



## Marshal Instructions

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

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

**First Aid posts are at the Start and Finish (ie Railway Bridge and A14 Bridge).**

**Collect and drop off all equipment from Race Control which will be by the Railway Bridge.**

Common roles for all marshals:

- **Safety spotting** – let race control know via radio if a crew appears unsafe before racing eg under-dressed and likely to get cold (esp juniors), faulty equipment (esp 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 keep their heads out of the water
  - 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
  - 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

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

John Leighton is the Events Secretary. He can be contacted on 07717 824 931.

# 1 Course map



## 2 Race Control. Downstream of the Railway Bridge

This is a key role and you will be identified the orange “Senior Marshal” hi-viz vest.

You are in overall control of the start. Make sure other start marshals know what they are doing, and that boats are in position on time. Ensure crews keep moving swiftly down to the start, and large gaps don't appear between boats.

### 2.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 2.2 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	10:05	11:50	13.35
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 2.3 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 start.

You also need to ensure that the start and finish marshalling teams submit timings to you (both RowClock and paper). Get a photo of the paper timings sent to the Events Secretary.

### 2.4 Emergency Details

What Three Words location is:  
Tunes.gifted.speeds

### 3 Roving Marshal

This is a key role and you will be identified the orange “Senior Marshal” hi-viz vest.

You are in overall control of the course and must ensure marshals on the course know what they are doing. If there is an incident on course, you should make your way to it, and support the marshal in situ and support any decisions needed around safety.

#### 3.1 Location

Start on Green Dragon Bridge

#### 3.2 Equipment

Standard equipment

#### 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	10:05	11:50	13.35
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

#### 3.3 Role

Initially position yourself on Green Dragon Bridge.

Follow the last crew up the course to the start/finish. When you arrive at the start/finish, notify the Start/Finish Marshals that all crews have arrived.

Once the race has started, make your way along the course, checking that the one-course marshals are in position and comfortable with what they need to do. Then head back to the star before the last boat has set off.

Follow the last boat in the division down to the finish/start when the last crew has passed the finish/start notify the Finish/Start marshals.

Repeat the reverse for the second leg.

#### 3.4 Emergency Details

Location is:

- OS grid ref TL 467 598
- What three words – investors doghouse structures
- Road access over Green Dragon Bridge via Water Street, Cambridge, CB4 1N

## 4 Pre-Start Marshal 2, Location: Bench between P&E and Railway Bridge

### 4.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 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	10:05	11:50	13.35
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 4.3 Role

Before the start of the division check each crew's number and advise them to marshal at the appropriate place on the river bank.

As the division starts, 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 for advice.

### 4.4 Emergency Details

What three words location is:  
farmer.likely.offers

## 5 Pre-Start Marshal 1. Location: At the P&E

### 5.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 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	10:05	11:50	13.35
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 5.3 Role

Before the start of the division check each crew's number and advise them to marshal at the appropriate place on the river bank.

As the division starts, 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 for advice.

### 5.4 Emergency Details

What three words location is:  
cheese.yappy.meals

## 6 Start Marshal – RowClock. Location: Railway Bridge

### 6.1 Equipment:

You will need the RowClock App on your Android Phone (you can download the [RowClock app](#) on your Android device and have a practice run. You can find app instructions and tutorials at the above link). There are also tablets available from Race Control.

### 6.2 Timings

	Div 1	Div 2	Div 3	Div 4
You need to be in position by	8:30	10:15	12.00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

15:59 [notifications] [battery] 59%

RowClock

Name: John Leighton

Password: .....

Update Club List

Club: CCRC: City of Cambridge

Update Race List

Race: Winter Head to Head 2022

Update Race Details

Location: First leg - Start

Start Timing Upload Results

### 6.3 Role

Before the start of the division, log in to the RowClock app with the password “redbluegold”. Then turn your phone on airplane mode.

As crews come up to the start, get the Hooter Marshal to shout the number as they approach. Note the numbers are on Empacher boards. Use RowClock to log the time as they go through the start.

For the second leg you log the finish 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:  
poems.monks.dare

## **7 Start Marshal – Paper Timing. Location: Railway Bridge**

### **7.1 Equipment:**

You will need to use the paper timing clipboard with stop watches that will be with your marshalling kit.

### **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	8:30	10:15	12:00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### **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.

For the second leg you log the finish times.

Locate the number on the timing sheet and write down the time as the bows pass the start.

### **7.4 Emergency Details**

Whatthreewords location is:  
poems.monks.dare



## 8 Start Marshal – Hooter. Location: Start

### 8.1 Equipment

You will need a hooter and a First Aid bag

### 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	8:30	10:15	12:00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 8.3 Role

Before the start of the division be on hand to help the Pre-Start Marshals.

Once the Roving Marshal has confirmed that the last crew is in place, 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 Pre-Start marshal, the First Post marshal and Spinning Marshal to get crews ready and get the first crew to row through the start.

As crews approach the start/finish call out the crew number to the timing marshals. Crew numbers are on Empacher boards. Hoot the hooter as they pass the start.

### 8.4 Emergency Details

Whatthreewords location is:  
poems.monks.dare

## 9 Reach Marshal. Location: Halfway down the Long Reach

### 9.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 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	8:30	09:15	12:30	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 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 pass you be aware of your general marshalling duties as set out on P1

### 9.4 Emergency Details

Whattreewords location is:  
chips.silly.shape

## 10 Grassy Corner Marshal. Location: Grassy Corner

### 10.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 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	8:30	10:15	12:00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 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 P1

### 10.4 Emergency Details

Whattreewords location is:  
shady.strong.august

## **11 Ditton Corner Marshal. Location: Ditton Corner so you can see most of corner and to Railings**

### **11.1 Equipment:**

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### **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	8:30	10:15	12.00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### **11.3 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 P1

### **11.4 Emergency Details**

Location is:

- OS grid ref TL 483 603
- What three words – edges litigate strays
- Road access on far side of river - High Street, Fen Ditton CB5 8ST

## 12 First Post Marshal. Location: Patrol between start and end of corner

### 12.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 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	8:30	10:15	12:00	13:45
Crews to be in marshalling area	8:40	10:25	12:10	13:55
Division starts	09:00	10:45	12:30	14:15

### 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 P1

### 12.4 Emergency Details

Location is:

- OS grid ref TL 483 610
- What three words – consoled cutback nappy
- Road access via Fen Road, Chesterton CB4 1TU

## 13 Finish/Start Marshal – RowClock. Location: Under the A14 bridge

### 13.1 Equipment:

You will need the RowClock App on your Android Phone (you can download the [RowClock app](#) on your Android device and have a practice run. You can find app instructions and tutorials at the above link). There are also tablets available from Race Control.

### 13.2 Timings

	Div 1	Div 2	Div 3	Div 4
You need to be in position by	8:30	10:15	12:00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

15:59 [notifications] [57] [59%]

**RowClock** [menu]

Name: John Leighton

Password: .....

[Update Club List]

Club: CCRC: City of Cambridge

[Update Race List]

Race: Winter Head to Head 2022

[Update Race Details]

Location: First leg - Start

[Start Timing] [Upload Results]

### 13.3 Role

Before the start of the division, log in to the RowClock app with the password “redbluegold”, then turn your phone on airplane mode.

As crews come up to the finish, get the Hooter Marshal to shout the number as they approach. Note the numbers are on Empacher boards. Use RowClock to log the time as they go through the start.

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:  
centuries.rant.crashing

## 14 Finish/Start Marshal – Paper Timing. Under the A14 bridge

### 14.1 Equipment:

You will need a paper timing clipboard with stop watches

### 14.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:30	10:15	12:00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 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:

centuries.rant.crashing

## 15 Finish/Start Marshal – Hooter. Location: Under the A14 bridge

### 15.1 Equipment:

You will need a Hooter and a First Aid bag

### 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	8:30	10:15	12:00	13:45
Crews to be in marshalling area	8:40	10:25	12:10	13:55
Division starts	09:00	10:45	12:30	14:15

### 15.3 Role

Stop any late crews from going down the course if they arrive after 20mins 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:  
centuries.rant.crashing



## 16 Spin Control and restart Marshal. Location A14 Bridge

This is a key role and you will be identified the orange “Senior Marshal” hi-viz vest. You are in overall control of the spinning and restarting the race for Leg 2.

You are in overall control of getting crews lined up down the lock, spun quickly and then pulled in ready for the restart. You are then in overall control of the restart.

Make sure other spin marshals know what they are doing, and that boats are lined up in a suitable order for the restart. If needed, crews can swap positions based on the speed in the first leg.

Ensure crews keep moving swiftly down to the restart, and large gaps don’t appear between boats.

### 16.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 16.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:30	10:15	12.00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 16.3 Role

As crews come through the finish get them to row all the way to the lock before spinning.

Help crews to marshal before the return leg. Once the division moves off get crews to push off and move down so there are no big gaps. You should aim to have a steady flow of crews going through the start.

### 16.4 Emergency Details

What three words location is:  
slanting.duty.hides

## 17 Lock Marshal 1. Location: Start of bend between the A14 and the Lock

### 17.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 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	8:30	10:15	12:00	13:45
Crews to be in marshalling area	8:40	10:25	12:10	13:55
Division starts	09:00	10:45	12:30	14:15

### 17.3 Role

As crews come through the finish get them to row all the way to the lock before spinning.

Help crews to marshal before the return leg. Once the division moves off get crews to push off and move down so there are no big gaps. You should aim to have a steady flow of crews going through the start.

Don't stay in one position – keep moving up and down the towpath, ensuring crews are pushing off early enough that gaps don't grow for the restart. There should be a steady stream of boats getting to the start with only small gaps between them.

### 17.4 Emergency Details

What three words location is:  
swatted.stun.clockwork

## 18 Lock Marshal 2. Location: End of bend between A14 and Lock

### 18.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 18.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:30	10:15	12:00	13:45
Crews to be in marshalling area	8:40	10:25	12:10	13:55
Division starts	09:00	10:45	12:30	14:15

### 18.3 Role

As crews come through the finish get them to row all the way to the lock before spinning.

Help crews to marshal before the return leg. Once the division moves off get crews to push off and move down so there are no big gaps. You should aim to have a steady flow of crews going through 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 for advice.

Don't stay in one position – keep moving up and down the towpath, ensuring crews are pushing off early enough that gaps don't grow for the restart. There should be a steady stream of boats getting to the start with only small gaps between them.

### 18.4 Emergency Details

What three words location is:  
chose.factored.dugouts

## 19 Spinning Marshal. Location: by the Lock

### 19.1 Equipment:

You will need a marshal bag with a radio, safety equipment and a loudhailer.

### 19.2 Timings

	<b>Div 1</b>	<b>Div 2</b>	<b>Div 3</b>	<b>Div 4</b>
You need to be in position by	8:30	10:15	12:00	13.45
Crews to be in marshalling area	8:40	10:25	12:10	13.55
Division starts	09:00	10:45	12:30	14.15

### 19.3 Role

Ensure crews spin promptly at the lock and then move off to marshal for the second leg of the race.

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 for advice.

Don't stay in one position – keep moving up and down the towpath, ensuring crews are pushing off early enough that gaps don't grow for the restart. There should be a steady stream of boats getting to the start with only small gaps between them.

### 19.4 Emergency Details

What three words location is:

cheese.yappy.meals