



O H R C s



GLOBAL LAW FIRM  
Official Sponsor of Summer Eights

## Summer Eights Marshalling Guide

*Last up-dated 20/05/09*

### The event

Summer Eights is a bumps racing event. Racing is split into 13 divisions, each of 13 boats, racing at approximately 30 minute intervals. The aim of racing is to catch up with the boat in front and gain a 'bump'. Once a bump has occurred, both crews involved move out of the way and cease racing. Boats which neither bump nor are bumped must continue racing until the finish line.

### In general

Please **arrive promptly** at Longbridges Boathouse for the start of your marshalling shift and report to Race Desk. Do not wait for someone to approach you. You will be briefed by a member of the Race Committee and sent out to your position.

Wear **appropriate clothing** to stay warm and dry as you will be standing by the river for some time.

Please bring a **pen** and a **watch** with you. Some of the marshalling positions require you to note which crews have boated/passed you; a pen is useful to mark them off on the start list you will be given. You will be given race time (the time the race is being run to) during your briefing and asked to set your watch to it, so you can advise crews of the time.

Perhaps obvious, but you must **not have been drinking alcohol** before marshalling, nor drink it while marshalling.

**If at any time, you find yourself in a situation you are unsure how to handle or asked a question you don't know the answer to, radio Race Desk and ask for advice or assistance.**

### Your role

**Marshals are primarily responsible for the safety of all crews on the river. You must be standing up, alert and watching the river at all times.**

You also should look out for hazards to spectators and the public on the river banks, but do not let this distract you from the river. If you need help, radio Race Desk.

#### **Marshals are responsible for:**

Between divisions:

- a) checking that boats are safe to take on the water before they push off.
- b) making sure that crews boat in the right direction, and follow the circulation pattern.
- c) making sure that the crews warming up stay clear of any river traffic.
- d) performing river checks.

During racing:

- a) ensuring that racing is conducted safely.
- b) as a part of this, being ready to stop the racing with your klaxon if it becomes dangerous.

Positions:

- a) marshals are located at different positions along the river, most of which have additional duties on top of these general ones.

### Your equipment

Before you leave Longbridges after your briefing make sure you have been given the following:

- a) a yellow high-visibility bib
- b) a radio
- c) a klaxon

- d) a start list
- e) a laminate with your position's duties on one side and the blades of the colleges on the other.
- f) possibly a megaphone

Check that the radio, klaxon and megaphone work, and that you know how to use them.

Please look after the equipment, keeping it as dry as possible if raining, and keep it with you at all times. Not only is it quite expensive, but it is also useless unless you have it to hand.

### **Details of roles of individual positions**

(The numbers correspond to the positions on the marshals on the map on the Summer Eights webpage, and are in the order in which marshals radio in during a river check.)

(Please note that, with the exception of the Bike marshal, these duties are **in addition** to the general duties of overseeing the warm-up, performing river checks, and monitoring the racing, all of which will be detailed below.)

- 1) **Head (of the River) Marshal:** (by the grey footbridge) communicates with other river traffic entering the course from under Folly Bridge, and liaises with the SU about this; instructs crews who have finished racing on where to wait to prevent a build up of crews above the finish line and when to spin; ensures crews returning to their boathouses keep tucked into the City side bank; warns non-event pedestrians and cyclists coming down the towpath that an event is occurring.
- 2) **Finish:** (by the Cox stone) operates the finish clacker over the STERN of the boats to inform crews when they have finished racing; instructs crews to clear the finish line, radios Race Desk when the last racing crew crosses the line; ensures crews returning to their boathouses keep tucked into the City side bank.
- 3) **Boathouse A:** (on Boathouse Island, covering boathouses from St Anne's to Keble) fields questions from competitors, radioing Race Desk if unsure; performs checks on each boat to ensure that they conform to ARA and EA regulations; makes sure that crews about to boat do not put their boats on the rafts before the crews of the previous division of the same sex have landed and cleared the rafts; encourages crews to boat on time to prevent late starting of divisions; keeps a record of which crews have boated for the division; monitors that crews are sticking to the circulation pattern during the warm-up.
- 4) **Boathouse B:** (on Boathouse Island, covering boathouses from Exeter to Christ Church) fields questions from competitors, radioing Race Desk if unsure; performs checks on each boat to ensure that they conform to ARA and EA regulations; makes sure that crews about to boat do not put their boats on the rafts before the crews of the previous division of the same sex have landed and cleared the rafts; encourages crews to boat on time to prevent late starting of divisions; keeps a record of which crews have boated for the division; monitors that crews are sticking to the circulation pattern during the warm-up.
- 5) **Univ:** (on raft outside Univ Boathouse) fields questions from competitors, radioing Race Desk if unsure; performs checks on each boat to ensure that they conform to ARA and EA regulations; makes sure that crews about to boat do not put their boats on the rafts before the crews of the previous division of the same sex have landed and cleared the rafts; encourages crews to boat on time to prevent late starting of divisions; keeps a record of which crews have boated for the division; monitors that crews are sticking to the circulation pattern during the warm-up.
- 6) **Green Bank:** (halfway between Univ and Longbridges Boathouses) monitors that crews are sticking to the circulation pattern during the warm-up; encourages crews warming up above the Gut to be through it with 5 minutes to go; ensures that crews that are paddling back after bumping out or returning to their boathouse stick to the circulation pattern.
- 7) **Longbridges:** (on raft outside Longbridges Boathouse) fields questions from competitors or directs them to Race Desk; performs checks on each boat to ensure that they conform to ARA and EA regulations; makes sure that crews about to boat do not put their boats on the rafts before the crews of the previous division of the same sex have landed and cleared the rafts; encourages crews to boat on time to prevent late starting of divisions; keeps a record of which crews have boated for the division; monitors that crews are sticking to the circulation pattern during the warm-up.
- 8) **Top Gut:** (on the concrete edge to the river just downstream of Longbridges) it shouldn't be the case that crews are going through the Gut in opposite directions, but watches the Gut exit to ensure that crews change circulation pattern safely; keeps a record of which boats have passed downstream to be able to inform the SU of the progress of crews to the start; pays

particular attention during racing as a lot of bumps occur in the Gut; steers crews round any pile-ups; encourages crews to clear the racing line once bumped out.

- 9) **Middle Gut:** (midway between the Top and Bottom Gut marshals) pays particular attention during racing as a lot of bumps occur in the Gut; steers crews round any pile-ups; encourages crews to clear the racing line once bumped out.
- 10) **Bottom Gut:** (at the start of the Gut, upstream of the Sea Scouts) pays particular attention during racing as a lot of bumps occur in the Gut; steers crews round any pile-ups; encourages crews to clear the racing line once bumped out.
- 11) **Donnington Bridge:** (by Donnington Bridge) might be required to cross Donnington Bridge to pass information to or perform boat checks on crews boating from Falcon or City; monitors that crews are sticking to the circulation pattern during the warm-up; pays particular attention during racing as a lot of bumps occur in the Gut; steers crews round any pile-ups; encourages crews to clear the racing line once bumped out.
- 12) **Top Bunglines:** (covering bunglines 1-5) monitors that crews are sticking to the circulation pattern during the warm-up and checks that crews overtake sensibly; assists crews spinning onto their bunglines so as to keep the far bank clear for cruisers; keeps a record of which crews are attached to their bunglines; reports to the SU if the umpires have not shown up, or if there is no pole man for a crew in your section; generally assists the SU as required.
- 13) **Bottom Bunglines:** (covering bunglines 9-13) communicates with river traffic coming up through Iffley Lock, and liaises with the SU about this; monitors that crews are sticking to the circulation pattern during the warm-up and checks that crews overtake sensibly; assists crews spinning onto their bunglines so as to keep the far bank clear for cruisers; keeps a record of which crews are attached to their bunglines; reports to the SU if the umpires have not shown up, or if there is no pole man for a crew in your section; generally assists the SU as required.
- 14) **Bike Marshal:** (starts upstream of the first boat in each division, and stays a sensible distance ahead of the first boat's cyclists) cycles ahead of each division with the sole aim of providing additional warning to spectators and members of the general public on the towpath if significant numbers of pedestrians and bystanders are present.

Some marshals will be held back at Race Desk as spares. You may be needed to take over from a marshal who needs replacing, or to provide additional marshalling cover.

### **Boat checks**

Raft marshals (Boathouse A and B, Univ, Longbridges, and possibly Donnington Bridge to cover Falcon and City and Bottom Bunglines to cover the Isis Boathouse) need to check all boats being put on the water before pushing off:

- The cox must be wearing a **lifejacket** and it must be done up and over their outer layer.
- **Bow balls** must be firmly attached to the bows of the boat (screwed on rather than just taped on). Give it a tug to ensure it is firmly attached and push it to the side and up and down to see that it will not deflect and expose the sharp end of the boat on contact.
- **Heel restraints** must be present and correct (lift up the heels of each of the seats to ensure the soles of the shoes do not come further than horizontal). Do this one shoe at a time to ensure that they are independently secure.
- An **EA licence** (a square coloured sticker in the boat with the year on it) must be fitted to the boat.
- The boat must also carry an **ARA code** (6 digits, 3 letters followed by 3 numbers).
- **Lights** - white and bright - for later divisions.
- Race Desk might also ask you to check the **Bod cards** of a certain crew, a photocopy of which should be carried by all coxes. Check that everyone in the crew is who they say they are, and that the Bod cards are all valid. Report anything you think is amiss to Race Desk.

If anything is not as it should be do not let the crew boat. If it boats anyway, report the crew to Race Desk.

### **Boating**

**Boats on the water:** To prevent a situation where all rafts are blocked with boats waiting to push off and crews are on the water trying to land, no crew may put their boat on the water until all boats from the previous division of the same sex have landed and are off the water. For example, Men's Div 3 may not put their boats on the rafts as soon as Women's Div 3 have pushed off, but must wait for Men's Div 4 to land first.

**Pushing off:** Crews may only push off when the last racing crew from the previous division has passed their raft. You should be told over the tannoy who the last racing crew is. If you are unsure wait until the following launch has passed.

**Direction of boating:**

All crews boating from **Boathouse Island** must boat downstream and keep close to the left bank.

Crews from **Univ** must boat upstream towards the Head.

Crews boating from **Longbridges, Falcon** or **City** would usually boat upstream, but they may boat downstream as long as the river is clear.

If a crew is having problems on the raft, such as equipment problems or having failed the boat check, report this to Race Desk and the SU as this could delay the start of the division.

**Circulation pattern**

Of the 13 crews in each division, the top 6 will warm up above the Gut and the bottom 6 below the Gut. Boat number 7 may choose its warm-up stretch.

The basic circulation pattern (which can be found on the OURCs website) is a **figure of eight**. Above the Gut all crews observe reverse circulation thus keeping to their strokeside/the lefthand side of the river. Below the Gut, the normal pattern is followed and crews keep to their bowside/the righthand side of the river. The change from left to righthand circulation happens at the top entrance to the Gut.

Crews must stay **tight into the banks** and leave the centre of the river clear for other traffic. Overtaking is permitted, as long as it is done where there is room and done safely.

Crews may **spin** where they choose provided they do not cause obstruction to other traffic.

During the warm-up **do not be afraid of using your megaphone** to direct any crews which are not following the correct pattern, or are in danger of hitting another vessel.

**Other river users**

Other river users have a right to navigate the Isis during our events so when speaking to them **be polite and request**, rather than demand, that they follow your instructions.

The Head and Bottom Bunglines marshals will be the ones who have to communicate with river traffic as it comes onto the course. Marshals in the area between Donnington Bridge and the Gut may have to deal with canoeists from the Riverside Centre or Falcon. As races cannot be started with traffic on the course it is vital that the situation is resolved.

**Greet the cruiser's crew and ask what they are wanting to do**, either moor up or carry on down/up the course. If they want to moor up, just inform the SU what is happening, and then again when the cruiser is tied up. If they want to proceed along the course you will need to inform the SU where the boat is, in what direction it is moving and at what speed. Depending on the speed of the vessel, and the time to the next division, the SU will either tell you to allow the boat to proceed, asking it to stay to the centre of the river, or to ask it to moor at one of the three mooring points, at point A [Head], B [Longbridges] or C [Isis Boathouse] which are marked by fluorescent yellow signs, to wait for the division to go past. Once the division has passed, having checked with the SU, thank them, and tell them that they are free to proceed. If the owner of the boat refuses to co-operate (which is rare), pass the problem onto the SU; do not get dragged into an argument.

Please note that whatever the boat is doing, you need to **inform the SU as soon as possible**, not wait for the next river check. Also look out for any boat you hear about over the radios, as the SU may ask for reports on its progress along the course.

**Boats you do NOT have to worry about** are the EA launch (with a pale blue hull and a flag on the stern saying "River Inspector") and the OURCs safety launches (yellow catamarans).

**River checks**

In the period between divisions, the SU will frequently call for river checks over the radio. Each marshal should then **report in order** (the sequence runs downstream from the Head: Head, Finish, Boathouse A, Boathouse B, Univ, Green Bank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Top Bunglines, Bottom Bunglines, [NOT Bike]) **as to whether the river is clear or not**.

You are looking for non-regatta river traffic (ie anything other than racing boats, the EA and OURCs launches), significant floating debris or swans (not ducks or geese). Once you have heard the marshal upstream of you give their report, if the river is clear, give your location and say 'Clear', eg "Head, clear". If not, give your location followed by brief details of the problem, eg "Longbridges, canoeists coming under the bridges and heading towards the Gut".

If there is a break in the chain, and the marshal you are following does not say anything (which could be due to radio failure as much as incompetence) wait for a short period, and then make your report.

## Radio use

Radios are usually on **channel 1** (knob on top next to the aerial). Have the volume (righthand knob on top) up full, unless this causes excessive distortion, and listen for Race Desk or the SU calling you by your marshalling position.

When wanting to use the radio, **press the large button on the lefthand side** and hold it for a moment before starting to speak with the radio close to your mouth. Identify yourself by your marshalling position and say who you want to speak to (e.g. "Univ to Race Desk..." or "Top gut to Senior Umpire..."). Wait for the person to respond, then give your message. **Speak slowly and clearly, and keep your messages short and to the point.**

**Only one person can talk at any one time**, so do not talk over the top of anyone, especially not the SU and Race Desk.

**Do not use your radio after the 1 minute gun has been fired** unless you are addressing the SU about a situation that the race should be delayed for.

If the battery starts to run out or your radio develops a fault, contact Race Desk (07527 071415) or find a nearby marshal to radio Race Desk to request a replacement.

## During racing

During racing, in order to **maximise your view of events**, make sure you are standing up, are on the edge of the river bank, and at a point that gives you the greatest view of the river. If necessary ask spectators to stand back a little. **Have your radio in one hand, your megaphone in the other** and the klaxon at your feet so you can reach down and sound it quickly if necessary.

Your job during racing is to make sure that crews race safely, though while not interfering unnecessarily with racing. You have a megaphone to communicate with the crews. You should use it:

- a) to ensure that crews who have bumped out allow following racing crews to get past. Note that this does not always require crews to move, nor that they must clear the RACING line (lefthand bank to the Gut; righthand bank up the Green Bank; lefthand bank past the boathouses). All they have to do is provide room for following crews to get past. If crews behind are already steering wide to avoid them, moving or moving off the racing line could actually lead to a collision. In this instance they should tuck as close into the bank as possible and draw their outside blades in.
- b) to guide following crews around any post-bump pile-ups. If coxes have not seen that crews have bumped, or are targeting a crew that has bumped out, tell them to steer away.
- c) to inform crews who have inadvertently bumped out. Occasionally a crew may get a bump by rowing clean past a crew that has rowed into the bank, but remain unaware, thinking that the crew had actually bumped out, and so carry on racing. If you are sure that a crew has bumped out (check this over the radio), you can let them know.
- d) to warn coxes who are heading straight towards the bank, *and will cause damage and possible injury unless you intervene*. This last phrase is important; you do not need to intervene if the boat is going to brush into the bank, interfering with the blades (this is the cox's fault and the crew will have to take the consequences), but only if real harm will come from the impact. (NB if the boat is heading towards another crew you should klaxon the race rather than just warn the cox.)

If you are not required to use your megaphone, use your radio to let Race Desk know what is happening and so provide a commentary over the tannoy.

## Klaxons

You will have a klaxon which can be sounded as a last resort to stop racing. You should sound it immediately if:

- a) **anyone** - competitor or spectator - **enters the water**.
- b) **the river is blocked** such that following crews have no way to get past. (NB this is not just that the RACING line is blocked; if following crews can get round and past, allow racing to continue).
- c) there is an **imminent collision** between two or more crews, where one is stationary and one is at race pace. (NB a collision between two crews at race pace is a bump, not a klaxonable incident. Neither is a crew rowing into the bank a klaxonable incident.)
- d) **you need to clear the river to get First Aiders to an incident**.

To sound your klaxon hold the button on the top down for at least 10 seconds, or until all crews you can see have stopped racing. If you hear another klaxon, or hear over your radio that the division has

been klaxoned, sound your own for 10 seconds also. If you have sounded your klaxon, immediately radio through to Race Desk with details of your position, why you have klaxoned and if any help is required (the launch and or First Aiders).

### **After racing**

Once crews have crossed the line, marshals in the finish area should make sure they wind down, and yet continue to move upstream until they are clear of the finish line. Use the full length of the river to park finished crews. Crews should stay pointing upstream while waiting. All racing crews must cross the line before the Head marshal then directs them to spin and head back to their boathouses along the far bank. Direct the crews to spin in the order which clears the area in the most safe and efficient manner. This will probably involve spinning the downstream crews first. Note that they do not have to be spun one at a time as long as it is safe, taking into account the stream and wind, and the size of the gaps between the crews.

Crews who bump out follow the following launch up the river, observing the event circulation pattern. Crews that bump out beyond their boathouse, **and all crews on the top half of Boathouse Island** (ie St Annes' to Keble), regardless of where they bump, continue up to the Head and spin to land downstream on their raft. Other crews bumping out before their boathouse may go straight in provided it is clear to do so and under instructions from the marshals.

### **Behaviour**

You are representing Oxford University and college rowing to the wider public, so **please behave appropriately**. If you witness any unsavoury behaviour by crews or coaches, particularly if directed at members of the public, note the college or the bib number of the coach and **report it to Race Desk**.

### **The end of your shift**

**You may not leave until you have been relieved** by another marshal or released by Race Desk at the end of racing.

When your replacement arrives, hand over all your equipment and check that they have been briefed at Race Desk before you depart. If they have not been briefed, you must radio Race Desk and inform them. It is not sufficient for you to run your replacement through the procedure.

**Please do NOT hand over to someone else during the 10 minutes leading up to a division.** In this instance, marshal the race, then hand over.

If you have come to the end of your marshalling slot and no-one has arrived to replace you, radio Race Desk. They will arrange for a replacement to be sent. Please stay in position until that replacement arrives.

It has been the practice for colleges to split their allocated marshalling slot into two, and get two people to cover the time. This, however, should not happen because it means that the second person will not have been briefed by someone at Race Desk. If your captain asks you to do this, please point out to them that one person needs to cover the entire slot.