



O U R C s

# Autumn 4s Marshalling Guide

## Location: Head

### Duties

- Liaise with traffic coming from upstream and direct it into the transit lane, make sure it knows it cannot leave the transit lane or cross the river without talking to a marshal, keeping the SU informed about the traffic situation in your area
- Co-ordinate spinning of boats at the end of the race
- Handle queries from members of the public

### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Head" or saying "this is Head marshal"
- To ask questions: "<SU>, <SU>, this is Head marshal - come in." Or <Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

### River Checks

The order: **Head**, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Donnington Bridge

- You'll be starting, so listen out for the phrase "Let's have a river check, starting from the head... GO!"
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place. Especially watch out for fishermen on the bank on the race course.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

### Klaxons

If there is someone in the water, or someone in a boat requires first aid or in the water, or a severe collision (with other boats, debris, swans, people etc) is imminent, **immediately klaxon if a race is running at the time**. Tell people who are lying down to sit up. If they don't, ask why and if they need first aid, klaxon if they do.

- Fire your klaxon in all directions for at least 10 seconds. During this time, press and hold down your radio button so all marshals can hear it. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless confirming yours. Ask "is the race live?" if you're unsure.
- If you hear another klaxon, fire yours until all crews on/off the course have completely stopped
- If you have klaxoned, state to race desk why you have klaxoned, and if First Aid is required. All crews should keep it held up until race desk says otherwise.
- **Do not put your klaxon down!**

### Other information

- If you suspect your battery has run out, find the nearest marshal and radio in
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk



OURCS

## Autumn 4s Marshalling Guide

### Location: Finish

#### Duties

- Liaise with traffic coming from upstream, keeping the SU informed about the traffic situation in your area
- Operate the clacker, dropping it as the bow of each boat crosses the finish line and inform the SU who has won each race once it has finished
- Encourage crews to move up towards the Head marshal once they have finished racing
- Inform racedesk if a crew wishes to appeal the outcome of a race
- Handle queries from members of the public

#### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Finish" or saying "this is Finish marshal"
- To ask questions: "<SU>, <SU>, this is Finish marshal - come in." Or <Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

#### River Checks

The order: Head, **Finish**, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Donnington Bridge

- If the Head marshal doesn't come in at the start of a check, wait a couple of seconds and then report in.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

#### Klaxons

If there is someone in the water, or someone in a boat requires first aid or in the water, or a severe collision (with other boats, debris, swans, people etc) is imminent, **immediately klaxon if a race is running at the time**. Tell people who are lying down to sit up. If they don't, ask why and if they need first aid, klaxon if they do.

- Fire your klaxon in all directions for at least 10 seconds. During this time, press and hold down your radio button so all marshals can hear it. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless confirming yours. Ask "is the race live?" if you're unsure.
- If you hear another klaxon, fire yours until all crews on/off the course have completely stopped
- If you have klaxoned, state to race desk why you have klaxoned, and if First Aid is required. All crews should keep it held up until race desk says otherwise.
- **Do not put your klaxon down!**

#### Other information

- If you suspect your battery has run out, find the nearest marshal and radio in
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk



O U B C s

# Autumn 4s Marshalling Guide

## Location: Boathouses A

### Duties

- Keep the SU informed about river traffic in your area, talk to traffic and keep it in the transit lane
- Perform boat checks on each boat before it pushes off: lifejacket, bowball, heel restraints, backstays, hatch covers, lights
- Relay information about equipment failures to the SU – especially how long it will take to fix
- Handle queries from members of the public and competitors
- Racedesk may ask you to do a bodcard check on a landing crew. As they land, ask the cox for the crew's bodcards and inform racedesk when you have them. They will talk you through the rest of the check.

### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Boathouses A" or saying "this is Boathouses A marshal"
- To ask questions: "<SU>, <SU>, this is Boathouses A marshal - come in." Or < Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

### River Checks

Order: Head, Finish, **Boathouses A**, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Donnington Bridge

- If the Finish marshal doesn't come in on their turn, wait a couple of seconds and then report in.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

### Klaxons

If there is someone in the water, or someone in a boat requires first aid or in the water, or a severe collision (with other boats, debris, swans, people etc) is imminent, **immediately klaxon if a race is running at the time**. Tell people who are lying down to sit up. If they don't, ask why and if they need first aid, klaxon if they do.

- Fire your klaxon in all directions for at least 10 seconds. During this time, press and hold down your radio button so all marshals can hear it. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless confirming yours. Ask "is the race live?" if you're unsure.
- If you hear another klaxon, fire yours until all crews on/off the course have completely stopped
- If you have klaxoned, state to race desk why you have klaxoned, and if First Aid is required. All crews should keep it held up until race desk says otherwise.
- **Do not put your klaxon down!**

### Other information

- If you suspect your battery has run out, find the nearest marshal and radio in
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk



O U B C

## Autumn 4s Marshalling Guide

### Location: Boathouses B

#### Duties

- Keep the SU informed about river traffic in your area
- Help Greenbank marshal to get crews and river traffic across the racing lanes in between races.
- Perform boat checks on each boat before it pushes off: lifejacket, bowball, heel restraints, backstays, hatch covers, lights
- Relay information about equipment failures to the SU – especially how long it will take to fix
- Handle queries from members of the public and competitors
- Racedesk may ask you to do a bodcard check on a landing crew. As they land, ask the cox for the crew's bodcards and inform racedesk when you have them. They will talk you through the rest of the check.

#### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Boathouses B" or saying "this is Boathouses B marshal"
- To ask questions: "<SU>, <SU>, this is Boathouses B marshal - come in." Or < Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

#### River Checks

Order: Head, Finish, Boathouses A, **Boathouses B**, Univ., Greenbank, Longbridges, Top Gut, Donnington Bridge

- If the BH A marshal doesn't come in on their turn, wait a couple of seconds and then report in.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

#### Klaxons

If there is someone in the water, or someone in a boat requires first aid or in the water, or a severe collision (with other boats, debris, swans, people etc) is imminent, **immediately klaxon if a race is running at the time**. Tell people who are lying down to sit up. If they don't, ask why and if they need first aid, klaxon if they do.

- Fire your klaxon in all directions for at least 10 seconds. During this time, press and hold down your radio button so all marshals can hear it. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless confirming yours. Ask "is the race live?" if you're unsure.
- If you hear another klaxon, fire yours until all crews on/off the course have completely stopped
- If you have klaxoned, state to race desk why you have klaxoned, and if First Aid is required. All crews should keep it held up until race desk says otherwise.
- **Do not put your klaxon down!**

#### Other information

- If you suspect your battery has run out, find the nearest marshal and radio in
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk



O U R C s

# Autumn 4s Marshalling Guide

## Location: Univ

### Duties

- Keep the SU informed about river traffic in your area
- Perform boat checks on each boat before it pushes off: lifejacket, bowball, heel restraints, backstays, hatch covers, lights
- Relay information about equipment failures to the SU – especially how long it will take to fix
- Handle queries from members of the public and competitors
- Racedesk may ask you to do a bodcard check on a landing crew. As they land, ask the cox for the crew's bodcards and inform racedesk when you have them. They will talk you through the rest of the check.
- Help crews land if necessary: they must cross as normal and **back down** onto the raft

### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Univ", or saying "this is Univ marshal"
- To ask questions: "<SU>, <SU>, this is Univ marshal - come in." Or < Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

### River Checks

Order: Head, Finish, Boathouses A, Boathouses B, **Univ.**, Greenbank, Longbridges, Top Gut, Donnington Bridge

- If the BH B marshal doesn't come in on their turn, wait a couple of seconds and then report in.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

### Klaxons

If there is someone in the water, or someone in a boat requires first aid or in the water, or a severe collision (with other boats, debris, swans, people etc) is imminent, **immediately klaxon if a race is running at the time**. Tell people who are lying down to sit up. If they don't, ask why and if they need first aid, klaxon if they do.

- Fire your klaxon in all directions for at least 10 seconds. During this time, press and hold down your radio button so all marshals can hear it. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless confirming yours. Ask "is the race live?" if you're unsure.
- If you hear another klaxon, fire yours until all crews on/off the course have completely stopped
- If you have klaxoned, state to race desk why you have klaxoned, and if First Aid is required. All crews should keep it held up until race desk says otherwise.
- **Do not put your klaxon down!**

### Other information

- If you suspect your battery has run out, find the nearest marshal and radio in
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk



O U R C s

## Autumn 4s Marshalling Guide

### Location: Greenbank Crossing

#### Duties

- Keep the SU informed about river traffic in your area. Keep an eye in the Cherwell cut for new traffic
- Liaise with Boathouses B marshal to get crews and traffic across the river to the towpath transit lane in gaps between races.
- Handle queries from members of the public
- Help Univ raft crews land if necessary: they must cross as normal and **back down** onto the raft

#### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Greenbank", or saying "this is Greenbank marshal"
- To ask questions: "<SU>, <SU>, this is Greenbank marshal - come in." Or < Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

#### River Checks

Order: Head, Finish, Boathouses A, Boathouses B, Univ., **Greenbank**, Longbridges, Top Gut, Donnington Bridge

- If the Univ marshal doesn't come in on their turn, wait a couple of seconds and then report in.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

#### Klaxons

If there is someone in the water, or someone in a boat requires first aid or in the water, or a severe collision (with other boats, debris, swans, people etc) is imminent, **immediately klaxon if a race is running at the time**. Tell people who are lying down to sit up. If they don't, ask why and if they need first aid, klaxon if they do.

- Fire your klaxon in all directions for at least 10 seconds. During this time, press and hold down your radio button so all marshals can hear it. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless confirming yours. Ask "is the race live?" if you're unsure.
- If you hear another klaxon, fire yours until all crews on/off the course have completely stopped
- If you have klaxoned, state to race desk why you have klaxoned, and if First Aid is required. All crews should keep it held up until race desk says otherwise.
- **Do not put your klaxon down!**

#### Other information

- If you suspect your battery has run out, find the nearest marshal and radio in
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk



O U R C s

# Autumn 4s Marshalling Guide

## Location: Longbridges

### Duties

- Keep the SU informed about river traffic in your area
- Perform boat checks on each boat before it pushes off: lifejacket, bowball, heel restraints, backstays, hatch covers, lights
- Relay information about equipment failures to the SU – especially how long it will take to fix
- Handle queries from members of the public and competitors
- Racedesk may ask you to do a bodcard check on a landing crew. As they land, ask the cox for the crew's bodcards and inform racedesk when you have them. They will talk you through the rest of the check.

### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Longbridges", or saying "this is Longbridges marshal"
- To ask questions: "<SU>, <SU>, this is Longbridges marshal - come in." Or < Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

### River Checks

Order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, **Longbridges**, Top Gut, Donnington Bridge

- If the Greenbank marshal doesn't come in on their turn, wait a couple of seconds and then report in.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

### Klaxons

If there is someone in the water, or someone in a boat requires first aid or in the water, or a severe collision (with other boats, debris, swans, people etc) is imminent, **immediately klaxon if a race is running at the time**. Tell people who are lying down to sit up. If they don't, ask why and if they need first aid, klaxon if they do.

- Fire your klaxon in all directions for at least 10 seconds. During this time, press and hold down your radio button so all marshals can hear it. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless confirming yours. Ask "is the race live?" if you're unsure.
- If you hear another klaxon, fire yours until all crews on/off the course have completely stopped
- If you have klaxoned, state to race desk why you have klaxoned, and if First Aid is required. All crews should keep it held up until race desk says otherwise.
- **Do not put your klaxon down!**

### Other information

- If you suspect your battery has run out, tell racedesk
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk



O U R C s

## Autumn 4s Marshalling Guide

### Location: Top Gut

#### Duties

- Keep the SU informed about river traffic in your area, keep an eye out for kayakers coming out from under the bridges
- Liaise with traffic from up and down stream, help moor boats if necessary
- Keep a checklist of which crews have passed downstream through the Gut. Tell the SU if asked.
- Make sure crews keep to their bowside bank through the Gut. Let them know who they are racing and which lane they will be racing in if they are unsure
- Handle queries from members of the public and competitors

#### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Top Gut", or saying "this is Top Gut marshal"
- To ask questions: "<SU>, <SU>, this is Top Gut - come in." Or <Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

#### River Checks

Order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, **Top Gut**, Donnington Bridge

- If the Longbridges marshal doesn't come in on their turn, wait a couple of seconds and then report in.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

#### Klaxons

As you are not on the racing course, you are unlikely to need to klaxon and may not be given one. If first aid is required, radio through what has happened and where the first aid is required to be. If you need to stop a race, say "Klaxon, klaxon, klaxon" into your radio.

If you are given a klaxon and hear another klaxon:

- Fire your klaxon in all directions for at least 10 seconds. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless asking for one to be fired. Ask "is the race live?" if you're unsure.
- **Do not put your klaxon down!**

If you do not have a klaxon and another marshal fires theirs, tell crews near you to stop and do not send any crews up to the race course until the situation is resolved.

#### Other information

- If you suspect your battery has run out, tell find the nearest marshal and radio in
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk





O U R C s

## Autumn 4s Marshalling Guide

### Location: Donnington Bridge

#### Duties

- Keep the SU informed about river traffic in your area, keep an eye out for traffic heading upstream, ask them to talk to the SU who will give them permission to follow a race upstream
- Help crews find and pair up with their opposition
- Keep a checklist of which crews have paired up and headed back up to the start. Tell the SU if asked.
- Make sure crews keep to their bowside bank while warming up and heading up through the Gut.
- Handle queries from members of the public and competitors

#### Radios

- Remember to hold down the button for 1 second, speak your message clearly and concisely, and then let go.
- Always say who you are, usually by starting messages with "Donny Bridge", or saying "this is Donny Bridge marshal"
- To ask questions: "<SU>, <SU>, this is Donny Bridge - come in." Or < Racedesk> etc.
- If multiple people speak, the radios broadcast loud interference.
- **Never give your radio to anyone or put it down!**

#### River Checks

Order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, **Donnington Bridge**

- If the Top Gut marshal doesn't come in on their turn, wait a couple of seconds and then report in.
- Mention everything on the river except the OURCs launches, the EA "river inspector" and any crews in the right place.
- Say where it is, what it is, and where it is going
- If there is nothing to report, say "clear"

#### Klaxons

As you are not on the racing course, you are unlikely to need to klaxon and may not be given one. If first aid is required, radio through what has happened and where the first aid is required to be. If you need to stop a race, say "Klaxon, klaxon, klaxon" into your radio.

If you are given a klaxon and hear another klaxon:

- Fire your klaxon in all directions for at least 10 seconds. Do not stop klaxoning until everything you can see has stopped moving or it runs out of air.
- Never say "klaxon" on the radio unless asking for one to be fired. Ask "is the race live?" if you're unsure.
- **Do not put your klaxon down!**

If you do not have a klaxon and another marshal fires theirs, tell crews near you to stop and do not send any crews up to the race course until the situation is resolved.

#### Other information

- If you suspect your battery has run out, tell find the nearest marshal and radio in
- If you need to report river traffic, direct that to the SU. All non-water enquiries to race desk
- You must not issue instructions to members of the public
- If you are approached by a member of Oxford City Council, direct them to race desk