

NORWICH RC CARROW CUP INVITATION EVENT MARSHALS' INSTRUCTIONS

1. Marshals briefing and safety equipment collection

Please attend the briefing at 08:00 in the clubhouse. Before collecting equipment from the gym refer to the rota and this note for equipment allocation. There are sufficient megaphones and safety bags for those allocated. Start and finish timers to collect stopwatches and attend a briefing in the office at race control.

2. Mobile phones

Each marshal must carry a fully charged mobile phone in place of radios. Control commission will use WhatsApp or call each marshal in number order before each division start time to confirm that everyone is in position, so please make sure your phone is handy and making a noise! **All marshals should provide their phone number on their entry form, or contact Katherine Trehane 07969 026007 to be added to the WhatsApp group. Please read the WhatsApp protocol on the last page of this document.**

3. General safety – for all marshals

This event is a closed invitation event run by Norwich RC under local rules based on British Rowing's Rules of Racing. All Marshals should be familiar with the event instructions, including Instructions to Competitors and the event Safety documents. However, British Rowing's 'Row Safe' and 'Safeguarding & Protecting Children Policy' together take precedence at all times (or NCC's safety and safeguarding procedures for kayakers). **Read the WhatsApp protocol on page 7 for details of how communication will work on the day – including what to do in an emergency.**

The river is not closed - racing crews should follow normal navigation rules. Marshals should warn crews of other river traffic, regardless of whether they think they have seen them. If competitors get into difficulties, marshals should safeguard their welfare and others before recovering equipment. Remove any uncontrolled equipment on the river as soon as practical. Marshals should note the nearest river access points (e.g. orange painted ladders on Riverside), especially where the banks are higher in the City.

No competitor who has capsized, before or during the race, will be permitted to continue racing; they are to be wrapped in a thermal blanket and brought back to the boathouses by the fastest practical means.

Normal Broads Authority speed limits apply at all times unless there is a need to respond to an emergency. The normal limit is either 4 mph (New Mills to Trowse Eye) or 5 mph (Trowse Eye to Postwick). *Note that the coaching launch speed limit exemption only applies in the designated rowing zone, which starts at Carrow Yacht Club on the River Yare, and **does not include any part of the River Wensum.***

General Carrow Cup local safety rule for Divisions 1 and 3 - no overtaking allowed for fine boats between the Pulls Ferry Long Start and Position 3 (Carrow Road Bridge). **Kayakers can overtake each other but not rowing boats. Traditional boats (Division 2) may only overtake in this area if it is safe to do so and complies with navigation rules.**

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4. Event marshals

Click on the relevant title below to skip to the specific instructions for each role. **The event Safety Plan and Emergency Response Plan will be published on the NRC website.**

[POSITION 0a – MARSHAL LONG START \(LAUNCH FOR TRANSPORT TO START\)](#)

[POSITION 0b - LONG COURSE START – PULLS FERRY](#)

[POSITION 1 – MARSHAL TURNING CIRCLE \(LAUNCH\)](#)

[POSITION 3 – MARSHAL CARROW ROAD BRIDGE \(LAUNCH\) / BANK MARSHAL QUEEN OF ICENI](#)

[POSITION 4a - MARSHAL CARROW RAIL BRIDGE \(LAUNCH\)](#)

[POSITION 4b. SHORT START \(DIVISION 1-ONLY\)](#)

[POSITION 5 – MARSHAL Whitlingham Outdoor Education Centre PONTOON \(BANK\)](#)

[POSITION 6 – MARSHAL RAIL BRIDGE/NEW CUT \(LAUNCH\)](#)

[POSITION 7 – MARSHAL NEW CUT/FINISH AND MEDICAL OFFICER \(LAUNCH\)](#)

[POSITION 8 - FINISH](#)

[BOATING AREA MARSHALS](#)

[COURSE MAP WITH MARSHALS' POSITIONS](#)

POSITION 0a – MARSHAL LONG START (LAUNCH FOR TRANSPORT TO START)

Boat before the first crew launches and move directly to the Long Start position to receive crews on arrival. **Transport one member of the start team.** Probably easiest to moor up and marshal crews from the bank, owing to congestion.

Role – check the course and report any safety issues to race control;

Div 1/3 (fine boats): marshal racing crews into their positions above the start **with bows facing upstream (away from the race direction)** (even numbers on the Riverside Road bank); inform control commission via WhatsApp group when ready to start; in collaboration with the Starter, **turn crews one by one** and send them to the start at c15 second intervals.

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Div 1 kayaks: ask kayaks to assemble near Bishop's bridge. Start them 3 minutes after the last rowing crews have left. Send them off at 5-10 second intervals.

Div 2 traditional boats: marshal boats into starting order with bows facing in the race direction. Send crews to the start **in accordance with the EXACT START TIMES allocated for the traditional boats.**

All divs - inform control commission when all boats have started; follow the last crew down the course as safety cover back to the boating area.

Equipment – blue megaphone, hi-vis, mobile phone, clipboard with the draw

POSITION 0b - LONG COURSE START – PULLS FERRY (LAUNCH FOR TRANSPORT TO START)

Collect the timing clipboards and stopwatches from the office/registration and attend a briefing on the online timing system – we use the “RowTimer” website with stopwatches as a back-up. RowTimer works on mobile phones but is easier on a tablet so please bring one if possible. **Stopwatches will be synchronised and run continuously throughout the day – do not start/stop them. One member of the start team travel to the start with the Long Course Marshal (see above) – the other 2/3 in their own launch. Division 1 start team to take “Start” sign; Division 3 to bring this back.**

Role – check that the course is clear (speak to marshal at position 1/use WhatsApp group); inform Control Commission via WhatsApp group when the race is starting; record start times for Long Course crews; inform Control Commission when all crews have started. **Where slower crews are starting after faster crews, the starter must leave an extra gap to ensure that crews don't catch each other up too soon – please heed the instructions on the draw. Kayakers in div 1 to start 3 minutes after the last rowing boat has left.** Send photo of the times to Control Commission via WhatsApp to speed up the results service.

Traditional boat start (Division 2) – all the traditional boats have been allocated handicaps according to their construction and type. **The exact start times have been carefully calculated and should be adhered to to the second.** This means that there may be long gaps (even minutes) between starts but this is essential to ensure that faster crews do not catch up too soon.

Equipment – safety bag, blue megaphone, mobile phone **or tablet connected to internet**, clipboard with the draw, timing sheets and stopwatches (collect from the office)

POSITION 1 – MARSHAL TURNING CIRCLE (LAUNCH)

Boat **after the last crew has left the boating area and follow the last crew up to Position 1.** Ensure that there are no more crews proceeding to the start from Yare BC before turning towards the City.

Role – report “course clear” to the Short Course starter once the last crew has passed Position 2; **report number of last crew on the long course to pass Position 1 to the Long Start starter via WhatsApp;** monitor long course crews at the turning circle and through the Lady Julian footbridge; monitor and direct any general river traffic approaching the area; provide safety cover if required.

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Note – crews may need steering direction around the bend and through the Lady Julian footbridge. Crews should keep towards the Riverside bank to avoid colliding with the line of moored boats downstream of the footbridge.

Equipment – blue megaphone, hi-vis, mobile phone

POSITION 2 – MARSHAL QUEEN OF ICENI / OPPOSITE THE WATERFRONT (BANK)

Role – be in position in time for the start (nearest free parking is at Morrisons). Alert crews to hazards, including moored boats on far bank outside Waterfront, overhanging willow tree on near bank.

Equipment – safety bag, mobile phone, red megaphone.

POSITION 3 – MARSHAL CARROW ROAD BRIDGE (LAUNCH)

Boat to be in position upstream of Carrow Road Bridge 30 mins prior to the division start time.

Role – provide safety cover for crews proceeding to the start; monitor Long Course crews between Novi Sad footbridge and Carrow Road bridge; monitor and direct any general river traffic approaching the area; provide safety cover if required.

Equipment – blue megaphone, hi-vis, mobile phone

POSITION 4a - MARSHAL CARROW RAIL BRIDGE (LAUNCH)

Boat to be in position upstream of Carrow rail bridge 30 mins prior to the division start time. ~~Div 1 only; Transport Short Start Team to Position 4b.~~

Role – provide safety cover for crews proceeding to the start; monitor all crews through Carrow Rail bridge; monitor and direct any general river traffic approaching the area; provide safety cover if required and return to boating area after last crew has passed. ~~Division 1 only – marshal boats for the short start and send them through the bridge to the start team at position 4b.~~

Equipment – blue megaphone, hi-vis, mobile phone, ~~clipboard with the draw (div 1 short course only)~~

POSITION 4b. SHORT START (DIVISION 1 ONLY) (BANK OR LAUNCH)

~~Starter and Timekeeper to travel to the start with Position 4a marshal to be in position before the first boat passes under Carrow Rail Bridge. Division 1 start team to take "Start" sign and recover it after that Division has started.~~

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~~Role – check that the course is clear; start the Short Course crews; record start times for Short Course crews; report when all crews have started to Long Course Starter and Control.~~

~~Note – the river is narrow at this point and short course crews need to stay close in to the bank to allow room for long course crews to pass on their way to the start.~~

~~Equipment – safety bag, megaphone, mobile phone, clipboard with the draw, timing sheets and stopwatches (collect from the office)~~

POSITION 5 – MARSHAL Whitlingham Outdoor Education Centre PONTOON (BANK)

Walk to be in position before the division start time.

Role – monitor all crews past the WOEC pontoon; monitor and direct any general river traffic approaching the area; direct safety cover if required.

Equipment – safety bag, mobile phone, red megaphone.

POSITION 6 – MARSHAL RAIL BRIDGE/NEW CUT (LAUNCH)

Boat to be in position 15 mins prior to the division start time.

Role – monitor any late crews from Yare BC; monitor all crews approaching from Position 5 (WOEC pontoon) and through onto the New Cut; monitor and direct any general river traffic approaching the area; control all returning crews emerging from Thorpe Green/Old Cut under the railway bridge onto the river; allow crews to cross only when the last racing crew has passed; provide safety cover if required.

Equipment – blue megaphone, hi-vis, mobile phone

POSITION 7 – MARSHAL NEW CUT/FINISH AND MEDICAL OFFICER (LAUNCH)

Boat to be in position 5 mins prior to the division start time.

Role – monitor all crews up the cut and through the Finish; monitor and direct any general river traffic approaching the area; provide medical support if required; provide safety cover if required.

Equipment – blue megaphone, hi-vis, mobile phone

POSITION 8 - FINISH

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Collect the timing clipboards and stopwatches from the office/registration and attend a briefing on the online timing system – we use the “RowTimer” website with stopwatches as a back-up. RowTimer works on mobile phones but is easier on a tablet so please bring one if possible. **Stopwatches will be synchronised and run continuously throughout the day – do not start/stop them.** Check that air horn is in safety bag. Walk to be in position 5 mins prior to the division start time. The finish is by the display board/bench opposite the grey boat, just upstream of Broadland Paddle Sport / the Rushcutters pub bridge. **Division 1 team to take “Finish” sign with them and Division 3 team to bring it back.**

Role – call/WhatsApp the Starters and Control to confirm when the finish is set up and ready; timer and spotters to record finish times for all crews; marshal to direct crews who have finished to keep moving past Broadland Paddle Sports and turn at Frostbites SC before returning through the railway bridge towards the Rushcutters Pub/Thorpe Green and past Yare BC; provide safety cover if required. Call/WhatsApp control commission when all boats have finished, and send a photo of the results to speed up the results service.

Equipment – safety bag, blue megaphone, mobile phone, air horn, clipboard with the draw, timing sheets and stopwatches (collect from the office)

BOATING AREA MARSHALS

The boating marshals are key to the event running to time. Boating marshals need to be in position 10-15 mins before the first crews are due to boat (see the final draw) and in time to help crews after racing.

Role – ensure all crews boat in accordance with the published schedule on the final draw; assist crews onto the water by holding boats and collecting footwear; assist crews in recovering boats after the race.

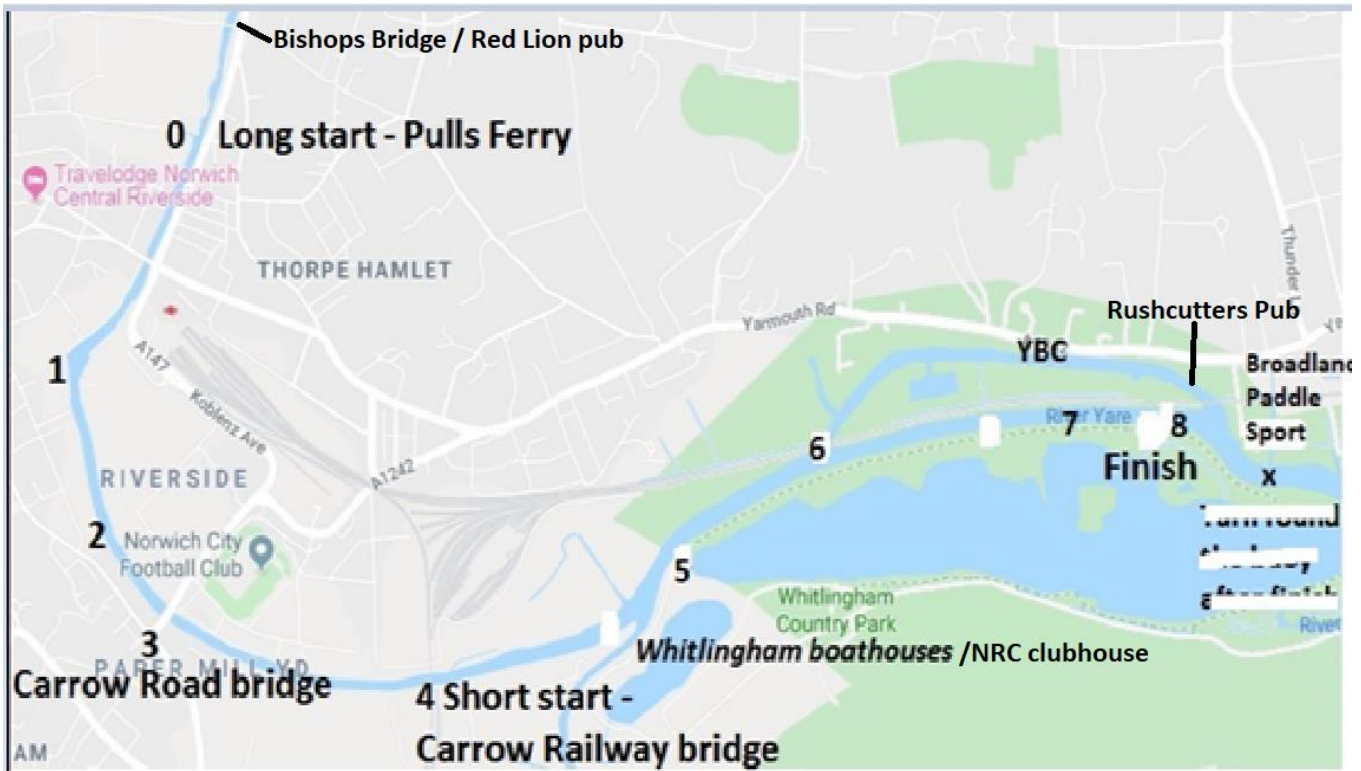
Equipment – clipboard with the draw, red megaphone.

SAFETY LAUNCH COORDINATOR

Get all launches fuelled and on the water by 8.15am, liaising with UEA/Schools where we are using their launches. Check all safety equipment is on board. Check the course for hazards and report back to race control before boating starts.

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5. Course map with marshals' positions



WHATSAPP PROTOCOL

Only use the WhatsApp group for essential comms between marshals and control commission on race day. The only people who will be able to message in the group before/after race day are the group admins (Stuart and Katherine). Any other messages/queries (e.g. requests for changes to rota) should go direct to Katherine on 07969 026007 or k_trehane@hotmail.com.

Only reply to or 'like' messages if a reply is requested, or, during racing, to acknowledge messages relating to safety or race progress.

Make sure your phone is fully charged, connected to internet and in audible mode on race day. Keep it handy in a waterproof bag so you can communicate with Control.

Know the number (and letter) of your marshal's position – see rota.

On race day, listen out for the marshal's role call and respond as requested by Control with your position number.

In an emergency, contact the Emergency coordinator (or Control) on the number confirmed on race day – they will contact the emergency services if required.

Start and finish marshals/timing team to message when all crews have boated, are at the start, have started and have finished.

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All marshals to message if they spot hazards e.g. cruisers moving up the course, objects in the river, capsized crews. Message if assistance is needed from a launch, e.g. to help a capsized crew or summon the medic.

If WhatsApp is not working at your location, communicate with Control on the number confirmed on race day.

Start and finish timers to post a photo of timing sheets in the group immediately, to speed up the results.

Katherine will turn off messaging after race day to save spamming, but thank you all for your help – we couldn't run these races without it. Feedback can be sent to carrowcup@yahoo.com