



1834

# DURHAM REGATTA

## Volunteer Briefing

Saturday 12 and Sunday 13 June 2021



# Agenda

- Background
- Management Structure
- Regatta Area
- Boat Movement Plans
- Safety & Covid Procedures
- Communications
- Volunteer Roles
- Questions



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# Background



# Background

- 188<sup>th</sup> Durham Regatta
- Saturday 12<sup>th</sup> and Sunday 13<sup>th</sup> June 2021
- Rowing regatta – 2021 - No spectators or ancillary attractions
- Second oldest rowing regatta in the UK
- Takes place over short course (650/700m) - on both days - and long course (1800m) – Sunday only - on the River Wear in Durham City
- Racing takes place between 08.00 and 19.00 each day

# Background

- 2,000+ competitors
- 100+ volunteers operating over a shift system
  - Durham Amateur Rowing Club
  - Durham University & Colleges
  - Durham School
  - St Leonards School
  - Community volunteers
  - Durham Regatta committee & members



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# Management Structure



# Management Structure

- *Chairman* Nigel van Zwanenberg (07914 736 061)
- *Secretary* Andrew Fisk (07889 362 082)
- *Entries Secretary* Eddie Bryant (07398 902 681)
- *Safety Advisor* David Robinson (07519 834 958)
- *Volunteer Co-ordinator & Covid Officer* Mark Gilbank (07549 816 380)
- *Jt Chairs of Race Committee* Andrew Stephens/Charly Curtis
- *Site Manager* Chris Bell (07748 278 541)
- *Welfare Officer* Stella van Zwanenberg (07986 944 677)
- *Technical Advisor* Richard Mortimer (07817 223 485)
- *Equipment Officer* Daniel Lockey (07469 712 180)



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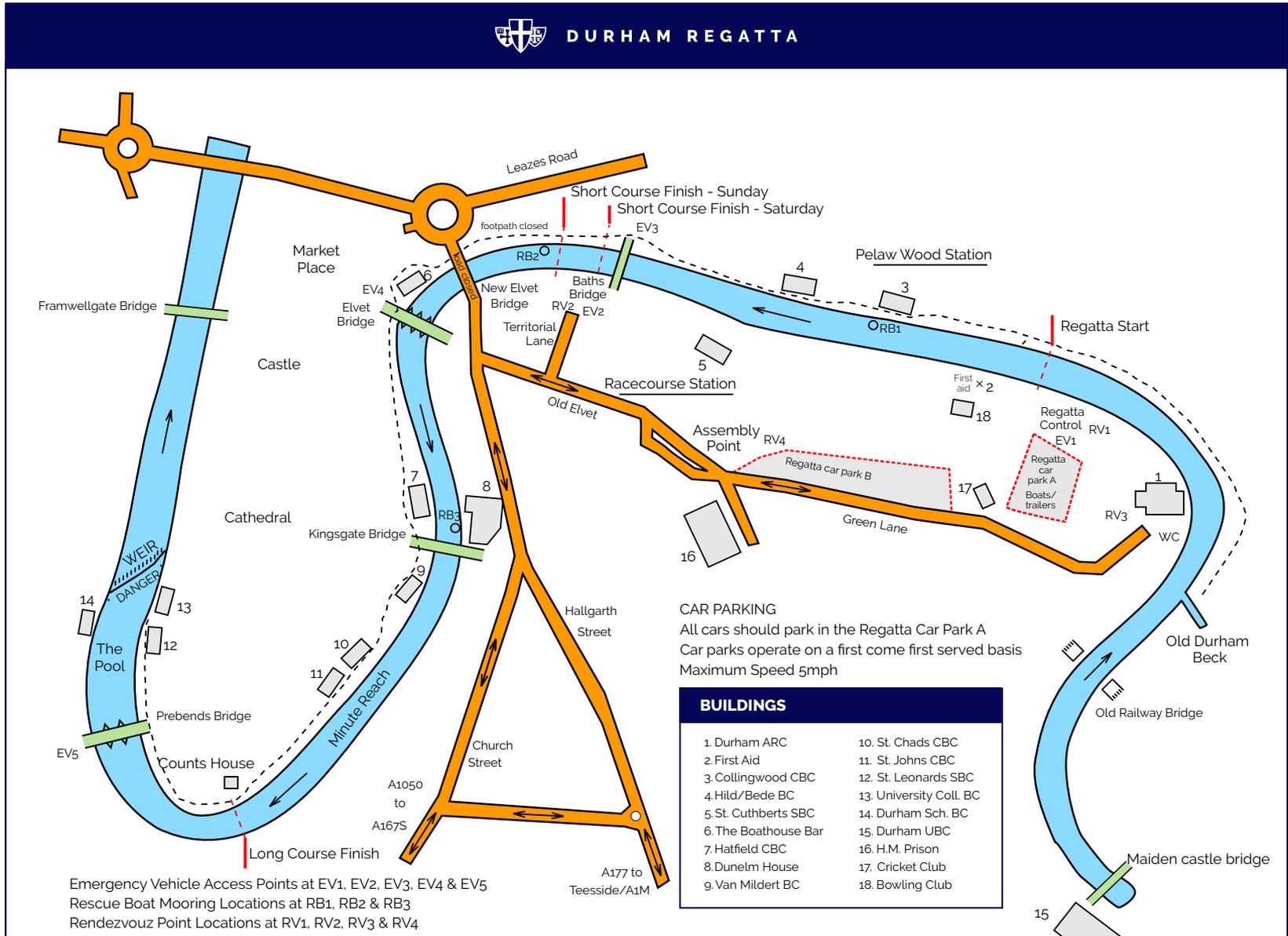
# Regatta Area



# Regatta Area



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Emergency Vehicle Access Points at EV1, EV2, EV3, EV4 & EV5  
 Rescue Boat Mooring Locations at RB1, RB2 & RB3  
 Rendezvous Point Locations at RV1, RV2, RV3 & RV4

**CAR PARKING**  
 All cars should park in the Regatta Car Park A  
 Car parks operate on a first come first served basis  
 Maximum Speed 5mph

BUILDINGS	
1. Durham ARC	10. St. Chads CBC
2. First Aid	11. St. Johns CBC
3. Collingwood CBC	12. St. Leonards SBC
4. Hild/Bede BC	13. University Coll. BC
5. St. Cuthberts SBC	14. Durham Sch. BC
6. The Boathouse Bar	15. Durham UBC
7. Hatfield CBC	16. H.M. Prison
8. Dunelm House	17. Cricket Club
9. Van Mildert BC	18. Bowling Club

# Regatta Area

- Car parking – University Field – Access from Green Lane
- Trailer parking and boat storage – University Rugby Field – access from Green Lane and dirt track beyond Durham City Cricket Club
- No parking on gravel track adjacent to Durham ARC
- Regatta Control – Two-tiered vehicle adjacent to start platform  
Contact telephone number: 07398 902681 or 07889 362082
- First Aid – NERAMS – located close to Regatta Control



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# Boat Movement Plans



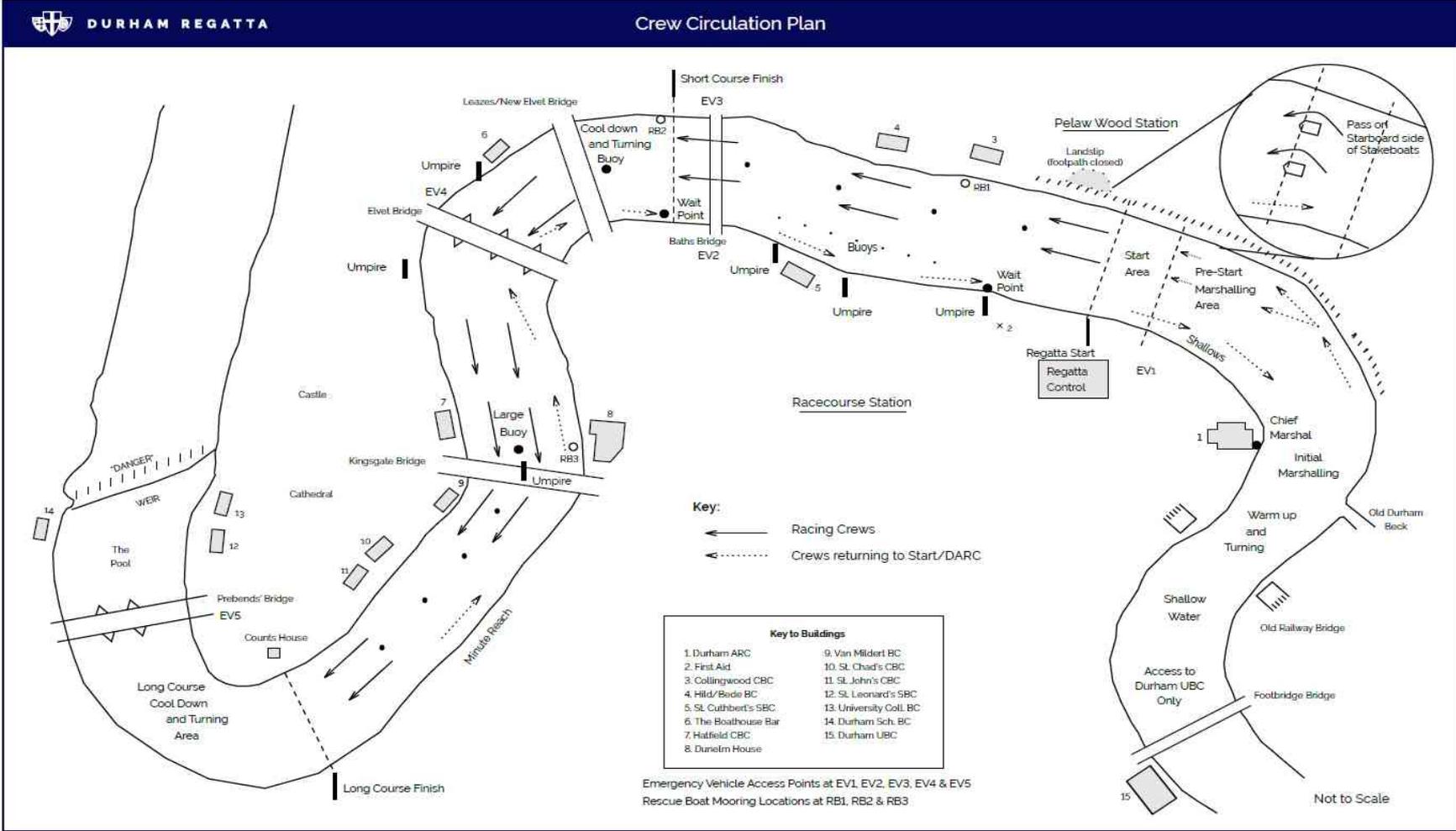
# Boat Movement Plans

- One way system will be rigorously enforced
- Boats to be stored on University Rugby field
- Boats when launching
  - \* at least 20 minutes before race time
  - \* go from top corner of rugby field
  - \* through DARC car park
  - \* to Control Commission (umpires) above steps
  - \* Report to launch marshals
  - \* Move to pontoon to launch

# Boat Movement Plans

- *All* Boats when de-boating
  - \* Land at pontoon downstream of DARC
  - \* go up sculling ramp
  - \* go past DARC garden – area will be roped off
  - \* enter the university rugby field (boat storage and trailer area) by entrance at bottom corner
  - \* Boats normally stored at DARC or Clive/Jamie's may be returned when no longer required for racing but must follow the one way system

# Crew Circulation Plan





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# Safety Procedures



# Accident and Incident Reporting

- All accidents and incidents to be reported to Event Control
- Contact details
  - Regatta Secretary      07889 362 082
  - Regatta Chairman      07914 736 061

# Suspicious Packages

- All officials and volunteers must remain vigilant throughout the event for the possibility of suspicious packages and vehicles
- Report any suspicious packages to Event Control immediately, preferably by telephone (TBC)
- Do not use radios or mobile phones within a 25 metre radius of any suspicious package or vehicle
- Do not touch any suspicious package or vehicle

# Emergency Evacuation Procedures

- In the event of a major incident it may be necessary to evacuate part of all of the Regatta area
- Decision usually made by the Regatta Chairman and Safety Advisor with considerations from the Event Management Team

# Evacuation Stage – Action to Take

- Maintain radio silence unless directly involved
- Repeat this broadcast across internal radio channels. All staff with radios must pass the message to other staff without radios.
- Public Address team to broadcast message:
  - “ATTENTION PLEASE, ATTENTION PLEASE. THIS IS AN EMERGENCY MESSAGE. IN THE INTERESTS OF PUBLIC SAFETY, PLEASE LEAVE THE [IMMEDIATE AREA / REGATTA ENCLOSURE] AS QUICKLY AND AS SAFELY AS POSSIBLE. EVENT STEWARDS WILL DIRECT YOU TO THE NEAREST EXIT. THANK YOU FOR YOUR CO-OPERATION”.

# Evacuation Stage – Action to Take

- Event officials will assist in the clearance of the area in as orderly a manner as possible, and avoiding panic.
- Event officials should assist disabled persons and persons with limited mobility.
- Event officials with loud hailers will assist in relaying the evacuation message stated above.
- Do not allow persons back into the evacuated area

# Evacuation Stage – Action to Take

- Evacuation Points at Gates 1, 2, 3 and 4
- Racing to be suspended
- Assembly point for all contractors, officials and volunteers is the regatta car park on the University playing field above the pavilion

# Press / Social Media

- Durham Regatta has a designated Press Officer for all media enquiries
- Please direct any press enquiries to Event Control
- Whilst Durham Regatta encourages use of social media, please be vigilant of any items posted on social media
- Please do not post any comments that can be directly attributed to individuals, organisations or any untoward incident



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# Communications



# Communications

- Several radio networks will be established:
  - Race, water based and key event officials
  - Security (provided by Alpha Security)
- Event Control will have access to all radio networks

# Radio Procedure

- Do not send when anyone else is talking
- *Press and hold button* to send
- Say destination twice and source once  
eg “Regatta control, Regatta control from Bede Umpire”
- *Release the button* and listen for response
- *Press and hold button* Say your message
  - finish with ‘out’ if you don’t expect a reply
  - or ‘over’ if you do*Release the button*

# Information / Equipment

- All volunteers to be provided with information booklet
- Equipment to be collected from Event Control at start of day and handed back at end of last shift
- All equipment to be cleaned with anti-covid wipes before being used by another person
- Although anti-Covid materials will be available throughout the regatta area, volunteers are advised to bring their own mask/s, hand sanitizer and cleaning wipes

# Welfare

- Ensure dressed appropriately for weather – e.g. sun cream, hats, waterproofs etc
- Liquid / light refreshments (water soft drinks / chocolate bar / crisps) will be distributed on a regular basis to all volunteers
- Lunch or equivalent to be provided – lunch voucher to be issued for volunteers working two or more shifts, to be redeemed at Durham Amateur Rowing Club



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# Volunteer Roles





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# Umpires



# Umpires

## Umpiring positions:

- Landing Stage (may be trainee)
- Start (two Umpires)
- Collingwood
- Bede
- St. Cuthbert's
- Bridge
- Short Course Finish
- Elvet Bridge (Long course only)
- Kingsgate Bridge (Long course only)
- Long Course Finish (Long course only)
- Control Commission

# Landing Stage

## Control commission

- Located at end bay of Durham ARC, at top of landing stage
- Checks names of crew in each boat
- Any differences between crew and that entered – crew must not boat and crew must contact Race Control

# Start Umpire

- Starting all races in usual manner – *in race order, unless doing so would cause significant delay*
- Acting as Race Umpire in immediate area
- Liaising with Collingwood Umpire to send crews upstream – trial of traffic light system this year
- Second Umpire at start to assist crews to come onto start
- Two start assistants to record results and advise crews
- Note: Neither short course nor long course byes will be rowed

# Collingwood Umpire

- Liaising with Start Umpire to send crews upstream
- Acting as Race Umpire in the immediate area
- Monitoring Collingwood College landing stage

# Bede Umpire

- Assist crews moving up to start
- Acting as Race Umpire in the immediate area
- Monitor Hild Bede College landing stage opposite - no crews should be boating from or landing at Bede during the regatta
- Note: this position may be combined with St. Cuthbert's Umpire

# St. Cuthbert's Umpire

- Acting as Race Umpire in the immediate area
- Ensure crews moving up from below Baths Bridge do so efficiently, due to bottleneck under Baths Bridge
- Ensure river is kept clear for crews moving upstream (no crews should be boating from St. Cuthbert's Boathouse during the regatta)
- Note: this position may be combined with Bede Umpire

# Bridge Umpire

- Acting as Race Umpire in the immediate area
- Ensure crews moving up from below Baths Bridge do so efficiently, due to bottleneck under Baths Bridge
- Note: this position may not be staffed

# Short Course Finish Umpire

- Acting as Race Umpire in the immediate area and determining and recording result of each short course race
- Ensure all results from short course races are recorded, communicated and sheets are passed to Entries Secretary at end of racing
- Finish assistant to assist in recording duties, but Umpire is responsible
- Finish marshal to assist controlling crews after finish, and holding crews below Baths Bridge whilst racing is in progress
- Signal winner of short course race using flag:  
Yellow - Pelaw Wood / Blue - Racecourse

# Long Course Umpires

- Acting as Race Umpire in the immediate area
- Ensure long course is clear of non-racing crews – confirm with Start Umpire prior to racing taking place

# Control Commission Umpire

- Avoid contact with crews and boats
- Check crew composition according to printed sheets
- Ask coxes at random to weigh themselves
- Ask crews at random to perform safety checks of boats
- Ensure any failures are documented



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# Marshals



# Marshals

- 5 x Start marshals
- 2 x Landing stage marshal (Durham ARC)
- 1 x Baths Bridge marshal
- 1 x Finish marshal

# Start Marshal 1

- Located upstream of Durham ARC landing stage
- Ensure crews spin above the landing stage, and report to the Coordinating marshal (Start Marshal 2)
  - All crews should be boating from DARC.
  - If a crew appears to have boated from upstream of DARC, record the race number and boat identification (Letters and numbers) and report these when convenient to the Control Commission umpire situated in the DARC boathouses.

# Start Marshal 2

- Located on the marshal platform adjacent to Durham ARC
- All crews must report to this marshal before boating - confirm all crew details to race timetable, including details of the event, event time, crew number and opposition
- Only send pairs of opposition downstream into marshalling system- *in race order* unless advised to the contrary – crews to row down on Pelaw Wood side of river
- If more than ten minutes after race time has elapsed (subject to reasonable delays in the regatta programme), check with Start Umpire and send lone crews downstream towards the start

# Start Marshal 3

- Located at entrance to Durham ARC perimeter
- Confirm pairing of crews, crew number, club, event and event time with crews
- Ensure crews are held together, and move crews down *in race order*, unless this would cause significant delays - towards start when space is available
- Ensure crews rowing upstream report to the Co-ordinating marshal (Start Marshal 2)

# Start Marshal 4

- Located halfway between Durham ARC and the start
- Ensure racing order is refined in light of any relevant information passed
- Advise crews which side of the river they will be racing on – *Lower number on Racecourse 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 returning crews rowing upstream report to the Co-ordinating marshal (Start Marshal 2)

# Finish Marshal - Short Course

- Located downstream of short course finish area
- All crews who have finished racing should row downstream and spin immediately at the buoy (upstream of the road bridge)
- Hold crews proceeding upstream in single file on racecourse side of river
- Liaise with Baths Bridge Marshal and St. Cuthbert's Umpire (Saturday) prior to send crews upstream, to ensure there is sufficient space for crews to move into without blocking the racing line
- Move crews upstream as soon as safe and practicable



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# Safety Boats



# Safety Boats

- Safety boats co-ordinated by DARC
- Two safety boats to be on water from 07.30 each day
- Locations:
  - Rescue Boat 1: Collingwood College Landing Stage (Short Course)
  - Rescue Boat 2: Downstream of Short Course Finish (Short Course)  
Kingsgate Bridge (Long Course only)

# Safety Boats

- Race Control to be notified of all incidents
- All incidents to be attended by two safety boats
- Where possible, one boat to retrieve competitors, one boat to retrieve equipment
- Capsized competitors to be taken to Durham ARC landing stage
- If medical emergency, competitors can be taken to Browns Boats landing / St. Cuthbert's Landing
  - Inform Event Control immediately to request first aid assistance



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# **Commentary (not for 2021)**





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# Other Assistants



# Start Assistants

- Two start assistants based on start platform
- Advise Umpire of race number, heat number, event, and crews racing as each race moves onto Start
- Communicate this information over the radio to all Umpires and officials
- Once a race has started, confirm the race number which has started over the radio
- Ensure race programme is updated with results of all races and verdicts
- Ensure 'official warnings' log is updated, based on details of warnings passed over the radio

# Finish Assistant

- Finish assistant to be located in finish box (Short Course)
- Advise Umpire of race number, event, and crews racing as they approach the finish
- Ensure race programme is updated with results of all races and verdicts
- Communicate the result of each race over the radio to all Umpires and officials

# Results Team

- Working under the direction of the Results Co-ordinator
- Key duties:
  - Update central order of racing for the winner of each race and the winning distance (
  - Update the central order of racing (online) such that subsequent races that are initially allocated “Winner Race x” are replaced with the name of the competing club and crew once known
  - ensure updated orders of racing are printed and distributed to all Umpires, marshals and assistants across the course (periodically);
  - towards the end of racing on the Sunday, ensure a list of winners of each event is available
  - assist in determining the winner of the Craven Trophy, a Victor Ludorum trophy awarded to a Durham College, based on a points system.

# Car Park Marshal

- Assist in parking cars in an orderly fashion
- Car Park B - University playing field - accessed directly from Green Lane
- Trailer Park – University Rugby field – accessed from cinder track leading from Green Lane
-

# Boat Steward

- Located above Gate 4 (Event Control) at top of Durham ARC landing stage
- Assist in controlling pedestrian traffic when boats are crossing the walk way to enter the boating area



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# **Covid Safety**



# Covid Safety

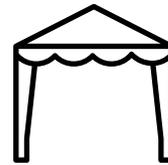


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## DURHAM REGATTA Covid Mitigations



Sanitise Regularly.



Gazebos in  
trailer park only.



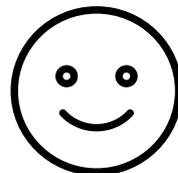
Wear face protection  
when boating, de-boating  
& within DARC grounds  
unless seated.



Spectators discouraged.



Face protection  
for coxwains.



Check-in  
using the  
COVID-19  
app



Durham regatta

Durham Amateur Rowing Club, City Boatouse, Green Lane, Old Elvet, DH1 3JZ



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## Any Questions?



