

1834

DURHAM REGATTA

Rowing Volunteer Roles

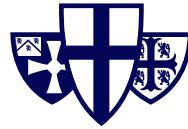


All roles

- Thank you for volunteering at Durham Regatta. Without you we wouldn't be able to hold such a large and prestigious event!
- If you are on the 1st shift, please report to the Equipment Officer near Event Control (look out for a tall box by the start) by **7:15am at the latest**. Once here you will be given a high visibility vest and any equipment required for your role
- If you are taking over from somebody else, please report to the location listed on the Volunteers Sheet. They will pass on the vest and any equipment along with updating you if there are any changes.
- If you are the last person in the role for the day, please ensure you return all equipment and your vest to the Equipment Officer (and are signed off) before leaving the site
- If you have any issues, please contact your respective Volunteer Team Leader

Groups

- Regatta Marshalls
- Start + Finish Team
- Regatta Operations
- Site Operations



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Regatta Marshals



Marshals

- 5 x Start Marshals
- 2 x Landing stage Marshals (Durham ARC)
- 1 x St. Cuthbert's landing Marshal
- 1 x Baths Bridge Marshal
- 1 x Finish Marshal – Short course

Start Marshal 1 (Lead)

- Located on the marshalling platform adjacent to Durham ARC
- Manage the boating of crews and their movement on the water to the start, along with returning crews
- Ensure that there are only 3-4 races queued for the start at any one time.
- Spin crews upstream of the DARC landing stage
- Only send pairs of opposition downstream into the start queue in race order (unless advised to the contrary)
- If the race time has elapsed and a crew has not boated (subject to reasonable delays in the regatta programme), inform the Start Umpire and act accordingly

Start Marshal 2

- Located on the marshalling platform adjacent to Durham ARC
- Record which crews have boated on the A3 laminated copy of the draw, ensuring that they are correctly paired in race order
- You will be provided with a tablet displaying the live draw, and an updated paper copy of the draw throughout the day to help
- All crews must boat from DARC, therefore, if a crew appears to have boated from elsewhere, record the race number and boat identification (Letters and numbers) and report these to the Control Commission Umpire.

Start Marshal 3

- Located on the marshalling platform adjacent to Durham ARC
- Manage the calling of crews into the boating area and the number of crews going through control commission
- Call races up to boat, listing the race number, crew numbers and names via the speaker system in the boat field
- The first race must be called through by 07:30 each morning!
- Maintain 2-3 min intervals to begin with then aim to call crews ~6-10 races ahead of the race that has just started
- Confirm the pairing of crews, crew number, club, event and event time with crews before they boat

Start Marshal 4

- Located just downstream of the gate between DARC and the Racecourse
- Ensure the crews are in single file and racing order, in light of any relevant information passed on, and that they are not drifting too close to the start bunting
- Advise crews which side of the river they will be racing on
 - *Lower number on Racecourse side*
 - *Higher number on Pelaw Wood side*
- Ensure crews are ready to race (i.e. in correct kit, race number clearly displayed on bow, clothing, water bottles, etc, stored in safe location)
- Ensure crews returning after a race are able to do so safely and that queues are not building up in either direction.

Start Marshal 5

- Located adjacent to start bunting
- Hold all crews upstream of the start bunting and tucked into the Pelaw Woods bank unless they are moving onto the stakeboats.
- Liaise with Start Umpire and co-ordinate crews proceeding on to the start line in a timely fashion and on the correct stations
- Ensure crews pass to the right (starboard) side of their respective stake boats
- Confirm crew number, club, event, event time and any other relevant information to crew and Start Umpire – *Lower number = Racecourse side*

Landing Stage (Durham ARC)

- Ensure boats are embarked and disembarked from the landing stage area as smoothly as possible
- All boats should embark with their bows facing upstream, proceed upstream and spin
- Ensure that no boats are trying to boat directly from either DARC boathouse and that they have passed through Control Commission
- Crews should not wait on the landing stage steps, as this prevents disembarking crews from vacating the landing stage
- All returning crews must de-boat at the downstream pontoons and carry boats up the sculling ramp and out of the DARC garden to cross to the university rugby field for boat storage
- Oars are not to be stored on the steps

St. Cuthbert's landing Marshal

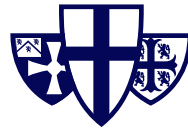
- Located on the St. Cuthbert's landing stage
- Liaise with the St. Cuthbert's Umpire (if on duty) to:
- Ensure no crews proceed upstream between Baths Bridge and St. Cuthbert's landing stage whilst a race is approaching or are stationary there
- Ensure crews do *not* embark or disembark at Cuthbert's landing stage except in case of emergency when race control have been notified
- Keep crews tucked in upstream of St. Cuthbert's landing stage and slowly progress them toward the Collingwood Umpire inbetween races.

Baths Bridge Marshal

- Located adjacent to Baths Bridge
- Liaise with Finish Umpire and Marshals to:
- Ensure no crews proceed upstream through Baths Bridge whilst a race is approaching
- Ensure crews remained tucked in downstream of the finish until they are clear to move all the way through to beyond St. Cuthbert's landing stage
- Crews must not be held underneath Baths Bridge

Finish Marshal

- Located just downstream of the short course finish
- All crews who have finished racing should row downstream and spin underneath Leazes Bridge (the road bridge)
- Hold crews proceeding upstream in single file on racecourse side of river, upstream of the finish
- Liaise with the Baths Bridge Marshal and Finish Umpire prior to sending crews upstream, to ensure there is sufficient space for crews to move into without blocking the racing line



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Start & Finish team



Start & Finish team

- 2 x Start Assistants
- 1 x Start Timer
- 1 x Finish Co-ordinator
- 1 x Finish Assistant
- 1 x Finish Timer

Start Assistants

- Two start assistants located on start platform, one focussed on communicating the upcoming race (1), the other on entering the information on the tablet and race programme (2)
- (1) Advise Umpire of race number, heat number, event, and crews racing as each race moves onto Start
- (1) Once a race has started, state that "race number, event, crew 1 number, crew 1 name, crew 2 number, crew 2 name have left the start"
- (2) Ensure the race programme is updated with result of races and any scratchings or no shows
- (2) Update the 'official warnings' log with details of warnings passed over the radio along with any notices such as scratchings and race time adjustments

Start Timer

- Located on start platform
- Liaise with the Start Assistants to check the race number of the next race to start
- Click on that race number on the tablet when the umpire sets off the first crew to begin the timing.
- If you cannot find or know the race number, click one of the holding spaces at the bottom instead
- If you mis-clicked, missed the start, or clicked too late, long click on the right-hand log and select remove time
- It is better not to record a time (listed as no time taken/NTT) than to record an incorrect time
- Inform the Results Co-ordinator of any issues when possible

Finish Co-ordinator

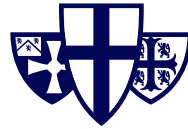
- Located in finish box (Short Course)
- Manage the Finish Assistant and Timer to ensure results are being correctly logged and communicated
- Enter the results into the laptop provided (Results>Results Editing) by selecting the winning crew first, then the 2nd crew, selecting the correct outcome for each crew, and then entering the verdict in full (i.e. 1 length)
- Enter the race time if possible, otherwise enter NTT (no time taken)
- Double check the result and then click “done” once it is complete
- If there are any issues, inform the Results Co-ordinator when possible and do not press “done”

Finish Assistant

- Located in finish box (Short Course)
- Advise Umpire, Finish Co-ordinator and Finish Timer of the race number, event, and crews racing as they approach the finish
- Ensure race programme is updated with results of all races, crews and verdicts by circling the winning crew, crossing through the 2nd crew and writing in the margin announced by the Finish Umpire

Finish Timer

- Located in/beside finish box (Short course)
- Liaise with the Finish Assistant to check the race number of the race on course
- Click on that race number on the tablet when the first crew crosses the line which should be announced by the airhorn from the Finish Umpire
- If you cannot find or know the race number, click one of the holding spaces at the bottom instead
- If you mis-clicked, missed the start, or clicked too late, long click on the right-hand log and select remove time
- It is better not to record a time (listed as no time taken/NTT) than to record an incorrect time
- Inform the Results Co-ordinator when possible of any issues



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Regatta Operations



Regatta Operations

- 2 x Control Commission Assistants
- 1 x Results Control Assistant
- 2 x Results Runners
- 2 x Event Control Assistants
- 2 x Race Control Assistants
- 1 x Equipment Assistant
- 1x Finish Commentary Assistant
- 2 x Support Marshals

Control Commission Assistants

- Located in DARC Car Park
- Work as directed by the Control Commission Umpire to check boats and crew composition
- Check the names of the crew in their first race against the entries list provided and inform the Control Commission Umpire of any disparities
- Check that the cox has been weighed in, is carrying the listed dead-weight if required and is wearing a suitable a life jacket or buoyancy aid
- If asked to help with boat checks, look out for:
 - Bow balls – Solid ball of rubber that is firmly attached and larger than 4cm diameter
 - Foot release – One per shoe and securely attached as to stop before horizontal
 - Quick release – Shoes that detach or are tightened must have a quick release strap
 - Backstays – Required at bow on boats large than a single
 - Buoyancy – Any buoyancy compartments/aids are in place, sealed and inflated
 - Boat integrity – Any significant damage, especially that may take on water
 - Rudder – Must turn when steering wires are moved and ideally straight

Results Control Assistant

- Located in Event Control on the upper floor
- Mark races in the queue, the next race and the race that has just started on the laptop provided (full guidance will be provided on the day)
- Produce updated draws at the times listed in Results>Dashboard>By Group>Progress PDF, ensuring all the races are updated, then print 13 copies
- If crews are not populated, wait a few minutes then produce the PDF again. If the issue continues, liaise with the Results Co-ordinator
- Once printed, distribute 12 copies to the Results Runners and 1 to the Start Commentator
- Assist the Start Commentator when possible
- Assist in determining the winner of the Craven Trophy, a Victor Ludorum trophy awarded to a Durham College, based on a points system

Results Runners

- Located at Event Control, when you arrive let the Results Control Assistant on the 2nd floor know and assist the Start Commentator as needed
- At certain times, the Results Control Assistant will provide you with copies of the updated draw, take 6 copies each and distribute them to each of the following people in that order:

Results Runner 1 - Control Commission Umpire (DARC Car Park),

Start Marshal 2 (Start Platform)

Start Marshal 4 (DARC Gate)

Start Marshal 5 (Start Bunting)

Start Assistant 2 (Start Platform)

Start Umpire (Start Platform)

Results Runner 2 - Collingwood Umpire (Platform opposite CCBC)

Bede Umpire (Platform opposite HBBC)

PalTV (Marquee outside SCSBC)

Finish Commentator Assistant (Finish Commentary Tower)

Finish Umpire (Finish Box)

Chief Umpire (Roaming, if you can't find, leave their copy at the start)

Event Control Assistants

- Located at Event Control
- **Assistant 1** is to minute all the radio and WhatsApp communications with the time and role of the person communicating.
- The race and crew numbers should be logged for every race, along with the full details of any race that has an incident and any additional communication throughout the day
- **Assistant 2** will update the physical copy of the draw and event trees located outside Event Control, if they are unable to access the live results at any point then they need to inform the Results Co-Ordinator as soon as possible
- The winning crew of each race should be circled with the verdict noted down and then next round of that event updated with the crews that have progressed
- Any crews that have scratched should be regularly updated onto the draw

Race Control Assistants

- Located in Race Control, they must arrive at 7am each morning rather than 7:15 and report directly to Race Control
- Help Race Control in handing out competitor's packs, conducting weigh-ins and managing any enquiries or issues.
- Ensure any substitutions are checked, updated on BROE2 by a senior member of the team and then passed onto Control Commission before the crew races
- Create and attach wristbands, with details of any dead-weight required, to competitors after they have weighed in

Equipment Assistant

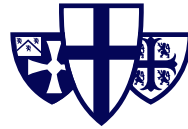
- Located outside Event/Race Control, must arrive at 6:45am each morning rather than 7:15am and report directly to the Equipment Officer
- Help check and then distribute out the equipment to the volunteer team as directed by the equipment officer
- Record and maintain a list of who each radio has been taken out by and log them back in when they are returned
- Be prepared in case of equipment malfunction, logging issues and then distributing replacements as and when necessary

Finish Commentary Assistant

- Located in the Finish Commentary Tower adjacent to Baths Bridge
- Assist the commentator by marking upcoming races and identifying crews on course via the tablet provided with the updated draw and results
- Deal with any visitors to the box including the provision of updated paper draws from the Results Runners
- Update the draw provided to the commentator with the crews that have progressed

Support Marshals

- Located outside Event Control
- Help manage the logistics of the regatta by working with the Volunteer Coordinators and Senior Management team to mitigate any issues or absences



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Site Operations



Site Operations

- 4 x Site Construction - Friday
- 1 x Trailer Marshal - Friday
- 1 x Traffic Management - Friday
- 8 x Site Clearance - Sunday
- 4+ x Site Clearance - Monday

Site Construction

- Located at Durham ARC boathouse on Friday
- 2 roles to assist the Site team as direct in the construction of the site on Friday
- 2 roles to help the equipment officer organise volunteer equipment boxes and the secretaries organise paperwork competitors

Trailer Marshal

- Located on the cinder track near the entrance to the boat field on Friday
- Ensure that there is absolutely no parking on the cinder track closer to DARC than the entrance of the boat field, security will help you with this after midday
- Direct trailers to be dropped off along the bank closest to DARC on the rugby field, and then the hedge opposite, ensuring there is adequate room between them for unloading boats
- Direct clubs to trestle boats in the middle of the field, leaving wide pathways between them and the trailers
- Trailer vehicles to be parked in between each trailer or in the corner by the cricket club and Green Lane
- Liaise with the security team if required, there will be security on the road by the boat field from midday onwards

Traffic Management

- Located on Green Lane before the entrance to the Car Park on Friday
- When you first arrive, report to the DARC Boathouse for further information and directions
- Direct Regatta Parking into the car park where the Car Parking Attendants will be located
- Direct deliveries, blue badge holders, traders and trailers down to DARC and the boat field
- Liaise with the security team if required, there will be security on the road by the boat field from midday onwards

Site Clearance

- Located at Event Control Sunday and DARC boathouse Monday
- Assist the Site Team and Equipment Officer as direct to help clear the site and collect up equipment
- Help store all the equipment from the Regatta into its correct locations
- Check over the site for lost property and leftover equipment
- Litter pick on the site and boat field