



OURC

Autumn 4s Marshalling Guide

Location: Donnington Bridge

Equipment needed: This clipboard; Marshal jersey; Radio; Loudhailer

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 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.

River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ. raft, Green Bank Crossing, Longbridges, Top Gut, Bottom Gut, **Donnington Bridge**

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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 is imminent, **there should be a 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.

- You do not have a klaxon in your position as you are not on the race course.
- If a klaxon is fired, tell crews near you to stop and do not send any crews up to the race course until the situation is resolved. Keep nearby crews stationary until you receive further instructions over the radio.
- If First Aid is required near your position, or someone falls in the water, **use your radio** to contact the Senior Umpire (if a race is running) or Race Desk (when no race is running) to get help.
- Never say "klaxon" on the radio. Ask "is the race live?" if you're unsure.

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk



OURCs

Autumn 4s Marshalling Guide

Location: Bottom Gut

Equipment needed: This clipboard; Marshal jersey; Radio

Duties

- Keep the SU informed about river traffic in your area.
- Keep a checklist of which crews have entered 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.

River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ. raft, Green Bank Crossing, Longbridges, Top Gut, **Bottom Gut**, Donnington Bridge

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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 is imminent, **there should be a 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.

- You do not have a klaxon in your position as you are not on the race course.
- If a klaxon is fired, tell crews near you to stop and do not send any crews up to the race course until the situation is resolved. Keep nearby crews stationary until you receive further instructions over the radio.
- If First Aid is required near your position, or someone falls in the water, **use your radio** to contact the Senior Umpire (if a race is running) or Race Desk (when no race is running) to get help.
- Never say "klaxon" on the radio. Ask "is the race live?" if you're unsure.

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



OURCS

Autumn 4s Marshalling Guide

Location: Top Gut

Equipment needed: This clipboard; Marshal jersey; Radio; Loudhailer; Klaxon

Duties

- Keep the SU informed about river traffic in your area. Look out for kayakers coming 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.

River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ. raft, Green Bank Crossing, Longbridges, **Top Gut**, Bottom Gut, Donnington Bridge

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



OURC

Autumn 4s Marshalling Guide

Location: Longbridges

Equipment needed: This clipboard; Marshal jersey; Radio; Klaxon

Duties

- Keep the SU informed about river traffic in your area.
- Perform boat checks – bow ball, heel restraints, backstays, hatch covers, lights, cox with lifejacket.
- 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.
- Race Desk 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 Race Desk when you have them. They will talk you through the rest of the check.

River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ. raft, Green Bank Crossing, Longbridges, Top Gut, Bottom Gut, Donnington Bridge

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



OURC

Autumn 4s Marshalling Guide

Location: Green Bank Crossing

Equipment needed: This clipboard; Marshal jersey; Radio; Loudhailer; Klaxon

Duties

- Keep the SU informed about river traffic in your area. Keep an eye in the Cherwell cut for new traffic
- Liaise with ChCh Crossing marshal to get crews and traffic across the river to the towpath transit lane in gaps between races.
- Liaise with St John's Crossing to advise Univ crews when to use the early crossing channel
- Handle queries from members of the public

River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ. raft, **Green Bank Crossing**, Longbridges, Top Gut, Bottom Gut, Donnington Bridge

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



OURC

Autumn 4s Marshalling Guide

Location: ChCh Crossing

Equipment needed: This clipboard; Marshal jersey; Radio; Loudhailer; Klaxon

Duties

- Keep the SU informed about river traffic in your area. Keep an eye in the Cherwell cut for new traffic
- Liaise with Green Bank Crossing marshal to get crews and traffic across the river to the towpath transit lane in gaps between races.
- Liaise with St John's Crossing to advise Univ crews when to use the early crossing channel
- Handle queries from members of the public

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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



O R C

Autumn 4s Marshalling Guide

Location: Univ Raft

Equipment needed: This clipboard; Marshal jersey; Radio; Klaxon

Duties

- Keep the SU informed about river traffic in your area.
- Perform boat checks – bow ball, heel restraints, backstays, hatch covers, lights, cox with lifejacket.
- 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.
- Race Desk 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 Race Desk when you have them. They will talk you through the rest of the check.
- Help crews land if necessary: Univ crews must cross early and land downstream under the guidance of the St John's Crossing Marshal.

River Checks

The order: H Head, Finish, Boathouses A, Boathouses B, Univ. raft, Green Bank Crossing, Longbridges, Top Gut, Bottom Gut, Donnington Bridge

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



OURC

Autumn 4s Marshalling Guide

Location: Boathouses B

Equipment needed: This clipboard; Marshal jersey; Radio; Klaxon

Duties

- Keep the SU informed about river traffic in your area.
- Help Green Bank marshal to get crews and river traffic across the racing lanes in between races.
- Perform boat checks – bow ball, heel restraints, backstays, hatch covers, lights, cox with lifejacket.
- 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.
- Race Desk 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 Race Desk when you have them. They will talk you through the rest of the check.

River Checks

The order: Head, Finish, Boathouses A, **Boathouses B**, Univ. raft, Green Bank Crossing, Longbridges, Top Gut, Bottom Gut, Donnington Bridge

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



Autumn 4s Marshalling Guide

Location: Univ Crossing (optional)

Equipment needed: This clipboard; Marshal jersey; Radio; Loudhailer; Klaxon

Duties

- Liaise with St Johns Crossing marshal to get crews and traffic across the river to the Univ early crossing transit lane in gaps between races.
- Keep an eye out for Univ Boathouse crews coming down the transit lane after racing and they should be stopped by the St John's Crossing marshal. When there is a clear gap in racing and a clear raft, assist them to cross the river quickly, then row downstream to the Univ raft.
- Handle queries from members of the public

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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



OURC

Autumn 4s Marshalling Guide

Location: St John's Crossing

Equipment needed: This clipboard; Marshal jersey; Radio; Loudhailer; Klaxon

Duties

- Liaise with ChCh Crossing, Green Bank Crossing, and Univ Crossing (optional) marshals to get crews and traffic across the river to the Univ early crossing transit lane in gaps between races.
- Keep an eye out for Univ Boathouse crews coming down the transit lane after racing and ask them to stop as they approach you (by St John's Boathouse). When there is a clear gap in racing (confirmed by ChCh and Green Bank Crossing) and a clear raft at Univ, advise them to cross the river quickly, then row downstream to the Univ raft.
- Handle queries from members of the public

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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



OURC

Autumn 4s Marshalling Guide

Location: Boathouses A

Equipment needed: This clipboard; Marshal jersey; Radio; Klaxon

Duties

- Keep the SU informed about river traffic in your area, talk to traffic and keep it in the transit lane.
- Perform boat checks – bow ball, heel restraints, backstays, hatch covers, lights, cox with lifejacket.
- 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.
- Race Desk 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 Race Desk when you have them. They will talk you through the rest of the check.

River Checks

The order: Head, Finish, **Boathouses A**, Boathouses B, Univ. raft, Green Bank Crossing, Longbridges, Top Gut, Bottom Gut, Donnington Bridge

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



O U R C

Autumn 4s Marshalling Guide

Location: Finish

Equipment needed: This clipboard; Marshal jersey; Radio; Loudhailer; Klaxon

Duties

- Liaise with traffic coming from upstream, keeping the SU informed about the traffic situation in your area.
- Operate the clacker 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 to the Head marshal once they've finished racing.
- Inform Race Desk if a crew wishes to appeal the outcome of a race.
- Handle queries from members of the public.

River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ. raft, Green Bank Crossing, Longbridges, Top Gut, Bottom Gut, Donnington Bridge

- If the person before you doesn't report, wait a few seconds then make your own report.
- 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 10s, holding 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!**

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.



OURC

Autumn 4s Marshalling Guide

Location: Head

Equipment needed: This clipboard; Marshal jersey; Radio; Loudhailer

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

River Checks

The order: **Head, Finish, Boathouses A, Boathouses B, Univ. raft, Green Bank Crossing, Longbridges, Top Gut, Bottom 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.

Klaxons

If there is someone in the water, or someone in a boat requires first aid or in the water, or a severe collision is imminent, **there should be a 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.

- You do not have a klaxon in your position as you are not on the race course.
- If a klaxon is fired, use your loudhailer to inform nearby crews that the race has been klaxoned.
- Keep nearby crews stationary until you receive further instructions over the radio.
- If First Aid is required near your position, or someone falls in the water, **use your radio** to contact the Senior Umpire (if a race is running) or Race Desk (when no race is running) to get help.
- Never say "klaxon" on the radio. Ask "is the race live?" if you're unsure.

Radios

- Remember to hold down the button for 1 second, wait (for the repeater to wake up), speak your message clearly and concisely, and then let go.
- To ask questions: "<SU>, <SU>, this is <your position> 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!**

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.
- We have a Harbourmaster's Notice (on your clipboard) which permits you to direct river traffic into the transit lanes, but do not give other commands to members of the public.
- If you are approached by a member of Oxford City Council, direct them to Race Desk.
- Do not leave your position until your replacement arrives, and don't handover mid-race. If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to Race Desk.