

# Burway Head of the River

18th February 2012

## Instructions to Officials

**Please acquaint yourself thoroughly with the Instructions to Competitors, Maps, Safety Plan and Risk Assessment which all available on the Burway Web page.**

**The safety of competitors is paramount at all times.**

*Race Monitors briefing will be at 9.30am at Burway Rowing Club.*

### Safety

There are **four** safety launches, as shown on the map, to be called:-

- 1) Safety Start– Danger area Chertsey Lock and weir.
- 2) Safety Sailing Club.
- 3) Safety Ferry.
- 4) Safety Finish–just upstream of the finish. Danger area Penton Hook Lock and weir.

In addition a St. John Ambulance will be stationed at Burway Boat House.

They will be all on station from an hour before each division is due to start and follow the last boat of each division. They will remain on station until all crews from the last Division are off the water.

The river is not closed to traffic so other river users may be using the navigation channel (Middlesex). All officials must ensure competitors do not obstruct other river users and communicate any potential issues to the Chief Umpire and immediate competitors.

*Race Monitors please report any racing incidents to Chief Umpire by phone immediately after each Division.*

### Radio Instructions

Starter, Safety and Race Monitors will be on Channel 8 or 16 whichever is the higher on the radio concerned.

Please keep radio traffic brief at all times and observe the correct protocol by identifying the person you wish to contact first.

Race Monitors are also asked to be vigilant for welfare issues and report any concerns to the event Welfare Officer (see below) or Race Control in Burway RC boathouse.

Equipment to be collected at briefing, handed over to any successor and returned to BRC at the end of racing.

### OFFICIALS (as numbered on main map)

#### **Water Marshals 1 and 2**

- Water borne Marshals will be positioned between the start and Sailing club to assist with marshalling crews along the Middlesex bank.
- Lowest numbered crew at start (M3 road bridge).
- Move crews into bank once they are in their position, boards on the bank with numbers will indicate positions.
- Ensure safety of all crews during marshalling and clear passage for lower number crews moving to starting position.
- Clear the racing course of all crews prior to race starting.

**Once the all-clear for the race to start has been given Marshall 1 will be responsible for co-ordinating the turning of crews and moving off to start.**

**1) Start Marshall – Land Based Next to Start**

- Marshal first 25 crews into order along Middlesex bank, lowest crew downstream.
- At start of race turn crews ready to hand over to Starter.
- Continue to feed crews from other sections to Starter.

**2) Starter**

Instruct crews to start rowing at safe time intervals, minimum 10 seconds.

**3) RaceMonitor – Laleham Park (c500m upstream of start - op. BBQ area)**

- Assist Water Marshals with crews into order along Middlesex bank, lowest crew down stream.
- As race starts, feed crews to RM 2.
- Then continue to feed crews from other sections to start.
- Observe crews racing to ensure no interference.

**4) Race Monitor – Laleham Park (op. entrance to car park next to Life Saving Stand)  
Control Commission prior to and between Divisions**

Assist Water Marshals with crews into order along Middlesex bank, lowest crew down stream.

- As race starts, feed crews to RM 3.
- Then continue to feed crews from other sections to start. Observe crews racing to ensure no interference.

**5) Race Monitor – Opposite Laleham Sailing Club**

- Assist with marshalling crews into marshalling area, ensure crews keep to the Middlesex bank on the inside of the bend.
- During race monitor crews being overtaken and ensure they do not impede other crews.
- Ensure all racing crews keep to the Surrey Bank side of the Red buoy at Laleham Sailing Club.

**6) Race Monitors – Burway R C (120m downstream of BRC on apex of bend)**

- **Control Commission prior to between Divisions.**

During race, monitor crews overtaking to ensure they don't impede others.

- Monitor crews returning downstream to ensure they keep to the Middlesex bank and do not impede crews still racing.

**7) Race Monitor - Burway RC Pontoon**

**Control Commission prior to and between Divisions.**

During race monitor crews being overtaken to ensure they don't impeded others.

Ensure returning crews maintain navigation pattern

**8) Race Monitor – Laleham Ferry**

- **Control Commission prior to and between divisions.**

During race monitor crews being overtaken to see that they do not impeded other crews.

Ensure all crews keep to the outside of the Red buoy at Laleham Ferry (Surrey bank).

- Once crews have finished monitor returning crews to ensure they keep close to the Middlesex bank and do not overtake or stray onto the racing course.

### 9) Race Monitor – Ferry Lane (Opposite Harris Boatyard)

#### Control Commission prior to and between Divisions

- During race monitor crews being overtaken to see that they do not impeded other crews.
- Once crews have finished monitor returning crews to ensure they keep close to the Middlesex bank, do not overtake or stray onto the racing course.

### 10) Race Monitor - Beech Tree Lane

#### Control Commission prior to and between Divisions

- Give warning to crews if they are getting too close to the moored boats at Laleham Boat Yard.
- Monitor crews being overtaken to see that they do not impeded other crews.
- Once crews have finished monitor returning crews to ensure they keep close to the Middlesex bank and do not overtake or stray onto the racing course.

### 11) Race Monitor – Water Intake

- During race monitor crews being overtaken to see that they do not impeded other crews.
- Once crews have finished monitor returning crews to ensure they keep close to the Middlesex bank and do not overtake or stray onto the racing course.
- Warn crews if they are getting too close to the Water Intake as they return to their boating area.

### 12) Race Monitor – Finish

- As crews approach the finish ensure that crews being overtaken do not impeded others.
- As crews cross the finish line keep them moving out of the way of crews still racing. Instruct them to follow the line of buoys and turn out of the way of the weir.
- Once turned move them to the Middlesex bank to return to their boating area in single file.
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### 13 & 14) Marshal Position

In conjunction with RM 12 turn finished crews and feed them back when safe to do so on the Middlesex bank.

### 15) Marshall BRC L/stage

Assist crews on and off the water

### 16) Marshall L/ham Park

Assist crews off and on the water

### 17) Marshall Upstream from Burway RC

Assist crews off and on the water

### Race Control/Results

The event is based at Burway RC boat house where Crews will need to report for substitutions and numbers. Results will be available and presentation of prizes will be held here also.

### Refreshments

These will be available all day. Tea and coffee as and when required, with vouchers for food. Thank you very much for volunteering to help make Burway SBH a successful event.

John Biddle  
Chief Umpire

Amanda Craddock  
Chief Marshall

Louise Barras  
Welfare Officer

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