

VETERAN FOURS HEAD 2017



SAFETY AND MARSHALLING INSTRUCTIONS FOR CAPTAINS, COXSWAINS AND STEERS

To be rowed on **Saturday 11 November 2017, starting at 10.00 a.m.**, from the University Stone, Chiswick, to Ranelagh Sailing Club, Putney, on the ebb tide.

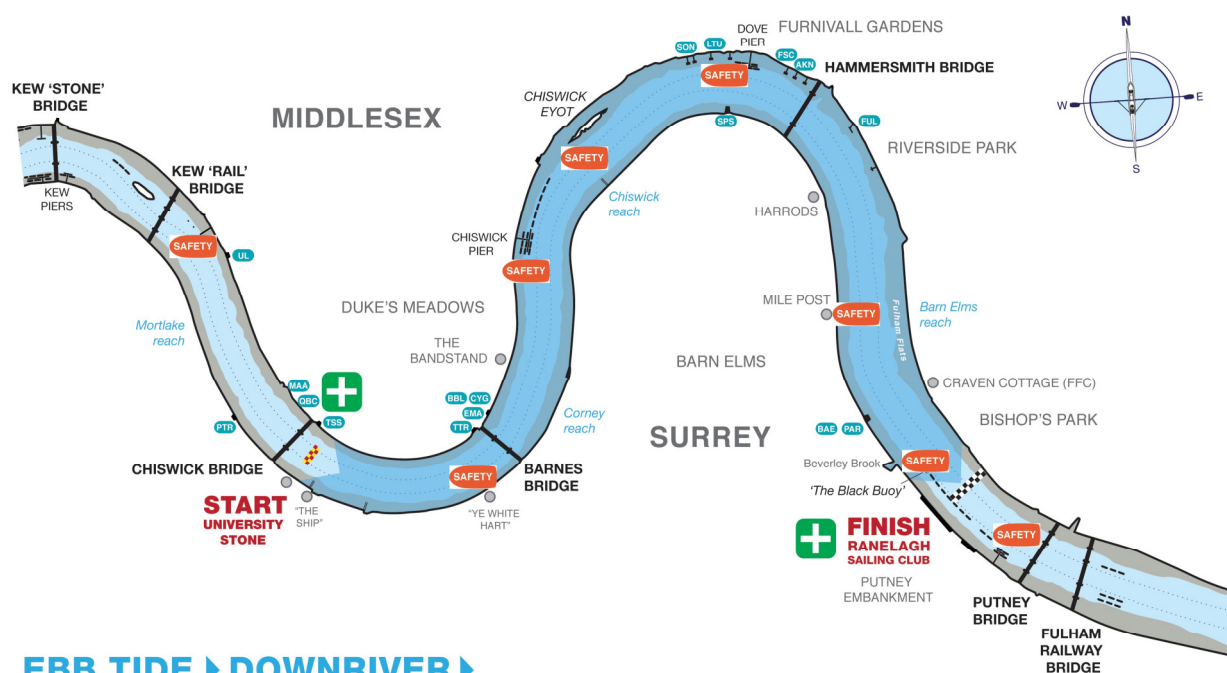
Safety

SAFETY IS THE RESPONSIBILITY OF ALL. A crew that is unaware of these instructions or simply ignores them is a danger to itself and all other crews. A crew that is considered dangerous *will* be prevented from racing or, if acting dangerously during the race, risks a **time penalty** or **disqualification**.

- It is the responsibility of club captains to ensure all their coxes and steers (a) are competent to be 'masters' of the vessel, (b) have read and know the relevant parts of the Tideway Code – http://www.thames-rrc.org/files/safety/Pocket_guide_colour_A4_spread.pdf – and (c) as well as having read these instructions also understand them.
- All crews must comply with the regulations laid down in the British Rowing Rules of Racing and Row Safe Code. In particular, club captains must ensure that all competitors are aware of sections 1.9 and 2.1 of Row Safe, regarding safety aids and swimming ability.
- All crews should be aware of the Thames Regional Rowing Council's Discipline Code, which is within the documents on the race website.
- All crews should be aware of the race abandonment plan and emergency incident management plans that are at the end of this document. In addition, also please take heed of the bad weather procedure document on the website and check in the week of the race for weather updates on the site. All crews must be aware of the Ebb Tide Flag Warning system; this is also on the race website. **Any crews or clubs that participate in private racing in the event of a race cancellation or abandonment will be reported to the PLA who may see fit to take action with the club/s involved.**
- If the Race Committee decide to shorten the course, then the race will be to the upstream side of Hammersmith Bridge. Please check the race website and Twitter in the week before the race for race-status updates
- It is the responsibility of club captains and crews to ensure that there is a **competence within crews to row in the conditions prevailing on the day** (irrespective of any decision by the organisers to run all or some of the events in the competition) including health and fitness to do so **and to wear/carry adequate layered clothing. Competitors are expected to carry out their own risk assessment on the day of the race**, taking into account their personal circumstances and fitness. All participants must be aware of their responsibility to themselves and others with regards to their ability to take part safely in the conditions as they find them on the day of the event. **Please note special conditions relating to any novice rowers included in any events entered**; these notes can be found on the relevant sections of the British Rowing entry system, and at <http://www.vetfourshead.com/generalinformation/>.
- **It is the responsibility of individual crews to ensure that their equipment fully meets the requirements of the British Rowing Row Safe Code**, including issues of buoyancy, the integrity of closed compartments, bow balls, heel restraints and steering gear. The Chief Umpire will decide appropriate penalties for crews found failing to comply with the code; these will include disqualification for serious breaches.

- **Mechanical breakdown/failure:** should a crew have a mechanical steering failure it is essential that the crew stop racing and notify an official of the problem. It is important that crews do not put themselves at risk by trying to finish the race with defective steering.
- It is recommended, but is not mandatory, that crews carry a mobile phone on board. If there is an emergency and the emergency services need to be called, either using a mobile phone held by the crew or via a spectator's phone, when speaking to the emergency services operator [dial 999] the **services of the Coastguard should be requested**.
- All crews must have one member who can speak English.
- All domestic boats must carry a compliant and correct three letter and three digit code to designate club and boat number (e.g. TSS198). Foreign entries have a designated three-letter code (e.g. ZDU) and so must put on their boat. Non-compliant boats may be disqualified.
- Eight safety launches will be in position along the course. Refer to the map below for details of location. Anyone in need of assistance should notify a marshal or observer who will be able to summon help on his/her radio. Crews should use the International Safety Signal (slowly and repeatedly raising and lowering arms outstretched to either side) when asking for help.

LOCATIONS OF SAFETY BOATS



EBB TIDE ► DOWNRIVER ►

- Safety launches will follow the last boat(s) back to Chiswick Bridge. This will be done with reasonable attention as to which is the last boat on the river that is returning to Chiswick. Any crews that stop and disembark on the way back, but then subsequently re-boat, will not be part of the safety roll-up of the race.
- It is advised that, in the interests of spectator and bystander safety, supporters and coaches following the race on bicycles take due care.
- **If a member of the crew should fall out of the boat, the crew must stop and help. Shout loudly to any crew behind to warn them. Following crews must take avoiding action and all crews must alert rescue craft immediately.**
- Ambulances and First Aid facilities will be available at:

- a. **Chiswick Bridge** (Middlesex): Tideway Scullers School boathouse (first aid) and (ambulance)
 - b. **Chiswick Pier House** (medical officer)
 - c. **Putney** (Surrey): Embankment (ambulance and first aid).
- The river is closed to other river users from 09.30 a.m. until 01.00 p.m. Prior to and post the river closure normal navigational rules apply and must be known and obeyed. During the race crews must follow the race rules, but this does not absolve a crew from its responsibility to navigate a safe course at all times.
- Normal Tideway navigation rules must be obeyed (see Notice to Mariners U12 of 2017 – **please note that race start time on this notice is incorrect: the race start is 10.00 a.m.**) except where specified by these instructions during the river closure. Crews seeking further clarification should consult the PLA or TRRC websites, or ask club or regional water safety advisers.
- British Rowing insurance for the event will only be valid for UK residents defined as being resident for six [6] months or more. Competitors who do not meet these criteria will not be covered by this insurance policy.
- Crews affiliated to any rowing association outside of Britain that is recognised by British Rowing or FISA do not have register with British Rowing but must have third-party liability insurance.

Marshalling Instructions

Numbers

Number collection

Numbers will be available at designated collection points on the morning of the race. Please collect your number before going afloat for the race.

IMPORTANT: Crews must ensure that BROE is showing the correct host club for their boat by 5 p.m. on Wednesday 8th November.

- Crews boating from **Putney** collect their numbers from **VESTA ROWING CLUB**
- Crews boating from **Hammersmith** collect their numbers from **SONS OF THE THAMES**
- Crews boating from the **Civil Service Boathouse** (aka Cygnet/Barnes Bridge Ladies) and **Thames Tradesmen** should go direct to their host clubs, where their numbers will be waiting.
- Crews boating from **Tideway Scullers School** and **all clubs upstream of Chiswick Bridge** collect their numbers from **TIDEWAY SCULLERS SCHOOL**

collection point	host clubs
Vesta Rowing Club	Thames, Barn Elms, Crabtree, Imperial College, King's College School, London, Parr's Priory, Putney High School, Vesta, Westminster School
Sons of the Thames	Sons of the Thames, Auriol Kensington, Fulham Reach, Furnivall
Civil Service (Barnes Bridge Ladies/Cygnet)	Barnes Bridge Ladies, Cygnet
Thames Tradesmen	Thames Tradesmen
Tideway Scullers School	Tideway Scullers School, Mortlake, Anglian & Alpha, Putney Town, Quintin, Twickenham, University of London,

Displaying numbers

- Crews will be issued with one Empacher number plate and two linen numbers.
- The Empacher number plate must be **securely affixed to the bow of the boat**. Crews without a bow number cannot be guaranteed a finishing time.
- One linen number must be securely fastened – at least at each corner, but preferably with six safety pins – to the **back of the bow person** (NOT the cox) **so as to be visible when racing** (i.e. on racing kit).
- The second linen number should be fixed to the back of the bow person **so as to be visible in transit and when marshalling prior to the race** (i.e. on warm-up kit).

Number return

- After the race, Empacher number plates must be returned, undamaged, to the race committee on the day, or by 20 November if sent by post.
- On the day, numbers can be returned to the boxes at the number collection points.
- Those wishing to return their numbers by post should send them to the Treasurer, Jimmy Pigden, at 19 Walsingham Gardens, Stoneleigh, Surrey KT19 0LS.
- Numbers must not be posted back to any host club.
- Crews that have not returned their number by 20 November, or have lost or damaged their number by whatever means, will be charged £15 for its replacement. The Treasurer will contact these crews by e-mail to arrange payment.

Boating

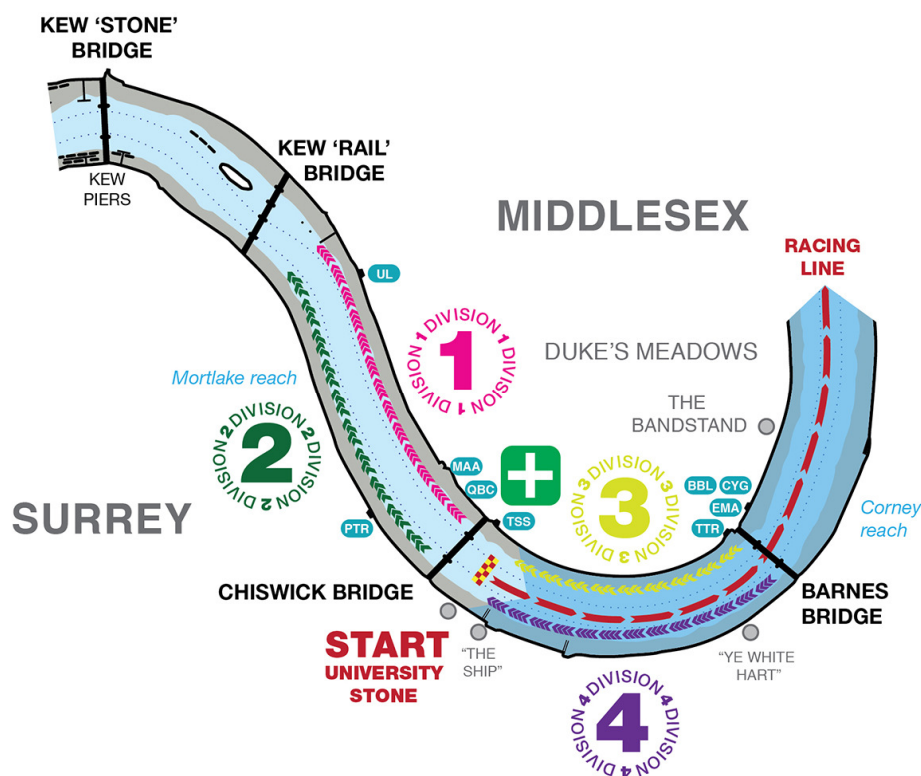
- Crews must not boat unless their equipment is in full working order.
- Crews are advised to boat in good time so as to reach their marshalling position in good time. It is the absolute responsibility of crews and their captains to ensure that this happens.

Marshalling Positions

- All crews must be in their marshalling positions by 09.45 a.m. No crews may 'slot in' to their divisions by boating late. Any crew doing so risks a time penalty or disqualification.
- Crews will assemble in four divisions:
 - **Division 1** (crew numbers 1 to 60) will marshal on Middlesex between Chiswick Quay Marina and the University of London Boathouse with bows pointing upstream and blades in contact with the bank (if safe) [Tideway Code page 23 Section 2.6 BP No. 3]. Crew 1 will be just upstream of Chiswick Quay Marina.
 - **Division 2** (crew numbers 61 to 120) will marshal on Surrey between Mortlake Steps and 100m downriver of Kew Railway Bridge (just outside the Restricted Zone) with bows pointing upstream and blades in contact with the bank (if safe) [Tideway Code page 23 Section 2.6 BP No. 3]. Crew 61 will be just upstream of Mortlake Steps.
 - **Division 3** (crew numbers 121 to 180) will marshal on Middlesex between the green buoy above Barnes Bridge and Tideway Scullers School with bows pointing upstream and blades in contact with the bank if safe [Tideway Code page 23 Section 2.6 BP No. 3]. The highest number crew (i.e. last start position, 180) will be just downstream of Tideway Scullers School, and crew 121 will be the nearest to Barnes Bridge. Crews will proceed through Chiswick Bridge when directed by the marshals after the departure of Division 1 and will take up the positions vacated by the crews in Division 1 as directed by the marshals.
 - **Division 4** (crew numbers 181 to 235) will marshal on Surrey below Chiswick Bridge. Marshalling will be the same as for Division 3, i.e. the highest numbered crew will be nearest to Chiswick Bridge and the division will move upstream after the departure of Division 2 as directed by the marshals, the highest numbered crew being opposite ULBC.

Crews marshalling near Chiswick, Kew and Barnes bridges are to remember the 100m exclusion zones on either side of the bridges while the river is not closed.

MAP OF MARSHALLING POSITIONS



- Once established in their marshalling positions, crews must keep in single file in line astern with their bows pointing upstream and keep as close to the bank as possible. Boats must maintain their position against the tide and neither allow themselves to become bunched together or allow gaps to develop between adjacent crews.
- Crews must not row at or above race pressure between Barnes and Kew bridges after 09.15 a.m. unless specifically directed by a marshal or observer.
- After 09.45 a.m. late crews must wait below Chiswick Bridge on Surrey at the end of Division 4. Under no circumstances should crews attempt to cross the river after 09.45 a.m. unless instructed to do so by a marshal.

The start of the race

- The race will start on time and without reference to absentees.
- Five minutes prior to the start, marshals will issue a verbal notice to crews. Crews in Division 1 should remove non-racing clothing.
- **On instructions from marshals, crews will turn, taking their bows out into the centre of the river. Do not 'spin turn' close in to the shore.**
- **Crews will then proceed downstream to the start in numerical order leaving 1–2 lengths of clear water between crews.**
- **Crews must pass through the centre span of Chiswick Bridge.**
- Crews will receive the instruction '[Number] ... Go!' from the Starter and timing will start at the University Stone.

Division 2 crews will be instructed to turn in order that they are ready to follow the last crews of Division 1 down to the start line. The same will apply for Divisions 3 and 4. Crews should remain vigilant and ensure they are ready to turn when required.

During the Race

- Coxswains and steers should maintain that which they consider to be their best course, but **MUST fully give way to overtaking crews**. Failure to observe this rule will lead to a time penalty or disqualification. ALL crews have a responsibility to avoid collision and may be penalised if judged to have contributed to the causes of a collision. Umpires and observers will be posted along the course.
- Crews must pass through the centre spans of Hammersmith, Barnes and Chiswick bridges.

After the race: the finish area

- **To ensure a finish time is recorded and to avoid disqualification all crews must approach the finish on the Middlesex side of the moored boats at Putney, keeping a safe distance from the boats and from the Black Buoy. CARE MUST BE TAKEN TO KEEP A GOOD LOOK OUT at this stage of the race when tired and nearly finished.**
- **The finish line will be marked by the usual banners, on Ranelagh Sailing Club (Surrey) and Bishops Park wall (Middlesex).**
- **Crews must not ease on the finish line at Ranelagh Sailing Club, but must paddle down and turn between the last moored boat downstream and Putney Pier**
- **Crews must then turn towards the Surrey shore as shown below, ensuring that they do not interfere with crews still racing.**
- The instructions of marshals at the finish must be quickly and accurately adhered to.

After the race: returning to your boathouse

- Crews should proceed on the Surrey side of the moored boats, paying due attention to crews disembarking at Putney.

- Crews returning to boathouses above Putney should stay on the Surrey shore as close as is safe and practicable to the bank [page 8 section 2.1 Tideway Code] and must not row two abreast at all, unless overtaking. Crews returning to Hammersmith may cross above Hammersmith Bridge at the direction of a marshal/observer.
- After the last racing crew has passed Chiswick Pier crews returning to boathouses above Chiswick Pier may cross to Middlesex at the Chiswick Steps Crossing. However, if crews are still racing, returning crews must remain on Surrey and cross at the direction of a marshal/observer.
- Above all, crews returning to their boathouses must not impede crews racing and must accordingly give way to these crews. Failure to do so may result in a penalty or disqualification.

CIRCULATION PATTERN AT THE FINISH



General Information

- The Veteran Fours Head is run for the benefit of the competitors. It endeavours to provide an enjoyable and fair race for all. Please obey marshals' instructions at all times; however, **this does not negate your responsibility as masters of the vessel for the safe navigation of your craft.**
- Any complaints about the behaviour of other crews during the course of the race must be made to the Chief Umpire at the Chiswick Pier House (The Pier House, Corney Reach Way, London W4 2UG) within thirty [30] minutes of the last crew crossing the finish line. Please call Luke Howells on 07773 849505 if you wish to lodge a complaint.
- No complaints of this nature will be considered after the results have been announced.
- For the purposes of the event's insurance, the event is deemed to commence at 09.00 a.m. and ends at 12.00 p.m.

Abandonment Plan and Emergency Incident Management

In case the race has to be abandoned at any time while crews are marshalling or racing the following procedure will apply and be strictly adhered to:

Crews, on hearing continuous short blasts on air horns will immediately STOP. They will wait to be instructed on how and where to proceed by a marshal. They must maintain a sharp lookout for other crews in the vicinity who may not have heard or seen the warnings and are continuing with marshalling or racing. If necessary they must move to avoid any collision with such a crew.

Marshals will wait for instructions from the Chief Marshal, who will be in constant communication with the Safety Adviser, and once the cause and location of the problem has been determined he will proceed to put the abandonment plan into operation.

Depending on where crews have boated, whether or not the race has started and the number of crews still being marshalled, they may be asked to either paddle lightly upstream under the direction of the marshals (if they have boated from upstream of the marshalling area), or turn on to one of the banks and wait to be sent downstream if they boated from one of the clubs at or below the Mile Post. A crew may be asked to proceed upstream of all marshalling crews before turning on to one of the banks.

N.B. Please ensure that all crews check for any alterations to the marshalling instructions on the race website, www.vetfourshead.com, the day before the race. Notification of any such alterations will also be made via Twitter – @vetfourshead

In case of emergency, the call sign 'Mayday, Mayday' will be used, after which **COMPLETE RADIO SILENCE** must be maintained by all radio users except the person involved in the incident. They will communicate with Race Control who will, in turn, give instructions to all other marshals/umpires which instructions will relate to the severity and complexity of the incident.

**Chief Marshal
November 2017**

ONLY IN THE CASE OF A SHORTENED COURSE THE FOLLOWING MARSHALLING WILL COME INTO FORCE

If for whatever reason the race has to be shortened the finish will be moved to the British Rowing Pontoon, as set out in the map below.

A decision re shortening the race will be communicated via the events twitter site and by all marshals to crews on the water

Circulation patterns if course is shortened for the finish are shown below

