-1630 | |
| RACING:Racing in Div C | | 1100-1400 | | |
| ----- | | | | |
| Derek Walker | | | | |
| MONITORS:Monitor 4 | 0830-1100 | | | |
| ----- | | | | |
| Diana Walker | | | | |
| EQUIPMENT:Shore fixtures team #2 | 0715-0830 | | | |
| MONITORS:Monitor 1 | 0830-1100 | 1100-1400 | | |
| RACING:Racing in Div E | | | 1345-1630 | |
| ----- | | | | |
| Matt Wells | | | | |
| MANAGEMENT:Race manager | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| TRAFFIC CONTROL:Traffic controller | | 0830-1100 | 1100-1400 | 1345-1630 |
| SAFETY:Welfare officer | 0715-0830 | 0830-1100 | 1100-1400 | 1345-1630 |
| ----- | | | | |
| Charlotte Williams | | | | |
| RAFTS:Raft 5 marshal #2 | 0830-1100 | 1100-1400 | | |
| RACING:Racing in Div E | | | 1345-1630 | |
| ----- | | | | |
| Helen Willcox | | | | |
| RACING:Racing in Div AC | 0830-1100 | | | |
| ----- | | | | |
| Karen Woodfield | | | | |
| AT THE FINISH:Finish bell | 0830-1100 | 1100-1400 | 1345-1630 | |

3 Job Descriptions :: CAR PARKING

3.1 General Notes for all in Car Parking Team

- 3.1.1 When St. John Ambulance people arrive, please ask them to proceed to the boathouse area and then to report in to the Safety Adviser who will advise them exactly where to park.
- 3.1.2 If the rescue boats arrive by road send them through the bridge and ask them to report to the Safety Adviser who will show them where to launch. Note: They may drive up through Kelston lock.
- 3.1.3 When the toilets arrive, they should be placed in the top field alongside the railway near the slope to the bridge. Note: They should have been delivered on Friday.
- 3.1.4 Only cars owned by people with mobility difficulties and those delivering equipment should be allowed under the bridge and parked on the downstream side of the University boathouse. (These are: Catering x2, Equipment Officer, Entries Secretary, Results Manager, and others delivering kit plus visiting umpires). NB Club vans are not allowed through.
- 3.1.5 The layout of the trailer / essential cars field is very much dependent on the particular event and the number of trailers attending. Trailers park next to the railway. Essential cars (ie those racking boats or with kit for boats) only next to the road. Double bank them if necessary so that the ones next to the wall will need to be told that they will not be able to leave until the end. Leave the middle of the field clear. It may be necessary to park trailers around 3 sides of the field – railway side, Bristol end and road side. In these circumstances, essential cars/ tow cars/ mini buses need to be parked under / around the horse chestnut tree and on the area that was the contractors compound.
- 3.1.6 NB: A space should be kept in the top field car park for the start team's car as they have to come and go between divisions.
- 3.1.7 Competitors/ spectators being dropped off – either in the gateway or in the field must NOT be allowed. Obstructing either gateway, or having cars trying to leave while trailers and cars are trying to come in has been a nightmare in the past.
- 3.1.8 SRC club members and all helpers will be instructed to park in the Riverside car park. They will be encouraged to arrive and leave using the road passing the Bird in Hand pub. Spectators will be sent to the Saltford Farm field car park. The entrance is next door to our gate. See 12.4 & 12.5 below.
- 3.1.9 Coaches should unload their passengers on the main road as quickly as possible. It is up to the driver to find a place to park. Coaches returning to pick up crews should only be allowed to do so when all their passengers are assembled. Coaches must not wait on the road until the crews turn up.
- 3.1.10 Ensure that the road is kept clear for emergency access at all times.
- 3.1.11 Boats only may be kept in Darrell's field between divisions. Strictly no vehicles allowed there.
- 3.1.12 When car parks are full visitors will need to find somewhere to park in the village and walk back to the club.

3.2 Alternative parking

- 3.2.1 We no longer have use of the garage field. The club is seeking an alternative and the following directions will be changed should we be successful. In the mean time the Saltford Farm field (see below) may be used if the weather permits. Parking here is very limited.

3.3 Job Description : Car Park Manager

- 3.3.1 On Friday rope off the field to indicate where trailers may turn safely into the parking area.
- 3.3.2 You are responsible for overseeing the smooth management of all car parking at the event. See individual job descriptions below.

3.4 Job Description : Car park assistant in the top field

- 3.4.1 You are responsible to the Car Park Manager to assist him in the top field. You may be asked to stand by the gates to direct spectators cars to the Saltford Farm field through the gateway next to ours.
- 3.4.2 Please also try to prevent any regatta traffic parking in 'The Glen' road opposite.
- 3.4.3 Continued on next page>

3.5 Job Description : Car Park assistant in the Salford Farm field

- 3.5.1 You are responsible to the Car Park Manager to assist him with the following:
- 3.5.2 Your location is in the field through the gate on the right at the bottom of the tarmac drive.
- 3.5.3 All spectators will be guided to park in this car park. You should arrange parking as you think is best to get the maximum number of cars (59) safely in and out.
- 3.5.4 When the field is full SIX officials' cars only may be allowed to park on the tarmac drive.
- 3.5.5 When this is full suggest drivers go to the Riverside to see whether there is room. Only do this if there is someone on duty there to ensure they do not park on the pub car park.

3.6 Job Description : Car Park assistant at the Riverside Inn

- 3.6.1 You are responsible to the Car Park Manager to assist him with the following:
- 3.6.2 Only SRC club members & helpers will be allowed to park in this Car Park – but see 1.5 above.
- 3.6.3 There are now two areas where we may park cars:
 - a Immediately to the right of the road entrance, which is the entry to the marina. Cars must not block the entry to the marina.
 - b In the field on the downstream side of the Riverside car park.
- 3.6.4 On no account should cars be allowed to park in the car park for customers of the Riverside Restaurant.
You may have some signs to deploy.

4 Job Descriptions :: CATERING

4.1 Job Description : Catering Officer

4.1.1 Your task is to look after the team providing catering. You or a member of your team should have a food hygiene certificate.

4.1.2 You will be based in tents on the upstream side of the boathouses.

4.1.3 Please Note: Food is free for visiting officials, St John Ambulance and rescue boat volunteers.

4.2 Job Description : Catering assistants

4.2.1 You assist the Catering Officer as required.

5 Job Descriptions :: CONTROL COMMISSION

5.1 General advice for Control Commission

- 5.1.1 Please arrive half an hour before launching is due to begin so boats are ready to launch at the specified time.
- 5.1.2 The Control Commission team consists of:
- A British Rowing Umpire (or retired umpire) who is the team leader.
 - One or more assistants who will check some of the boats.
 - One or more scribes who will complete the British Rowing forms on which all 'failures' have to be reported. Any boat that does NOT pass first time must be recorded.
- 5.1.3 THE REGIONAL UMPIRES COMMITTEE ARE ENCOURAGING COMMISSION MEMBERS TO CHECK THEIR BOATS UNDER SUPERVISION TO SEE THEY DO IT CORRECTLY. The reasoning for this is to educate competitors in what they should do themselves before every outing. If they do not do this check thoroughly then explain, in a friendly way, what they should do and the reason why. Boats will be checked in the area between the boathouses (see the relevant diagram). Note in particular that Avon County, Monkton Combe and UBBC crews must join the queue as shown on the diagram. They MUST NOT go directly from their boathouse to the river.
- 5.1.4 British Rowing Rule of Racing 2-3-8 - Summary of Main items to check:
- **bow-balls:** A solid preferably white ball, of not less than 4cm diameter, made of rubber or material of similar resilience, must be firmly attached to the bows. Check it is securely fixed and no bolts are protruding in a way likely to cause injury in a collision. Run your fingers along the keel behind the bow ball to check for any dangerous sharp edges.
 - **heel restraints:** All boats where "fitted shoes" are employed must have effective heel restraints. These must be properly adjusted (the heel should be prevented from rising higher than the lowest fixed point of the shoe) and in working order. Likewise, the foot release from any other type of fitment that may be used must be self-acting and not require the intervention of the athlete or a rescuer.
 - **coxswains ability to escape from front-coxed boats:** Coxswains must wear a life jacket or buoyancy aid in the correct manner and be familiar with the method of operation. In "front-loader" boats coxswains must wear manually operated gas inflation life jackets
 - **condition and general maintenance of the boat, including the integrity of any buoyancy compartments:** Note: If a compartment is fitted with a method of closing that compartment then the fitment must be in place and intact. Check all hatches are secure and not cross threaded.
 - **NB:** You must ensure that all junior crews are wearing adequate dress for the conditions. Anyone wearing shorts or other unsuitable clothing must not be allowed to boat.

- 5.1.5 It is not necessary to check every boat as it is the responsibility of the competitors to ensure that their boats are safe and are prepared to the standards required by the British Rowing Guide to Safe Practice in Rowing. Control Commission may inspect the boats prepared by the competitors, and shall exclude any boat that fails to meet the standard laid down.
- 5.1.6 (Please draw any potential failure to the attention of one of the umpires who will complete the check and ensure that the British Rowing form is completed for ALL boats that do NOT pass first inspection).
- 5.1.7 Please ensure that the British Rowing form is completed for ALL boats that do NOT pass initial inspection. You should have a scribe to help you with the forms. At the end of each division the forms should be collected and passed to your successor. After the last boats have launched for the final division, please collect and return the forms to the Safety Adviser or the Race Manager.
- 5.1.8 No boat must be allowed to launch until all faults are rectified to the satisfaction of the umpire.
- 5.1.9 Any boat with anything wrong with it must be moved to one side (in front of the club room balcony) and not allowed to launch until it is repaired to the required standard. You can inform the crew what is required but must not carry out any repair yourself.
- 5.1.10 If you find a fault with a boat being used by juniors you should ask to speak to the coach.
- 5.1.11 Note: In accordance with British Rowing Rules of Racing all steering instructions to coxswains or the person responsible for steering the boat will be given using the terms 'port' {left} or 'starboard' {right}. It is therefore an important safety requirement that everyone giving or receiving these instructions knows their meaning.
- 5.1.12 Ask some of the coxswains and scullers to tell you which is the 'port' {left} or 'starboard' {right} side of their boat (it will not be their left or right if they are sculling or rowing). If they are unsure or get it wrong a helpful tip to remember is by thinking that port and left both have four letters.
- 5.1.13 We do not weigh coxswains at this event.

5.2 Job Description : Commission assistants

- 5.2.1 Your task is to assist the Commission Umpire responsible for checking boats as requested by him.
- 5.2.2 See general advice for control commission above.
- 5.2.3 IF YOU ARE NOT AN UMPIRE YOU SHOULD ATTEND A TRAINING COURSE BEFORE THE RACE DAY where you will be shown how to undertake a complete and thorough check. Ask the helpers co-ordinator for details.
- 5.2.4 Please draw any potential failure to the attention of one of the umpires who will complete the check and ensure that the British Rowing form is completed for ALL boats that do NOT pass initial inspection.

5.3 Job Description : Commission scribes

- 5.3.1 Your task is to assist the Commission Umpire responsible for checking boats by completing the British Rowing form for every boat that does NOT pass initial inspection. The Commission Umpire will tell you what to write.
- 5.3.2 Hand all forms to the Commission Umpire at the end of each division.
- 5.3.3 See also general advice for control commission above.

5.4 Job Description : Commission Umpire Minerva

- 5.4.1 Please arrive half an hour before launching is due to begin so boats are ready to launch at the specified time. This job is often done by the starter.
- 5.4.2 You are based at the Minerva BC slipway. It is best to park in the Park & Ride car park or the lay-by on the Bath side of Newbridge and walk to the club house, which is behind the boathouse pub.
- 5.4.3 It is probable that boats from Minerva and Bath University will be the only crews launching, although Millfield School sometimes boat here as well. If you ask the clubs to get out all the boats that they will be using in the division as soon as possible, you can inspect them and then move on to your next job before they actually launch.
- 5.4.4 Coxswains are not weighed at this event.
Please ensure that the British Rowing form is completed for ALL boats that do NOT pass initial inspection. Please return the forms to the Safety Adviser or Race Manager at the end of the last division.

6 Job Descriptions :: ENTRIES AND RESULTS

6.1 Job Description : Entries Secretary

- 6.1.1 The Entries Secretary is based on the Avon County balcony.
- 6.1.2 The Entries Secretary has overall responsibility for:
 - a The registration of all crews and checking their eligibility to compete according to British Rowing Rules of Racing and checking, by means of a sample, that the members of crews produce a membership card that matches their face and complies with the details on their BROE entry forms.
 - b Ensuring that all substitutes present their BR racing licences and a note is made of the number on their entry form. A representative of each club will be asked to sign each entry form to confirm it is correct
 - c Telling results manager of changes & also informs starter & marshals about scratched crews.
 - d Issuing the card numbers, pins and Empacher numbers to a representative of each crew. These are usually issued in one batch to each club. We do not deal with individual crews.
 - e **Having a contact mobile number for all junior competitors. We use the number given by BROE, but check it is the one to be used on the day.**
 - f Ensuring everyone has paid.
 - g Ensuring you know what is going on as Registration is always people's first port of call.
 - h Coxswains are not weighed at this event.
- 6.1.3 You will have an assistant and more than one at busy times.
- 6.1.4 There may also be an assistant to register crews launching from Minerva. He will need a summary (one for each club) of the BROE forms showing just the crew's draw number plus the names and BR licence numbers of the competitors.
- 6.1.5 The Entries Secretary and /or Results Manager will be informed, by radio or phone, of any crews that have scratched. Details of any substitutions at this stage will be noted on the lists and returned to the Entries Secretary later in the day. **For SBH, the Entries Secretary and Results Manager are in fact the same person. Even if they were different they would work in the same 'office'.**
- 6.1.6 You will also have the medals / prizes, which will need to be guarded at all times. They can be given to eligible winners only when the Results Manager authorises it. The committee have decided BR Racing Licences need not be shown.
- 6.1.7 The Results Manager should give a copy of the final result for each event to the Entries Secretary who is responsible for handing over prizes to crews, and may do so before racing ends provided there are no more crews in their event racing in later divisions.

6.2 Job Description : Entries assistant

- 6.2.1 Your task is to assist the Entries Secretary who is based on the Avon County balcony.
- 6.2.2 The following explains the registration procedure:
 - a All the BR forms are organised into club envelopes, together with their paper numbers. They also need Empacher numbers and some have queries on their forms or need to pay.
 - b What club are you?
 - c Get out the event envelope with all the BR forms.
 - d Get out the forms.
 - e Ask them if their crews are all as listed on the forms. The club representative signs a copy of the entry to confirm that it is correct or not. If not they give us corrections. The signature is also used for the club representative to certify that his team has read and understood the instructions, particularly safety instructions.
 - f If they are, and the forms are all BROE forms, and there are no queries, give them the paper numbers and the Empacher numbers. Put the forms into the tray marked "racing as entered". We keep a copy of the signed form which has corrections marked on it.
 - g If they want to put in substitutes, you need to see the BR Racing Licence for the sub and write all their details on the entry form. Then put the amended form in the tray marked "racing with subs".
 - h If they want to scratch a crew, put the form in the tray marked "scratched".

- i Ask for a contact mobile number for all junior competitors. We use the number given by BROE, but check it is the one to be used on the day.
 - j Some crews need to pay - £10 per seat.
 - k If you take a cheque please write on the back what crew numbers it is for.
 - l If you take cash please make a note of the amount and the crew.
- 6.2.3 Once we have some results: Once the results of Division One are published, some crews will have their final result as their category will not be racing again in later divisions. To get their medals / prizes, these winners you must obtain a permission form the Results Manager and you need to tick them off on a list indicating prizes have been taken. This will be provided.

6.3 Job Description : Entries assistant Minerva crews

- 6.3.1 This is an optional task and it is not always used. If it is – crews launching from Minerva should be warned in advance so they do not send a representative to Saltford.
- 6.3.2 This task is to check the entries of all crews launching from the Minerva slipway.
- 6.3.3 It is usually done by the person who is checking boats and then starting the race and saves the clubs going to Saltford to register.
- 6.3.4 Collect a list of crews launching from Minerva from the entries secretary at Saltford. This will be a summary (one for each club) of the BROE forms showing just the crew's draw number plus the names and BR licence numbers of the competitors.
- 6.3.5 Find a representative of each club and ask them to check the list and enter details (Name and BR licence number) of any substitutions and also note the draw numbers of any crews that are scratching. Once correct, the list should be signed by the person checking it and retained for return to the Entries Secretary later in the day.
- 6.3.6 This check can usually be carried out before the first division crews launch but may need following up before the others divisions in case of late changes.
- 6.3.7 The entries secretary and /or results manager should be informed, by radio or phone, of any crews that have scratched. There is no need to inform them of any substitutions at this stage as they can be noted when the lists are returned to the Entries Secretary later in the day.

7 Job Descriptions :: EQUIPMENT

7.1 Job Description : Equipment Officer

- 7.1.1 Before the event you are responsible for locating every item of kit. This should be started at least TWO MONTHS before the date of the event. During the week before the event you should assemble the majority of items and place them in the bag for each team to collect.
- 7.1.2 On the day you will be based in the Bay 1 of the Avon County boathouse.
- 7.1.3 You should have copies of the Helpers Rota.
- 7.1.4 Your task is to assemble and distribute all the equipment and paperwork to individual job holders. Some need to be handed out individually but others can be given to the "team leader" e.g. Starter copes with all his team and asks you for more people if necessary. The same applies to the finish time keeping team.
- 7.1.5 YOU SHOULD OBTAIN, AND KEEP ON THE DAY, A PRINT OUT OF ALL THE JOB DESCRIPTIONS & THE EQUIPMENT REQUIRED BY EACH HELPER.
- 7.1.6 A written record should be kept of the issue and return of all expensive items such as radios, megaphones and watches which are all numbered.
- 7.1.7 Remind them to pass all the kit on to their successor or return it to you or your assistant. NB: THERE MUST BE SOMEBODY IN THE BOATHOUSE TO GUARD THE KIT AT ALL TIMES. There should be somebody in the boathouse between each division who is responsible for ensuring the hand overs are carried out correctly and at the end of the day a record is kept of the items returned so that missing items can be tracked down.
- 7.1.8 You will have an Equipment assistant to help you (See below).
- 7.1.9 You will also have 3 other assistants and should ensure that all their jobs are completed well before the crews start boating:
 - a **i/c Shore fixtures team leader**
 - b **i/c Signage deployment**
 - c **i/c Course preparation team**

7.2 Job Description : Equipment assistant

- 7.2.1 Your task is help the Equipment Officer to assemble and distribute all the equipment and paperwork to individual job holders. Some need to be handed out individually but others can be given to the "Team Leader" e.g. Starter copes with all his team and asks you for more people if necessary. The same applies to the finish time keeping team.
- 7.2.2 See above for the full task description.

7.3 Job Description : Shore Fixtures Team Leader

- 7.3.1 Your task is to oversee the team responsible for putting out the following items of equipment and taking them down at the end of the day.
- 7.3.2 The toilets should already be in place in the top field near the road to the club.
- 7.3.3 Tents require a team of eight to erect. If windy they must be tied down to something heavy.
- 7.3.4 The order of priority for jobs to be done is:
 - a Remove kissing gate into Darrell's field and replace at end of day.
 - b Put up the tent (or tents) required by the catering team. Use the Avon County tent first and the WAGS tents if needed. There is a separate tent for the BBQ?.
 - c Hang the notice board below the Avon County balcony.
 - d Check the oar racks have been put up for resting oars between divisions and that they are secure. There are four frames to be spaced out around the raft area as best possible.
 - e Put out trestles for the crews to use whilst waiting for boat checking and raft availability.
 - f Tables & chairs may need to be moved from the club room to the catering tent, Bay 1 of the Avon County boathouse , & to the Avon County balcony stairwell. Number required in each venue to be specified.
 - g The gazebo is the finish shelter and goes on the hard standing near the finish with sides if weather inclement.
 - h Radio aerial to be erected by a specialist.

- i Several black sacks should be secured to posts in the car park field. Some should be near the catering area and one on the fence near the finish.
Please check during the day and replace when full. Gather them up at the end of the day.
- j During the day inspect the toilets occasionally to ensure there is sufficient paper in each.

7.4 Job Description : Shore Fixtures Team

7.4.1 Your task is to assist the Shore fixtures team leader – Please read instruction above.

7.5 Job Description : Signage deployment

7.5.1 Your task is to put up the following signs at the start of the day and to take them down again after the last division.

7.5.2 Regatta signs on the road to be taken down after most vehicles have left.

7.5.3 Car park signs near the Riverside and Saltford Farm field car parks, (or other car parks being used)

7.5.4 Signs are obtained from and should be returned to the Equipment Officer.

Sign

NB: This list is awaiting an update

Location

| | |
|--|--|
| Maps of site (2 or more) | On walls beside catering tent and notice board |
| Pairs and sculls this way plus > arrow | On a chair at pond end of boat checking area To guide boats to upstream rafts |
| Eights and fours this way plus < arrow | On a chair at pond end of boat checking area To guide boats to downstream rafts |
| First Aid | On Club room door |
| Boats and Oars only | On Darrell's field gate by railway bridge |
| Private Land x4 | On all gates into river frontage gardens |
| Rowing Race in Progress x2 | On tow path either side of SRC site |
| Keep to public footpath x2 | On tow path fencing at either end of Darrell's field |
| Secretary & Registration | On door to Avon County balcony. |
| Spectators keep right | As they come through the tunnel |
| No entry for spectators x2 | On chairs at upstream end of Monkton boathouse Plus a row of small cones |
| Members only x2 | Permanent signs to be fixed to both club room doors |
| Rowing Race here Sat 28th Feb x2 | One on Minerva fence facing towards the river One on SRC fence facing towards the river |

CAR PARK SIGNS

NB: This list is awaiting an update

Stern First At top of slope from top field

Wording of following signs needs to be checked

| | |
|-------------------------------------|--|
| Car Park sign with left arrow | On Bath side of garage car park entrance facing Bath |
| Car Park sign with right arrow | Opposite entrance or on entrance gate facing Bristol |
| Two cross road with care signs | On either side of road by Garage Car Park gate |
| Boat trailers only with right arrow | Tie to bus shelter on Bath side of gate facing Bath |
| Boat trailers only with left arrow | Tie to lamp post between Shallows and ACRC gate |
| Route to A4 with right arrow | Opposite exit from Riverside car park |

7.6 Job Description : Course Preparation Team

- 7.6.1 This team uses Launch E.
- 7.6.2 Please report to the Launch Manager on arrival and he will inform you which launch to use.
- 7.6.3 Your task is to check the course before racing begins, marking any obstructions, that cannot be moved and you think require it, with buoys.
- 7.6.4 Look out for any large floating logs and remove to the bank.
- 7.6.5 On the way upstream you need to fix a finish sign on the Minerva side opposite the finish and take the umpire sign to the bottom bridge and the start signs up to the start pontoon. Regatta ahead signs go above the start and on the bend below the rafts.
- 7.6.6 If you need an assistant please ask the Personnel Manager.
- 7.6.7 On completing the inspection please report any findings and action taken to the Safety Adviser.
- 7.6.8 After the final division remove all signs and the sign from Minerva that was put up earlier in the week to notify pleasure craft that the race will be taking place.

8 Job Description : The Finish Team

- 8.1.1 Personnel:
- a The Chief Timekeeper runs the finish team.
 - b Spotter At the finish keeps the scribe informed of crews coming towards the timing point.
 - c There should be two independent teams of Scribe+Watch.
 - d If possible, there should be a stopwatch user without a scribe.
 - e 'Bell' A bell is rung AFTER the crew passes the finish timing point.
 - f Timing Marshall needed at the finish, armed with a megaphone, to get crews clear of the finishing line and also to ask them for their numbers if they are not visible.
 - g We may video the finish and can then use it to help sort out any difficulties.
- 8.1.2 There are two timekeepers with stopwatches. Each timekeeper has his own scribe, and these two-person teams work independently. Each scribe should record the colour of the watch being used by their timekeeper at the top of their sheet.
- 8.1.3 If there is enough manpower, there is a third stopwatch operator who simply records times on the watch without writing them down.
- 8.1.4 The spotter calls out the number of an approaching crew in advance. When the crew gets to the line the stopwatch holder quietly tells his scribe the crew number. The scribe puts this in the NUMBER column. The timekeeper then reads out the time for the crew after it has passed the timing point.
- 8.1.5 If several crews arrive in close proximity, but in a clear order, the high priority is to write the NUMBERS of crews down in the right order.
- 8.1.6 The timekeeper should not interfere with this task by giving times at this stage. After the crews have passed, at a suitable break, the timekeeper will read the times in reverse order from the times stored in the watch. This may not be until further crews have passed. The watch stores all the times, which can be retrieved in reverse order only.
- 8.1.7 If several (say four) crews arrive very close, and the order is not clear, the spotter should warn you of this. Put a vertical line in the comment column covering four slots, then put the crew numbers down in the order they are likely to arrive. Don't worry if this is wrong. As the crews pass, put 1,2,3,4 next to the vertical line to indicate which order they came past. Avoid crossing out numbers that have already been written, or putting arrows to indicate a change in order, because it takes longer, adds to stress and can lead to confusion later.
- 8.1.8 In practice, if crews finish closely together, the spotter cannot give the final order because he's in the wrong place. The stopwatch holder clicks the watch whilst at the same time telling his scribe number of the boat which passes the line. He might say something like "four boats close together it's going to be 41 and 43 click click 42 and 45 very close click click that was 45 followed by 42" meanwhile the other stopwatch and scribe are going through the same process.
- 8.1.9 If a crew comes down with no number visible, put a helpful comment in the comment column - oar colour, boat colour, etc. If there isn't time to do this, just put a ? In the number column. Don't worry too much, because if one crew is unidentified, it is easy to work out later which it is. If two crews come down at the same time unidentified, write down blade colour or some other identifier. Ask a helper to identify the crews.
- If comparing notes with another scribe, DON'T change data to make it agree. Rather, add an appropriate comment - e.g. 'this time probably two seconds late'.

9 Information and advice for all volunteers

9.1 Thank You

- a Thank you very much for volunteering to help at this year's Head of the River Race. If you have to withdraw your offer please let the personnel manager know as soon as possible.
- b The clubs at Saltford have built up a reputation over nearly 50 years for organising our very successful events. This can only be continued with the help of a large team of volunteers. Some of you will have volunteered before and some will be new to the job. However we would ask everyone to read the following and also the job description(s) pertinent to your own task(s):

9.2 Advice on what to wear and bring

- a Most of the jobs at our races involve long spells working outdoors and, as the weather can be cold or wet or both, it is most important that volunteers wear suitable clothing.
- b We recommend several layers of warm clothing (Salopettes on the legs are very good) and an outer layer of really waterproof material.
- c Walking boots or strong trainers are recommended footwear.
- d WELLINGTON BOOTS SHOULD NEVER BE WORN IF YOUR JOB MAY INVOLVE WORKING ON THE PONTOONS (this includes the start team) OR NEAR THE RIVER BANK.
- e You may find an umbrella, a chair and a bicycle useful.
- f Binoculars are useful if you are a monitor, spotter or marshal.

9.3 Advice on parking:

- a Only a few volunteers will have been given special permission to park cars at the Saltford Rowing Centre premises or in the top field.
- b ALL CLUB MEMBERS & VOLUNTEERS SHOULD PARK IN THE RIVERSIDE CAR PARK.
- c On no account park in the Riverside main car park which is reserved for their customers.
- d Members of the start team and monitors 1 to 4 may find it easier to park in the Newbridge park & ride or the lay-by near the bridge. Please inform the personnel manager if you intend to go direct so that your kit bag can be delivered.

9.4 What to do on arrival:

- a Please arrive as early as possible. There are always jobs to be done getting things ready. **[and please stay on afterwards to help clear up – many hands make light work].**
- b Also please allow plenty of time to get from the car park to the SRC, report to the personnel manager and collect your kit. Monitors may also have a long walk up the bank to their position.

10 Job Descriptions :: LAUNCHES

10.1 General Notes for all launch drivers

- 10.1.1 On arrival please report to the Launch Manager who will tell you which boat to use. (Minerva boat driver should report via radio to confirm they have launched).
- 10.1.2 All people driving launches must hold a RYA level 2 (or above) qualification. All launches must be equipped according to British Rowing Row Safe guidelines.
- 10.1.3 Launch drivers should ensure that they and all passengers wear life preservers and nobody is allowed in the boat wearing Wellington boots.
- 10.1.4 Please watch your speed when not attending emergencies, especially near the Marina entrances and when passing moored craft and all rowing boats.

10.2 Job Description : Launch Manager

- 10.2.1 Your task is to check that all the launches provided by Saltford Rowing Centre clubs are in good working order and fuelled for the day. This will mostly be done well in advance of the race day.

| Code | Name | Base and Operation area |
|------|----------------|--|
| A | Safety 1 | Minerva RC : Upstream of bottom bridge. |
| B | Safety 2 | Bottom bridge : Downstream thereof. |
| C | Safety 3 | 1/2 way along straight for shared use by Monitor 10. |
| D | Marshalling 1 | Above the start |
| E | Marshalling 2 | Above the start |
| F | Course checker | Checks & clears river : Helps marshalling the short start. |
| G | Sweeper | Below rafts : Sending crews back to the rafts. (This may be done from the bank if there are not sufficient boats) |
| H | Spare | In case of breakdown of other launches. |

10.3 Job Description : Launch A Rescue 1

- 10.3.1 Your main area of patrol is upstream of the mid-course bridge. Please take over at the bridge, from the lower safety boat to follow the last crew up to the start, before following the last crew down from there to the bridge.
- 10.3.2 You will be required to help with any safety incidents. The driver must be RYA Level 2 qualified and the crew should be experienced and able-bodied. There may be occasions where competitors need to be pulled out of the river, and boats dragged along behind your or another launch.
- 10.3.3 Whilst waiting for the crews to race please moor up at the Minerva slipway unless there is an emergency.
- 10.3.4 Refreshments are available from the catering tent. Please feel free to have what ever you like. There is no charge.

10.4 Job Description : Launch B Rescue 2

- 10.4.1 You will be required to help with any safety incidents. There may be occasions where competitors need to be pulled out of the river, and boats dragged along behind your or another launch.
- 10.4.2 Your main area of patrol is downstream of the mid-course bridge. Please follow the last crew to launch from Saltford Rowing Centre and then follow up to the bridge where you wait before following the last crew down from there to the finish.
- 10.4.3 You will also assist the umpire at the bottom bridge marshal the crews racing over the short course.
- 10.4.4 You will be required to help with any safety incidents - principally, from the top of the long straight to below the finish. The driver must be RYA Level 2 qualified and the crew should be experienced and able-bodied. There may be occasions where competitors need to be pulled out of the river, and boats dragged along behind your or another launch.
- 10.4.5 Please follow the last of the short course crews only as far as the top of the long straight as a new boat based half way down the straight will monitor their progress. Unless called upon to attend an incident, please will you return to wait at the bridge, as we will be starting the long course as soon as the last short course crew enters the top of the straight.
- 10.4.6 Unless required to undertake a rescue please wait by the bridge before following the last crew on the long course down from there to the finish.
- 10.4.7 You will be joined by Safety boat 1.
- 10.4.8 Refreshments are available from the catering tent. Please feel free to have what ever you like. There is no charge.

10.5 Job Description : Launch C Rescue 3

10.6 Job Description : Chief Marshall and Assistant Start Marshals in Launches D and E

- 10.6.1 There should be two marshals boats, each manned by two people.
- 10.6.2 Their job is to marshal the crews into start order from the top bridge up to Twerton Lock. Lowest numbered crews nearer the bridge.
- 10.6.3 WE USUALLY HAVE A VERY LARGE ENTRY AND NEED TO START 70+ CREWS IN EACH DIVISION FROM THE LONG START AND 40+ FROM THE SHORT START. THERE ARE ONLY 30 MINS TO GET THEM ALL AWAY SO YOUR ROLE HERE IS CRUCIAL. THANK YOU.
- 10.6.4 Scullers and pairs should be marshalled well upstream. If necessary they can be double parked. Eights and fours just above the bridge leaving plenty of room for them to turn especially if there is a fast stream.
- 10.6.5 Crews should remain with their bows pointing upstream.
- 10.6.6 When all crews have arrived and are in position inform the starter. (NOTE: Crews arriving late may be held at the Minerva slipway and started at the end of the division).
- 10.6.7 The Starter will liaise with the Safety Adviser and only when given the all clear will ask the Chief Marshall to instruct the crews to remove their outer garments and turn their boat for racing.
- 10.6.8 Please ensure that a short but safe distance is allowed between each crew. About 20 sec intervals is ideal, but you can decide how much, based on your impression of the competence of each crew when they arrive.
- 10.6.9 ALL RIVER TRAFFIC TO BE STOPPED SO NONE ARE ON THE COURSE DURING RACING. BOTH MARINAS HAVE BEEN TOLD.

10.6.10 Please try to persuade any other river traffic to wait until all the crews have started. If they insist on proceeding please inform the starter asap.

10.6.11 See Job Description for Race Monitor 10.

10.7 Job Description : Launch F

10.7.1 Before boats go afloat it is used by the Course Preparation Team to check the course & put up signs.

10.7.2 This launch is then usually parked at the bottom bridge to help look after the competitors in the short race.

10.8 Job Description : Launch G

10.8.1 Please report to the launch manager after you have told the personnel manager that you have arrived. He will tell you which boat to use.

10.8.2 You will need to be on the water before each division starts racing. You should patrol between the bend below the rafts and the marina entrance.

10.8.3 Your job is to ensure that all boats turn safely and return to the rafts. See circulation plans - especially those for when the stream is fast.

10.8.4 Boats wishing to return to Minerva should be told to wait by the Saltford bank between raft 1 and the finish whilst looking out for crews who have just finished racing. The race or traffic manager will tell them when it is safe to proceed back to their club.

10.9 Job Description : Launch H

10.9.1 Spare Launch

11 Job Descriptions :: RACE MANAGEMENT

11.1 Job Description : Race Manager

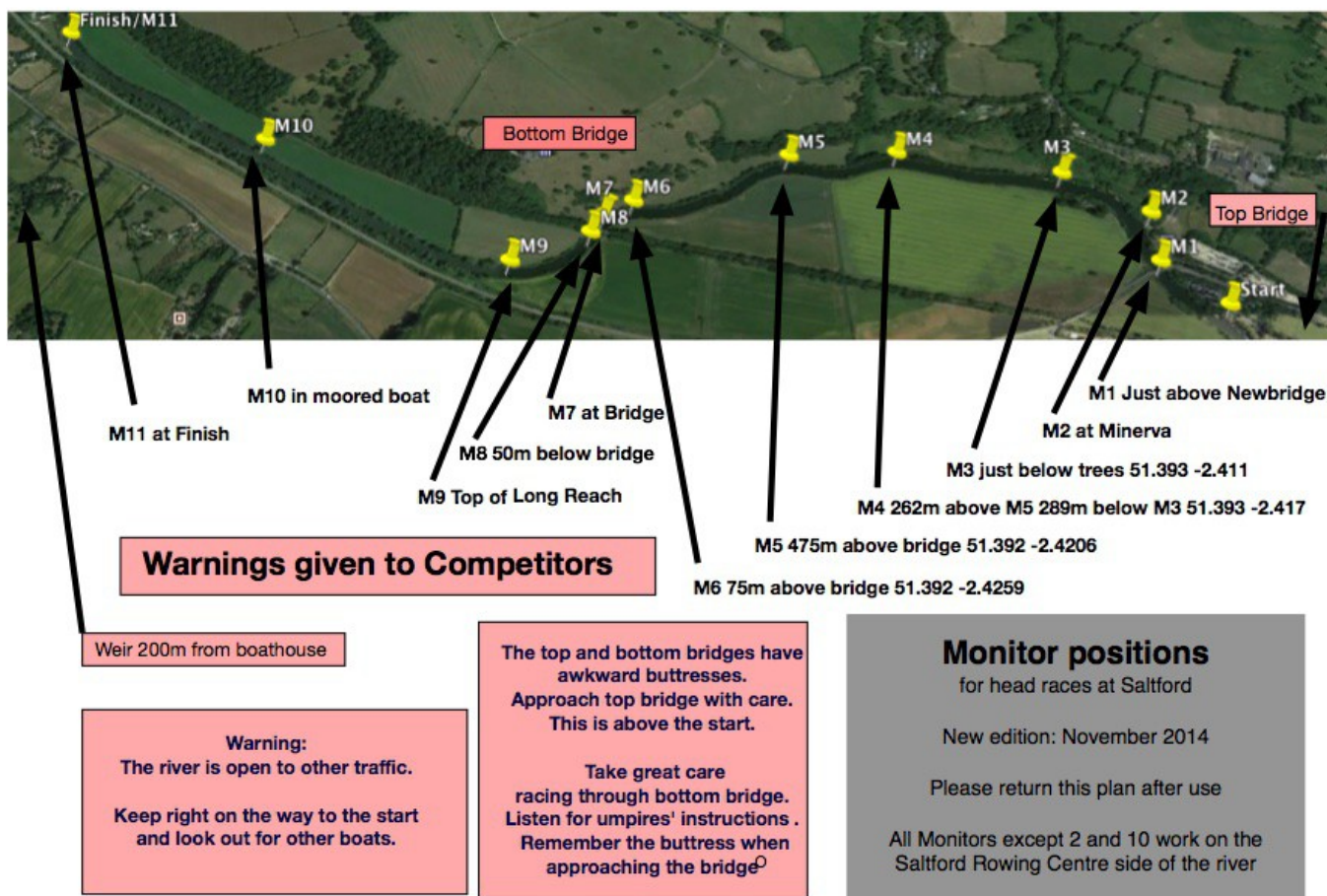
- 11.1.1 The Race Manager has overall responsibility for the running of the event.
- 11.1.2 Before the event you should also receive by email the paper work from British Rowing. This includes the Commission Check forms to be given to the Equipment Officer for inclusion in the relevant bags.
- 11.1.3 You are also responsible for bringing a bottle of wine or a box of chocolates for each visiting official.
- 11.1.4 The Race Manager will be based in the boathouse area.
- 11.1.5 During the day please be prepared to assist with other tasks in the vicinity.
- 11.1.6 When all boats have launched for the last division the Commission Checks Umpire may give you the British Rowing forms to be passed on to the Safety Adviser.

11.2 Job Description : Personnel Manager

- 11.2.1 Before the event you are responsible for contacting all the volunteers to find out who can help and when. This should be started early in January. One of the club's umpires may assist with contacting the other umpires.
- 11.2.2 About a week before the event you should produce and publish a provisional rota, although this may well be changed during the week.
- 11.2.3 On the day you will be based in Bay 1 of the Avon County boathouse. You should be around all day to help sort any manning problems that may arise.
- 11.2.4 Each helper has been asked to print out and bring their own job description. The Equipment Officer will have a master copy of each one.
- 11.2.5 Your task is to ensure that all posts are filled and to find replacements for any post that becomes vacant. NB All junior helpers should have been allocated their jobs in advance and be named on the rota.
- 11.2.6 When each person arrives direct him to the Equipment Officer who will issue their equipment and paperwork. For later divisions kit may be collected from their predecessor.
- 11.2.7 Remind them to pass it on to their successor or return it to the Equipment Officer. Please do not leave any kit unattended.
- 11.2.8 Helpers who have not been before should be introduced to their Team Leader and the whereabouts of important facilities explained.
- 11.2.9 The difficult group to sort out are the Race Monitors. You may need to hunt for extra people during the day.
- 11.2.10 Monitor 10 will need to be ferried to and from this position and will assist in any rescues. (Contact the launch manager to arrange this).
- 11.2.11 You should have copies of the Helpers Rota.
- 11.2.12 You should give a food voucher and a bottle of wine or box of chocolates (bought by the Race Manager) for each of the visiting officials.

13 Job Descriptions :: MONITORS

13.1 See also Umpiring, Safety, Launches, Start and Finish



13.2 Monitor Positions

13.2.1

13.3 General Notes for all Race Monitors

- 13.3.1 IF YOU HAVE NOT WORKED AS A RACE MONITOR BEFORE YOU SHOULD ATTEND THE TRAINING COURSE. Ask the helpers co-ordinator for details.
- 13.3.2 On arrival you should report your arrival to the Personnel Manager and then contact the Equipment Officer to collect your kit or for him/her to make arrangements for it to be exchanged directly with your predecessor.
- 13.3.3 Please arrive in good time to reach your position. You will probably have to walk there which could take half an hour. You should position yourself as indicated on the course map and a marker on the ground. Ensure you have a good view up and downstream.
- 13.3.4 Please be in place in time to check the crews going to the start. On arrival at your location examine river for obstacles and report arrival to Safety Adviser. If upstream of the bridge you will need to use the radio relay to do this.
- 13.3.5 Switch on your radio and ensure it is tuned to channel 1. The radio relay is at the top of the long straight (Monitor 9).
- 13.3.6 SWITCH ON YOUR MOBILE PHONE.
- 13.3.7 Read the Radio Protocol sheet and familiarise yourself with what to do in an emergency.
- 13.3.8 Chivvy crews up to start if necessary.
- 13.3.9 Please note the rules of circulation. The movement of boats is complicated. Also note that crews boating from Minerva may warm up downstream of their club, but not below the bottom bridge, until the first boat arrives upstream from the Saltford end. As soon as this happens, the Minerva boats must be told to turn and move upstream, slotting in to their correct marshalling position.
- 13.3.10 There may be some foreign crews who may not understand English!
- 13.3.11 Your main task is to monitor the safety of competitors & to summon help to cope with any emergency.
- 13.3.12 Give instructions to crews to avert a collision or accident and avoid interference. Stop a crew if necessary for safety reasons. If you witness a crew obstructing another or a crew fails to act on your instructions, make a written note of it at the time and inform the Chief Umpire and the end of the division when all crews have finished racing.
- 13.3.13 Pass warnings to other officials.
- 13.3.14 If you hear a request to stop racing make sure it refers to your position. If the incident is upstream of you, then you will more than likely be able to let crews continue past you.
- 13.3.15 The following are for guidance only. Please use your common sense to evaluate each situation. If you think an incident might occur - you might:
- a Warn a crew to move to port (left) or starboard (right) so that overtaking crew can pass
 - b Steer a crew around a danger
 - c Tell a crew to stop
- 13.3.16 After the last boat of a division passes your point report to the Chief Umpire within five minutes to tell him that: either there were no problems in your area, or that boats were involved in incidents which might result in a penalty or disqualification. All you need to give him at this stage are the numbers of the boats involved. The Chief Umpire will ask you for further details after the division has finished. He may request you meet him at SRC to discuss the issue with the Race Committee.
- 13.3.17 If a serious incident occurs, consider the following carefully and then act:
- a Is a safety boat required? If so, Radio or phone Safety Adviser [See 'What to do in an emergency' in the radio protocol - you should have read this earlier]
 - b State your monitor position, whether incident up or downstream and state briefly what has happened and how many boats you think are needed. Safety boats will be summoned by the Safety Adviser if necessary. They also have our radios so may hear your original message.
 - c Consider whether racing crews should be stopped. Only do this if the river is blocked. If so, Stop crews approaching and inform all upstream monitors to stop crews in their area and ask the starter to suspend racing. Use red flags and whistles and loud hailer. If it is safe to do so steer racing crews around any obstacle.
 - d DO NOT PUT YOURSELF IN DANGER

13.3.18 CALLING FIRST AID, SAFETY BOAT OR AN AMBULANCE

- a If you need to summon help - radio or phone the Safety Adviser or the Race Manager.
- b When the division is over inform the Chief Umpire as to exactly what happened. Consider whether and to what extent anyone was at fault. As soon as possible make a WRITTEN note of crew(s) involved, brief details of incident & action taken.

13.3.19 If a collision, capsize or near miss is witnessed EVERYONE who witnesses it MUST report it to the Safety Adviser and as soon as possible go on line and complete the British Rowing incident report. This can be found at: <https://incidentreporting.britishrowing.org/> You do not have to log in as a British Rowing member to do this.

13.3.20 NB: It is the duty of everyone who witnesses an incident to report it – even if there is no injury or damage.

13.4 Job Description : Race monitor 1

13.4.1 Directions:

- a Drive to the park & ride car park or the lay by on the Bath side of Newbridge.
- b To reach your position cross the ARC side of the bridge and go through a gate on your right, then walk under the bridge.
- c Your position is opposite the bridge where the tow path crosses the marina entrance, where you can get a good view of the river and where the crews can hear your warnings. You need to have a clear view to the start pontoon upstream and the Minerva slipway downstream. If leaves on the trees prevent you getting a clear view you should consider changing positions to the Marina bridge on the other side to see if you can see more of the water from there.

13.4.2 You may need to warn crews which are steering badly at that point. It is not uncommon.

13.5 Job Description : Race monitor 2

13.5.1 Directions: Drive to the park & ride car park or the lay by on the Bath side of Newbridge. Your best position is on the downstream end of the Minerva pontoon - unless it is under water!

13.5.2 You should be monitoring the race from the Minerva landing stage. As well as that job, please act as the liaison person between Minerva and other officials.

13.5.3 An Umpire will probably visit Minerva to carry out Control Commission and other duties

13.5.4 The starter may ask you to hold late arrivals at the slipway, & also exchange radios between divs.

13.6 Job Description : Race monitor 3

13.6.1 Your position is on the opposite bank to Minerva, about 100 yards downstream, where you can see all the way down the next reach.

13.6.2 You may prefer to access this position from Newbridge. (See direction a for Monitor 1 above).

13.7 Job Description : Race monitor 4

13.7.1 Your position is about 300m below Minerva. Make sure that you can see along two reaches.

13.7.2 You may prefer to access this position from Newbridge. (See direction a for Monitor 1 above).

13.8 Job Description : Race monitor 5

13.8.1 Your position is about 200m above the bottom bridge.

13.8.2 You are the first monitor the crews will pass as they approach the bottom bridge. Use your discretion but as a general rule you should advise them to keep to the far side of the river as they pass you so they get a good line of approach to the left hand arch. However if crews are overtaking then give advice as to which crew should give way. One of the crews may have to use the right hand arch. Tell monitor 6 what instructions you have given.

13.8.3 In the event of any crew impeding or colliding with another, make a written note of what happened, as soon as you can, and report it to the chief umpire at the end of the division.

13.8.4 The Bridge Umpire will need help marshalling & timing the short race. He will explain what to do.

13.9 Job Description : Race monitor 6

13.9.1 Please liaise with the Bridge Umpire for your best position. This will probably be about 50m above the bridge. This position is the busiest marshalling job of the race.

13.9.2 You will be taking over from monitor 5 to assist crews make a safe passage through the bottom bridge. (See notes for M5). Bearing in mind what advice has been given by M5, and remembering safety is the first priority, you may need to tell a crew to stop or possibly use another arch.

13.9.3 In the event of any crew impeding or colliding with another, make a written note of what happened, as soon as you can, and report it to the chief umpire at the end of the division.

13.9.4 The Bridge Umpire will also need your help marshalling and timing the short race. He will explain what is required. Please read the general advice for timekeepers before you arrive.

13.10 Job Description : Bridge Umpire (Monitor 7 & Short course starter)

13.10.1 Please read the general advice for timekeepers before you arrive.

13.10.2 In the event of any crew impeding or colliding with another, make a written note of what happened, as soon as you can, and report it to the Chief Umpire at the end of the division.

13.10.3 You are also responsible, with help from the monitors nearest the bridge, for marshalling and timing the start of short races.

13.11 Job Description : Race monitor 8

13.11.1 Please liaise with the Bridge Umpire for your best position. You will probably be about 50m downstream of the bridge.

13.11.2 If any crews are advised to use the far arch of the bridge please make sure that crews using the near side do not impede the one using the far side after they clear the buttress. (There is a tendency for the near side crew to go straight for the corner of the long bend).

- 13.11.3 In the event of any crew impeding or colliding with another, make a written note of what happened, as soon as you can, and report it to the Chief Umpire at the end of the division.
- 13.11.4 The Umpire will need help from you when starting the short course. Please read the general advice for timekeepers before you arrive.

13.12 Job Description : Race monitor 9 and Radio Relay

- 13.12.1 Your position is on the Avon bank at the top of the long straight. Ensure you can see right down it.
- 13.12.2 You will also be responsible for relaying radio messages between the starter and other upstream monitors and the downstream monitors and the boathouse area as the signal does not always reach from start to finish.
- 13.12.3 If your radio starts to lose signal through lack of battery power you may need to swap it with one of the monitors by the bridge.
- 13.12.4 If radio communications fail you will have to resort to mobile phones.
- 13.12.5 In an emergency only messages relevant to dealing with it should be sent.

13.13 Job Description : Race monitor 10 and Assistant

- 13.13.1 You will be in Safety launch 3. See the Personnel Manager to arrange transport and a life preserver. The driver will remain in the boat with you. During racing it will be moored half way down the long straight and will follow the last crews to the finish.
- 13.13.2 You will help with any rescue that the boat is called to attend.
- 13.13.3 Please ensure you wear a life preserver at all times when in the boat and on no account wear Wellington boots therein.

13.14 Job Description : Race monitor 11

- 13.14.1 Your position is inside the fence on the upstream end of the grass beyond the old steps, near the finish where you can see all the way up the long straight. You should not stand by the timekeepers as you will not be able to see up the straight.

13.15 Notes on Use of Radios

- 13.15.1 Make sure that your radio is firmly secure in its holder. Switch it & your mobile phone on.
- 13.15.2 One radio network now covers the whole course. Use channel 1. There are one or two bad reception areas and some messages may have to be relayed by the Radio Relay who is also Monitor 9.
- 13.15.3 To facilitate urgent and emergency messages, leave a gap of two or three seconds between transmissions.
- 13.15.4 Listen - Make sure that there is no-one else transmitting before you start.
- 13.15.5 Try not to use personal names when using the radio, e.g. ask for the Starter rather than Fred Bloggs, start with: 'Hello '(their position)' this is '(your position)'. Then carry on with your message.
- 13.15.6 If you require a response say Over. (I require a reply).
- 13.15.7 At the end of your message. If you don't require a response say the word Out. (I do not require a reply).
- 13.15.8 When responding to a call, answer:- '(your position)' Then give your response.
- 13.15.9 Say Roger.... If you have received the message and understood it. If you did not catch all of the message, simply respond Say again.
- 13.15.10 Remember, think about what you are going to say before you speak into the radio and keep it brief!
- 13.15.11 Safety messages are the most important.
- 13.15.12 If there is an incident happening, then do not use the radio until the problem has been resolved.

RADIO PROTOCOL FOR SUMMONING ASSISTANCE:

PAN-PAN, PAN-PAN

- 13.15.13 On hearing this everyone should:
 - a Maintain radio silence while the incident is dealt with.
 - b Pay attention in case they are required to assist.
- 13.15.14 The Safety Adviser and/or the Race Manager and/or the Chairman of the Race Committee are responsible for managing the emergency.

When the incident is over the Safety Adviser and/or the Race Manager and/or the Chairman of the Race Committee should send a transmission clearing

14 Job Descriptions :: RAFTS

14.1 General Notes for all in Rafts Team

- 14.1.1 FOR THEIR OWN SAFETY: EVERYONE (HELPERS & COMPETITORS) SHOULD BE ADVISED OF THE DANGERS OF GOING ONTO THE RAFTS WEARING WELLINGTONS.
- 14.1.2 Life jackets should be worn by helpers at all times when on the rafts.
- 14.1.3 Throw lines and thermal blankets will be available near the rafts. Please ensure you know where to find them.
- 14.1.4 All pairs and scullers will launch from rafts 1 and 2 upstream.
- 14.1.5 All eights and fours will launch from rafts 3, 4 and 5.
- 14.1.6 You are responsible for assisting crews launching and disembarking from the five rafts in front of the clubhouses.
- 14.1.7 Please try and ensure that crews do all their adjusting away from the rafts.
- 14.1.8 The Raft Manager will instruct crews which raft to use and get them to clear the area quickly.
- 14.1.9 We do not weigh coxswains at this event but if any are carrying weights, ensure they are placed safely in the boat near, but not attached to, the cox.
- 14.1.10 Oars may be brought to the oar racks before boats are brought to launch, so they can be collected as soon as the boat is on the water.
- 14.1.11 There are large blue bags for the crew's shoes. Please ensure the cox knows which bag number is being used for his crew. Bags should be stored under the club room verandah.
- 14.1.12 Boats and oars being used in later divisions may be stored either out of the way on the land at the pond end of the University boathouse or in Darrell's field, except for Avon County, Monkton and UBBC crews who should return their boats to their boathouses. Oars should not be left on the oar racks.
- 14.1.13 The instructions given to all clubs warn competitors that crews arriving after their launch time will not be allowed to launch if by doing so it is deemed they will delay the start of the division. The Race Manager's decision will be final.
- 14.1.14 Where appropriate, crews prevented from launching late in one division may be allowed to race in the next division.

14.2 Job Description : Rafts Manager

- 14.2.1 You are responsible for guiding racing boats to the next free raft when embarking. Each crew has been given a launch time but usually they use it only as a guide. Encourage them to have club members bring their oars at the same time as their boat.

14.3 Job Description : Shoe bag team

- 14.3.1 Life jackets should be worn at all times when on the rafts.
- 14.3.2 You are responsible for crews shoes and kit when they are on the water.
- 14.3.3 Launching: Give the coach or raft marshal a numbered IKEA bag and when it is full check the number of the crew whose kit it is, then take it to the bag storage area under the club house balcony and put it in numerical order.
- 14.3.4 Disembarking: Either take the bag to the crew as they reach a raft or give it to the coach.

14.4 Job Description : Number Collectors

- 14.4.1 Collect Empacher numbers when crews come off the water and return to box.
At end of each division sort numbers in box into numerical order, and report missing or damaged numbers to Equipment Manager.

15 Job Description : Results manager

- 15.1.1 The Results Manager has overall responsibility for calculating and publishing the provisional and final results, using the start and finish times supplied and certified by the Timing Teams. It is the responsibility of these teams to phone, radio or bring the times to you. If the initial communication is verbal then the actual sheets will be brought later.
- 15.1.2 The Results Manager will be based in the stairwell leading to the Avon County balcony.
- 15.1.3 Produce a list of prize winners, showing overall winners & crews entitled to receive a prize. No crew is entitled to two prizes unless competing in separate events.
- 15.1.4 The Chief Umpire will get in touch with you within five minutes of the end of each division. He will either tell you that there were no problems with the division or he will give you the numbers of crews whose times should be withheld until further notice. Times of other crews may be published as soon as they are available. The Chief Umpire will get in touch with you as soon as possible to give you details of what to do about the crews involved in incidents.
- 15.1.5 Provisional and final results should be posted on the noticeboard below the Avon County balcony.
- 15.1.6 A copy of the final result for each event (when all crews have raced if they are spread over more than one division) should be given to the Entries Secretary / Registrar who is responsible for handing over prizes to crews, and may do so before racing ends provided there are no more crews in their event racing in later divisions. You should be informed should any crews change divisions.
- 15.1.7 When standard times are completed calculate revised times for the masters handicap events so prizes can be awarded.

15.2 Job Description : Results assistant

- 15.2.1 You are part of the Results team in the stairwell leading to the Avon County balcony.
- 15.2.2 Your task is to assist the Results Manager. This involves:
 - a assisting with data entry to the computer.
 - b enquiries and messages to the Timing Teams.
 - c and generally watching out for errors in and checking what is done.Provisional and final results should be posted on the noticeboard below the Avon County balcony.

16 Job Descriptions :: SAFETY AND WELFARE

16.1 General Notes for all in Safety and Welfare Team

- 16.1.1 Communication with the Safety Adviser, race monitors and other officials will be by radio or mobile phone.
- 16.1.2 In an emergency radio users will be instructed to use the PAN PAN emergency call procedure described on the radio protocol page. All communications not associated with the incident should cease until the Safety Adviser gives the all clear. (Although we will do our best not all our volunteers may be familiar with this procedure).
- 16.1.3 Launches must maintain low speed on the water unless there is an emergency because rowing boats are easily disturbed and other river users are, as you know, sometimes very sensitive.
- 16.1.4 If a collision, capsize or near miss is witnessed everyone who witnesses it must report it to the Safety Adviser and as soon as possible go on line and complete the British Rowing incident report. This can be found at: <https://incidentreporting.britishrowing.org/> You do not have to log in as a British Rowing member to do this.
- 16.1.5 It is the duty of EVERYONE who witnesses an incident to report it – even if there is no injury or damage.

16.2 Job Description : Safety Adviser

- 16.2.1 You will be based either at the bottom bridge or in Bay 1 of the Avon County boathouse
- 16.2.2 You are responsible for advising the Race Manager about any matters regarding the safe running of the event, including giving the authority to start launching and racing. You are a member of the Race Committee.
- 16.2.3 Please check that throw lines and thermal blankets are available near the rafts and that the raft marshals know where they are.
- 16.2.4 You will need to record the mobile phone number(s) of the 1st Aid crew when they arrive and show them where to park, and instruct them in the safety procedures to be followed. They will be based either up in the club room or at the bottom of the stairs just inside the entrance door. They will need guidance as to where to park their vehicle. Please assist them if they need to attend an incident away from the boathouse.
- 16.2.5 You will need to record the mobile phone numbers of the Safety Boat crews and instruct them in the safety procedures to be followed.
- 16.2.6 The official i/c course preparation will report to you when he has completed his inspection.
- 16.2.7 There will be NO safety briefing for the steers people. Any instructions should be displayed on the notice board below the Avon County balcony.
- 16.2.8 Before each division is allowed to launch ensure the safety boats are ready before telling the Traffic Controller to allow crews to launch. When they require a break please ensure that one boat is always manned and on the water.
- 16.2.9 You are responsible for co-ordinating the response to any incident.
- 16.2.10 You are responsible for ensuring Welfare Officer is involved where his contribution is appropriate.
- 16.2.11 The Personnel Manager has food vouchers for the 1st aiders and Rescue Boat crews.
- 16.2.12 Collect the BR Safety report form from the 1st Aiders and BR Control Commission forms from the Commission Umpire or Race Manager. They should be returned to the Regional Safety Adviser ASAP.

16.3 Job Description : First Aid

- 16.3.1 First aid services will be provided by St John Ambulance and will be based in the club room building.
- 16.3.2 If first aid is needed at a location other than the club room building, you will be contacted by an official.
- 16.3.3 At the beginning of the session you should be given an Official British Rowing report form for use during the day. This needs to be returned to the Safety Adviser at the end of the day.

16.4 Job Description : Welfare Officer

See welfare plan.

17 The Start Team

- 17.1.1 Please read the general advice for timekeepers before you arrive.
- 17.1.2 Directions:
 - a Members of the start team may go straight to the start and park either in the Park & Ride car park or the lay-by on the Bath side of Newbridge. The starter and one other member of the team must go to Salford to synchronise watches at 8.50, or whatever time is requested by the chief timekeeper..
 - b To reach the start use the steps on the downstream side of the bridge. Follow the path under the bridge and then walk over the marina entrance bridge. The start pontoon is about 100m upstream.
- 17.1.3 Stout shoes should be worn and on no account wear Wellington boots.
- 17.1.4 The start team are based on the pontoon with the petrol pump on it. Permission has been obtained from the Marina but if anyone wishes to refuel or pump out please ask them if they would mind waiting until all crews have passed the start. If they insist we cannot stop them and have to work round the situation. Saying that - most boat operators are very willing to be helpful.
- 17.1.5 The start line should be marked for you by the course preparation team. It is a white post on the far side and the timekeepers position themselves on the pontoon opposite it. They must be in the same place for every division. There should be 2 signs which should be displayed so they can be clearly seen by crews on the river when approaching from up or down stream.
- 17.1.6 The start team is run by the Starter who normally operates the stopwatch.
- 17.1.7 About 50m before the start pontoon a spotter tells crews when to build up to racing speed.
- 17.1.8 The Starter operates the master watch, and the assistant watch operator, who stands immediately behind him, operates the back up watch. This is done independently by both watch operators when they each see the bow ball cross the start line.
- 17.1.9 The starter calls out "Crew No *** GO!" and operates his watch, then calls out the time for the scribes to note. The assistant operator checks the time on his watch and confirms the time - provided his watch is close to the No1 watch. (It will never be exactly the same.)
- 17.1.10 There are two scribes who both write down the time on their sheet. They should both record the colour of the watch being used at the top of each sheet. The assistant timekeeper will call out the time on his watch if it is significantly different from that called by the timekeeper. Scribes make a quick note in the comments column of anything that may require investigation later.
- 17.1.11 If a crew comes down with no number visible, put a helpful comment in the comment column - oar colour, boat colour, etc. If there isn't time to do this, just put a "?" in the number column. Don't worry too much, because if one crew is unidentified, it is easy to work out later which it is. If two crews come down at the same time unidentified, write down blade colour or some other identifier. Ask a helper to identify the crews.
- 17.1.12 The start scribes compare notes to check they have heard the starter correctly and both enter the same time. Times are only amended if the 2nd watch disagrees with the 1st by a significant amount, and then a compromise is agreed. If this is done it must be noted in the comments column.

18 Timing Notes for all Timekeeping Teams.

18.1.1 There are three timing points (Long Start, Short Start, Finish). Two sets of timing sheets and four watches are supplied for each timing point. With as many as six divisions and a total of 300 boats, there can be as many as 90 timing sheets altogether. It is essential that watches and paperwork are organised in a disciplined way, otherwise chaos can develop quite quickly.

18.2 Watches

18.2.1 There are 12 watches. Nine of them are colour-coded with different colours. Three more are coloured green.

18.2.2 Each watch has a serial number.

18.2.3 The watches are started together, using a radio controlled clock, probably in Avon County boathouse at 0850 for 0900. Six people are required to do this job. They only need to be restarted in the event of a problem during the day.

18.3 Timing

18.3.1 Timing sheets are colour-coded and numbered. Colours correspond as far as possible with the colours of the watches.

18.3.2 The timing sheets are distributed in waterproof clipboards to the timekeepers. Each clipboard has one colour of timing sheets, corresponding to the colour of the associated watch.

18.3.3 The scribe should write his or her name at the top of the first sheet.

18.3.4 The column headed Num is for the Crew number.

18.3.5 The column headed H is for hours. This is TIME OF DAY, **NOT** the hours as shown on the watch. Write the hours for the first entry on each page, and also when it changes. (For instance, if the watch was started at 0900, the reading on the watch 45.2 seconds after 1115 will be 2 15 45.2. The hour should be recorded as 11 on the sheet - not as 2).

18.3.6 Minutes need not be completed every time, but some people prefer to do so.

18.3.7 Seconds and Tenths should be completed every time. The timekeeper should not give hundredths. Round to the nearest 10th with .005 rounded up.

18.3.8 The column headed Watch Click should be used to record the 'Click' number shown on the watch. This should be recorded occasionally only. It is sufficient to record it for the first entry on each page, and in cases where there may be scope for confusion.

18.3.9 If two or three boats arrive at the timing point close together, and their times will be recorded at the bottom of the page, use the run on lines so you don't have to turn the page at a difficult time. It will be helpful, if you have time, to copy times to the top of the following page.

18.3.10 Use the comment column to record details of boats that have lost their numbers.

18.3.11 If a watch has to be restarted or a spare watch is used or if the timekeeper is conscious that he has made a mistake (e.g. forgetting to click the watch, or clicking late) make it clear in the comment column what you have done.

18.3.12 If you make a mistake, put a correction in the comment column and make clear what you mean. Do not to obliterate any data already written.

18.3.13 If a watch has to be restarted or a spare watch is used, make it clear on the timing sheet what you have done.

18.3.14 If you get in a muddle, and more crews are approaching the timing point, STAY CALM, and get on with timing succeeding crews.

18.3.15 Stopped watches should be restarted on an exact five-minute time and if they are used again, make a suitable note on the timing sheet.

18.3.16 Occasionally, a quiet time, timekeeper and the scribe should compare the sequence number on the watch with the sequence number on the written record. If they disagree either skip a line on the timing sheet to catch up or enter a dummy time in the stopwatch to catch up. Put a note on the timing sheet saying what you have done.

18.3.17 Write tidily and legibly!!

18.3.18 If there is sufficient manpower, spare watches may be used without paperwork to record times only.

18.4 Timing Notes - Submitting times to the Results Manager

- 18.4.1 If times are dictated over the phone or radio, start each page by giving the page and sheet number from which you are dictating.
- 18.4.2 If timing sheets are sent to the results centre, there will be two sets. Mark one of them "USE THIS", and the other one BACKUP. (choice can depend on legibility, accuracy, confidence, etcetera.)
- 18.4.3 Proofs may be sent back to timing points for checking. Please do this job thoroughly.
- 18.4.4 When the last crew has left the long course start the scribes should phone the results manager and read across the times to him. This is best done by the starter with the assistance of the scribes to check he gives the correct information and advise on handwriting if needed. If the weather is OK this can be done on the raft but if inclement it can be done from the marina office provided permission has been obtained. It is situated through the gate just behind the raft. Technically competent helpers may email a photo of the time sheet to the Results Manager.
- 18.4.5 The short course scribes can phone through their times after the last crews have left and before they have to get into position for the long course crews racing.
- 18.4.6 The finish times should be delivered to the Results Manager by hand when all crews have finished or if there is someone around after each sheet is full.
- 18.4.7 It is possible that SBH will run a two-way race instead of the traditional short-course. Roughly 800m up straight then turn and race down again. Special instructions will be issued to time keepers.

18.5 At the results centre

- 18.5.1 The status of each timing sheet should be recorded on the summary list on arrival and thereafter kept up-to-date.
- 18.5.2 Spare or backup sheets should be filed immediately on arrival.
- 18.5.3 Active sheets will be processed as directed by the results manager – probably :
 - a File immediately
 - b Dictation
 - c Proofreading

19 Job Descriptions :: TRAFFIC CONTROL

19.1 Job Description : Traffic Controller

- 19.1.1 You are in overall control of boat movements on and off the water around the Saltford Rowing Centre (SRC) and of the people mentioned below.
- 19.1.2 The Raft Manager is responsible for guiding racing boats to the next free raft when embarking. Each crew has been given a launch time but usually they use it only as a guide. Encourage them to have club members bring or remove their oars at the same time as their boat.
- 19.1.3 No crews may launch until the Safety Adviser gives permission.
- 19.1.4 All crews including those from SRC clubs must join the queue passing through Commission Checks. (See diagram).
- 19.1.5 All pairs and scullers will launch from rafts 1 and 2 upstream.
- 19.1.6 All eights and fours will launch from rafts 3, 4 and 5.
- 19.1.7 Ensure crews clear the raft area quickly when disembarking, and try to get them to remove their oars from the bank and oar racks as quickly as possible.
- 19.1.8 Boats and oars being used in later divisions may be stored either out of the way on the land at the pond end of the University boathouse or in Darrell's field. Oars should not be left on the oar racks.
- 19.1.9 ALL RIVER TRAFFIC TO BE STOPPED SO NONE ARE MOVING ON THE COURSE DURING RACING. BOTH MARINAS HAVE BEEN TOLD.
- 19.1.10 You are also responsible for watching out for general river traffic and asking them proceed in the knowledge that a race is taking place today.
- 19.1.11 It may be possible for narrow boats etc to go up as far as the bottom bridge, wait there until after a race, and then proceed to the top.
- 19.1.12 The monitors should inform you of any river traffic coming downstream.
- 19.1.13 Keep the Safety Adviser informed of all river traffic movements.
- 19.1.14 We will have to stop racing if a narrow boat is being difficult. In case of problems, get in touch with the Chief Umpire or the Race Manager.

19.2 Job Description : Boat chaser in field

- 19.2.1 You are based in the upper field near the top of the slope under the railway bridge.
- 19.2.2 Your task is to encourage crews to move down to the rafts.
- 19.2.3 You may also be asked to hold crews back to allow officials cars or boats returning to the field to have safe passage.
- 19.2.4 You may be asked to find and chase specific crews or enquire about the reason for any delay. Please be helpful if they need assistance with anything.

19.3 Job Description : Boat control at tunnel

- 19.3.1 You are based at the crossroads by the gate from Darrell's field.
- 19.3.2 You are mainly responsible for giving guidance for the safe movement of boats beneath the bridge and into and out of Darrell's field.
- 19.3.3 Keep the bridge route clear at all times.
- 19.3.4 When St. John Ambulance people arrive, please direct to the Safety Adviser who will advise them exactly where to park.
- 19.3.5 When the Rescue boats arrive ask them to report to the Safety Adviser who will show them where to launch. Note: they may drive up through Kelston lock.
- 19.3.6 No vehicles are allowed in Darrell's field.
- 19.3.7 All boats should be sent stern first to the space between the boathouses.
Please endeavour to stop spectators going into the area between the boathouses.

20 Job Descriptions :: UMPIRING

20.1 Job Description : Chief Umpire and Race Committee Chair

- 20.1.1 You are the Chief Umpire and will chair the Race Committee.
- 20.1.2 You will be based in Bay 1 of the Avon County boathouse - see the Introduction page, but should move up to the finish during racing.
- 20.1.3 The Radio Relay is at the top of the straight (Monitor 9). Radio traffic from the upper half of the course may come via the Radio Relay. The Starter may be an Umpire and another umpire is at the mid course bridge.
- 20.1.4 There will probably be another umpire as well as yourself at the Finish.
- 20.1.5 Race Monitors should all have mobile phones and radios. They have been asked to make a note of any 'incidents' asap and pass them to you at the end of each division.
- 20.1.6 Each monitor should report to you within five minutes of the last boat passing their point to tell you the numbers of any boats involved in incidents which might result in a time penalty or disqualification. No details will be given at this stage, so as soon as the division is finished you should ask the monitor for further details. If you need to talk to them directly, ask them to come to see you before they leave for home.
- 20.1.7 Within five minutes of the end of the race, get in touch with the results manager to tell him the numbers of any boats involved in disputes.. The Results Manager is expecting you to call, even if there are no problems. Times for all crews except those involved in incidents will be published as soon as they're ready.
- 20.1.8 Please deal with any time penalty or disqualification matters as soon as possible and keep the results manager informed.
- 20.1.9 If you impose a time penalty or disqualify any crew you should inform the Results Manager at the end of each division.
- 20.1.10 You will be allocated different jobs during the day but will chair the Race Committee as, and when, it is called upon to take action.
- 20.1.11

20.2 Job Description : RUC representative

- 20.2.1 You are the representative of the Regional Umpires Committee.
- 20.2.2 You provide advice to the organisers and send reports to the Regional Chairman and Regional Safety Adviser.
If circumstances permit the organisers may appreciate an offer of help when it is convenient.

**This document is for Helpers at the Monkton Bluefriars Small Boats Head
17 October 2015
For more information see [Clubs Pack](#)**

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