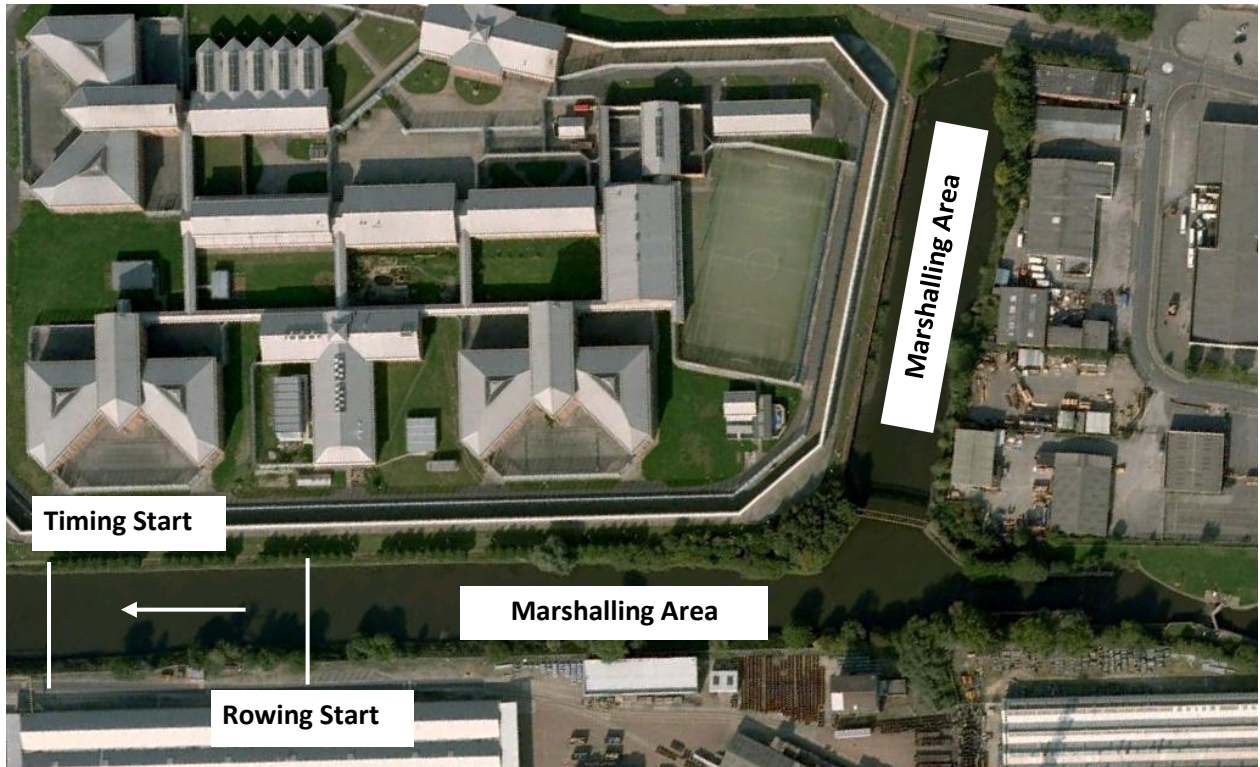


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Marshalling Instructions

Start Area Map



Start Launch Marshals' Instructions

- The Launch Marshal is the key to the success of this process. They provide safety cover, as well as directing the preparations for the start. The launch needs to go down with the first crews to boat in each division.
- Although maps will be on display in the clubhouse, it is likely that the vast majority of crews will arrive at the start uncertain or totally ignorant of where they should be. Therefore, treat them all the same to start with.
- The Bank Marshals on the start may struggle to get the attention of the crews and are unsighted completely by bushes for over half of the start straight. It is important to detail a bank marshal onto the prison cut and to make sure they stand at least half way down the cut and that they take charge of that area.
- Bank marshals on the main straight need to support the launch team, not try to lead the process independently, as this will result in conflicting instructions.
- **Maps showing the positions of boats at the start in each Division will be posted once the draw has been published (about 5 days before the race).**
- You can fit around 14 eights on the station side and 12 eights on the prison side. Four pairs or 3 fours = 2 eights.
- Crews going into the prison cut are usually small boats which are easily manoeuvrable and as they arrive first have time to organise themselves. Those that don't can be organised by the bank marshal who also provides safety cover.
- Fours going into the cut usually need to reverse in as it becomes too crowded to turn. They should marshal on the right hand side away from the prison where the water is deeper.

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- It is usually clear which coxes are competent and which are not. If they are clearly struggling to manoeuvre in tight spaces, you may have to take direct control. Getting this requires you to project your authority somehow. You need to understand how to manoeuvre eights in particular, because most coxes are not trained and some are complete beginners.
- Manoeuvring eights is best done in the following way;
“Hold it up stroke side, pull on bow and 3; Easy; Back it down stroke and 6; Easy; Back it down stern pair; Pull on Bow and 3; etc.”
- When marshalling boats on the main straight, they may need to overlap. Be sure that they do this with their stern close to the bank and their bow outside the stern of the boat in front or they will struggle to pull away when racing starts.
- When you reach the eights do not allow them into the start area until it is clear to do so or you will end up with masses of large boats unable to pass or turn.

Start Marshalling Procedure

Instruct every crew briefly where to go as they pass the launch going down the start straight as follows:

- When boats arrive at the start briefly instruct them roughly where to go. It is often better to stop them briefly so that the crew listen as well as the cox. For example:
 - “You are in the cut under the bridge at the bottom of the straight on the left. Numbers increase as you go in. You are at the far end/half way/three crews in.” This can be given in parts and repeated by different marshals depending on how busy you are.
 - “You are on the far side 3 crews past the big tree over there.”
 - “The numbers increase as you go down look for the crew 2 places in front of you and pull in 1 boat length beyond them. Turn ready to start now.”
 - “You are at the bottom of this straight on this side (point) two crews from the bottom.”
- Once the number of crews builds you will need to look and see if crews need to move up or down along the bank to create space for crews still to arrive. If so, you need to tell them how far to move and give them a target, e.g., “Crew 14 please move forward until the cox is next to that bridge, the bow is level with that bush, etc.”; “Crew 15 please move forward with the crew ahead.”
- A bank marshal at the start could hold eights while the launch controls the boats turning and not let them pass into the start area until it is clear to do so. Good communication with the launch is essential.

Start Procedure

- When all the crews are in position, confirm that all the safety launches are in position and let the start team know you are ready. Warn the crews that you are about to start the race.
- The launch can pass down the straight calling crews out in the correct order to paddle very light towards the start. The Starter will stand about 40m before the start and hold crews to regulate the spacing between crews starting to around 10 seconds.
- When the station side have all started, the launch follows the last crew up the start straight and passes back down the other side doing the same thing.
- The launch then stays by the bridge to control crews leaving the prison cut. Fours need watching.

- **N.B. You should introduce a significant pause between different classes of boat.**
 - The first division is usually the tightest. We learn as we go on, so changes in the marshalling team through the day (although sometimes unavoidable) are counter-productive.
-

Starter and Start Bank Marshals' Instructions

- **Please read the above Start Launch Marshalling Procedures and the Competitor Safety Instructions, so that you understand exactly how the race is being organised.**
- **Please ensure that you are at your station before boats start arriving at the start.**
- Before leaving the boathouse, please collect a megaphone from Registration. Please switch off and return this after your assignment has finished.
- **The primary organiser will be the Start Launch Marshal. Your role is to assist him to get crews into their correct starting positions. When you arrive at the start, he will brief you from the launch.**
- Two bank marshals should position themselves on the prison straight, one on the footbridge and one at least half way down the cut.
- **In addition to assisting the Launch Marshal to get crews into the correct positions, you are also in charge of providing safety cover.**
- Crews will be marshalled in ascending number order. Once they have turned, crews should marshal facing towards the start in the direction of racing.
- Competitors should not remove any warm clothing until they are warned that they are about to move up to the start. Use an air horn to give each group of competitors approximately 2 minutes warning before they are due to start moving up to the start.
- **Racing will start as soon as all crews are ready, if possible, ahead of schedule. Call Control (by phone, if necessary) when racing starts.**
- Once racing starts, boats need to be kept moving, so that the starting intervals are around 10 seconds (15 seconds maximum), except between different boat types, where a longer gap may be required.
- A marshal should be positioned on the prison straight about 80m from the start post and hold crews while the launch controls the boats turning and not let them pass on to the start until it is clear to do so. Good communication with the launch and starter is essential.
- **The starter** (head bank marshal) will stop crews about 40m from the start post and hold them there until 10 seconds after the crew in front has departed. The starter should then tell them to go by saying, "Are you ready? Go!". **N.B. You should introduce a significant pause between different classes of boat, e.g., coxless quads may be much faster than the slowest eight, so leave a 2 to 3-minute gap before starting the next class of boat if there is a danger of a fast crew catching a slow crew in another boat class.**
- The starter should remind crews that during the race, crews which are being overtaken must allow the overtaking crew to use the inside of any bend.

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Finish Marshals' Instructions

- **Please ensure that you are at your station in good time, as racing will start as soon as all crews are ready, hopefully ahead of schedule.**
- **Please read the Competitor Safety Instructions, so that you understand exactly how the head race is being organised.**
- Before leaving the boathouse, please attend the marshalling briefing and collect a megaphone from Registration. Please return this after your marshalling assignment has finished.
- **The philosophy at the finish is for the last boats to finish racing to return to the landing stages first, so that everyone spends approximately the same amount of time on the water.**
- **Finish Marshals will be positioned on both banks between the finish and the lock. You should drive there. Please see map below for instructions on how to drive to the finish.**
- The finish is located approximately 50m east of the fence at the end of the long straight after the motorway bridge. This will give limited space for boats to wait after the finish, so great care should be taken when marshalling.
- After they pass the finish, crews must continue paddling (light) upstream as far as possible.
- If there are a large number of entries, boats should be parked as far upstream and as close together as is safely possible, **facing upstream**. In some places there is enough space to fit at least 4 boats abreast of each other. Please see map below.
- Please ask any river traffic to wait at the lock until racing is finished. In the event that they refuse, please warn all stations on the radio.
- **DO NOT ALLOW ANY CREW TO TURN UNTIL THE LAST BOAT HAS CROSSED THE FINISH LINE. Threaten any crew that tries to turn early with a 10 second penalty.**
- As soon as crews have stopped paddling and are safely parked, encourage them to put on warm clothing while they wait. They will need to keep paddling occasionally to maintain their position, especially if there is a strong stream.
- Once the last crew has crossed the finish line, instruct crews to start turning, starting from the finish line and working upstream. Make sure that crews take care when turning. Where the river is too narrow, they should be allowed to drift downstream until there is enough room to turn. **Only allow one or two crews to turn at once.**
- Instruct crews when to proceed back downstream and tell them not to overtake other crews but to stay in line.
- **The finish timing team must take an air horn and blow this as each crew crosses the finish line.**

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Launch Marshals' Instructions

- **Please read the Competitor Safety Instructions, so that you understand exactly how the race is being organised.**
- **Please ensure that you are at your station in good time, as racing will start as soon as all crews are ready, hopefully ahead of schedule.**
- Launches 1 – 4 will be issued with a megaphone and radio; please collect these at Registration and return them after racing has finished.
- Please take care not to create too much wash, especially around crews.
- There will be 5 safety launches used during the head race:
 - **Launch 1 (Tin Fish).** Dave Maxfield will direct boats and an assistant will drive the boat. The primary role is to organize boats at the start and then follow the last crew back up the river to the finish. See detailed instructions above.
 - **Launch 2 (Tin Fish).** Driver: David McGlone. To be located on the first long reach in sight of the first bend just upstream from the footbridge. You should deposit bank marshal #1 at the location shown on the attached map. Follow the last crew back up the river to the finish, collecting bank marshals as you go and drop off at the boathouse en route.
 - **Launch 3 (RIB).** Driver: Martin Elliott. To be positioned on the second large bend, with line of sight to the bank marshal in the long straight west of the farm. This launch will be required to assist putting out and retrieving the finish signs and **also transporting the Finish Timer to the finish. After all racing is completed, you should take him back to the boathouse ASAP, so that he can give the results to Race control.** You may also be required to transport bank marshals 3 & 4 and the bridge marshal to their positions (see map below).
 - **Launch 4 (RIB).** Driver: Phil Allam. To work along the final straight above the finish. **DO NOT ALLOW ANY CREW TO TURN UNTIL THE LAST BOAT HAS CROSSED THE FINISH LINE. Threaten any crew that tries to turn early with a 10 second penalty.**
 - **Launch 5.** Driver: Tom Swallow or Adrian Taggard. This will be moored at the boathouse, just upstream of the landing stages and will be used as an emergency backup boat and to ferry race officials, if required.

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Bank Marshals' Instructions

- **Please read the Competitor Safety Instructions, so that you understand exactly how the race is being organised.**
- **Please ensure that you are at your station in good time, as racing will start as soon as all crews are ready, hopefully ahead of schedule.**
- **Your primary role is to ensure crew safety. You can do this by warning crews if you see any danger of a collision, either with another crew or with the bank. You need to use your megaphone and shout with authority, ensuring that the cox/crew has heard you.**
- Before leaving the boathouse, please attend the marshalling briefing. Subject to availability, you will be issued with a megaphone and radio; these will be available in Registration. Please return them off after racing has finished.
- There will be a total of 5 bank marshals in addition to the launches, start and finish marshals and race officials at the start and finish. These will be positioned along key sections of the course in such a way that there is line of sight with another bank marshal or a safety launch.
- The approximate location of the bank marshals is shown in the attached map. However, it may be necessary to adjust your position so that you have line-of-sight with your neighbouring marshals, race officials or launch. Marshals 3 & 4 may find it necessary to “rove”, rather than remaining in one location.
- The Bridge Marshal will remain in the area of the railway bridge to assist any crews who are trying to overtake on this narrow section of the river. **Warn crews if you see any chance of a collision.**
- Bank marshal 2 should walk to his/her position along the towpath from the Boathouse.
- The other bank marshals are in locations that are difficult to reach or are positioned a long way from the boat house and will be deposited on the bank by one of the safety launches as near as possible to their marshalling position prior to the race:
 - Bank marshal 1 should go and return in Launch 2.
 - The bridge marshal and bank marshals 3 & 4 should go to their positions in Launch 3 (the RIB) and return after racing in Launch 3.
- **During the races, overtaking crews have right of way on the inside of any bends. Ensure that other crews move out of their way. Penalties may be applied to crews who do not give way.**
- As a bank marshal, you should talk to crews as they pass, especially if you think that they are likely to clash with other crews or hit the bank. Giving them encouragement is also allowed.

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Parking Marshals' Instructions

- Please read the **Competitor Safety Instructions** and the **Parking and Boating Instructions** (both on the web site), so that you understand exactly how the race is being organised. Also study the parking maps below.
- On the day before the event the head parking marshal should go to the old boathouse and collect the following from near the entrance:
 - Ten (no more) posts and a sledgehammer. **Do not take all the posts, as some are needed elsewhere by other signpost teams.**
 - Collect the following signs: "SLOW Regatta Ahead", 3 X "Regatta", "Trailer parking", "Regatta Car Park", "Parking", 2 x "No Parking", 1x "Keep off", "No Boats or Equipment Beyond this Point", 3 left arrows and 3 right arrows. Check that they will fit on a post (which had screws in them in different places for different signs). There are some duplicates that are required for elsewhere, so do not take these.
 - Some cable ties (again, not all of them).
 - A roll of red and white safety tape roll.
 - A key for the sliding pole gate (available from Adam Manson).
 - Six hi-viz fluorescent jackets (**to be returned after the event**).
- As it may be dark when putting up or taking down signs, it is a good idea to have a small torch. If dark when people are arriving or leaving, fit this to the post on the sliding pole gate, so that cars can avoid hitting it.
- **Please ensure that the rest of parking team knows that they must be on-site (at the front gate) for 07:00 latest, as clubs often arrive early.**
- **Your primary role is to ensure safety and ensure that competitors park in the correct locations.**

Set-up

- Put up the signs as follows:
 - "SLOW Regatta Ahead" on wires/cable ties on the lamp post on left side of road going up to the bridge on Greenfield Lane.
 - "Regatta" plus arrows around the Scarll Road detour for the trailers (see details below)
 - "Trailer Parking" on the park gates.
 - "Regatta Car Parking" plus an arrow on the road pointing towards the track going down to Vehicle Parking A.
 - "Parking" plus arrow somewhere down the football pitch side line, pointing right.
 - "No Parking" in front of the children's play area.
 - "Keep Off" on one of the posts holding the red-and-white warning tape bordering the football pitch.
 - "No Boats or Equipment Beyond this Point" behind the tape on the football pitch.
- Open the sliding pole gate.
- Put some posts up 1 metre out from the goal posts to the corner flags and 1 metre out from the side-line and then string the red-and-white warning tape between these. **UNDER NO CIRCUMSTANCES SHOULD ANY CARS STRAY ONTO THE FOOTBALL PITCH.**

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- Marshals should don their fluorescent jackets and position themselves as follows: One in the road at the bottom of the bridge, directing the trailers around the Scarll Road detour (see below) and cars into the car park, one at the park gates, one at the pole gate, two on the main road in the park, when necessary directing trailers to the old football pitch parking area, one in the park floating between the side of the football pitch making sure cars gets parked up straight and neat.
- Obtain a waste bin and put it on the path by the side of the old football pitch near the hill to the boathouse.

Trailer Parking

- It has been recommended that all vehicles approach the race site from the A630 via Greenfield Lane.
- Because of the tight turns, trailers will usually need to go around the block in Hexthorpe (left on Old Hexthorpe Road, first right on Shady Side, first right on Scarll Road and right onto Urban Road towards the gates). At the Park gates the marshal should direct them into the Park where the other marshals should tell them where to park.
- **All vehicles travelling in the Park must observe the speed limit of 5mph and switch on both headlights and hazard warning lights.**
- The first trailers to arrive should be directed to the bottom of the main park road towards the boathouse and told to park on the right-hand side of the road ("Trailer Parking A" on the map below). Boats can be rigged on the grass opposite **EXCEPT IN FRONT OF THE PLAY AREA** opposite the boathouse (this will be blocked off by tape). The later arrivals should park on the right-hand side of the road or in the short roads around the crazy golf course. When all these places in Trailer Parking A are full, the remaining trailers should be directed to Trailer Parking B in the field on the south side of Hexthorpe Park (market in red on the map below).

Vehicle Parking

- A marshal should be positioned on Greenfield Road near the bottom of the railway bridge and should direct competitors' cars down the track to Vehicle Parking A. Say a pleasant "Good morning" to all competitors.
- Another marshal should direct cars to park along the rear of the main car park and when this is full, direct them through the sliding pole gate onto the field. **The marshal should warn cars not to stray onto the football field.**
- Once the field is full, if there are still spaces in the main parking area, these should be filled, taking care not to block any cars in or block the exit route up the lane.
- When all spaces are full, the marshal on the main road should direct visitors to vehicle parking B (see the separate competitor parking instructions). Have a few maps on hand to show drivers where to go.

Departures

- If it is dark when vehicles start departing, a marshal should stand by the pole gate with a torch on the pole so that drivers can see and avoid the part sticking out.

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- If necessary, a marshal should turn on the headlights on their car and position it so that the area is lit. Idle the engine so as not to run down the battery.
- Say a pleasant “Goodbye – thanks for coming” as people leave.
- It may be necessary to assist trailers to turn and make their way back out the gate. Long trailers may need to take the reverse route around Scarll Road back onto Greenfield Road.
- Stay until all competitors have left and then pull up all posts, tape, signs, etc., and return them to the old boathouse.

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Marshalling Locations Map

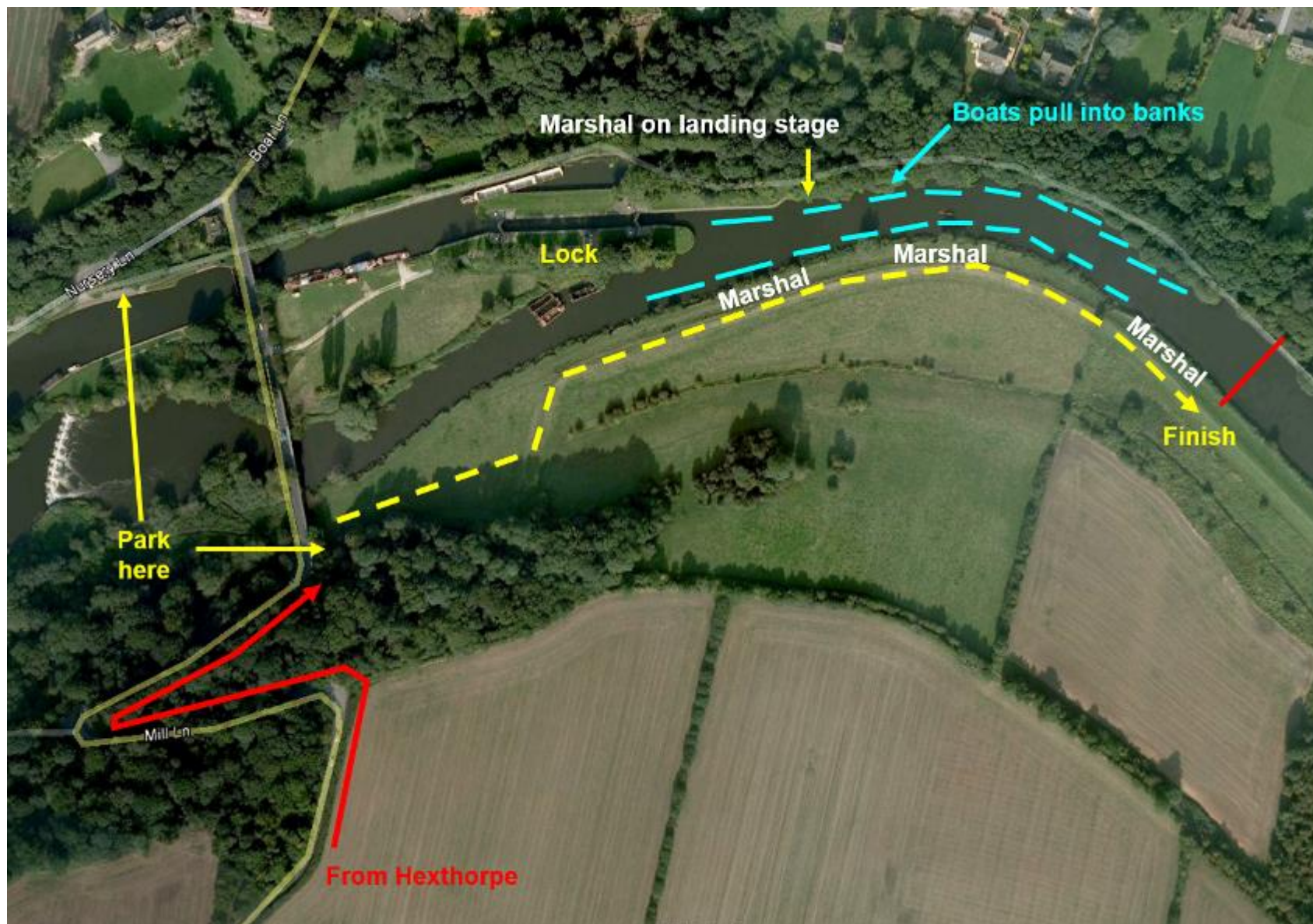


☆ Egress Point

Route to Finish



Finish Marshalling Map



Parking Marshalling Map

