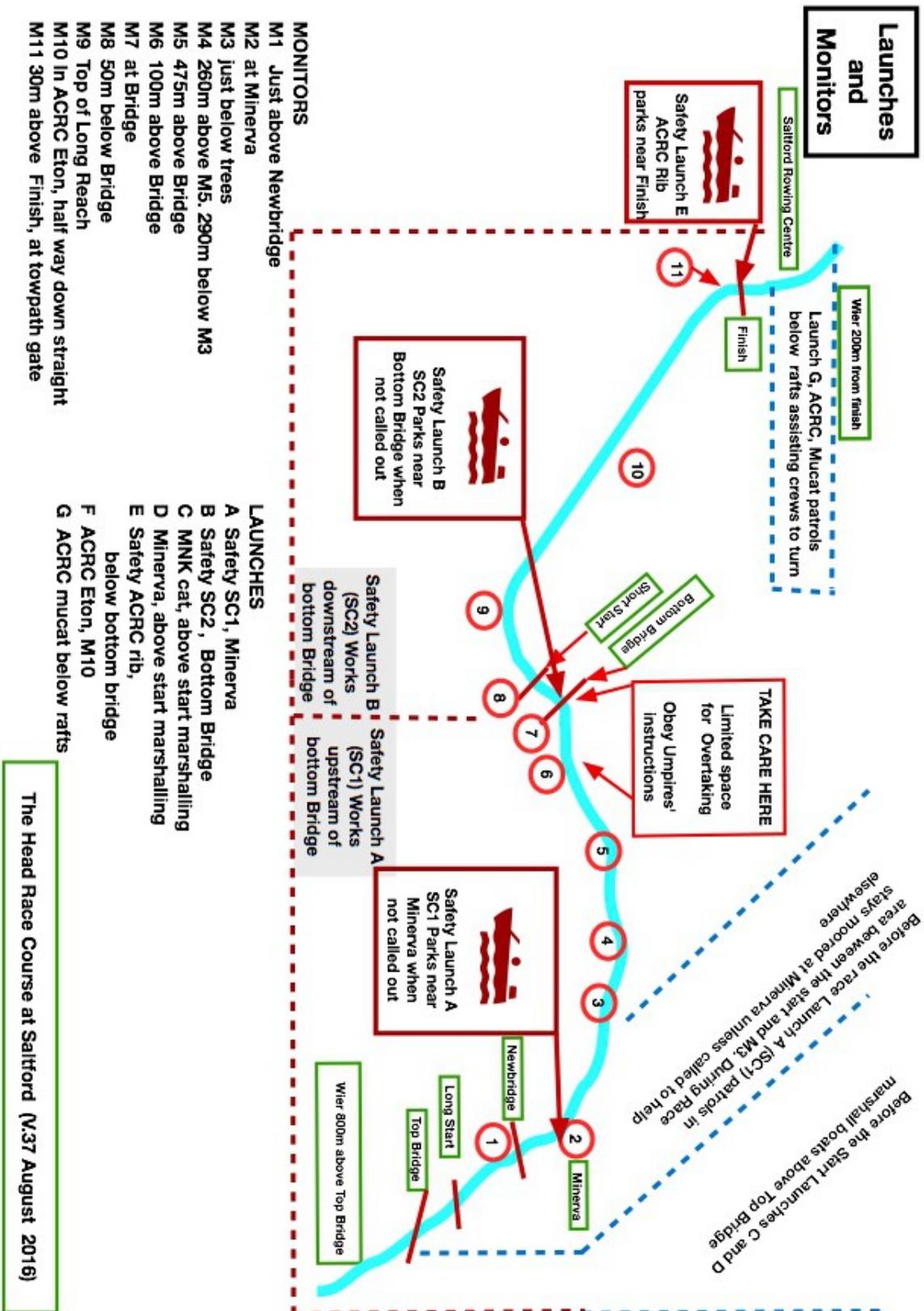


1 Job Descriptions :: MONITORS

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



1.2 General Notes for all Race Monitors

- 1.2.1 IF YOU HAVE NOT WORKED AS A RACE MONITOR BEFORE YOU SHOULD ATTEND THE TRAINING COURSE.
- 1.2.2 On arrival you should report to the Personnel Manager and then the Equipment Officer to collect your kit or for him to make arrangements for it to be exchanged directly with your predecessor.
- 1.2.3 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.
- 1.2.4 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 Bottom Bridge you will need to use the radio relay to do this.
- 1.2.5 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).
- 1.2.6 SWITCH ON YOUR MOBILE PHONE.
- 1.2.7 Read the Radio Protocol sheet and familiarise yourself with what to do in an emergency.
- 1.2.8 Chivvy crews up to start if necessary.
- 1.2.9 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 order.
- 1.2.10 There may be some foreign crews who may not understand English!
- 1.2.11 Your main task is to monitor the safety of competitors & to summon help to cope with any emergency.
- 1.2.12 Give instructions to crews to avert a collision or accident and avoid interference. Stop a crew if necessary for safety reasons. If you see 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.
- 1.2.13 Pass warnings to other officials.
- 1.2.14 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.
- 1.2.15 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
- 1.2.16 After the last boat of a division passes your point report to the Chief Umpire within 5 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.
- 1.2.17 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 hailers. If it is safe to do so steer racing crews around any obstacle.
 - d. DO NOT PUT YOURSELF IN DANGER
- 1.2.18 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.

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.

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

1.3 Monitor Positions

- 1.3.1 At, or near the positions indicated on your instructions or on the map, you will find your monitor number on a post or tree showing the position.

1.4 Job Description : Race monitor 1

- 1.4.1 Directions:

- a. Drive to the park & ride car park or the lay by on the Bath side of Newbridge. Cross the road carefully turn left and cross the river and follow the path under the bridge. The Marina bridge is a little further upstream.
- b. Your position is at the base of the Newbridge butress on the ACRC side, 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.

1.5 Job Description : Race monitor 2

- 1.5.1 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!
- 1.5.2 Your position is on the Minerva landing stage. As well as that job, please act as the liaison person between Minerva and other officials.
- 1.5.3 An Umpire will probably visit Minerva to carry out Control Commission and other duties
- 1.5.4 The starter may ask you to hold late arrivals at the slipway, & also exchange radios between divs.

1.6 Job Description : Race monitor 3

- 1.6.1 Your position is on the opposite bank to Minerva, about 100 metres downstream, where you can see all the way down the next reach.
- 1.6.2 Access this position from Newbridge. (See directions for Monitor 1 above).

1.7 Job Description : Race monitor 4

- 1.7.1 Your position is about 300m below Minerva. Make sure that you can see along two reaches.
- 1.7.2 You may prefer to access this position from Newbridge. (See directions for Monitor 1 above).

1.8 Job Description : Race monitor 5

- 1.8.1 Your position is about 200m above the bottom bridge.
- 1.8.2 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.
- 1.8.3 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.
- 1.8.4 The Bridge Umpire will need help marshalling & timing the short race. He will explain what to do.

1.9 Job Description : Race monitor 6

- 1.9.1 Please liaise with the Bridge Umpire for your best position. Your position is around 100 metres above the Bottom Bridge.
- 1.9.2 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.
- 1.9.3 Warn any overtaking boats to take care. If there are any difficulties, you may direct a crew to take the right arch.

- 1.9.4 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.
- 1.9.5 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.

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

- 1.10.1 Please read the general advice for timekeepers before you arrive.
- 1.10.2 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.
- 1.10.3 You are also responsible, with help from the monitors nearest the bridge, for marshalling and timing the start of short races.

1.11 Job Description : Race monitor 8

- 1.11.1 Please liaise with the Bridge Umpire for your best position. You will probably be about 50m downstream of the bridge.
- 1.11.2 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).
- 1.11.3 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.
- 1.11.4 The Umpire will need help from you when starting the short course. Please read the general advice for timekeepers before you arrive.

1.12 Job Description : Race monitor 9 and Radio Relay

- 1.12.1 Your position is on the Avon bank at the top of the long straight. Ensure you can see right down it.
- 1.12.2 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.
- 1.12.3 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.
- 1.12.4 If radio communications fail you will have to resort to mobile phones.
- 1.12.5 In an emergency only messages relevant to dealing with it should be sent.

1.13 Job Description : Race monitor 10 and Assistant

- 1.13.1 You will be in the ACRC Eton launch. See the Personnel Manager to arrange transport and a life preserver. During racing you will be moored half way down the long straight.
- 1.13.2 You will help with any rescue that the boat is called to attend.
- 1.13.3 Please ensure you wear a life preserver at all times when in the boat and on no account wear Wellington boots therein.

1.14 Job Description : Race monitor 11

- 1.14.1 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.