



Monmouth Winter Head of the River 2023 Marshall/Helper Briefing Notes

The aim is for a fun organised day to allow the COMPETITORS to boat (in number order), paddle to the start, wait for a minimum of time, then race back home, without incident!

Meals – All Umpires and MRC helpers are entitled to free hot drinks and a burger (or equivalent). We want to be generous, but also make a profit!! (I'm sure you understand).

Ralliers & Landing Stage - No1 is to get boats on the water (as far as possible) **IN NUMBER ORDER**, so right from the start call for boats in groups of 10, or so (e.g. all the 100s, all the 110s etc) into the checking area, onto the steps, and away from the landing stage (and including boats from MNS and any others boating from that side of the river - who will have a radio (Channel 3)).

Let the boating stage marshals sort into number order, as far as reasonably practical, last adjustments on the water. So, at the same time, let's **keep it MOVING**.

Radios – Radios are the prime communications. **SO AVOID UNNECESSARY CHATTER**. Use good radio protocol (see_Circulation sheets and separate briefing note on "Radio Protocol"), move to separate channel if you need a "natter!" or use mobile phones.

Channel 1 – Race Control – All Umpires and Marshalls

Channel 2 – Incidental Matters (Then back to Channel 1)

Channel 3 - MON/MNS School

[See Radio Protocol document for full details]

Time Keeping - PRIORITY is **accurate timing over the course** (it is what people pay their entry fee for!). There will be TWO Webscorer timing pairs (with one pair designated as 'live'). A scribe will record the order of crews passing the start and finish and take a time for each crew in the stopwatch memory (the time does not need to be recorded as this can be reconstructed later if needed (it is the 2nd backup system!))

Hooter will be done by a member of the Registration team who will be available during race times. There will be a timing briefing BEFORE the day.

Launches / Marshals -

Please be early and take charge of your launch (i.e. Check fuel AND safety pack and make sure you (all) have life-jacket / 1 radio per launch / safety pack / suitable clothing etc..

Make sure you have read and understood the following documents:



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1. This document!
2. Event Safety Plan
3. MRC Event Risk Assessment
4. Event Medical Response Plan
5. MRC Autumn/Winter Head – Course Layout and Contacts”
6. Radio Protocol

All the above are available via the Club website.

Launch Safety Pack checklist

- A first aid kit in a waterproof bag
- A throw line or equivalent grab line
- A serrated safety knife with rope cutter
- Foil blankets
- A bailer
- A paddle
- A tool kit including spares for rowing boats (such as spanners, nuts and washers)
- A whistle

Apart from keeping warm(!) your **PRIMARY ROLE** is to **ASSIST IN EVENT OF CAPSIZE** (think through sequence of events or getting crew out of water onto land – locate nearest landing spots etc, check your boat is adequately fuelled and kitted out before you head off). Try not to interrupt racing, but **PRIMARY ROLE** is to get crew out of the water and onto land (preferably near the boathouse). Communicate any incident via the radio (so that all Umpires/Marshalls are aware).

Secondary role is to **MARSHALL**. Be friendly but assertive, especially once crews are racing (with crews moving in both directions). **BEWARE** Keep a good lookout in both directions. Before racing starts, liaise with Marshal on either side as it can be surprising how far (or not far) you can see in one direction (eg into the sun). Adjust positions to eliminate blind spots. Use radios and avoid “chatter”. **In a real Emergency, call for help first, then go and assist.**

If safety of crews is compromised **SHOUT, be forceful**. As far as possible peel off affected crews (they can join the back and race later). **Try NOT to stop the whole event, but SAFETY FIRST.**

Launch Drivers:

- Be sure of radio protocol and which of the launch stations you are manning.
- Stick to the names on the Course Layout Poster “Race Control this is Church Launch, Over.” Etc)
- If sunlight or other conditions make viewing the course difficult then adjust your location and communicate to launches either side so that they are aware of your restrictions.
- FINISH LAUNCH and BRIDGE LAUNCH be particularly mindful of getting crews to turn EARLY (Get bows into shore, to aid the turn. Normally bow to MRC boathouse side (or opposite if already well over to Hadnock side and/or returning to Monmouth School RC boathouse)



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In the event of a large boat capsize:

1. Raise the Alarm (Radio / Loud Hailer / Phone / Voice)
2. Go and assist. Approach from downstream, slowly and recover people over the bows (using the rope ladder aids)
3. Account for all crew then get them to shore.
4. Try to avoid passing through Wye Bridge, or if this happens ensure people float through the bridge rather than try to hang on around it. Familiarise with the various landing places available, but aim to land at the clubhouse when possible.

PARKING – NO CHARGE. Please be friendly and welcoming

Welfare – See Welfare documents – Any MRC Official will discreetly find the Welfare Officer (Bonita Birkett).

First Aid – Ask for any MRC official who will discreetly find First Aid Medical Assistance (Dr James Aliison).

Winter Head Time Sequence:

Time	Group	Action
07:30	MON volunteers	Open gates and man the field car park
09:30		PA call to remind Competitors to have boats rigged and blades down - ready to commence boating 30 min before division start
09:30	Launch Drivers	Launch Briefing (Back of Boathouse, above rowing tank)
09:45	Coxes and Steerspersons	Division 1 Briefing (on the ramp of the Boathouse)
10:00	Umpires and	Move into Positions
10:15	Launch Drivers	Complete Radio Checks
10:00	Boating Stages	Start Boating (starting with first group of 10...)
10:30		Division 1 START
12:45	Coxes and Steerspersons	Division 2 Briefing (on the ramp of the Boathouse)
13:00	Boating Stages	Start Boating (starting with first group of 10...)
13:30		Division 2 START