

NORWICH RC CARROW CUP INVITATION EVENT OFFICIALS' INSTRUCTIONS

OFFICIALS BRIEFING

All marshals and event officials should attend a general event and safety briefing at **8.15am in the Whitlingham Boathouses Clubroom.**

GENERAL SAFETY

This event is a closed invitation event run by Norwich RC under local rules based on British Rowing's Rules of Racing. All Officials should be familiar with the event instructions, including Instructions to Competitors, the event Risk Assessment, and the event Safety Plan as well as British Rowing's Row Safe.

However, officials should note that the guidance of Row Safe and BR's Safeguarding & Protecting Children Policy together take precedence at all times (BR Rules of Racing 1-2). The principal role of all the officials is the delivery of a safe event for all competitors, officials, other water users and the public at large and this requirement supersedes any other action (BR Rules of Racing 6-1-1).

The river is not closed and remains a navigation route at all times; racing crews should therefore follow normal navigation rules. Officials should warn crews of any other river traffic that may come into conflict with their course, regardless of whether they think they have seen them. Crews are to be advised to take evasive action to prevent interference by both racing crews and other river traffic. Marshals should not move un-necessarily during racing, as this may cause interference to the competitors especially in the City where there are hard banks.

In the event of competitors coming into difficulties, officials should safeguard their welfare and others before recovering equipment. However, any uncontrolled equipment on the river is a hazard and should be removed as soon as practical. Officials should note river access points (eg orange painted ladders on Riverside) close to their marshalling locations, especially where the banks are higher in the City.

No competitor who has capsized, either before or during the race, will be permitted to continue racing; he/she is to be wrapped in a thermal blanket and brought back to the boathouses by the fastest practical means.

All safety launches positioned above Trowse Eye, less Position 1, are to be in the position at least 30 minutes before each Division start time. Everyone who goes afloat in launches must wear a lifejacket and should wear adequate clothing for the prevailing weather conditions.

Each launch must carry a radio tuned to Channel 16.

Normal Broads Authority speed limits apply at all times unless there is a need to respond to an emergency. The normal limit is either 4 mph (New Mills to Trowse Eye) or 5 mph (Trowse Eye to Postwick). *Note that the coaching launch speed limit exemption only applies in the designated rowing zone, which starts at Trowse Eye on the River Yare, and does **not** include any part of the River Wensum.*

The Broads Authority Duty Ranger will be in attendance all day and will assist in monitoring other river traffic.

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TIDE TIMES AT TROWSE EYE FOR 9 DECEMBER 2017

High Water am 05:10; Low Water am 11:40; High water pm 18:00 (all times local)

Note: Low water coincides with Division 2 (traditional boats)

EQUIPMENT

Safety equipment - a safety equipment bag for each launch/marshal can be collected from the Whitlingham Boathouses office and handed over between Marshals for Divisions as necessary.

Megaphones and radios - those who require megaphones and radios are annotated on the roster. Radios should be signed for and returned to Event Control immediately after each Division, unless the same official is covering other divisions.

Launches – launches are being provided by the clubs shown on the officials' roster. Launches should be on the water attached to the quay heading by 8.30 am. Launch allocation is shown on the officials' roster.

EVENT MARSHALS

Specific instructions for each marshal are shown below.

General Carrow Cup local safety rule for Divisions 1 and 3 - no overtaking allowed between the Pulls Ferry Long Start and Position 3 (Carrow Road Bridge). Traditional boats (Division 2) may only overtake in this area if it is safe to do so and complies with navigation rules.

POSITION 0 – MARSHAL LONG START (LAUNCH)

Boat before the first crew launches and move directly to the Long Start position to receive crews on arrival.

Transport the long start team: starter, timekeeper and spotter to the Long Start and recover them afterwards.

Role – marshal racing crews into their positions above the start facing in the race direction; in collaboration with the Starter, send crews to the start at c15 second intervals; recover the start team; follow the last Long Course crew down the course as safety cover back to the boating area.

LONG COURSE START – PULLS FERRY

Start team travel to the start with the Long Course Marshal (see above). Division 1 start team to take "Start" sign; Division 3 to bring this back.

Role – check that the course is clear; start the Long Course crews; record start times for Long Course crews; report when all crews have started to Control; board Marshal's launch and follow the last Long Course crew down the course as safety cover back to the boating area.

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Traditional boat start (Division 2) – all the traditional boats have been allocated handicaps according to their construction and type. The exact start times have been carefully calculated and should be adhered to the second. This means that there may be long gaps (even minutes) between starts but this is essential to ensure that faster crews do not catch up too soon.

POSITION 1 – MARSHAL TURNING CIRCLE (LAUNCH)

Boat after the last crew has left the boating area and follow the last crew up to Position 1.

Note – ensure that there are no crews proceeding to the start from Yare or Broadland BCs before turning towards the City.

Role – report “course clear” to the Short Course starter once the last crew has passed Position 2; report number of last crew on the long course to pass Position 1 to the Long Start starter; monitor long course crews at the turning circle and through the Lady Julian footbridge; monitor and direct any general river traffic approaching the area; provide safety cover if required.

Note – crews may need steering direction around the bend and through the Lady Julian footbridge. Crews should keep towards the Riverside bank to avoid colliding with the line of moored boats downstream of the footbridge.

POSITION 2/3 – MARSHAL CARROW ROAD BRIDGE (LAUNCH)

Boat to be in position 30 mins prior to the division start time. Transport short starter to the Short Start (Division 1 only).

Role – provide safety cover for crews proceeding to the start; marshal crews for the Short Course (Division 1 only); monitor Long Course crews between Position 2 (Novi Sad footbridge) and Position 3 (Carrow Road bridge); monitor and direct any general river traffic approaching the area; provide safety cover if required; transport short course starter (Division 1 only) back to the boating area after the last crew has passed.

SHORT START (DIVISION 1 ONLY)

Starter to travel to the start with Position 2/3 marshal. Timekeeper and spotter to make their own way to the start to be in position 15 mins prior to start time. Division 1 start team to take “Start” sign and recover it after that Division has started.

Role – check that the course is clear; start the Short Course crews; record start times for Short Course crews; report when all crews have started to Long Course Starter and Control.

Note – the river is narrow at this point and short course crews need to stay close in to the bank to allow room for long course crews to pass on their way to the start.

POSITION 4 – MARSHAL ON NORTH BANK MIDWAY BETWEEN CARROW ROAD BRIDGE AND CARROW RAIL BRIDGE (BANK)

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Travel to Position 4 with Marshal Carrow Rail Bridge (see below) to be in position 30 mins prior to division start time.

Role –monitor all crews approaching from Position 3 (Carrow Road bridge) and downstream towards Position 5 (Carrow Rail bridge); monitor and direct any general river traffic approaching the area; direct safety cover if required.

POSITION 5 - MARSHAL CARROW RAIL BRIDGE (LAUNCH)

Boat to be in position 30 mins prior to the division start time. Transport Bank Marshal to Position 4 and return to Position 5.

Role – provide safety cover for crews proceeding to the start; monitor all crews approaching from Position 4 (Bank Marshal) and through Position 5 (Carrow Rail bridge); monitor and direct any general river traffic approaching the area; provide safety cover if required; recover Bank Marshal from Position 4 and return to boating area after last crew has passed.

POSITION 6 – MARSHAL WOEC PONTOON (BANK)

Walk to be in position 10 mins prior to the division start time.

Role –monitor all crews approaching from Position 5 (Carrow Rail bridge) and past the WOEC pontoon; monitor and direct any general river traffic approaching the area; direct safety cover if required.

POSITION 7 – MARSHALL RAIL BRIDGE/NEW CUT (LAUNCH)

Boat to be in position 15 mins prior to the division start time.

Role – monitor any late crews from Broadland BC and Yare BC; monitor all crews approaching from Position 6 (WOEC pontoon) and through onto the Position 8 (New Cut); monitor and direct any general river traffic approaching the area; control all returning crews emerging from Thorpe Green under the railway bridge onto the river; allow crews to cross only when the last crew has passed; provide safety cover if required.

POSITION 8 – MARSHALL NEW CUT AND MEDICAL OFFICER (LAUNCH)

Boat to be in position 5 mins prior to the division start time.

Role – monitor all crews approaching from Position 7 (Railway bridge) down the New Cut towards Position 9 (Finish); monitor and direct any general river traffic approaching the area; provide medical support if required; provide safety cover if required.

Note: The **medical officer** is aboard this launch.

POSITION 9 - FINISH

Walk to be in position 5 mins prior to the division start time. Division 1 team to take "Finish" sign with them and Division 3 team to bring it back.

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Role – confirm with the Starters and Control when the finish is set up and ready; record finish times for all crews; direct crews who have finished to keep moving and turn north under the railway bridge towards Thorpe Green and past Yare BC; direct safety cover if required.

BOATING AREA MARSHALS

The boating marshals are key to the event running to time. Boating marshals need to be in position 45 mins before the division start time.

Role – ensure all crews boat in accordance with the published schedule for each Division; call forward crews to the boating area; assist crews onto the water by holding boats and collecting footwear; assist crews in recovering boats after the end of each Division.

Note: The role includes both launching and recovery. This role is not required for Division 2 (traditional boats).

CATERING TEAM

The normal Saturday morning catering service will operate extended hours from 8.30am until start of prizegiving (c3.30pm). See roster for details.

A separate cake stall will be operated by NRC.

A licence has been applied for this event. The event organiser is arranging alcoholic supplies which will be available for both the Carrow Cup and the NRC evening function.

Attachments:

- BR Radio Protocol (abbreviated)
- Course Map
- Officials Roster

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RADIO PROTOCOL

All radios should be switched to **Channel 16**

This is a short version of the **British Rowing Radio Protocol**. The complete protocol document is available at the radio pick up point if you need more information.

When using the radio remember to **PRESS** the connection switch, **PAUSE** and **TALK** to send a transmission.

Think what you need to say. **Be brief, accurate and clear**. Respond clearly.

At the end of your message finish with **OVER** if you require a response or **OUT** if no answer is required or expected.

Never use **OVER and OUT** as this is confusing.

In an emergency situation the station which initiates the call says:

HELLO ALL STATIONS THIS IS XXXX. PAN-PAN, PAN-PAN.

Followed by a short explanation of the nature of the emergency.

On hearing this everyone else should maintain Radio Silence while the incident is dealt with. Pay attention in case there are requests for you to assist.

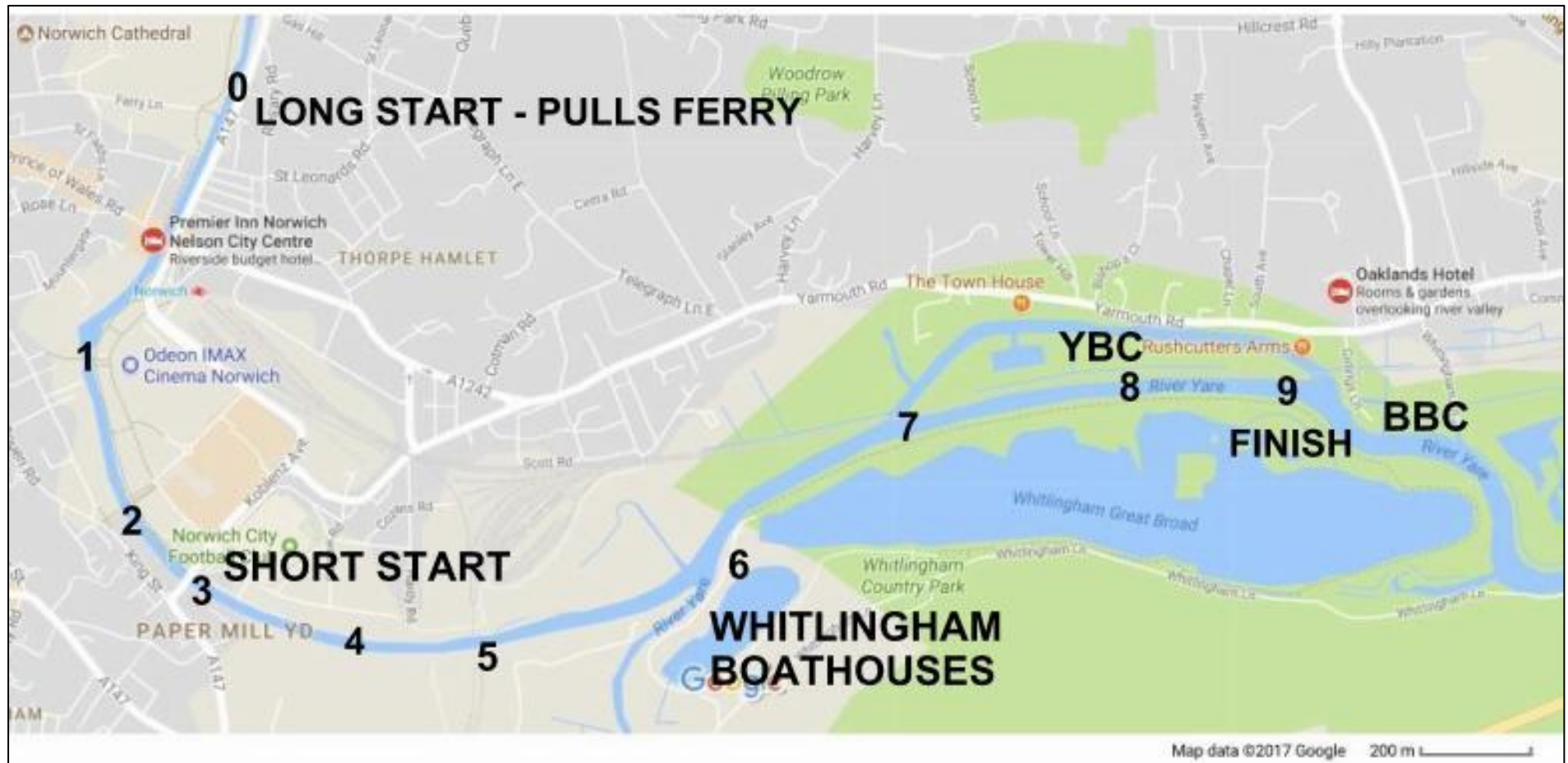
When the incident is over the station who broadcast the initial warning should send a transmission clearing it:

HELLO ALL STATIONS THIS IS XXXX. EMERGENCY OVER, EMERGENCY OVER.

Do not:

- Swear
- Ramble
- Talk over other transmissions
- Change channels for privacy (use mobiles).
- Say **OVER and OUT**

CARROW CUP 2017 – COURSE MAP



NRC CARROW CUP 9 DEC 17
OFFICIALS' ROSTER

Designation	Location (see Course Map)	Designation	Division 1	Division 2	Division 3	Equipment		
			09:30 Short Course	Traditional Boats	Racing Boats	Launch	Meg	Radio
			09:45 Long Course	11:30 Long Course	13:30 Long Course			
M A N A G E M E N T	RACE MANAGEMENT							
	Event Organiser (office)		Katherine Trehane	Katherine Trehane	Katherine Trehane			X
	Registration		Clive Bound	Clive Bound	Katherine Trehane			
	Race Committee	Chairman	David Bolton	David Bolton	David Bolton			X
	Race Committee	Member	Jim Miller	Jim Miller	Jim Miller			
	Race Committee	Member	Roger Croome	Roger Croome	Roger Croome			
	Control Commission	BR Umpire	Jim Miller	Jim Miller	Jim Miller			X
	Control Commission	Assistant	Boat Marshals	Boat Marshals	Boat Marshals			
	Event Safety Adviser		Olly Roe	Olly Roe	Olly Roe			X
	Medical Officer		Maarten Derks	Ollie Negus	Ian Williams			X
Emergency Coordinator		Roger Croome	Roger Croome	Roger Croome			X	
Results Coordinator		Richard Turner YBC	Richard Turner YBC	Nigel Kippin				
RACE MARSHALS								
POSITION 0 - START	Start Marshal 1 Long Course	RYA2	Nick Francis	Nick Francis	Nick Francis	Seastrike UEA BC	X	X
LONG COURSE START	Long Course Starter	Starter	David Bolton	Max Heron	David Bolton		X	X
	Long Course Start Time Keeper	Timer	Simon Pitkin	Simon Pitkin	Simon Pitkin			
	Long Course Start Spotter	Spotter	Oli Kempson	Sam Redgrave	Alex Dudgeon			
POSITION 1	Marshal Turning Circle and Lady Julian Footbridge	RYA2	Richard Hoare	Robert Weston	John Friend	Batman NRC	X	X
		Marshal	Adam Ashcroft	Jake K-Black	Rocco Vettese			
POSITION 2/3	Marshal Carrow Road Bridge	RYA2	Robert Weston	Steve Saint	Keith Baxter	Cat NRC	X	X
		Marshal	Will Faulkner	Sarah Watts	Fabien Mitchell			
SHORT COURSE START	Short Course Starter	Starter	Jon Nott	Div 1 only	Div 1 only		X	X
	Short Course Time Keeper	Timer	Lesa Easton					
	Short Course Spotter	Spotter	Sue Burrell					
POSITION 4	Bank Marshal opposite Colmans	Marshal	Carrie Gilbert	Matthew Davies	Sam Wheatman		X	X
POSITION 5	Marshal Carrow Rail Bridge	RYA2	Laurence Whelan	Keith Baxter (<i>Note use NRC launch Robin for this division only</i>)	Lawrence Taylor	BBC Seastrike	X	X
		Marshal	Ross Campbell	Pam Turnbull	Amanda Roper			
POSITION 6	Bank Marshall WOEC Pontoon	Marshal	Jackie Baker	Cassie Knights/Ian Hall	Cassie Knights/Ian Hall		X	X
POSITION 7	Marshal Rail Bridge/Start of New Cut	RYA2	Tracey Powell	Nigel Kippin	Harry Scott	Joker NRC	X	X
		Marshal	John Friend	Carl Shiplee	Jana Subertova			
POSITION 8	Marshall New Cut with Medical Officer	RYA2	Chris Ford	Stephen Bradnock	David Wynne	Yare Seastrike	X	X
		Medic	Maarten Derks	Ollie Negus	Ian Williams			
POSITION 9 - FINISH	Finish Time Keeper	Timer	Jim Miller	Sarah Lister	Jim Miller			X
	Finish Bell	Bell	David Wynne to nominate from Juniors	David Wynne to nominate from Juniors	David Wynne to nominate from Juniors		X	
	Finish Spotters	Spotter	David Wynne to nominate from Juniors	David Wynne to nominate from Juniors	David Wynne to nominate from Juniors			
		Spotter	David Wynne to nominate from Juniors	David Wynne to nominate from Juniors	David Wynne to nominate from Juniors			
B O A T	BOAT MARSHALS		08:30 to 09:15 and recovery	Not required for Div 2	12:30 to 13:15 and recovery			
	Lead Marshal		Mike Burrows		Nick Cooper		X	
	Marshal		Lucy Rowe		Vigi Audinis			

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			09:30 Short Course	Traditional Boats	Racing Boats	Launch	Meg	Radio
			09:45 Long Course	11:30 Long Course	13:30 Long Course			
M A R S H A L	Boating Area Boat Marshals	Marshal	Vicki Harvey		Shelagh Tubby			
		Marshal	Jo Magrath		Jo Magrath			
		Marshal	Elizabeth Lewis-Williams		Anoushka Roberts			
C A T E R I N G	CATERING		08:30 to 12:30		12:30 to 15:30			
	Kitchen	Lead	Jackie Kilbourn		Amanda Heron			
		Chef	Callum Seeker		Paul Charlish			
		Chef	Clare Petersen		Heather Newton			
		Chef	Simon Girling		Callum Page			
		Chef	NCC		Volunteer required			
		Chef	NCC					
	Cake Stall		09:30 to 11:30	11:30:13:30	13:30 to 15:30			
		Cake Stall	Liz Harrison	Sue Butters	Susan Oxenham			
SPARE		Magda Steinherz; Tracy King						