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DURHAM REGATTA

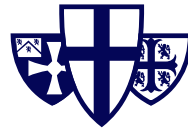
Volunteer Briefing

Saturday 11 and Sunday 12 June 2022



Agenda

- Background
- Management Structure
- Regatta Enclosure
- Boat Movements
- Safety Procedures
- Communications
- Volunteer Roles



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Background

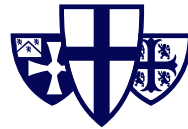


Background

- 189th Durham Regatta
- Saturday 11 and Sunday 12 June 2019
- Rowing regatta with ancillary attractions
- Second oldest rowing regatta in the UK
- Takes place on the River Wear in Durham City
- Racing takes place 08.00 - 19.00 Saturday, 08.30 – 18.30 Sunday

Background

- 2,500+ competitors
- 5,000+ spectators per day
- 200+ volunteers operating over a shift system
 - Durham Regatta members
 - Durham Amateur Rowing Club
 - Durham University
 - Durham Schools
 - Air Cadets
 - Community volunteers



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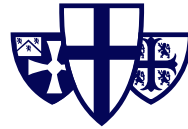
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Management Structure



Management Structure

- Chairman Nigel van Zwanenberg
- Secretary Izzy Friedlander
- Entries Secretary Eddie Bryant
- Safety Advisor David Robinson
- Volunteer Co-ordinator Mark Gilbank
- Chairs of Race Committee Andrew Stephens & Charly Curtis
- Site Managers Chris Bell & Andrew Curtis
- Welfare Officer Stella van Zwanenberg
- Technical advisor Richard Mortimer



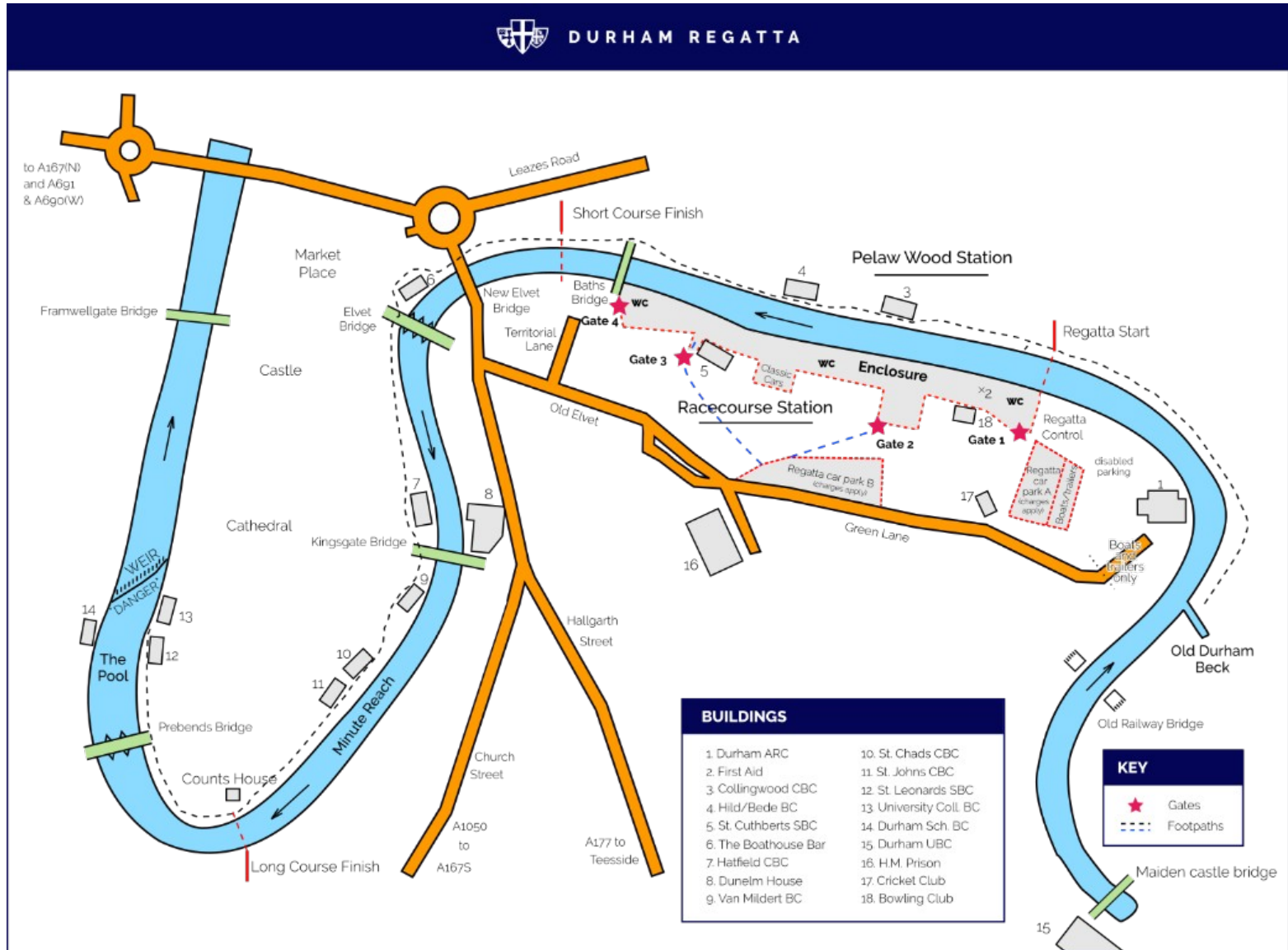
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Regatta Enclosure



Regatta Enclosure



Regatta Enclosure

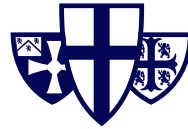
- Main area of riverbanks where activities take place
- Racecourse side of the River Wear between Baths Bridge and Durham Amateur Rowing Club
- Includes an area of the Durham University playing fields
- Access via ticket / wristband or admission fee only
- Four access points (shown on map)

Regatta Enclosure

- Admission charges apply between 08.00 and 17.00
- No vehicular access (other than regatta vehicle) between 07.45 and 19.00 each day
- Boat trailer parking only on University Rugby field (adjacent to DARC)
- Public /officials parking available on upper Durham University playing field, entry half way along Green Lane
- No parking on gravel track adjacent to Durham ARC
- Classic Cars entry at start of Green Lane and past cricket pavilion

Regatta Enclosure

- Event Control – adjacent to regatta start line / gate 4
 - Telephone number: 07940 318370
- First Aid – located above the band stand
- Lost/Found Children Point – located at Event Control



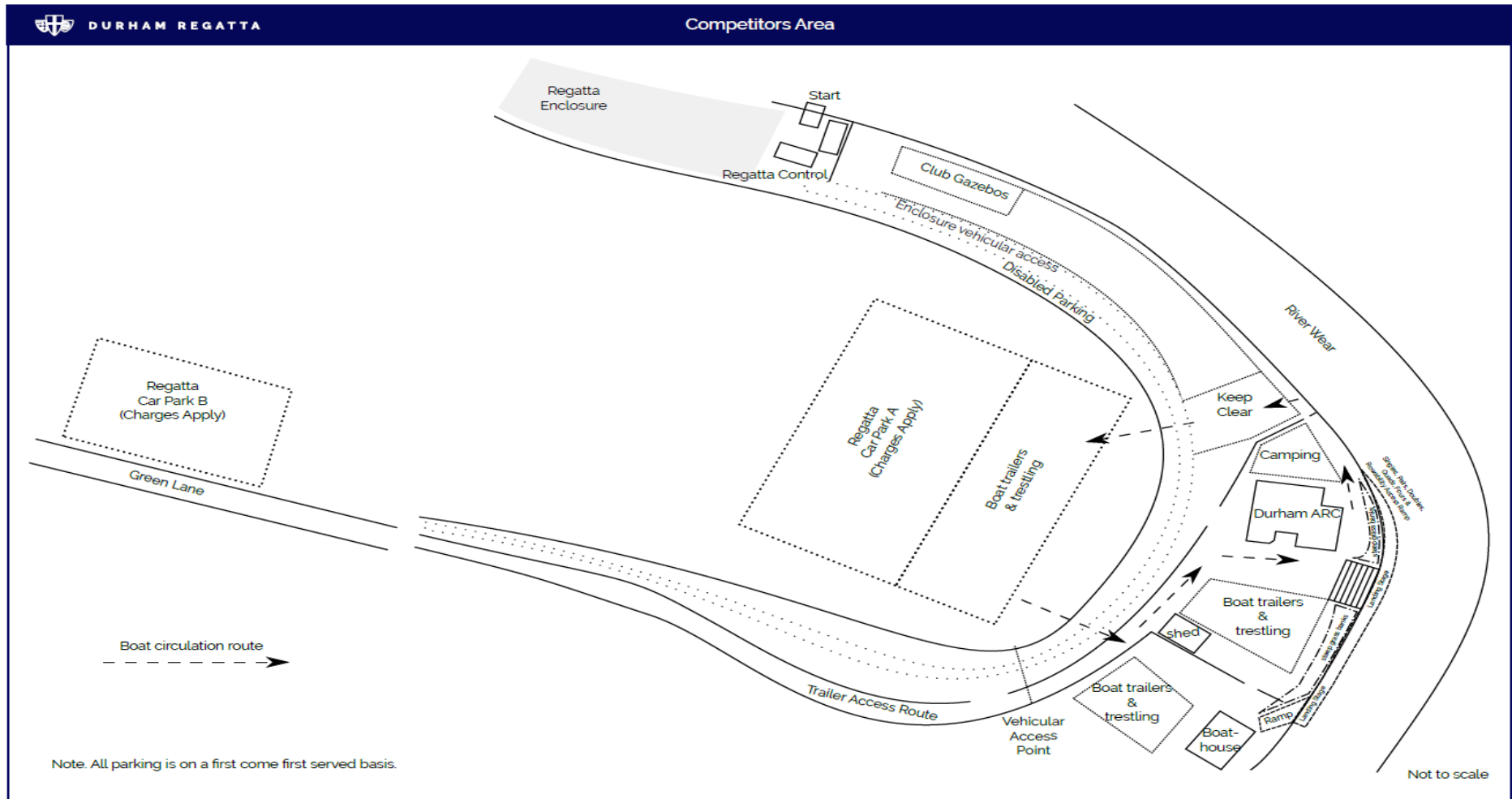
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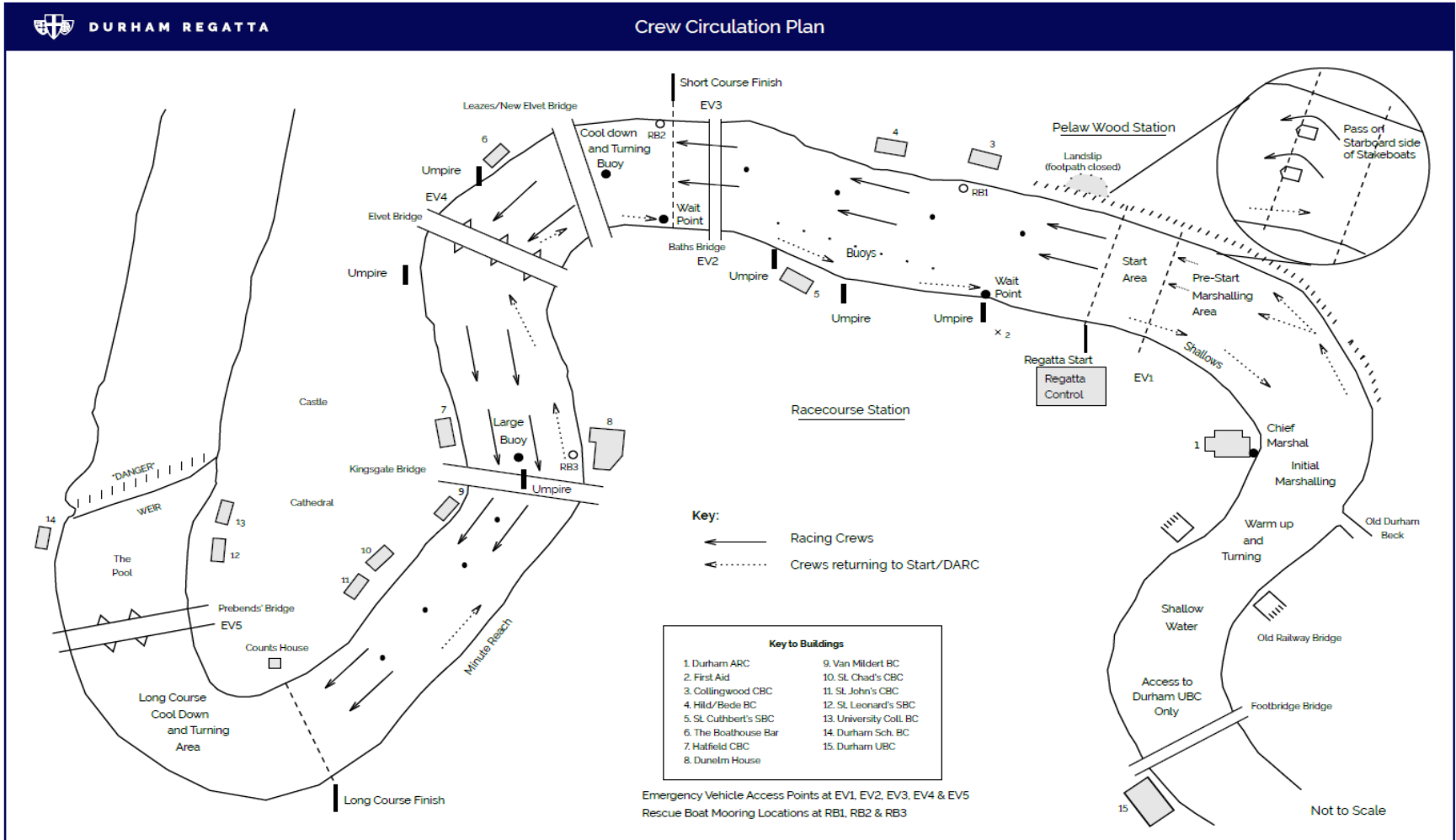
Boat Movement Plans

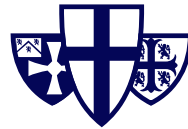


Start & Marshal Area



Crew Circulation Plan





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Safety Procedures



Accident and Incident Reporting

- All accidents and incidents to be reported to Event Control
- Should any person notify you of an accident or incident, please contact Event Control immediately
- Welfare incidents, lost and found children, report to Event Control or Welfare officer

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 (07940 318370)
- 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 Enclosure
- Decision usually made by the Regatta Secretary 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.
- Commentary 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

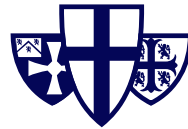
- Event officials will assist in the clearance of the area / Regatta Enclosure in as orderly a manner as possible, and avoiding panic.
- Event officials should assist disabled persons and persons with limited mobility.
- Event officials with loud hailers will assist in relaying the evacuation message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

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

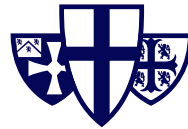
- Several radio networks will be established:
 - Race, water based and key event officials
 - Ancillary events
 - Gate staff (provided by Air Cadets)
 - Security (provided by Alpha Security)
- Event Control will have access to all radio networks

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
- Durham Regatta tabard to be issued to wear on day – please hand to next volunteer at end of shift / to Event Control at end of day

Volunteer 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
- Lunches to be provided – lunch voucher to be issued for volunteers working two or more shifts, to be redeemed at Durham Amateur Rowing Club

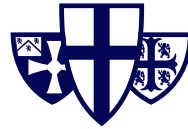


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Volunteer Roles





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Umpires



Umpires

Umpiring positions:

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

Control Commission

- Located at end bay of Durham ARC, at top of landing stage
- Advise and oversee boat check
- Checks names of crew in each boat
- Any differences between crew and that entered – crew must not board and 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
 - Hold all crews rowing upstream to Start until course is clear
- Acting as Race Umpire in the immediate area
- Monitor Collingwood College landing stage - no crews should be boating from or returning to Collingwood during the regatta

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

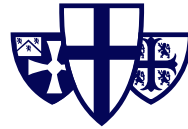
- Acting as Race Umpire in the immediate area and determining and recording result of each short course race
- Ensure all results from short course races are recorded, communicated and sheets are passed to Entries Secretary at end of racing
- Finish assistant to assist in recording duties, but Umpire 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]
Note: This is unlikely to take place 2022

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

- Roving responsibility between landing stages
- Check crew composition according to printed sheets
- Perform random safety checks of boats
- Ensure any failures are documented



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Marshals



Marshals

- 4/5 x Start marshals
- 2 x Landing stage marshal (Durham ARC)
- 1 x marshal adjacent to Baths Bridge
- 1x marshal St Cuthbert's landing
- 1 x Finish marshal – Short course

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 marshalling platform adjacent to Durham ARC
- All crews must report to this marshal - 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*
 - *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 rowing upstream report to the Co-ordinating marshal (Start Marshal 2)

Start Marshal 5

- Located adjacent to start bunting
- Liaise with Start Umpire and co-ordinate crews proceeding on to start line in a timely fashion
- 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*
- Hold all other crews above, upstream of, start bunting
- Ensure crews rowing upstream report to the Co-ordinating marshal (Start Marshal 2)

Landing Stage (Durham ARC)

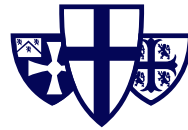
- Ensure boats are embarked and disembarked from the landing stage area as smoothly as possible
- All boats should embark with their bows facing upstream, proceed upstream and turn
- Crews should not wait on the landing stage steps, as this prevents disembarking crews from vacating the landing stage
- Returning crews should 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

Baths Bridge Marshal

- Liaise with Finish Umpire and Marshals to
- Ensure no crews proceed upstream through Baths Bridge whilst a race is approaching
- Crews must not be held underneath Baths Bridge
- Crews should *not* embark or disembark at Cuthbert's landing stage

Finish Marshal

- Located downstream of short course finish area
- 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
- Liaise with Baths Bridge Marshal and St. Cuthbert's Umpire (Saturday) 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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Safety Boats

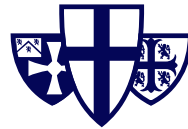


Safety Boats

- 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
- Incidents to be attended by nearest safety boat, second boat if necessary
- Crews to be encouraged to retrieve their own boat and equipment where appropriate
- Where necessary, one boat to retrieve competitors, one boat to retrieve equipment
- Injured, unwell or competitors at risk 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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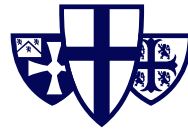
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Commentary



Commentary

- Based in Commentary Box just downstream of St. Cuthbert's Society Boat Club – on Sunday also in commentary box adjacent to Regatta start
- Provides interesting and informative commentary on each race
- Ensure key safety announcements are broadcast as required



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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, the winning distance and time
 - 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 located on upper University playing field, entrance off Green Lane
- Advise spectators where they can enter the Enclosure
- Advise spectators of the need to pay on entry to the enclosure, or to show wristband, complimentary ticket, VIP invitation etc

Boat Steward

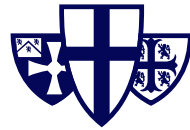
- Located above Gate 4 (Event Control) at top of Durham ARC landing stage
- Assist in controlling pedestrian traffic when boats are crossing the walk way to enter the boating area
- Provide assistance as required to spectators

Steward

- Walk around Regatta Enclosure
- Provision of information to Spectators
- Distribution of programmes (they are free to spectators)
- Eyes and ears – advising no bicycles / barbeques / drones within the Enclosure
- Reporting of suspicious packages
- When walkabout entertainment is on, assist in crowd control around this area
- Provide assistance as required to spectators

Gala Theatre

- Split shift system
- 13.00 – 18.00:
 - Assistance in setting up of trophies
- 18.00 – finish (approx. 23.00):
 - Welcome winners at the prize-giving ceremony
 - Winners should sit downstairs / other spectators upstairs – be polite but firm in insisting on this
 - Carry trophies as relevant from presentation table to photograph area, behind mid-stage curtain, and return to presentation table
 - During presentation, stand backstage to guide prize collectors back to their seats
 - After presentation assist in packing up trophies



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Any Questions?

