

Oriel Regatta 2019 – Event and Safety Plan

Saturday 15th June

Racing will commence on Saturday at 1100 and end by 1830. All enquiries to the regatta secretary (secretary@orielrowing.org).

Overview

The event is held over Saturday of 7th week in Trinity term (15th June). The race is 750m upstream from a standing start at Longbridges to the finish at the Head of the River. Racing will be two boats side by side along a buoyed course. The race is run by Oriel Regatta committee, involving the following officials:

Race Secretary – Zachary Zajicek: Located at race desk co-ordinating racing and safety on the day. He can be contacted on **07734 935394**, or secretary@orielrowing.org

Regatta Treasurer – Jan Ole Ernst: In charge of entries. He can be contacted by emails directed to treasurer@orielrowing.org.

Senior Umpire – Angus Forbes (07718 259017) and Jake Swann (07913 605868): Ensures the safe and timely start of races.

Marshals: Co-ordinate with race secretary and Senior Umpire to ensure the safe and smooth running of the event. They are placed along the course (notably in the marshalling area by the start, in the safety launch, below the gut, at the finish). Marshals will be equipped with radios and klaxons to communicate safety situations. Marshals will be required to wear yellow high visibility jackets.

Incident Coordinator – Simone Fraser (07484 123977) and Andrew Mattimoe (07449 804822): In the event of a major incident, this role will be delegated to a member of the Racing Committee who is not tied up with regatta duties. The IC is to follow Emergency Action Plan. At least one Incident coordinator will be stationed at racedesk, unless responding to an incident. Responsibilities to include working in close cooperation with the following people:

- **Injured person(s).** Their welfare, liaising with the regatta medical staff, race committee, marshals and other relevant parties (e.g. EMS, family or friends of injured party, taxi) and to gather information that must be included in the incident record and possible legal reports.
- **Witnesses and medical staff** – To gather additional information from such parties which must be included in the incident record and possible legal reports.

- To ensure incident is duly reported to appropriate bodies/persons such as Rowing Sabbatical, Sports Safety Officer. If any student is injured, their college must be notified (via Porters Lodge).

The consumption of alcohol by rowers/coxes, prior to racing, and officials is strictly prohibited.

Marshals will be able to communicate with other river users to give information about the event and there will be regular breaks between divisions for the passing of other traffic keeping to the centre of the river. During divisions other river users will be requested to wait at the mooring points at either the Head of the River or the Isis Tavern. There will be signs located by the Osney and Iffley locks to warn river users of the regatta. All competing crews must give way to other river traffic.

Oriel Regatta does not wish unduly to inconvenience other river traffic. Signs, as advised from the Environment Agency, will be located at both Osney and Iffley lock, and punt operators on the Cherwell will be informed of the presence of the regatta on the Isis (any punters who enter onto the river will be politely warned by a marshal and encouraged to head back up the Cherwell). Cruisers will be asked to wait for a break in racing and then will be able to pass freely down the centre of the river with no obstruction from competitors.

Attached is the risk assessment, which identifies the possible hazards associated with the running of the regatta on the Isis, the associated risks and controls in place to reduce the risk. The logistics detailed in this plan are based upon the risk assessment.

Race Management

The Oriel Regatta is a college organised and run event, organised through the Race Secretary and supported by a Race Committee from Oriel College, who are responsible for the implementation of the Event and Safety Plan and Risk Assessment. This is NOT an Oxford University Rowing Club event, but guidance and advice has been provided by the Sports Safety Officer for Oxford University Sport, David White, and OURCs Rowing Sabbatical Officer, Keir Bowater. Public Liability Insurance cover for the Regatta is provided through Oriel College. The race secretary will always be on Race Desk and can be contacted via mobile **07734 935394**, or via a two-way radio.

Entries

The running of all boat classes is dependent upon a minimal entry of 4 boats. In 2019 the regatta will be accepting entries for “CrewDate VIIIs”, Mixed VIIIs and Alumni VIIIs. The entries for the CrewDate VIIIs will be in the form of either a coxed or coxless 4 (cox gender can be different to the crews). Mixed VIIIs will require a maximum of 4 male rowers. Alumni VIIIs should include crews with at least 4 alumni of the university (as we understand it can be hard to find an exact multiple of 9 to attend the event). If there are any issues with entering crews on the OURCs entry system, emails should be sent ASAP to secretary@orielrowing.org.

The aim of this regatta is to offer the opportunity for as many rowers to race along the Isis providing valuable race experience. Crew eligibility is dictated by the race title. We

welcome all composite and mixed crews to enter. Entries close **12pm (noon) Monday 10th June.**

In the case of any event being oversubscribed, the regatta committee reserves the right to cap the number of boats in a category, accepting entries on a first-come-first-served basis. There will be no time trials to decide entries.

The Draw

The regatta draw will be posted by midday **Thursday 13th June.** Printouts of the draw will be available for consultation by competitors on race day. However, competitors are responsible for checking the draw themselves before the start of the regatta.

The regatta committee does allow boat sharing, and any crews planning to boat share should seek to inform the race committee upon entry or ASAP afterwards.

Doubling up in multiple crews must be passed on to the regatta secretary at the time of race entry. Any issues arising from somebody being late for once race because of being late in another will result in disqualification. Once the final draw (Midday on Thursday 15th June) has been provided competitors will have to sort out kit clashes themselves – the committee will not accept kit clashing as an acceptable excuse for turning up to the marshalling area late.

Crews are expected to begin boating 20 minutes before race time. Crews should attempt to boat at the same time as their opponents for each race where possible.

If, on the day through scratched crews or drop outs, there is an odd number of crews for racing in a division, the race secretary will decide how to resolve the situation as fairly as possible for the affected crews.

Marshals

Marshals are all issued with yellow high visibility jackets, radios, klaxons and starting orders. All will know when it is appropriate to sound a klaxon (a dangerous clash of blades, a competitor in the water). All Marshals will attend a briefing meeting (note – record of those attending, including the person(s) giving the briefing to be made and kept by Race Secretary) prior to the event that covers individual marshalling duties and safety procedures, and are given a summary of specific duties where appropriate. A member of race committee (race secretary minimal) is always present at race desk to aid marshals and inform them of their duties.

Marshals are responsible for ensuring that the race proceeds safely and that all river traffic, including race traffic, is in the right place and aware of where they are going. Before the start of each division, marshals will radio to the SU to confirm the course is clear of obstructions. A secondary role is to report to the Race Desk if any significant numbers of pedestrians are present, and to request support if appropriate. During the race itself they are observers, ensuring a safe and fair contest, and will warn bystanders and members of the public of approaching cyclists. Marshals are also to look out for the safety of swans on the racing line, klaxoning the race and liaising with the safety launches to move them out of the way if necessary.

In the event of the river becoming unsafe to continue racing for whatever reason, attending marshals will open their radios and sound the safety klaxons for at least 10 seconds in order to transmit the klaxon as rapidly as possible. Any marshal on hearing a klaxon should fire their klaxon (with their radio open) for 10 seconds or until all racing crews around them have stopped (whichever takes longer). Races should be halted using the klaxons in any event that makes the continuation of racing unsafe, for example: the channel becoming blocked by racing or other traffic, a person in the water with racing crews approaching and putting them in danger, or an injury which requires First Aid. As crews hear the klaxons they will stop racing immediately. Crews halted by klaxon should remain stationary to allow safe access by first aid personnel and race committee until the Senior Umpire gives permission for them to move. All marshals monitor crews on the water are keeping to the circulation pattern, informing crews if they are in incorrect circulation.

There will be 10 marshals on duty continuously through racing. In the event of a single late/missing marshal, and therefore only 9 in attendance, the Haystacks marshal slot is optional as the bottom gut marshal can fulfil the role of informing crews to spin safely and before the Haystacks Corner. For racing to continue, a minimum of 9 marshals are required. In the event of less than 9 being on duty, racing is paused whilst the RS and CM source more.

Marshals based near rafts will perform boat checks on all boats before boating. This is a check of all backstays present and firmly attached, all heel restraints present such that the feet can't go above horizontal, all hatch covers present if there are holes for hatch covers, bowball present and secure, cox has lifejacket, and lights present if pushing off after 6pm.

Each marshal has particular duties dependent on their designated position on the river bank, detailed below:

Head Marshal: has a megaphone to communicate with other river traffic, oversee spinning area at Head of the River.

Finish Marshal (F): operates the finish clacker to inform crews when their bowball has crossed the finish line (i.e. they have finished racing); instructs crews to clear the finish line; performs a River Check; warns and instructs other river traffic to prevent obstructions on the course; to warn pedestrians that an event is occurring.

Boating/Crossing Marshal (C): has a megaphone and is responsible for crew checks for crews from Boathouse Island, giving permission to crossing crews and communicating with Senior Umpire.

Top Boathouse Island Marshal (R): Will perform boat checks on crews boating from boathouse island. Will warn river traffic entering the river at the top of boathouse island (mostly punts and boats from the Cherwell) about racing and politely ask to spin back down the Cherwell or to stay clear of the racing crews always.

Univ Boathouse Marshal (C): Will perform boat checks on crews boating from the Univ raft. Will ensure racing crews stay in their own lane, watching safely over the racing. Will help crews crossover safely, without obstructing racing crews, after boating from the Univ raft.

Green Bank and Longbridges Marshals (R): ensures that racing crews stay in their own lanes, watching safely over the racing; is responsible for boating safety at Longbridges.

Start Marshal (C): Will start races. Will delay starts as instructed to by the Senior Umpire. Starts races when appropriate during times of more river traffic attempting to move upstream.

Race Secretary (H) (at Race desk): Field questions from competitors.

Senior Umpire (S): performs a River Check; starts races.

Top Gut Marshal (G): has a megaphone and performs a River Check; keeps a record of which boat has passed downstream to inform the SU of the progress of crews to the start. The Top Gut Marshal also controls crews wanting to pass through the gut, directing crews who have paired up towards the start line. Additionally, this marshal will assist Longbridge crews boating and heading through the gut if desired.

Bottom Gut Marshal (Opposite Falcon RC) (towpath side): has a megaphone to ensure that crews pair up in the marshalling area.

Safety launch drivers: moored by the Boat House Island with two-way radio communication; transport first aiders to site of emergency

Haystacks marshal (Located on the towpath by the OURCS spinning zone upstream of Oxford Academicals Boat house): (OPTIONAL) has a megaphone and ensures that crews spin safely, and do not proceed below Haystacks Corner and instead return upstream to pair with their competitor.

The Race Desk, situated at Oriel boathouse, oversees the marshals and assists the SU. Operational decisions on the deployment of additional marshals will lie with the race committee and SU. It will also be the location of a first aid post.

A River Check is the process by which the SU can ascertain whether the river is clear of obstructions. The SU frequently calls for river checks by the marshals, at the start of every division and at the discretion of the SU, for example more frequently when the river is busier with other traffic. The marshals are instructed to look out for boats, wildlife and floating debris. The race will only be started by the SU when the course is clear of obstructions.

In the event of the racing line being blocked as racing is taking place, attending marshals sound the safety klaxons and radio to all the others to do the same. As crews hear the klaxons they stop racing immediately, the boat in the lead at the sound of the klaxon is deemed the winner of the race. Once the obstruction is cleared, the Senior Umpire will be notified and racing will commence.

Marshals' positions on the race course are shown on the circulation map below.



The Course

The race will be run upstream in the stretch of river between Longbridges and Folly Bridge. For purposes of unexpected bad weather a short course will be run, the start line in this instance will be perpendicular to the river and the downstream end of Boathouse Island. The Race Secretary will decide upon the length of the course dependent on the conditions of race day.

The finish will be perpendicular to the river at the Cox's stone, marked by a 'finish' board. Signs will clearly mark the start and finish positions, but the Senior Umpire may move the start and finish lines according to conditions. The long course is shown in the circulation map above. The two racing lanes will be separated by buoys and a navigation lane will be put in place for crews moving up against the race course. The buoys will be removed at the end of racing.

Circulation Pattern

A strict circulation pattern will be enforced throughout the running of the regatta, crews moving downstream to the racing start line will use a buoyed navigation channel on the city side of the river all the way to Longbridges, where they proceed into the gut according to OURCs Isis circulation pattern after being given permission from marshals. These crews must take care not to obstruct crews racing – already paired crews should keep to the right as heading towards the start. Crews boating from the Univ boathouse should boat downstream and cross over to the city side with marshal permission. Crews returning to Univ boathouse should cross the river after the top of boathouse island, only when permission has been given by marshals such as to not obstruct racing crews.

Boating

Boating from Boathouse Island: Crews should boat at least **20 minutes** prior to their race time from the downstream end of boathouse island, with their bow ball pointing downstream (left). When putting boats on the water, blades should be kept as far in as possible, so as not to obstruct the transit lane.

Boating from University College boathouse: Crews should boat at least **20 minutes** prior to their race time from the downstream raft with the permission of a marshal. They should boat downstream, crossing over into the navigation channel when the river is clear for them to do so. They must not impede racing crews.

Boating from Longbridges: Crews should boat at least **15 minutes** prior to their race time as long as the river is clear, with their bow ball pointing downstream. They must cross into the navigation channel and head straight down the gut.

Boating from Falcon and CORC: Crews should boat at least **15 minutes** prior to their race time, with their bow ball pointing upstream. Crews should row upstream to the cut just before the Gut and then spin, entering the circulation pattern.

In the event that the short course is run, due to weather conditions, crews should delay boating by 5 minutes and ensure that they are in the marshalling area by the start 5 minutes before race start time. Warming up on the water can not be guaranteed, and being on time takes priority over a longer warm up.

Crews will race the course in pairs. The start time of each race will be posted in the draw, and it is the responsibility of the crew to ensure that they are on the stretch of river between Donnington Bridge and the Gut (Longbridges if conditions force the regatta to be run on the short course) 5 minutes before their race time, where they will pair up for their race. Less experienced crews should make an effort to arrive in the marshalling area earlier than this to prevent any delays, and may wish to reduce the length of their warm- up to achieve this. **Crews late to the marshalling area must spin immediately at Donnington Bridge, and pair up for their race. If crews are able to pair whilst boating, this is encouraged, but care must be taken not to obstruct the race line when warming up.** Once paired, crews will be instructed by marshals to proceed into the Gut on the city side, making sure to leave space for crews warming up to move downstream through the gut.

If there are an odd number of crews in a competition in any round, the race secretary will decide how to clarify the situation. This could be through “byes” being assigned to the required number of crews, or through an extra race between the required number of crews. Crews affected by this should be kept updated on the situation.

Warming up – Start – Finish

Once crews have boated they must make their way downstream as soon as possible, following the below circulation pattern. Crews should spin anywhere upstream of the turning post at Haystacks and head back to the marshalling area 5 minutes before race time. If the course has to be shortened, crews will have limited space to warm up on the water and are so encouraged to warm up on land. Crews should still be paired up and ready to race in the marshalling area 5 minutes before their start time.

Marshals will instruct crews to move up to the start from the marshalling area, by which stage all crews should have paired up with their competitor. If a competitor does not show up, the crew 'rows over' and is declared the winner of that race. The race times will be adhered to strictly. The necessity of any delays will be at the discretion of the race secretary and senior umpire, dependent upon the situation. The Senior Umpire is free to start races before the previous race has finished, provided there is sufficient space, this will depend on the relative speed of both races.

As dictated in the draw, crews will be aware if they are starting from the city side or county side. At the start of the race the Senior Umpire will align the crew bow balls. It is the job of the crew to make the Senior Umpire aware if they are not ready to race by the cox's raised hand. The Senior Umpire will start the race by the command:

'Attention, Go!' Once the 'attention' call has been said no other signals from the crews will be accepted. The two stations will be staggered as per the Senior Umpires discretion to make the racing fair.

Crews must stay in their own lanes throughout the whole race. Marshals will radio to the senior umpire if one crew obstructs another, in which case they will be liable to disqualification.

The first crew to have their bow ball cross the finish line wins. The finish marshal will call the race down and keep results of the winning crews. If any member of the crew feels unfairly obstructed or believes the finish marshal's decision to be incorrect, they should inform the finish marshal and a representative of both crews must approach race desk to discuss the verdict.

Any appeals made will be passed from the marshal informed to the race secretary at racedesk. The RS will make a committee of 2 to 3 people to discuss the appeal with the relevant crews and come to a decision. Their decision is final.

Crews should wind down, but not stop rowing, and proceed up to the spinning point at the head of the river. They should spin when instructed to by the marshals and return downstream along the navigation lane. Crews returning to University College boathouse are to cross from the top of the Island **with the permission of a marshal**, to land on the upstream raft. Crews returning to Longbridges are to return up the transit lane and then ask to spin into the longbridges boathouse by the finish with permission from the longbridges or start marshal. Crews returning to the Isis Boat House, Falcon, or CORC can cross at the gut **with the permission of a marshal** and return to their boathouse using the correct circulation.

If a crew does not abide by the racing rules, they will race with a larger stagger at the start or be liable to disqualification. The Senior Umpire's decision is final.

Launches

Two launches will be in use during the regatta stationed on Boat House Island with the safety officers on standby ready to be transported to an emergency. The boats are equipped

and driven at all times by appropriately trained personnel (requiring an RYA2 qualification). The safety launches are not for the umpiring of races or ferrying of competitors across the river; their role is to provide quick transport for the First Aid team, to remove debris from the race course, and to rescue stranded crews.

Communications

Two-way radios are used for communication between race control and the marshals, and the medical personnel. The radios have several channels available for discussions to move to if required by the RS and SU. These are distributed as follows:

Each member of the race committee and the First Aid unit will have a radio.

The First Aid team (Epione medical services) receives radios from race control at race desk.

In the event of a breakdown in the radio communications, the race committee have personal mobile phones, and will be given a list of contacts before the event. All marshals will provide a mobile phone number (if possible) in case of breakdown in radio communications.

Competitor safety

All college athletes (rowers and coxes) must have passed an OURCs swim-test before they are allowed to compete. External clubs, including college alumni clubs, will vouch for the safety of their own competitors in compliance with their own safety regulations. Non-swimmers will not be allowed to enter. Rowers will not be allowed to row in a lifejacket.

First Aid will be provided, and will be available upon request at Race Desk. First aiders will be based on Boat House Island.

Before any crew is allowed to push off, marshals will check the safety of the boat as described above in the boat check section of marshal duties.

Coxes are expected to familiarise themselves with the safety procedure regarding klaxons and other emergencies through this document.

Coxes will be briefed on the safety procedure regarding klaxons and other emergencies by means of a briefing meeting. A reminder will be sent to all competitors once the draw is announced.

All boats must fulfil the safety requirements before boating.

As previously stated:

Event Management

Marshals are thoroughly briefed prior to the event, and also on the day, on their duties (as described above) by members of the race committee. The SU is responsible for ensuring that racing starts only when conditions are safe, subject to satisfactory reports from the Marshals and Race Desk. If any incident occurs that could potentially jeopardise the safety of crews, Marshals are briefed to use the klaxons provided. In the event of a serious incident, the Emergency Action Plan is to be followed.

All participating crews shall observe the OURCs rules, which encompass the Water Safety Code (WSC) of British Rowing and EA regulations.

Particular attention is paid to rules covering the use of life jackets, bow balls and heel restraints.

Stream Conditions

In the event that the river is running faster or higher than usual, the race secretary liaises with the SU, Iffley lock keeper, the boatmen and the EA to decide how to proceed. The usual flag conditions, as imposed by OURCs are followed.

Usage of Drones

Drones are not be allowed without appropriate permissions, license and insurance. Anybody with these in place are to adhere to CAA 'Drone Code'.

Medical Emergency

First Aid and Emergency Access

First Aid cover is supplied by the Epione Medical Services who are based by the Oriel Boathouse, with a safety launch moored at Boat House Island once racing begins. In case of a serious accident, access to the river for emergency vehicles is arranged in advance as follows:

Christ Church Meadows for Boathouse Island and river incidents, via the north-west corner by Schools Quad. Permission has been granted by Christ Church prior to the event. The Lodge will need to be contacted for the barriers to the Meadows to be raised, they can be contacted on 01865 276150.

For Tow Path incidents the emergency access point is the Riverside Centre OX4 4AZ, accessed via Meadow Lane. In the event of an emergency the spare marshal at middle gut will go to the riverside centre to meet and guide EMS vehicles. In the case of an incident on the towpath a marshal will move to the riverside centre to guide EMS vehicles to the incident. It is advisable for this gate to be kept unlocked during the regatta. If not the key should be held at Longbridges Boat House. Incident Coordinator to arrange opening of this gate for EMS.

First aid provision will be available to bystanders and competitors.

Safety Boats

Two powerboats are used by Oriel during the event. The Boats are usually stationed near Oriel College Boathouse on Boat House Island, when not in use. The medical safety boat is stationary ready to travel onto the race line when necessary.

Public (Bystanders, Pedestrians, Cyclists) Safety

Oriel College Boat Club does not take any responsibility for the safety of the public beyond ensuring that this event does not negatively impact their health or safety. All members of the public have a right to use the towpath as a public right-of-way. Marshals will be briefed to report to the SU and Race Desk if they believe that the safety of members of the public may be compromised, particularly in the build-up of spectators along the Tow Path. Should any person be found to have fallen in or be in the water, all marshals will klaxon to bring the racing to a halt whilst the individual is safely removed from the water or kindly asked to not swim here as the river is closed.

The Race Secretary will be constantly considering options available to minimise the risks of potential harm to members of the public and act accordingly. The nearest marshals will be advised to warn members of the public (as long as the safety of river users is in itself not compromised), and if necessary sending a senior 'person' from the race committee (where feasible, the 'Incident Coordinator') to assess potential difficulties and liaising with the Race Secretary, deal with accordingly.

Notices about the Regatta will be placed at entry points on the Isis for the benefit of water and Tow Path Users. Further signs warning about cyclists will be placed along the Tow Path. ALL TOW PATH USERS, IN PARTICULAR THOSE BANK RIDERS ON CYCLES, NEED TO BE AWARE OF THEIR SURROUNDING ENVIRONMENT. All bikes used by Bank Riders should be suitably equipped, for example with bells. Bank riders will also be advised that they should not undertake any filming whilst cycling.

First Aid personnel will not be prevented from attending to members of the public.

Cyclists: As is standard, only one cyclist may accompany each racing crew. All novice crews should be accompanied by a bank rider, according to OURCs regulations.

The consumption of alcohol by rowers/coxes, prior to racing, and officials is strictly prohibited.

BBQ: Weather permitting, the regatta committee will arrange a BBQ to be held next to Oriel Boat House, at a safe distance from the building. The committee will be responsible for the safe use of the BBQ and hygienic conditions for selling food.

Marshals stationed around the boathouses will keep bystanders away from the river and manage any seemingly dangerous behaviour. Clubs who are deemed to be acting dangerously are liable to disqualification.

By no means will marshals or any race officials (including the First Aid cover) be allowed to consume alcohol. Excepting casualties, no one under the influence of alcohol will be allowed on the safety launch.