



## City Sprints Marshal Instructions

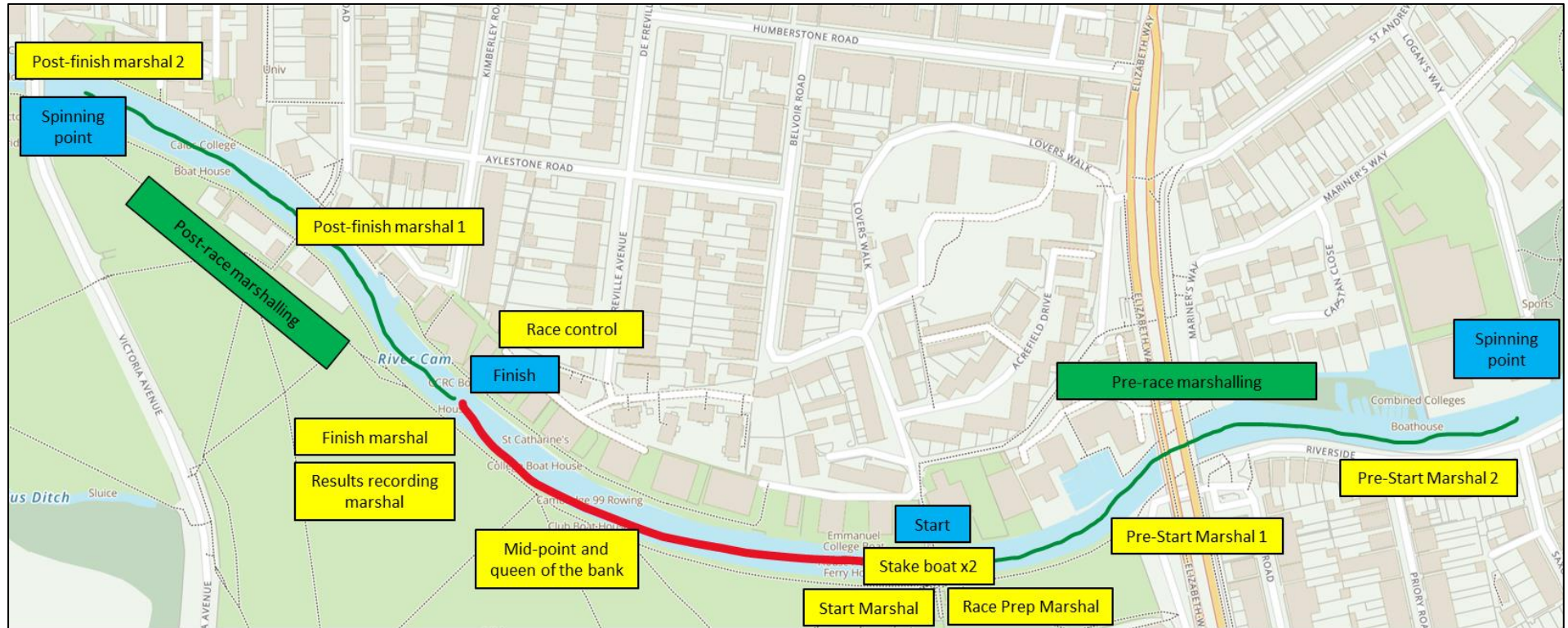
In the following pages, you will find the marshal instructions for each of the course marshal positions for City Sprints. Please read your marshal position instructions carefully and ask John Leighton (07717 824 931) or your captain if you have any questions.

- **You do not need to read the instructions for the other positions unless you need reading material to help you fall asleep**
- All marshals should collect their equipment from the Marshal Coordinator located at the CCRC boathouse.
- Your marshal instructions will detail what equipment you need to have with you while you marshal and the time you need to be in position. Please arrive promptly to ensure that everything can run on time.
- We can have 100+ boats racing which means that all divisions will be very full and we need things to run efficiently and safely.
- Should something go wrong, use your portable radio to notify the start marshals so that racing can be stopped if needed. Your marshal bag will contain a throw line and thermal blanket.

If you see any unsportsmanlike competition, please take a note of the boat numbers involved and send a text to John at 07717 824 931 with the details of the incident.

**Thanks for all your help to make this event a success.**

# 1 Course and marshal positions



## **2 Pre-start marshal x2**

### **2.1 Your mission - To line up crews with their opposition in race order downstream of the start.**

Before the start of each division, crews boating from upstream of Cutter Ferry Bridge will row downstream of the start to around the New CRA where they should spin and row upstream to the start. The two pre-start marshals should coordinate which sections of the pre-start each will cover.

As crews arrive, pair them up with their opposition and ask them to move towards the start together. As much as is possible, try to line crews up in the order listed on the draw. Sometimes this is not possible due to room/spinning restrictions, so please use your best judgement.

If you are missing crews, use the radios to ask course/finish marshals if they have eyes on the boat(s). Remember that some crews have boathouses above the start (Cantabs, Kings, Churchill, Selwyn & Leys School). They will be boating from downstream so you may have to encourage them to move to the start faster.

Once all boats are downstream of the start and accounted for, the Start Marshals will begin the races. As crews go off the start, ask the marshalling crews to move so that when it is their turn, they are ready to get onto the stake boats. It's important that crews keep moving up, and big gaps aren't allowed to develop.

Once the waves are over, return your marshal equipment to the Marshal Coordinator at the CCRC boathouse.

You will also be responsible for coordinating with any barges or river cruises which wish to boat through the course. They will have been notified to look for marshals for instructions. All motorized boats must follow the same rules as our competitors and must wait downstream of the marshalling crews until the division is complete.

### **2.2 What you need**

You will collect the following equipment from the Marshal Coordinator at the CCRC boathouse:

- Hi-vis jacket
- Loudhailer
- Portable radio
- Marshal bag
- Copy of the draw

### **2.3 When you need to be there**

You should be in place (with your equipment which you have already collected from the CCRC boathouse) 30 minutes before the start time of the division you are marshalling.

### **3 Stake Boats x2**

#### **3.1 Your mission: To hold onto the boats until the race starts**

You will be in one of the two stake boats in the river. Crews will row upstream from their marshal positions to you. Help direct them so that you can grab their stern. Hold on to the boat until the race starts and then release.

#### **3.2 What you need**

A lifejacket will be waiting for you at the start.

#### **3.3 When you need to be there**

Be at the start 15 minutes before the division start time and report to the Start Marshal.

## **4 Race preparation marshal x1**

### **4.1 Your mission: To ensure that boats are lined up at the start, ready to go onto the stake boats**

You will be next to the stake boats at the start of the race. Before the start of the race, ensure boats have passed the start and are heading towards the Pre-start marshals.

At the start of the division, ensure the pre-start marshals have set you boats in pairs ready to race. Clearly, fairly and calmly ensure boats move onto the stake boats as soon as possible – don't let them fuff about. The Start Marshal will then take over and ensure they start on time.

### **4.2 What you need**

High-viz and a loud hailer will be waiting for you at the start.

### **4.3 When you need to be there**

Be at the start 30 minutes before the division start time.

## **5 Start marshal x1**

You are in overall control of the start. This is a key role, and you will be wearing a Senior Marshal vest to identify you.

### **5.1 Your mission: To ensure a prompt and fair start to the race**

You will be next to the stake boats at the start of the race. Before the start of the race, ensure boats have passed the start and are heading towards the Pre-start marshals.

At the start of the division, ensure that boats are on the stake boats, and fairly lined up. When they are ready, start the race by announcing the race numbers and event. If a master's race, let the crews know of any handicap. Then start the race with "Attention...Go".

### **5.2 What you need**

Flags and a loud hailer will be waiting for you at the start.

### **5.3 When you need to be there**

Be at the start 30 minutes before the division start time.

## **6 Marshal 7: Mid-Point Umpire & Queen of the Bank**

You are in overall control of the race course. This is a key role, and you will be wearing a Senior Marshal vest to identify you.

### **6.1 Your mission: To control the bank between divisions to get crews to the start in a timely manner and to ensure safety and fair racing.**

In order for the Sprints to run on time, it is very important to make sure that crews competing in the upcoming division boat on time. They will often need lots of encouragement to make this happen.

Once a division has completed, notify all waiting crews that they are now able to put their boats on the water. **Under NO circumstances can any crews boating between Cutter Ferry Bridge and the Fort St. George Bridge put their boats on the water before the end of the division.** Once boats are on the water, in a warm and friendly manner, encourage crews to move quickly to the start.

During the division, stand on the hard in the middle of the bend (this will require some pacing to be able to see the crew from start to finish) to make sure that boats stay in their lanes and don't crash. Make a note of any blade clashes as this may lead to disqualification.

If anyone capsizes, notify the start via the radio and help them get out. If emergency assistance is required notify the boathouse.

At the end of the division, repeat the process. If that was your last division, please stay on the hard directing traffic until the marshal in the next division turns up to collect the equipment from you.

### **6.2 What you need**

The Division 1 Marshal will collect the following equipment from the Marshal Coordinator at the CCRC boathouse:

- Hi-vis jacket
- Loudhailer
- Portable radio
- Marshal bag
- Flag

Marshals in subsequent divisions should collect equipment from the marshal in the previous division.

### **6.3 When you need to be there**

The Division 1 Marshal should have collected their equipment from the Marshal Coordinator and be on the hard 30 minutes before racing starts. Marshals in subsequent divisions should arrive on the hard 30 minutes before the division start time to collect equipment from the previous marshal.

## **7 Marshal 8: Finish Umpire/Line Judge**

### **7.1 Your mission: To determine the order in which crews cross the finish line and determine the distances between boats at the finish**

You will be provided with a copy of the draw which will include a list of each race throughout the day, the competitors for that race and their race numbers. As the crews cross the finish line, you will determine the order in which the boats crossed the finish and the distance between the boats and report this to the Results Recorder.

At the end of each race, radio the results to John and Claire in Event Control. This will allow the result to be announced over the PA system.

You will be provided with updated copies of the draw throughout the day as necessary.

Distance between boats should be reported as the distance between the bow balls of each boat. This could be anywhere from inches to boat lengths. Below are some helpful definitions:

- Canvas – The covered portion of the boat from the bow ball to the bow rower.
- 1 Length – The bow ball of the losing boat almost overlaps with the stern of the winning boat. No gap between boats.
- 2 Lengths – A full boat's length of water between the stern of the winning boat and the bow ball of the losing boat.
- Easily – Lots of water between the boats.
- Row over – The competitor did not show and the boat rowed through to complete their race.
- DISQ – Losing boat was disqualified. You will be notified of this outcome by the Mid-Point Umpire who will raise a red flag.

### **7.2 What you need**

The finish will be set up at the start of the day. You will be provided with:

- Copies of the draw
- Pen/pencil
- Transportable radio

### **7.3 When you need to be there**

You should be in place 15 minutes before the start time of the division you are marshalling.

If you are the marshal in the last division, please collect all equipment and bring it back to the boathouse.



## **8 Marshal 9: Results Recorder**

### **8.1 Your mission: To record the result of each race based on determination by the Finish Umpire/Line Judge and report these results to Event Control.**

You will be provided with a copy of the draw which will include a list of each race throughout the day, the competitors for that race and their race numbers. As the crews cross the finish line, the Finish Umpire/Line Judge will determine the order in which the boats crossed the finish and the distance between the boats. The winner and the distance should be recorded on the sheet.

At the end of each race, radio the results to John and Claire in Event Control. This will allow the result to be announced over the PA system.

You will be provided with updated copies of the draw throughout the day as necessary.

Distance between boats should be reported as the distance between the bow balls of each boat. This could be anywhere from inches to boat lengths. Below are some helpful definitions:

- Canvas – The covered portion of the boat from the bow ball to the bow rower.
- 1 Length – The bow ball of the losing boat almost overlaps with the stern of the winning boat. No gap between boats.
- 2 Lengths – A full boat's length of water between the stern of the winning boat and the bow ball of the losing boat.
- Easily – Lots of water between the boats.
- Row over – The competitor did not show and the boat rowed through to complete their race.
- DISQ – Losing boat was disqualified. You will be notified of this outcome by the Mid-Point Umpire who will raise a red flag.

### **8.2 What you need**

The finish will be set up at the start of the day. You will be provided with:

- Copies of the draw
- Pen/pencil
- Transportable radio

### **8.3 When you need to be there**

You should be in place 15 minutes before the start time of the division you are marshalling.

If you are the marshal in the last division, please collect all equipment and bring it back to the boathouse.

## 9 Post-finish marshal x2

### 9.1 Your mission: To keep crews rowing past the finish and down to LMBC to spin. Keeping them upstream of the Fort St. George Bridge until all crews in that division have raced.

The Post Finish Marshals should coordinate which sections of the post-finish each will cover. One should stand under the Fort St. George Bridge and should be at LMBC.

- As crews complete their race, they will want to stop. **Keep them moving!**
- All crews will need to continue on under the Fort St. George Bridge in order to keep the finish clear for all competitors.
- Once they have boated to LMBC, have them spin and pull over, marshalling facing downstream. All crews need to remain upstream of the Fort St. George Bridge until the division is complete.
- Once the finish marshals have confirmed that all crews have passed the finish, you can release crews to row back to their boathouses.

For crews boating in the next division who have boathouses past the finish (LMBC, Christ's, Peterhouse, Caius, Queens, Robinson, etc.) if there is room, they can put their boats on the water and line up with the other crews marshalling. But they must wait to cross under the Fort St. George Bridge until all racing in the previous division has completed.

After all boats have raced, return your marshal equipment to the Marshal Coordinator at the CCRC boathouse.

You will also be responsible for coordinating with any barges or river cruises which wish to boat through the course. They will have been notified to look for marshals for instructions. All motorised boats must follow the same rules as our competitors and must wait upstream of the Fort St. George until the division is complete.

### 9.2 What you need:

You will collect the following equipment from the Marshal Coordinator at the CCRC boathouse:

- Hi-vis jacket
- Loudhailer
- Portable radio
- Marshal bag
- Copy of the draw

### 9.3 When you need to be there

You should be in place (with your equipment which you have already collected from the CCRC boathouse) 15 minutes before the start time of the division you are marshalling.

## **10 Runner**

### **10.1 Your mission: To take division results between the start, finish and race control. Also general help**

During the day, Race Control will be updating crew start orders. Results will be captured by the start and finish these papers will need to be moved between all three spots. Please help with this. You may also need to help out with other tasks

### **10.2 What you need:**

You will collect the following equipment from the Marshal Coordinator at the CCRC boathouse:

- Hi-vis jacket
- Loudhailer
- Portable radio
- Marshal bag
- Copy of the draw

### **10.3 When you need to be there**

You should be in place (with your equipment which you have already collected from the CCRC boathouse) 15 minutes before the start time of the division you are marshalling.