



## 1 Marshal Instructions

### 1.1 You will all need:

- A marshalling bag containing: radio (channel 1), space blanket, throw line, hi-vis jacket, loud hailer, copy of draw, first aid flow chart
- Mobile phone with WhatsApp ideally

Some marshals need additional equipment. This will be set out on their page below.

### 1.2 Common roles for all marshals:

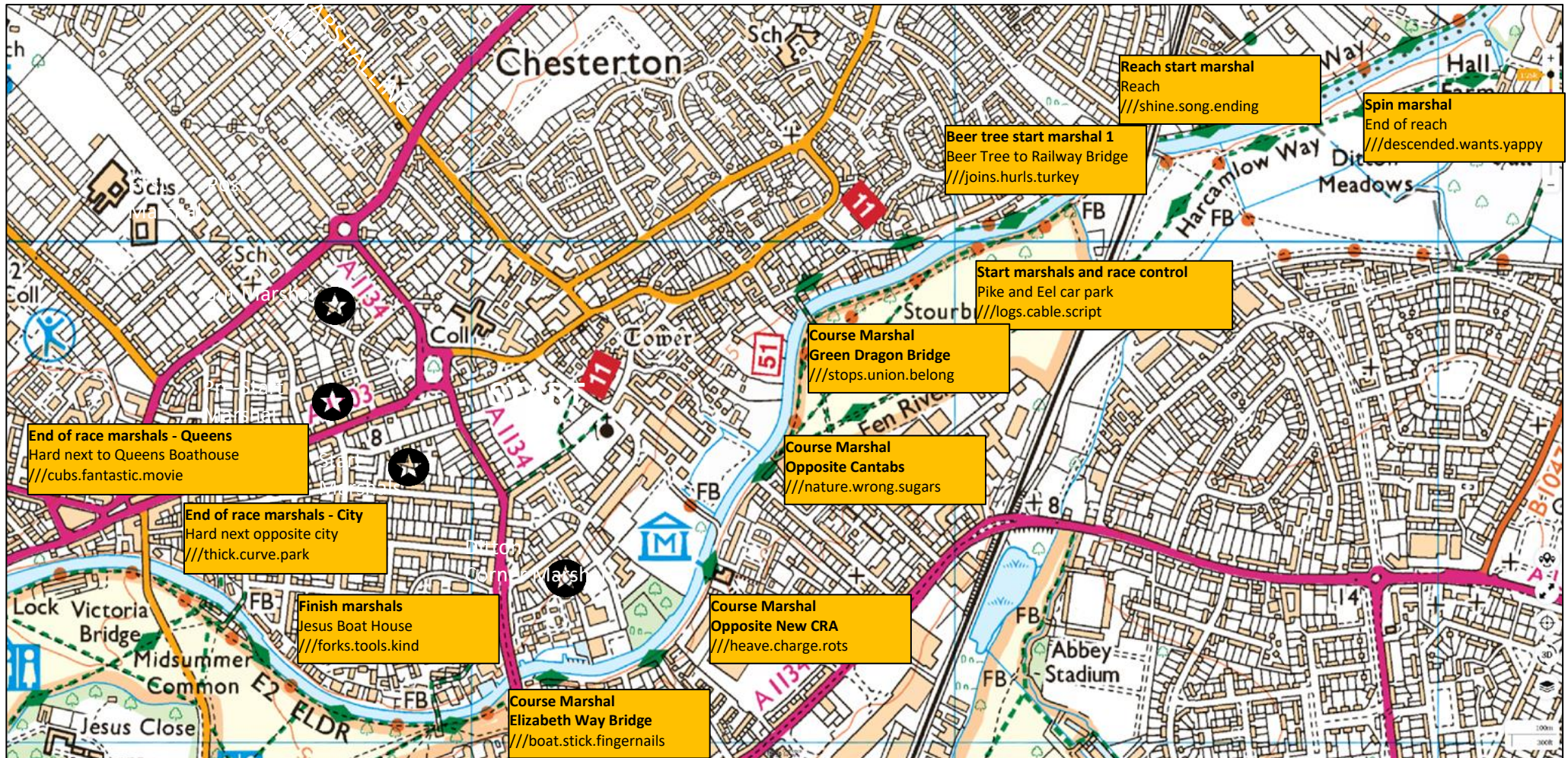
- **Safety spotting** – let race control know (via radio or WhatsApp) if a crew appears unsafe before racing eg under-dressed and likely to get cold (especially juniors), faulty equipment (especially bow balls)
- **Safety advisory** – Warn crews if they are likely to hit another crew, the bank or wildlife
- **Safety response** in the event of a capsize
  - Tell the crew to stay with the boat and use it to get themselves out of the water a bit
  - Get them to swim (or walk as soon as shallow enough) with the boat to shore
  - Help them out and give them a space blanket to keep warm
  - Alert Race Control by radio or WhatsApp
  - In the event of an accident with injury
  - Alert race control or another marshal by radio
  - Use the flow chart in the marshal bag to guide you if first aid is required. First aid kits will be positioned at the Start and Finish
- **Race Management** – ensuring crews get to their marshalling positions in time, getting them to be ready and push off as the race starts, ensuring a good flow of crews through the start and ensuring crews row on after the finish
- **Incident Management** - If you see any unsportsmanlike behaviour (e.g. crew being overtaken not giving up the line, etc.), take a note of the boat numbers involved and report this to race control
- **Timing** – Being on time for your marshalling slot, and timing the race obv!
- **Community** – Make sure wildlife is protected and narrow boats are not scratched

### 1.3 Key tips:

- Be clear and loud in any instructions to crews – shout or use the loud hailer
- Be confident – it is better to be decisive than worry about getting something wrong
- Be friendly – add a “please” and “thank you” in your instructions.
- If a crew does something very foolish or is rude/uses foul language, don’t berate them just advise them that you are reporting this to race control and they may face a time penalty or disqualification

If you need to contact Race Control during the race, either use the radio, or message John Leighton on 07717 824 931
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## 2 Course Map



### 3 Spinning Marshal – End of the reach

#### 3.1 Equipment:

Collect kit from **Race Control**

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - loud hailer
  - copy of draw
  - first aid flow chart
- Mobile phone with WhatsApp

Return marshalling equipment to **Race Control** at the P&E after all crews have gone through.

#### 3.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

#### 3.3 Role:

- Before the start of the division make sure that crews paddle to the end of the reach before they spin.
- Make sure crews stay on the Common side of the river when coming down, and then move over to the Towpath side once they have spun
- If there are lots of crews then manage the spinning so that crews do so efficiently and in turn.
- As the division starts, move down to oversee the bottom third of crews in the division. You should make sure that they push off in time and encourage them to follow the crew ahead down to the start, closing gaps so there is no delay.
- If a pleasure boat wants to go down course before a division has raced, then ask them if they could wait and then contact Race Control

#### 3.4 Emergency Details:

Location is:

- What three words – `///descended.wants.yappy`
- Road access via Fen Rd, Cambridge CB4 1PB

## 4 Reach start marshal - Patrol along the reach

### 4.1 Equipment:

Collect kit from **Race Control**

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - loud hailer
  - copy of draw
  - first aid flow chart
- Mobile phone with WhatsApp

Return marshalling equipment to **Race Control** after all crews have gone through.

### 4.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 4.3 Role:

- Before the start of the division make sure that crews paddle to the end of the reach before they spin.
- As crews come back to their marshalling area get them to pull in alongside the relevant number on the bank. Encourage crews to stay in their boat so we can have a quick turnaround.
- Once the division starts you should cover the middle third of crews in the division. Get crews to push off on time and ensure there is a smooth passage of crews down to the start with no gaps being left.

### 4.4 Emergency Details:

Location is:

- What three words – ///shine.song.ending
- Road access via Fen Rd, Cambridge CB4 1PB

## 5 Beer tree start marshal - Patrol between P&E and Railway bridge

### 5.1 Equipment:

Collect kit from **Race Control**

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - loud hailer
  - copy of draw
  - first aid flow chart
- Mobile phone with WhatsApp

Return marshalling equipment to **Race Control** after all crews have gone through.

### 5.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 5.3 Role:

- Before the start of the division make sure that crews paddle to the end of the reach before they spin.
- As crews come back to their marshalling area get them to pull in alongside the relevant number on the bank. Encourage crews to stay in their boat.
- Once the division starts you should cover the first third of crews in the division. Get crews to push off on time. You then need to feed them down to the start with a steady procession with no gaps being left. Try not to let crews stop or stop/start as this creates delays.
- You should also ensure the Reach Marshall is feeding crews up to you.

### 5.4 Emergency Details:

Location is:

- What three words – [///joins.hurls.turkey](http://joins.hurls.turkey)
- Road access via Fen Rd, Cambridge CB4 1PB

## 6 Start Marshal – Electronic timing with Webscorer.

### 6.1 Equipment:

Collect kit from **Race Control**

- There is one marshalling bag for the START. The Hooter Marshal will collect it.
- Mobile phone with WhatsApp
- **Tablet with Webscorer on it.**

Start marshalling kit needs to stay with Race Control throughout the race. One of you needs to stay with it until you have handed over to the next div marshals

### 6.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 6.3 Role:

- Before the start of the division, read the instructions with the tablet on how to use Webscorer..
- At the end of the race, upload the times..
- If there is a problem, make sure the Paper Timing Marshal has logged the time and send Race Control a WhatsApp to alert them.

### 6.4 Emergency Details:

Location is:

- What three words – ///logs.cable.script
- Road access via Fen Rd, Cambridge CB4 1PB

## 7 Start Marshal – Paper Timing. Location P&E car park

### 7.1 Equipment:

Collect kit from **Race Control**. One of you needs to stay with it until you have handed over to the next div marshals

- There is one marshalling bag for the START. The Hooter Marshal will collect it.
- Mobile phone with WhatsApp
- The paper timing clipboard with stop watches

### 7.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 7.3 Role:

- Before the start of the division check that the stopwatch is running (including backup) and that your time agrees with the stopwatches that the Finish Paper Timing Marshal has.
- As crews come up to the start, get the Hooter Marshal to shout the number as they approach. Note that the numbers are on Empacher boards.
- Locate the number on the timing sheet and write down the time as the bows pass the start.

### 7.4 Emergency Details:

Location is:

- What three words – `///logs.cable.script`
- Road access via Fen Rd, Cambridge CB4 1PB

## 8 Start Marshal – Hooter. With race control at P&E carpark

### 8.1 Equipment:

Collect kit from **Race Control**. One of you needs to stay with it until you have handed over to the next div marshals

- You will collect a joint marshalling bag for the start containing:
  - radio (channel 1)
  - space blankets
  - throw line
  - hi-vis jackets
  - loud hailer
  - copy of draw
  - first aid flow chart
- Mobile phone with WhatsApp
- Hooter

### 8.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 8.3 Role:

- Before the start of the division be on hand to help the Beer Tree Start Marshal. Remind crews as they row past to marshal that they need to spin after the A14.
- Once the Roving Marshal has confirmed that the last crew is past the start, you should use the radio to call all marshalling stations on the course to check that it is clear. Once it is clear tell the Start marshals and Spinning Marshal to get crews ready and get the first crew to row through the start.
- As crews approach the finish call out the crew number to the timing marshals. Note crew numbers are on Empacher boards. Hoot the hooter as they pass the start.

### 8.4 Emergency Details:

Location is:

- What three words – ///logs.cable.script
- Road access via Fen Rd, Cambridge CB4 1PB



## 9 Course Marshal - Green Dragon Bridge. Judge of best line under Green Dragon Bridge. Standing on Green Dragon Bridge

### 9.1 Equipment:

Collect kit from **Race Control**

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - loud hailer
  - copy of draw
  - first aid flow chart
  - Mobile phone with WhatsApp
  - Clipboard with the draw to judge the best Ditton Line

Return marshalling equipment to **Race Control** after all crews have gone through.

### 9.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 9.3 Role:

- Once crews have passed you, be ready to listen out on the radio for the Start Marshals asking if the course is clear.
- As crews go under the Green Dragon Bridge you should look to see which steered the best racing line. Give any crew steering a good line a mark out of 10 and note it on the draw. Send the scores at the end of the division to Race Control by WhatsApp.
- As crews pass you be aware of your general marshalling duties as set out at the start of this document.
- If crews hit the bank, clearly ask them to clear the river quickly, but without impeding other crews.

### 9.4 Emergency Details:

Location is:

- What three words ///stops.union.belong
- Road access via Fen Rd, Cambridge CB4 1PB

## 10 Course Marshal Opposite Cantabs. Judge of fancy dress. Location: Opposite Cantabs Rowing Club

### 10.1 Equipment:

Collect kit from **Race Control**

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - loud hailer
  - copy of draw
  - first aid flow chart
  - Mobile phone with WhatsApp

Return marshalling equipment to **Race Control** after all crews have gone through.

### 10.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 10.3 Role:

- Once crews have passed you be ready to listen out on the radio for the Start Marshals asking if the course is clear.
- As crews pass you be aware of your general marshalling duties as set out on the first page
- You should also judge the fancy dress. Take a photo of any crew that you think looks good and WhatsApp it to race control
- If crews hit the bank, clearly ask them to clear the river quickly, but without impeding other crews.

### 10.4 Emergency Details:

Location is:

- What three words ///nature.wrong.sugars
- Road access Riverside, CB5 8EY

## 11 Course Marshal Opposite New CRA. Location: Opposite New CRA

### 11.1 Equipment:

Collect kit from **Boat House**

- A marshalling bag containing:
- radio (channel 1)
- space blanket
- throw line
- hi-vis jacket
- loud hailer
- copy of draw
- first aid flow chart
- Mobile phone with WhatsApp

Return marshalling equipment to **Boat House** after all crews have gone through.

### 11.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 11.3 Role:

- **At the start of the race, you must turn back crews if they are not on time. Given how busy this race is, you must strictly enforce this.**
- Crews have been told to pass you at least 30 minutes before the start. Use your judgement, but if a crew looks slow, enforce the 30 minutes. If they look fast, tell them to hurry up. Any crews more than 20 minutes before the start should be turned back, however fast.
- Once crews have passed you be ready to listen out on the radio for the Start Marshals asking if the course is clear.
- As crews pass you be aware of your general marshalling duties as set out on the first page
- If crews hit the bank, clearly ask them to clear the river quickly, but without impeding other crews.

### 11.4 Emergency Details:

Location is:

- What three words ///heave.charge.rots
- 83 Riverside, Cambridge CB5 8HN

## 12 Course Marshal under Elizabeth Way Bridge. Location: Elizabeth Way Bridge

### 12.1 Equipment:

Collect kit from **Boat House**

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - loud hailer
  - copy of draw
  - first aid flow chart
  - Mobile phone with WhatsApp

Return marshalling equipment to **Boat House** after all crews have gone through.

### 12.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 12.3 Role:

- Once crews have passed you be ready to listen out on the radio for the Start Marshals asking if the course is clear.
- As crews pass you be aware of your general marshalling duties as set out on the first page
- If crews hit the bank, clearly ask them to clear the river quickly, but without impeding other crews.

### 12.4 Emergency Details:

Location is:

- What three words ///boat.stick.fingernails
- 83 Riverside, Cambridge CB5 8HN

## 13 Finish Marshal – Electronic timing on Webscorer

### 13.1 Equipment:

Div 1 Collect kit from **City Boat House**

Div 2 & 3 Collect kit from the **Finish**

- There is one marshalling bag for the FINISH. The Hooter Marshal will collect it.
- Mobile phone with WhatsApp
- **Tablet with Webscorer on it**

Div 1 and 2 Marshals – Finish marshalling kit needs to stay there through the race. One of you needs to stay with it until you have handed over to the next div marshals

Div 3 return marshalling equipment to the **City Boat House**

### 13.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 13.3 Role:

- Before the start of the division, read the instructions with the tablet on how to use Webscorer.
- At the end of the race, upload the times..
- If there is a problem, make sure the Paper Timing Marshal has logged the time and send Race Control a WhatsApp to alert them.

### 13.4 Emergency Details:

Location is:

- What three words ///forks.tools.kind
- Road access Banhams Close, Cambridge CB4 1JA

## 14 Finish Marshal – Paper Timing Location: Location: next to Jesus College

### 14.1 Equipment:

Div 1 Collect kit from **City Boat House**

Div 2 & 3 Collect kit from the **Finish**

- There is one marshalling bag for the START. The Hooter Marshal will collect it.
- Mobile phone with WhatsApp
- The paper timing clipboard with stop watches

Div 1 and 2 Marshals - Start marshalling kit needs to stay there through the race. One of you needs to stay with it until you have handed over to the next div marshals

Div 3 return marshalling equipment to the **City Boat House**

### 14.2 Timings:

	Div 1	Div 2	Div 3	Div 4
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 14.3 Role:

- Before the start of the division check that the stopwatch is running (including backup) and that your time agrees with the stopwatches that the Finish Paper Timing Marshal has.
- As crews come up to the start, get the Hooter Marshal to shout the number as they approach. Note that the numbers are on Empacher boards.
- Locate the number on the timing sheet and write down the time as the bows pass the start.
- If a pleasure boat wants to go down course before a division has raced, then ask them if they could wait and then contact Race Control

### 14.4 Emergency Details:

Location is:

- What three words ///forks.tools.kind
- Road access Banhams Close, Cambridge CB4 1JA

## 15 Finish Marshal – Hooter. Location: next to Jesus College

### 15.1 Equipment:

Div 1 Collect kit from **City Boat House**

Div 2 & 3 Collect kit from the **Finish**

- You will collect a joint marshalling bag for the start containing:
  - radio (channel 1)
  - space blankets
  - throw line
  - hi-vis jackets
  - loud hailer
  - copy of draw
  - first aid flow chart
- Mobile phone with WhatsApp
- Hooter

Div 1 and 2 Marshals - Start marshalling kit needs to stay there through the race. One of you needs to stay with it until you have handed over to the next div marshals

Div 3 return marshalling equipment to the **City Boat House**

### 15.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 15.3 Role:

- Stop any late crews from going down the course if they arrive after 30mins before div start time
- If a pleasure boat wants to go down course before a division has raced or is racing, then ask them if they could wait and then contact Race Control
- As crews approach the finish call out the crew number to the timing marshals. Note crew numbers are on Empacher boards. Hoot the hooter as they pass the start.
- Div 1 and Div 2 - You must stay with the start equipment until a marshal from the next division arrives.

### 15.4 Emergency Details:

Location is:

- What three words ///forks.tools.kind
- Road access Banhams Close, Cambridge CB4 1JA

## 16 Race Control - Location: P&E cark park

### 16.1 Equipment:

All will be there

### 16.2 Timings:

	Div 1	Div 2	Div 3	Div 4
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 16.3 Role:

- Your task is to make decisions on whether to delay a division due to a pleasure boat and be the overall controller of the division
- You also need to ensure that the start and finish marshalling teams submit timings to you (both RowClock and paper). Get Photos of the paper timings sent to you on the whatsapp group

### 16.4 Emergency Details:

Location is:

- What three words – `///logs.cable.script`
- Road access via Fen Rd, Cambridge CB4 1PB



## 17 Roving Marshal - Start on Green Dragon Bridge

### 17.1 Equipment:

Division 1 Collect kit from **City Boat House**. Div 2 and 3 collect from Finish

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - copy of draw
  - first aid flow chart
- Mobile phone with WhatsApp
- A bike

Div 1 & 2 return marshalling equipment to **Finish** after all crews have gone through.

Div 3 return marshalling equipment to the **City Boat House**

### 17.2 Timings:

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:20	10:20	12:20	14:20
Crews to be in marshalling area	8:30	10:30	12:30	14:30
Division starts	09:00	11:00	13:00	15:00

### 17.3 Role:

- Initially position yourself on the tow path opposite the finish at Jesus College.
- Follow the last crew up the course to the start. When you arrive at the start, notify the Start Marshals that all crews have arrived.
- Provide assistance at the start as needed to help move boats across the line.
- Follow the last boat in the division down to the finish. Watch out for any crews trying to boat prior to the division being completed. There will be an undisclosed time penalty given to any crews attempting to boat early. Please take note of the crew number and send it in to Race Control

### 17.4 Emergency Details:

Location is:

- N/A – roving marshal

///[thick.curve.park](#)

## 18 End of race marshal – City boathouse hard

You will need to be confident and assertive to do this role, as crews will be tired and want to head home. However, do not be rude to crews – just provide clear and confident instructions.

### 18.1 Equipment:

Collect kit from **City Boat House**. Return kit to City after the end of the division

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - copy of draw
  - first aid flow chart
- Mobile phone with WhatsApp

### 18.2 Timings:

	Div 1	Div 2	Div 3	Div 4
You need to be in position by the race start	09:00	11:00	13:00	15:00

### 18.3 Role:

- It is vital that crews do not head back to their boat clubs until the division has ended unless they can do so without blocking the river.
- Ensure all crews head up towards the Victoria Avenue Bridge and keep to the common side of the river – do not allow them to spin and pull into their clubs
- The only exception for this is crews who have boathouses after the finish. They may pull into their boathouses only if the bank is clear and they can do so without blocking other bots. They must remove their boat immediately to ensure other crews from their club can come in.
- Once crews have spun at the Victoria Avenue Bridge, allow them to come back on the Boat House side of the river. If they can pull into their club without blocking the river, allow this, but if in doubt, keep them queued up.
- If the weather is poor, allow crews to pull onto the hard and get out while waiting for the division to end.
- Once the division has ended, allow crews to head home.

### 18.4 Emergency Details:

Location is:

- Kimberley Rd, Cambridge CB4 1HJ
- ///thick.curve.park

## 19 End of race marshal – Queens boathouse hard

You will need to be confident and assertive to do this role, as crews will be tired and want to head home. However, do not be rude to crews – just provide clear and confident instructions.

### 19.1 Equipment:

Collect kit from **City Boat House**. Return kit to City after the end of the division

- A marshalling bag containing:
  - radio (channel 1)
  - space blanket
  - throw line
  - hi-vis jacket
  - copy of draw
  - first aid flow chart
- Mobile phone with WhatsApp

### 19.2 Timings:

	Div 1	Div 2	Div 3	Div 4
You need to be in position by the race start	09:00	11:00	13:00	15:00

### 19.3 Role:

- It is vital that crews do not head back to their boat clubs until the division has ended unless they can do so without blocking the river.
- Ensure all crews head up towards the Victoria Avenue Bridge and keep to the common side of the river – do not allow them to spin and pull into their clubs.
- The only exception for this is crews who have boathouses after the finish. They may pull into their boathouses only if the bank is clear and they can do so without blocking other bots. They must remove their boat immediately to ensure other crews from their club can come in.
- Clearly direct crews to spin at the Victoria Avenue Bridge.
- Once crews have spun at the Victoria Avenue Bridge, allow them to come back on the Boat House side of the river. If they can pull into their club without blocking the river, allow this, but if in doubt, keep them queued up.
- If the weather is poor, allow crews to pull onto the hard and get out while waiting for the division to end.
- Once the division has ended, allow crews to head home.

### 19.4 Emergency Details:

Location is:

- Queens Boat House, Cambridge CB4 1DU
- [///cubs.fantastic.movie](http://cubs.fantastic.movie)