



## IWL Marshalling Guide



**Location: Head**

### Duties

- Liaise with traffic coming from upstream and prevent it coming onto the course near or during a race, keeping the SU informed about the traffic situation in your area
- Co-ordinate spinning of boats at the end of the division. If stream and wind are likely to push boats downstream of the finish line keep boats pointing upstream until the division has finished. Be attentive to send boats with **spinning priority** back first.
- Handle queries from members of the public

#### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Loudhailer

### River Checks

The order: **Head**, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, Start 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.

### Klaxons

If there is someone in a boat requiring 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 at your position because 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 Racedesk (when there no race is running) to get help.
- Never say "klaxon" on the radio unless confirming yours. 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



## IWL Marshalling Guide



Location: Finish

### Duties

- Liaise with traffic coming from upstream, keeping the SU informed about local traffic
- Assist Head marshal to co-ordinate spinning of boats at the end of the division. If stream and wind are likely to push boats downstream of the finish line keep boats pointing upstream until the division has finished.
- Operate the clacker as the **\*bow\*** crosses the finish line
- Handle queries from members of the public

#### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon

### River Checks

The order: Head, **Finish**, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of 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.

### Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is someone in a boat requiring first aid or in the water, or a severe collision is imminent, **immediately klaxon**.

- 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!**

### 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



# IWL Marshalling Guide



**Location: Boathouses A**

## Duties

- Keep the SU informed about river traffic in your area
- Perform boat checks – bow ball, heel restraints, shoe-release strap, lifejacket, hatch covers, backstays, cox with lifejacket
- **Ensure that boats push off in a timely manner – when the following launch of the past division has driven past or the last crew of the previous division has passed their raft**
- Handle crews with equipment failures – ask them how long it will take to fix, and then relay this information to race desk and the SU for a response
- Handle queries from members of the public and competitors

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon

## River Checks

The order: Head, Finish, **Boathouses A**, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of seconds then make your own report.
- Mention everything on the river except OURCs launches, the EA "river inspector" and crews in the right place.

## Klaxons

If there is someone in a boat requiring first aid or in the water, or a severe collision 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!**

## 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



# IWL Marshalling Guide



**Location: Boathouses B**

## Duties

- Liaise with the SU about river traffic in your area
- Perform boat checks – bow ball, heel restraints, shoe-release strap, lifejacket, hatch covers, backstays, cox with lifejacket
- **Ensure that boats push off in a timely manner – when the following launch of the past division has driven past or the last crew of the previous division passes their raft**
- Handle crews with equipment failures – ask them how long it will take to fix, and then relay this information to race desk and the SU for a response
- Handle queries from members of the public and competitors

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon

## River Checks

The order: Head, Finish, Boathouses A, **Boathouses B**, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of seconds then make your own report.
- Mention everything on the river except OURCs launches, the EA "river inspector" and crews in the right place.

## Klaxons

If there is someone in a boat requiring first aid or in the water, or a severe collision 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!**

## 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



# IWL Marshalling Guide



Location: Univ

## Duties

- Liaise with the SU about river traffic in your area
- Perform boat checks – bow ball, heel restraints, shoe-release strap, hatch covers, backstays, cox with lifejacket
- **Ensure that boats push off in a timely manner – when the following launch of the past division has driven past**
- Handle crews with equipment failures – ask them how long it will take to fix, and then relay this information to race desk and the SU for a response
- Handle queries from members of the public and competitors

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon

## River Checks

The order: Head, Finish, Boathouses A, Boathouses B, **Univ.**, Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of 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.

## Klaxons

If there is someone in a boat requiring first aid or in the water, or a severe collision 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!**

## 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk.  
**Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



# IWL Marshalling Guide



Location: Greenbank

## Duties

- Liaise with the SU about river traffic in your area, particularly keeping watch for new traffic coming out from the mouth of the Cherwell Cut opposite you
- Look out for safety of crews during races
- Handle queries from members of the public

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon

## River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., **Greenbank**, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of 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.

## Klaxons

If there is someone in a boat requiring first aid or in the water, or a severe collision 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!**

## 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



# IWL Marshalling Guide



**Location: Longbridges**

## Duties

- Liaise with the SU about river traffic in your area
- Liaise with traffic coming from upstream and downstream
- Perform boat checks – bow ball, heel restraints, shoe-release strap, hatch covers, backstays, cox with lifejacket
- Ensure that boats push off in a timely manner – when the following launch of the past **division has driven past or after the last racing crew of the previous division has passed the raft**
- Handle crews with equipment failures – ask them how long it will take to fix, and then relay this information to race desk and the SU for a response
- Handle queries from members of the public and competitors

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon

## River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, **Longbridges**, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of seconds then make your own report.
- Mention everything on the river except OURCs launches, the EA "river inspector" and crews in the right place.

## Klaxons

If there is someone in a boat requiring first aid or in the water, or a severe collision 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!**

## 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



# IWL Marshalling Guide



## Location: Top Gut

### Duties

- Liaise with the SU about river traffic in your area, and keep a particular lookout for kayakers appearing from under the bridges, if they've been down the back streams
- Liaise with traffic coming from upstream and downstream, be ready to help moor cruisers
- Make sure crews going to the start are right by their bowside bank as they pass you
- Take a checklist of which crews have passed downstream, to report to the SU
- Know very precisely when it is appropriate and not appropriate to klaxon – you will receive information on this at the briefing
- Handle queries from members of the public

#### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon
- **Pen!**

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, **Top Gut**, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of 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.

### Klaxons

If there is someone in a boat requiring first aid or in the water, or a severe collision 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!**

### 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.





# IWL Marshalling Guide



Location: Middle Gut

## Duties

- Liaise with the SU about river traffic in your area
- Make sure crews stay in the correct circulation as they pass you, ie by their bowside bank
- Look out for the safety of crews during races
- Know very precisely when it is appropriate and not appropriate to klaxon – you will receive information on this at the briefing
- Handle queries from members of the public

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon

## River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, **Middle Gut**, Bottom Gut, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of 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.

## Klaxons

If there is someone in a boat requiring first aid or in the water, or a severe collision 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!**

## 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



# IWL Marshalling Guide



**Location: Bottom Gut**

## Duties

- Liaise with the SU about river traffic in your area
- Make sure crews stay in the correct circulation as they pass you, ie by their bowside bank
- Keep an eye out for crew safety during races
- Know very precisely when it is appropriate and not appropriate to klaxon – you will receive information on this at the briefing
- Handle queries from members of the public

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon

## River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, **Bottom Gut**, Donnington Bridge, Start 1, Start 2

- If the person before you doesn't report, wait a couple of 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.

## Klaxons

If the racing line is completely blocked *and the next crew has no safe path*, there is someone in a boat requiring first aid or in the water, or a severe collision is imminent, **immediately klaxon**.

- 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!**

## 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



## IWL Marshalling Guide



**Location: Donnington Bridge**

### Duties

- Liaise with the SU about river traffic in your area
- Do boat checks for any crew boating from CORC or Falcon — bow ball, heel restraints, shoe-release strap, lifejacket, hatch covers, backstays. Note that your location is on the non-towpath side of the bridge, roaming between the CORC and Falcon rafts as needed.
- Make sure crews in your area stay by their bowside bank
- Handle queries from members of the public
- Attract swans out of the racing line if necessary

#### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Klaxon
- Swan bait

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, **Donnington Bridge**, Start 1, Start 2

- If the person before you doesn't report, wait a couple of 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.

### Klaxons

If there is someone in a boat requiring first aid or in the water, or a severe collision 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!**

### 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



# IWL Marshalling Guide



## Location: Start 1

### Duties

- Liaise with the SU about river traffic in your area
- (nearer Haystacks) – liaise with cruisers and other river traffic, to avoid them going onto the course during or just before races
- Get crews into line in the right order by 4-5 minutes before the race time
- Once the race starts, steadily feed crews towards the start timing line in a continuous stream
- Handle queries from members of the public

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Loudhailer

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, **Start 1**, Start 2

- If the person before you doesn't report, wait a couple of 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.

### Marshalling crews to race

- Make sure you are in control by being clear with your instructions
- Have a plan for how you're going to get the crews into order facing upriver; leave gaps for crews who haven't arrived yet
- Work with the other Start Marshal to get the crews in the right order, it's ok to use your radio if there's a gap, but don't talk over the SU, racedesk, a river check or first aid
- The first boat in the division needs to be quite close to the SU, keep crews closed up
- Once the race has started, keep pushing crews up, don't let them dawdle

### Klaxons

If there is someone in a boat requiring 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 at your position because 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 Racedesk (when there no race is running) to get help.
- Never say "klaxon" on the radio unless confirming yours. 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk. **Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a division) or you are dismissed.



OURC

# IWL Marshalling Guide



## Location: Start 2

### Duties

- Liaise with the SU about river traffic in your area
- Do boat checks for any crew boating from Academics — bow ball, heel restraints, shoe-release strap, lifejacket, hatch covers, backstays.
- (nearer Haystacks) – liaise with cruisers and other river traffic, to avoid them going onto the course during or just before races
- Get crews into line in the right order by 4-5 minutes before the race time
- Once the race starts, steadily feed crews towards the start timing line in a continuous stream
- Handle queries from members of the public

### Equipment needed:

- This clipboard
- Marshal jersey
- Radio
- Loudhailer

### River Checks

The order: Head, Finish, Boathouses A, Boathouses B, Univ., Greenbank, Longbridges, Top Gut, Middle Gut, Bottom Gut, Donnington Bridge, Start 1, **Start 2**

- If the person before you doesn't report, wait a couple of 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.

### Marshalling crews to race

- Make sure you are in control by being clear with your instructions
- Have a plan for how you're going to get the crews into order facing upriver; leave gaps for crews who haven't arrived yet
- Work with the other Start Marshal to get the crews in the right order, it's ok to use your radio if there's a gap, but don't talk over the SU, racedesk, a river check or first aid
- The first boat in the division needs to be quite close to the SU, keep crews closed up
- Once the race has started, keep pushing crews up, don't let them dawdle

### Klaxons

If there is someone in a boat requiring 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 at your position because 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 Racedesk (when there no race is running) to get help.
- Never say "klaxon" on the radio unless confirming yours. 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 halt river traffic temporarily (at the SU's instruction), 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.
- If you are in the last shift of the day, wait for the SU to dismiss you, then return your equipment to race desk.  
**Do not leave your position** until your replacement arrives (also don't handover within 10 minutes of a

division) or you are dismissed.



## IWL Marshalling Guide



### Start Timing Marshal

If you need to contact race desk, talk to a nearby marshal who can radio in for you.

#### Start Line

- 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. **Always use this point, and when you hand over to the next shift of Start Timers tell them where it is and make sure they use it too.**

#### Equipment needed:

- This clipboard
- Timing sheets
- Marshal jersey
- Stopwatch
- Pen

#### Timing

- Check that 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.
- **Record lists of times individually, do not consult the other Start Timer.**
- **Do not press any of the buttons on your stopwatch.**
- Once all of the crews in the division have started racing, give the Bike Marshal both lists of times to take back to race desk. (If there is no Bike Marshal, send one Timing Marshal by bike up to Longbridges with both lists of times, or get a marshal to radio for someone from race desk to come and collect them.)



## IWL Marshalling Guide



### Start Timing Marshal

If you need to contact race desk, talk to a nearby marshal who can radio in for you.

#### Start Line

- Talk to the SU to decide where the start line is.
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# IWL Marshalling Guide



## Finish Timing Marshal

If you need to contact race desk, ask the Finish Marshal to radio in for you.

### Finish Line

- 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 start line. **Always use this point, and when you hand over to the next shift of Finish Timers/Finish Marshal tell them where it is and make sure they use it too.**

#### Equipment needed:

- This clipboard
- Timing sheets
- Marshal jersey
- Stopwatch
- Pen

### Timing

- Check that the crew approaching the finish line is who you expect them 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.
- **Record lists of times individually, do not consult the other Finish Timer.**
- **Do not press any of the buttons on your stopwatch.**
- Once all of the crews in the division have finished racing, give the Bike Marshal both lists of times to take back to race desk. (If there is no Bike Marshal, send one Timing Marshal by bike down to Longbridges with both lists of times, or get a marshal to radio for someone from race desk to come and collect them.)





# IWL Marshalling Guide



## Finish Timing Marshal

If you need to contact race desk, ask the Finish Marshal to radio in for you.

### Finish Line

- 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 start line. **Always use this point, and when you hand over to the next shift of Finish Timers/Finish Marshal tell them where it is and make sure they use it too.**

#### Equipment needed:

- This clipboard
- Timing sheets
- Marshal jersey
- Stopwatch
- Pen

### Timing

- Check that the crew approaching the finish line is who you expect them 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.
- **Record lists of times individually, do not consult the other Finish Timer.**
- **Do not press any of the buttons on your stopwatch.**
- Once all of the crews in the division have finished racing, give the Bike Marshal both lists of times to take back to race desk. (If there is no Bike Marshal, send one Timing Marshal by bike down to Longbridges with both lists of times, or get a marshal to radio for someone from race desk to come and collect them.)



# IWL Marshalling Guide



## Bike Marshal

### Equipment needed:

- Marshal jersey

### Duties

- Cycle ahead of each division. Whilst doing this:
  - Provide early warning to bystanders and the general public on the towpath of the upcoming race. We cannot order people to leave the towpath – but warn them that a group of cyclists will be approaching following a race.
  - Collect timing sheets from Start and Finish timers and give them to Race Desk on your way past.
- You may also be asked to deliver equipment from Race Desk to marshals or the Senior Umpire, so please check in regularly at Longbridges between divisions.