



Script for Briefing Marshals in Autumn Fours

Make sure you have a radio and a klaxon to hand.

Get the marshals to sign in, giving their names, colleges and phone numbers. While they are doing that, explain:

The marshal's role

- Marshals are key to the safety of the event.
- Need to report events on the river to SU and Racedesk. Which of these you contact depends on the information:
 - River traffic, swans, anything that might delay a race (e.g. equipment failures, late crews) **go to the SU**
 - Substitutions, appeals, rules issues (abusive crews or bankriders, coxes without lifejackets) **go to race desk**
 - Rule of thumb: land-based things go to race desk, water-based goes to SU
- Work with crews to keep the event running smoothly. Keep them moving in busy areas (e.g. Head, Longbridges) and act as a point of communication between crews in your area and race desk.

Assign marshalling positions

Positions are: Head, Finish, Boathouses A, Boathouses B, Univ., Green Bank Crossing, Longbridges, Top Gut, Bottom Gut and Donnington Bridge (optional Bike Marshal, optional Spare Marshal at Falcon)

- Ask if anyone's done marshalling before – if they have, they should be in key positions
 - X/S coxes if possible the Head, N with several terms of experience if not
 - Experienced rower or cox to Top Gut and Greenbank Crossing
 - Experienced people at Donnington Bridge and Finish if possible

Make sure marshals aren't assigned to positions near their boathouses

Explain where marshalling positions are [see circulation plan].

Boathouse Island marshals: Boathouse B will be at Christ Church raft or just above. Boathouse A will be further upstream, the exact division between the two locations is variable depending on the crews around.

Once you have assigned positions, send them to get their equipment and tell them to skim through the information on their clipboards. They will have time to read them fully on their way to their positions.

Circulation pattern

- Make sure they know which way is upstream and downstream. Get them to point.
- Explain the circulation pattern to them, refer to the copy on their clipboards.
 - **Transit lane:** The transit lane starts at the Finish and comes down the meadows and Boathouse Island. It crosses over to the towpath side at the Cherwell Cut below Christ Church raft. The crossing is **controlled by Boathouse B and Green Bank Crossing** marshals. The transit lane continues down the towpath side to Longbridges. Crews are to stay in this lane when not racing.
 - **Circulation downstream of Top Gut:** Crews arriving from upstream at Longbridges paired up and on time for the start should spin at Longbridges. All other crews should follow normal training circulation from Top Gut, and warm up downstream of Donnington Bridge (if doing laps, spinning downstream of Donnington Bridge is preferred to avoid tangling with crews pairing up for the start).
 - **Pairing up:** Crews should pair up with their opposition (**helped by Donnington Bridge marshal**) and head upstream in single file through the Gut in normal circulation to the start.

- **Racing:** The two racing lanes are County side (by the towpath) and City side (by Green Bank). Crews race to the Finish where the **Finish marshal** shall encourage them to move up to the Head to spin and return down the transit lane.
- **Boathouse Island crews** should be encouraged to boat from the downstream rafts and land at the upstream rafts. Boathouse Island crews should boat and land pointing downstream.
- **Univ crews** can boat straight into the Towpath transit lane under the instruction of the **Univ marshal**. When landing, crews must cross at the normal crossing point under the instruction of **Boathouse B and Green Bank marshals** and then back down upstream to the raft. There is no early crossing.
- **Longbridges crews** should boat and land pointing downstream.
- **Other river traffic** should be in the transit lane when heading downstream, and can only cross when given permission by Boathouse B and Green Bank marshal. **It must not leave the transit lane at any time**, including to overtake crews. River traffic heading upstream will be given permission to follow a race upstream.

Other river traffic

- Explain (very politely) to other river traffic that there is an event on and what the circulation pattern is. A key point is that when travelling downstream they **must not leave the transit lane or cross the river without permission**.
- Make sure that we don't hold boats in place forever. When there isn't a race happening, talk to the SU about when you can give permission for other boats to move.

Radios

- Demonstrate how to use the radios – turning them on, changing the volume and channel, and which button to press to speak.
- Wait a second after pushing the button before you speak, or the start of the message will be cut off.
- Don't talk over the SUs, race desk, or other marshals.
- Do not put the radios down or give them to anyone.

River checks

- The Senior Umpire will ask for a river check, usually from the Head. They want to know about river traffic, anglers, swans or debris on the course. They do not want to know about the EA, OURCs launches, or crews in the right place.
 - In particular, Head, Longbridges, Top Gut and Univ/Boathouse B need to watch for river traffic approaching the course.
- During the river check, or when a large boat enters the course, the SU needs to know who you are, what the river traffic is, where it is, and where it is going. If there is no river traffic, say "clear"
- Example river check:
 - SU:** "SU to all marshals, can I have a River Check, starting from the Head, go."
 - Head marshal:** "Head, the Magical Lucy is heading downstream past the finish in the transit lane. I've spoken to them and they intend to go through the Gut, they know not to cross without permission."
 - Finish Marshal:** "Finish, I can also see the Magical Lucy"
 - Boathouse A:** "Boathouse A, clear"
 - Boathouse B:** "Boathouse B, there is a swan heading out of the Cherwell onto the course"

Do a practice check (without radios). The order: Head, Finish, Boathouses A, Boathouses B, Univ., Green Bank Crossing, Longbridges, Top Gut, Bottom Gut, Donnington Bridge.

Air Horns – spend a while on this

- If one or other of the racing lanes is blocked and the race is imminent, a crew is about to hit a swan, someone is in the water, there is someone in a boat requiring first aid, or a severe collision is imminent, **immediately klaxon**.
- Fire your klaxon in all directions for at least 10 seconds. During this time, press your radio button too so all marshals can hear it. Demonstrate how to do this (without actually firing or pressing the radio button)

- Do not stop klaxoning until everything you can see has stopped moving or it runs out of air. If a crew is not stopping, fire it at them.
- If you hear another klaxon, fire yours until all crews have completely stopped.
- If you need to klaxon a race and yours won't work, say "KLAXON KLAXON KLAXON" clearly over the radio
- If you have klaxoned, state to race desk and the SU where you are, why you have klaxoned, and if First Aid is required. All crews should keep it held up until the SU says otherwise, unless instructed otherwise by a response launch
- We would rather they were over-zealous with the klaxons than overly-cautious
- MAKE SURE THEY KNOW HOW TO USE THEIR KLAXONS! ASK IF ANYONE'S AT ALL UNSURE!
- Do not put your klaxon down for any reason (in case they get stolen)
- **Never say "klaxon" on the radio except to confirm your own firing.** Ask "is the race live?" if you're unsure. If yours has run out and you need a new one, call them an 'air horn' or 'air powered race stopping device'

Updating the draw

Make sure marshals have a pen and a copy of the draw.

In order to most effectively manage the circulation of crews, it is important to know who is racing and on which bank. For later divisions, this will depend on the results of previous races. The Live Results spreadsheet will provide an updated draw, if you can connect to it, otherwise keep updating the draw using a pen as the Finish marshal radios in results. **Explain where marshals should write the winners of each race, explain Race ID.**

Change overs (shift specific)

SHIFT 1: Please explain your job to replacements – they'll have had this general briefing but won't have read the position specific sheets. Spend about 10 minutes with them, including at least one race, so they understand how to do each part of the job.

SHIFT 2: Do not leave your position until dismissed by the senior Umpire, then return to race desk with marshalling equipment.

Make sure the marshals turn their radios on before they go to their positions

Extra information for selected marshals

Raft marshals (get everyone to listen to this, useful info)

- **Boat checks:** Life jacket, bow ball, heel restraints, hatch covers, backstays on all riggers, lights if required, any repairs up to standard (tell them ask race desk if unsure).
 - A bow ball should be firmly attached; give them a waggle and push on the end to see how much it deflects (just try to pull the bow ball off). If the bow ball is attached with tape and you can't feel screws through it, tell the crew to get it fixed properly ASAP, as tape wears out.

Make sure raft marshals know how to check heel restraints properly and what backstays are.

- **Bodcard checks:** Race desk may ask you to perform a bodcard check on a particular crew.
 - As the crew lands, ask the cox for the ID of the whole crew. Radio race desk and say you have the bodcards of the crew. If they haven't asked before, they will now ask you to switch to a different channel and they will talk you through what to do.

Crossing marshals (Green Bank and Boathouse B)

- Work together to get crews and river traffic across the transit lane in the gaps between races.
- Green Bank, with the Univ raft marshal, work with Univ crews to get them landed correctly: reminder: cross as normal and **back down onto the Univ raft.**

Start and finish marshals

- Marshals at the start and end of the course need to tell the SU when river traffic enters the course, even if it's in a transit lane.
- **The Donnington Bridge and Bottom Gut marshals** should keep note who they have near them, and crossing crews off when they leave the spinning area to go upstream. (Make sure they have a pen and a copy of the draw). In A4s crews pointing downstream may spin anywhere they like below Donnington Bridge, use your judgement to pair up crews and send them up to the start. These marshals should also be reminding crews who are about to be late, helping them pair up with their opposition, and encouraging them to stay on time. If crews have time to do laps, please encourage them to spin downstream of Donnington Bridge - if the river is clear and they want to spin at Falcon ensure they are tucked in and do not obstruct other crews/traffic.
- **Top Gut marshal** should keep a list of crews that have gone downstream (make sure they have a pen and a copy of the draw), and help get crews lined up on the correct side of the river before the start. Make sure they know which is City [BH Island side] and which is County side [towpath side] and how to read them off the draw.
- **Finish marshal** needs to encourage crews to move up (working with the **Head marshal**) to get them clear of the finish line and into a safe position to spin. Finish marshal also needs to drop the clacker when the bow of each racing boat crosses the finish line. Let the SU know when both crews have finished the race. If a cox raises their hand as they cross the line, this indicates a desire to appeal. If so, radio race desk and let them know which crew wishes to appeal, and tell the crew to either send a representative to race desk or land and get in touch with race desk through a marshal asap.

Bike marshal

- Rides a few yards in front of the race and warns public that the bank riders are coming.