



O U R C s

# IWL Marshalling Guide

## Location: Head

### Duties

- Liaise with traffic coming from upstream and prevent it from coming onto the course near the beginning of or during a race
- Co-ordinate spinning of boats at the end of the division
- 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, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- 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 division is in progress 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



OURC

# IWL 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 once the last racing crew of a division has crossed the line
- Encourage crews to move up towards the Head marshal once they have finished racing
- 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, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- 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



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# IWL Marshalling Guide

## Location: Boathouses A

### 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 "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, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- 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 R C s

## IWL Marshalling Guide

### Location: Boathouses B

#### 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 "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, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- 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



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# IWL 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.

### 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, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- 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



OURC

# IWL Marshalling Guide

## Location: Greenbank

### Duties

- Keep the SU informed about river traffic in your area. Keep an eye in the Cherwell cut for new traffic
- 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 “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, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- 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



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# IWL 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"
- 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, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- If the Greenbank marshal doesn't come in on their turn (or Univ if there is no Greenbank marshal), 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

# IWL 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 on their way to the start
- 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**, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- 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

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 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

# IWL Marshalling Guide

## Location: Middle Gut

### Duties

- Keep the SU informed about river traffic in your area
- Make sure crews keep to their bowside bank through the Gut on their way to the start
- Be aware of any crashes during races, be ready to klaxon if the river is blocked and another crew is approaching
- 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 "Middle Gut", or saying "this is Middle Gut marshal"
- To ask questions: "<SU>, <SU>, this is Middle 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, **Middle Gut**, Bottom Gut, Donnington Bridge, Spinning 1, Spinning 2

- 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

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 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

# IWL Marshalling Guide

## Location: Bottom Gut

### Duties

- Keep the SU informed about river traffic in your area
- Make sure crews keep to their bowside bank through the Gut on their way to the start
- Be aware of any crashes during races, be ready to klaxon if the river is blocked and another crew is approaching
- 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 "Bottom Gut", or saying "this is Bottom Gut marshal"
- To ask questions: "<SU>, <SU>, this is Bottom 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, (*Middle Gut*), **Bottom Gut**, Donnington Bridge, Spinning 1, Spinning 2

- If the Middle Gut marshal doesn't come in on their turn (or Top Gut if there is no Middle Gut marshal), 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 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



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# IWL Marshalling Guide

## Location: Donnington Bridge

### 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
- Make sure crews in your area stay by their bowside bank
- 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, Middle Gut, Bottom Gut, **Donnington Bridge**, Spinning 1, Spinning 2

- If the Bottom 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

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 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

# IWL Marshalling Guide

## Location: Spinning 1

### Duties

- Liaise with the SU informed about river traffic in your area
- Work with Spinning 2 marshal to get crews spun and lined up in the correct order 4-5 minutes before race time
- Steadily feed crews up to the timing start line once the division begins
- 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 "Spinning 1", or saying "this is Spinning 1 marshal"
- To ask questions: "<SU>, <SU>, this is Spinning 1 - 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, Middle Gut, Bottom Gut, Donnington Bridge, **Spinning 1**, Spinning 2

- If the Donny Bridge 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

# IWL Marshalling Guide

## Location: Spinning 2

### Duties

- Liaise with the SU informed about river traffic in your area. Talk to the SU on your way to your position
- Liaise with cruisers and other river traffic, avoid letting them onto the course just before a race starts
- Work with Spinning 1 marshal to get crews spun and lined up in the correct order 4-5 minutes before race time
- Steadily feed crews up to the timing start line once the division begins
- 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 "Spinning 2", or saying "this is Spinning 2 marshal"
- To ask questions: "<SU>, <SU>, this is Spinning 2 - 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, Middle Gut, Bottom Gut, Donnington Bridge, Spinning 1, **Spinning 2**

- If the Spinning 1 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



OURC

# IWL Marshalling Guide

## Timers

### Start timers

- If you need to contact racedesk, talk to a nearby marshal who can radio for you
- Talk to the SU to decide where the start line is
- With the other Start Timer, pick a point on the opposite bank to use as the other side of the start line
- If your timing sheet is not pre-printed:
  - Write down the date and division
  - Write down the start order of crews
- Check the crews are starting in the order you expect them to. Consult a blade colours chart if necessary.
- Write down the time shown on your stopwatch when the **bow** of each boat crosses the line
- **Do not press any of the buttons on your stopwatch**
- Once all of the crews in the division have started racing, send one person back to Longbridges to give both lists of times to Racedesk
- **Please record lists of times individually, do not consult the other start timer**
- When you hand over to the next shift of Start Timers, tell them the point on the opposite bank that you have been using. Make sure they use the same point.

### Finish timers

- If you need to contact racedesk, ask the Finish marshal to in radio for you
- Talk to the Finish marshal to decide where the finish line is
  - With the Finish Marshal and the other Finish Timer, pick a point on the opposite bank to use as the other side of the finish line
- If your timing sheet is not pre-printed:
  - Write down the date and division
  - Write down the start order of crews
- Check that the crew approaching the finish line is who you expect it to be from the start order. Consult a blade colours chart if necessary.
  - If the crew approaching is not the crew you expect, it has most likely overtaken an earlier crew. Note that an overtake has occurred on the timing sheet
- Write down the time shown on your stopwatch when the **bow** of each boat crosses the line
  - The Finish marshal should be using the same line and dropping the clacker when the bow of each boat crosses it
- **Do not press any of the buttons on your stopwatch**
- Once all of the crews in the division have finished racing, send one timer back to Longbridges on a bike to give both lists of times to Racedesk
  - If neither of you have a bike, ask racedesk to send someone to collect the times
- **Please record lists of times individually, do not consult the other finish timer**
- When you hand over to the next shift of timers (and a new Finish marshal) tell them the point on the opposite bank that you have been using. Make sure they use the same point.