



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Head

### Duties

- Liaise with traffic coming from upstream
- Co-ordinate spinning of boats at the end of the division; keep all boats clear of the finish line until the entire division has finished racing
- Handle queries from members of the public

### River Checks

The order: **Head**, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- You'll be starting, so listen out for the phrase "Let's have a river check, starting from the head... GO!"
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If you hear a klaxon, there is someone in the water, or first aid is needed, **immediately klaxon.**

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <head> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Finish

### Duties

- Liaise with traffic coming from upstream or downstream
- Co-ordinate spinning of boats at the end of the division with the head marshal
- Operate the klacker as the **bow ball** crosses the finish line
- Handle queries from members of the public

### River Checks

The order: Head, **Finish**, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <finish> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Boathouses A

### Duties

- Perform boat checks – bow ball, heel restraints, cox's lifejacket, hatch covers, and lights if required
- **Ensure that boats push off in a timely manner** – when the last racing crew of the previous division has passed, which is usually followed by the following launch
- Handle crews with equipment failures – ask them how long it will take to fix, and then relay this information to the SU and racedesk for a response
- Handle queries from members of the public and competitors

### River Checks

The order: Head, Finish, **Boathouses A**, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'.

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <boathouses A> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Boathouses B

### Duties

- Perform boat checks – bow ball, heel restraints, cox's lifejacket, hatch covers, and lights if required
- **Ensure that boats push off in a timely manner** – when the last racing crew of the previous division has passed, which is usually followed by the following launch
- Handle crews with equipment failures – ask them how long it will take to fix, and then relay this information to the SU and racedesk for a response
- Handle queries from members of the public and competitors

### River Checks

The order: Head, Finish, Boathouses A, **Boathouses B**, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'.

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <boathouses B> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Univ

### Duties

- Perform boat checks – bow ball, heel restraints, cox's lifejacket, hatch covers, and lights if required
- **Ensure that boats push off in a timely manner** – when the last racing crew of the previous division has passed, which is usually followed by the following launch
- Handle crews with equipment failures – ask them how long it will take to fix, and then relay this information to the SU and racedesk for a response
- Liaise with traffic coming from the Cherwell Cut
- Handle queries from members of the public and competitors

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, **Univ.**, Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'.

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <univ> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



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## Location: Greenbank

### Duties

- Take a checklist of which crews have passed downstream, to report to the SU
- Handle queries from members of the public

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., **Greenbank**, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'.

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <greenbank> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



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## Location: Longbridges

### Duties

- Liaise with traffic coming from upstream and downstream, and from the weir streams
- Perform boat checks – bow ball, heel restraints, cox's lifejacket, hatch covers, and lights if required
- **Ensure that boats push off in a timely manner** – when the last racing crew of the previous division has passed, which is usually followed by the following launch
- Handle crews with equipment failures – ask them how long it will take to fix, and then relay this information to the SU and racedesk for a response
- Handle queries from members of the public and competitors

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, **Longbridges**, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <longbridges> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Top Gut

### Duties

- Liaise with traffic coming from upstream and downstream, and from the weir streams
- Take a checklist of which crews have passed downstream, to report to the SU
- Know very precisely when it is appropriate and not appropriate to klaxon – you will receive information on this at the briefing
- Handle queries from members of the public

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, **Top Gut**, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'.

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <top gut> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk





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## Location: Middle Gut

### Duties

- Know very precisely when it is appropriate and not appropriate to klaxon – you will receive information on this at the briefing
- Liaise with traffic coming from the Falcon raft
- Handle queries from members of the public

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, **Middle Gut**, Bottom Gut, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <middle gut> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Bottom Gut

### Duties

- Know very precisely when it is appropriate and not appropriate to klaxon – you will receive information on this at the briefing
- Liaise with traffic coming from the Falcon and City of Oxford rafts
- Handle queries from members of the public

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, **Bottom Gut**, Donnington Bridge, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <bottom gut> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Donnington Bridge

### Duties

- Stand on the non-towpath side, between the CORC and Falcon rafts (depending on which crews are boating from those clubs).
- Liaise with traffic coming from the Falcon and City of Oxford rafts
- Handle queries from members of the public

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, **Donnington Bridge**, Spinning/Start A, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is a severe collision imminent, there is someone in the water, or first aid is needed, **immediately klaxon**.

- Fire your klaxon into the air for at least 10 seconds. During this time, turn on your radio so all marshals can hear it.
- Shout "klaxon klaxon klaxon" down the radio so it is unambiguous.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you have klaxoned, state to race desk and the SU why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise.
- Radio silence after the klaxon unless you were the one that klaxoned.
- Please don't say the word 'klaxon' over the radio; Ask 'Is the race still live?' or 'Has racing stopped?'

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <donny bridge> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



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## Location: Spinning/Start A

### Duties

- Order the first half of the division crews in their proper order
- Use your discretion to stop people from spinning in order to get lower-down crews towards Haystacks
- It is important to ensure crews get themselves in the right order first; 15 crews can easily spin in tandem, but the river isn't wide enough to let someone pass a spinning crew
- Ensure that all crews are spun and lined up in a timely fashion
- You should try and aim for crews to be sent towards the SU (who will tell them to commence their rolling start) at about 15-second intervals
- After the race begins, ensure the lower crews lightly paddle up to the senior umpire
- Handle queries from members of the public

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, **Spinning/Start A**, Spinning/Start B

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

*Since crews at your point won't have started racing, you ought not need to fire your klaxon.*

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <spinning/start A> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk



# IWL, Sponsored by Neptune Investment Management, Marshalling Guide



## Location: Spinning/Start B

### Duties

- Order the latter half of the division crews in their proper order
- Use your discretion to stop people from spinning in order to get lower-down crews towards Haystacks
- It is important to ensure crews get themselves in the right order first; 15 crews can easily spin in tandem, but the river isn't wide enough to let someone pass a spinning crew
- Ensure that all crews are spun and lined up in a timely fashion
- You should try and aim for crews to be sent towards the SU (who will tell them to commence their rolling start) at about 15-second intervals
- After the race begins, ensure the lower crews lightly paddle up to the senior umpire
- Handle queries from members of the public

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Spinning/Start A, **Spinning/Start B**

- If the person before you doesn't report, give a brief pause to let them reply, then resume.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any racing crews in the right place. Especially watch out for fishermen on the bank.

### Klaxons

*Since crews at your point won't have started racing, you ought not need to fire your klaxon.*

### Radios

- Remember to hold down the button for 1 second, wait, speak your message clearly and concisely, and then let go.
- If you are discussing river traffic, changes in race order, the safety of boats and equipment, or lateness – direct that to the SU.
- All other enquiries to race desk.
- To ask questions: "<person you are calling>, < person you are calling>, this is <spinning/start B> marshal - come in."
- If multiple people speak, the radios DON'T WORK!

### Other information

- During your marshalling shift, you must be standing up at all times
- If you suspect your battery has run out, find the nearest marshal and radio in
- You must not issue instructions to members of the public
- Look after your valuables (personal belongings, klaxon, and radio) – we have had several thefts recently
- If you are approached by a member of Oxford City Council, direct them to race desk