Summary Task 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 – Just to be clear – 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).

Chasers & 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 (eg all the 100's, all the 110's 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 comms. **SO AVOID UNNECESSARY CHATTER**. Use good radio protocol (see Circulation sheets and separate briefing note on "Radio Protocol"), if you need a "natter!" use mobile phones.

Channel 1 – Race Control – All Umpires, Marshalls & First Aid

Channel 2 - 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!). So webscorer gets start and finish time stamps for each boat number and back-up (Stopwatch) timers get SEQUENCE OF BOATS OVER THE START AND FINISH LINE (with time stamps in the stopwatch memories and, where time allows, times written down). I think this now requires: iPAD1; iPAD2; Scribe; Spotter). 2 Stopwatches can be held by scribe and spotter so these are not separate roles, Spotter also does the Hooter!). Timing Crew will chat through this on the day before we start.

Launches / Marshals -

Please be early and take charge or your launch (i.e. Check fuel 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:

1. This Head Event Briefing Summary
2. "Event Safety Plan"
3. "MRC Event Risk Assessment"

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4. "MRC Autumn/Winter Head – Course Layout and Contacts"
5. "MRC Launch Check List"
6. "Radio Protocol"

All the above are available via the Club website.

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.** To stop the whole event radio "**STOP, STOP, STOP**", bells will als be rung by umpires.

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 BC boathouse)

In the event of a large boat capsize:

1. Stop racing by using the radio "STOP, STOP, STOP" and using a loudhailer (including siren) to communicate with crews.
2. Go and assist. Approach from downstream, slowly and recover people over the bows of the launch (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.

Monmouth Rowing Club

PARKING – **NO CHARGE**. Please be FRIENDLY and WELCOMING.

Welfare – Any issues please contact the Welfare Officer (Bonita Birkett) at Crew Registration.

First Aid – Ask for any MRC official who will discreetly get First Aid Medical Assistance.

Autumn Head Time Sequence:

Time	Group	Action
07:30	MON	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	Div 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**
12:15	Coxes and Steerspersons	Div 2 Briefing (on the ramp of the Boathouse)
12:30	Boating Stages	Start Boating (starting with first group of 10…)
13:00		**Division 2 START**
14:45	Coxes and Steerspersons	Div 3 Briefing (on the ramp of the Boathouse)
15:00	Boating Stages	Start Boating (starting with first group of 10…)
15:30		**Division 3 START**

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