

Michaelmas Novice Regatta 2022

Event & Safety Plan

Opening Remarks

The Michaelmas Novice Regatta is run from 23-26 November 2022 (the traditional dates of Wednesday to Saturday of 7th week). Racing will be scheduled to take place from 12 pm to half an hour before sunset on Wednesday to Friday, and 11 am to dusk on Saturday. The course to be rowed is from Greenbanks to the Finish stone (making it a course of intermediate length) with the repêchage using the same course either in side by side racing or a time trial. As with all water-based events, safety is the regatta's primary concern.

Conducting a safe Novice Regatta presents far fewer problems than an event such as Summer Eights or Torpids. There are fewer crews racing at any one time, the style of racing is different (i.e. side-by-side racing instead of “bumps” racing) and the course is much shorter. This document provides a comprehensive safety plan for the event, concerning the participants and organisers.

The event committee consists of senior rowers and coaches from Linacre Boat Club and support from further members with over a decade of regatta management experience.

This Plan should be read in conjunction with OURCs Code of Conduct and Rules of Racing and RowSafe.

Definitions

Race Desk	Racing is coordinated by the Event Organisers from Magdalen 4's bay (Location left of LMH/Trinity boathouse) The Event Secretary, and Chief Marshal will be based at Race Desk.
County side/ County Station Towpath side/ Towpath Station	These terms are interchangeable, and refer to the side of the river closest to the Towpath. Longbridges Boathouse and University College Boathouse can be considered to be on the County side of the River.

<p>City side/ City Station</p>	<p>These terms are interchangeable, and refers to the side of the river closest to Christ Church Meadow / Boathouse Island.</p> <p>For side-by-side racing, the City Station is the central buoyed lane, with the transit lane on the City side of the river.</p>
<p>Transit Lane/ Navigation Lane</p>	<p>These terms are interchangeable.</p> <p>For side-by-side racing there will be 3 lanes marked by buoys. The lane on the City side of the river will be used for most river traffic heading downstream.</p>

Regatta Organisation

The Regatta Organisers are responsible for all aspects of risk assessment and safety plan implementation for Michaelmas Novice Regatta. They are as follows:

Regatta Captains: Dr. Fergus Cooper, Sydney Rose

May also be referred to as the Race/Event Secretary, and on the radio using the Race Desk callsign

Senior Umpire: Scott Houghton (supported by Joe Hitchen)

The Senior Umpire may also be referred to as the Start Marshal

Chief Marshals: Ambre Bertrand and Sophia Ungermann

Captain of Coxes: Daina Sadurska Houghton

Water Safety Advisor: Lauren Wilburn (supported by Dr. James Marsden)

Post incident coordinator: David Seale

The duties of the "Safety Advisor" as defined in the BR Rules of Racing are contained within the duties of the Water Safety Advisors for the event.

They will be equipped with a two-way radio to contact marshals and other important personnel, and they will each have a mobile telephone for emergency use at all times during racing. The safety adviser will be present at the river throughout the event. The Water Safety Advisor present will also act as Incident Controller for purposes of the Emergency Action Plan.

Contact details for the Regatta Organisers and other key contacts are in Appendix 4.

A Risk Assessment has been conducted, and is included as Appendix 6 to this document.

Safety Awareness

Swim Tests

All competitors (including coxswains) must have passed an OURCs swim test before being allowed to compete. Competitors who have failed to pass a swimming test will not be allowed to compete (the wearing of a lifejacket will not be accepted in lieu of a swim test: this is above and beyond guidance in the BR water safety code "RowSafe").

Coxswains

It is compulsory for all coxswains to attend the Coxes' Regatta safety briefing which will be held in conjunction with OURCs approximately a week before the event. The date will be circulated to all boat clubs as early as possible. In cases of illness or academic clashes, exemptions may be given by the Regatta Captain of Coxes in consultation with OURCs. Exemptions have to be requested via email no later than 11am on the day the briefing will take place. However, exemptions, if at all, can only be given to coxes who are X or S status. Coxes who have been exempted from attending the briefing are required to review the relevant information, especially the circulation pattern, which will be made available on the regatta web page and circulated to all boat clubs via email. **ALL coxswains are required to wear life jackets.**

Medical cover

A **Medical Unit** will be present at all times during racing, and will have uninterrupted access to a dedicated safety launch. There shall be **a medical post at the Race Desk and a dedicated safety launch with an assigned medic at all times, with access to all parts of the course**, which will have complete priority over any racing crews. The Unit shall consist of at least two people dedicated to medical cover at the event and **qualified in line with the medical providers' risk assessment.**

The medical team shall be informed, through their agents, of the nature of the event, and will have the risk assessment made available to them. Furthermore, they will be required to hold liability insurance of their own or through their employer, and will be issued a copy of the schedule.

The medical unit this year will be provided by Epione Medical Services.

Emergency Access

In case of an emergency, the **emergency services, in particular the ambulance service, shall be made aware of the regatta and all access points.**

In the event of a 999 call, **emergency service access is through the Riverside Centre off Donnington Bridge (///copy.bath.ridge) or via Christ Church Meadow (///scrap.wiring.mixed).** Permission for all access will be requested from Christ Church prior to the event.

The ChCh **Lodge Telephone No.**, should any incident arise needing their help, or should emergency services need access to Boathouse Island, is **01865 276150**

Other points of emergency access are from City of Oxford Rowing Club (///suffice.flank.kept), Falcon Rowing and Canoe Club (///large.term.draw), Longbridges Boathouse (///causes.gets.scars), and University College Boathouse (///nation.bunks.levels), as emergency service access may be required upon either bank of the Isis. Access from Donnington Bridge is via the Public Highway. **In case of an accident around or below the Gut, any casualties should be transported to Riverside Centre 01865 248 673 to allow them to be reached by an ambulance.**

Advise emergency services that the designated point for EMS vehicles is at the Riverside Centre off Donnington Bridge (postcode - OX4 4AZ, ///copy.bath.ridge) or at University Boathouse (postcode – OX1 4PS, ///nation.bunks.levels). If this is not possible or should medical personnel feel that one of the other emergency access points is required, the other access locations to the river are: • Longbridges Boat House (key to gate off Donnington Bridge (///causes.gets.scars) held at Race Desk). • To Boat House Island via Christ Church Meadow (///scrap.wiring.mixed). Call Christ Church Lodge on 01865 276150 to gain access.

In case they need to be contacted, the phone number for **City of Oxford Rowing Club** is **01865 242576**

Marshals

Maps detailing the placement of marshals can be found in Appendix 3.

Marshalls will be drawn from experienced rowers and coxes; Linacre Boat Club will provide around half the total with the balance provided by the clubs participating in exchange for a financial reduction of entry fees.

Briefing

All marshals will attend a pre-regatta marshalling briefing, which will be held before the regatta. This pre-regatta briefing will cover the marshalling duties in detail.

On the race day itself, a second briefing of key points will be held at Racedesk to refresh the marshals on the key aspects of their role, and will include a mock river check, radio checks, and before racing starts - klaxon testing.

The klaxon test serves two purposes:

1. Ensure all marshals know how to use their klaxon
2. That all of the issued klaxons are working

After briefing marshals shall head to their stations.

Those stationed on the County side of the river may be able to be transported on the secondary launch.

Coordination

During racing, there will be a Chief Marshal assigned by the Regatta Organisers, who will have a mobile phone for emergency use.

The contact details of the Chief Marshal will be provided to all marshals during their on-the-day briefing.

Marshalling will be split into 2 shifts on each race day, and the first shift of marshals will remain at their posts until relieved by the second shift marshal.

The Chief Marshal shall assign more experienced marshals to cover the most critical positions, such as the Head and Univ. The positions highlighted in bold in the list of marshals should be filled by members of the event committee.

Equipment

Marshals will be provided with:

- High visibility bib
- Two-way radio
- Clipboard, with a summary of duties for their assigned role, race schedule, a list of blade colours to aid in crew identification, and emergency contact numbers.

Marshals will be required to provide:

- Their own private mobile phone – and share the number with the Event Committee before their shift

Some marshals, identified below, will additionally be provided with:

- Klaxon
- Megaphone
- Stopwatch / Timer

River Checks

The Senior Umpire, or their assistant will conduct river checks with marshals, to ascertain whether it is safe to conduct racing, and the location of any river traffic.

These will proceed in order (as listed below) from the Head of the river, working downstream.

These will usually occur during long pauses in rowing, and at the beginning of each marshalling shift, at the discretion of the Senior Umpire. Marshals conducting a river check must look particularly for non-racing river traffic, obstructions on the course, or large objects floating in the river which may create a hazard.

General Duties

Marshals' primary role will be to facilitate the safe running of the event. They will have radio contact with Race Desk to report emergency situations or safety situations.

Marshals are the method by which the Senior Umpire can ascertain whether the river is clear of obstructions before a race is started, and while racing is underway. This is done by the use of river checks, as detailed above, and by Marshals advising the Senior Umpire of any new river traffic / obstructions by radio on an ad-hoc basis.

If safety dictates, marshals can immediately halt racing by the sounding of klaxons. Reasons for sounding klaxons include any person falling into the water, blockage of the course, and imminent accidents.

Marshals will also be instructed to pay attention to the safety of the public in addition to their other tasks.

Marshals may be requested to facilitate communication with the Regatta Organisers via their two-way radios. If using a marshal's radio impedes them from ensuring the safety of competitors and the public at large, this will be denied.

Raft Marshals Additional Duties

Marshals stationed by the boathouses; Boathouses A & B, Univ, and Longbridges marshals; shall undertake the following additional duties:

- Conduct equipment checks for every boat that crews are using.
- Check the identities of the rowers and coxes of crews when requested by the Chief Marshal or Event Secretary.

Where possible, the raft marshals shall track which crews have boated from the rafts which they are monitoring.

Equipment Checks

Checks will pay special attention to the following, in accordance with OURCs equipment rules, RowSafe, and the general practice at Torpids and Eights:

- Heel restraints – heels firmly secured and don't rise above the lowest fixed point of the shoe.
- Bow ball is firmly attached, not just taped
- All backstays are in place
- All hatch covers are in place if the boat has watertight compartments fitted
- Coxswain wears a life jacket
- Switched-on 360° static white lights at front and rear at times applicable

Crews whose equipment does not meet the above criteria will not be allowed to push off.

Identity Checks

Coxes shall be required to be in possession of identification for all crewmembers while they are on the water. Such identification must contain a picture of the person being identified. A photocopy of a University card or coxing licence will be sufficient.

Crews who fail an identity check will not be allowed to push off, or if the check takes place after racing, may be disqualified.

Time Trials

If the time trial format is chosen as a race for the repêchage or otherwise needed due to a loss of racing time due to weather or river conditions, there will be timers stationed at the start and finish.

These timers act as race observers, and record the time each crew passes their position.

Time trials run on the same course as the side by side races.

The Gut Marshal shall monitor which crews have passed downstream, and will send crews towards the Senior Umpire when it is clear in the correct order. To ensure there are no collisions in The Gut they may ask river traffic to tuck in at Holding Point B if necessary or require racing crews to give way and wait.

An additional marshal will be stationed at Donnington Bridge, who will liaise with river users, to request any river users heading upstream to hold and await the end of the race before proceeding further upstream if their passage would impede the race.

The Donnington Bridge marshal shall also instruct crews where to spin (i.e. before the ‘turn early’ post) and ensure crews move towards the start in good time, and in the correct order. No racing crew is permitted below the ‘turn early post’ and a launch will be stationed there to ensure this occurs and provide aid to crews who fail to do so.

Positions, Equipment, and specific duties

Key:



Marshal is provided with a loudhailer



Marshal is provided with a Klaxon



Marshal is provided with a Stopwatch / Timer for the time trial racing format



Marshal participates in River Checks. Racing must stop if the posts of marshals participating in River Checks become vacant.

Equipment	Position	Specific Duties
	Chief Marshal	Responsible for running marshalling briefings and assigning marshalling positions on race days and being on hand to answer any question or assist in marshalling-related matters.
	Senior Umpire (Start Marshal)	Decides the stagger according to stream conditions on the day and gives the starting commands (“Attention! Go!”). They will also award a row-over to crews whose opponents are late without good reason. May disqualify any crews who start before the command is given. Conducts river check when required, or asks their assistant to do so. Location of the SU and their assistant is dependent on the racing format, and is shown on the maps in Appendix 9.

	<p>Senior Umpire's Assistant</p> <p>Start Timer</p>	<p>[side by side racing] Responsible for listening to all radio traffic, alerts Senior Umpire about urgent or important situations. Conducts river checks on the Senior Umpire's request.</p> <p>[time trials] Notes the time each crew crosses the start line, just upstream of Longbridges boathouse.</p>
	<p>(1) Head</p>	<p>Located at the Head of the river.</p> <p>Liaises with other river users, asking them to move to Holding Point A and await the end the race in progress. Instructs crews who have finished to spin and return to the boathouses (via transit lane). Will note coxing protest and relay to the race desk.</p>
	<p>(2) Finish Marshal</p>	<p>Determines who has won the race and sounds the finishing clacker when the bow of the winning boat passes the finishing line. Also ensures that crews are well clear of the finishing line before spinning. Will note coxing protests and relay results to race desk. This position will preferably be filled by a member of the race committee to ensure consistency.</p>
	<p>(2A) Finish Timer</p>	<p><i>Used in Time Trials only.</i></p> <p>Provides backup finish timing along with the finish marshal.</p>
	<p>(3) Meadow</p>	<p>Stationed on the City Side between the humpback bridge, and the Finish Marshal.</p> <p>Advises crews moving away from the spinning area to land.</p> <p>Monitors the upstream end of the river is clear for racing.</p>
	<p>(4) Boathouses A</p>	<p>See Raft Marshals (above)</p> <p>Stationed at the upstream half of Boathouse Island</p>
	<p>(5) Boathouses B</p>	<p>See Raft Marshals (above)</p>

		Stationed at the downstream half of Boathouse Island
	(6) Tower	<p>Stationed on the roof of one of the boathouses.</p> <p>This marshal is to monitor racing for safety and fairness and shall liaise with the race committee regarding any appeals. This position will preferably be filled by a member of the race committee to ensure consistency.</p>
	(7) Univ	<p>See Raft Marshals (above)</p> <p>Stationed at University College Boathouse.</p> <p>[side by side racing] Holds crews that want to boat from Univ and sends them up in transit once the current race has gone past, but with sufficient distance (in case the boat racing on County station catches a crab or runs into other boat-stopping trouble).</p>
	(8) Greenbanks	<p><i>Used in side by side racing only.</i></p> <p>Stationed below the start on the County side of the river.</p> <p>Assisting crews to pair up before the start, ensuring crews are on the correct side (city/county). Advising crews in transit for landing at Univ, holding them back if race is in progress.</p>
	(9) Longbridges	<p>See Raft Marshals (above)</p> <p>Stationed at Longbridges Boathouse</p> <p>During time trials, liaises with river traffic to show them Holding Point B, and advise when they can proceed upstream.</p> <p>During side by side racing, advises crews in transit for landing at University College boathouse.</p> <p>Advises crews to help avoid collisions at crossing point at top of the gut.</p>

	(10) Gut	<p>[side by side racing] Stationed at Top Gut, just below Longbridges. They are responsible for liaising with other river users, asking them to hold at Holding Point B and await the end of the race in progress.</p> <p>[time trials] Stationed further downriver at Bottom Gut. To send crews towards the start when it is clear, in the correct order. To ensure there are no collisions in the gut. Ask river traffic to tuck in at Holding Point B if necessary.</p> <p>Crews coming upstream from warming up downstream of gut must stop at this marshal and await instructions from this marshal.</p>
	(11) Donnington Bridge (Donny Bridge)	They are responsible for liaising with other river users, asking them to hold and await the end of the race in progress. Instructs crews where to spin, i.e. before the turn-early post. Ensures that crews are moving to the start in good time and are at the correct stations to ensure that no collisions occur in the gut.
	Launch Driver (Medical Response)	<p>Launch drivers must hold RYA Powerboat L2 or equivalent qualification.</p> <p>Dedicated launch with a member of the medical team.</p> <p>Transports first aiders to emergency sites.</p>
	Launch Driver (Transport Launch)	<p>Launch drivers must hold RYA Powerboat L2 or equivalent qualification.</p> <p>Transports additional first aiders as required for emergency response.</p>

Lights

All crews must have switched-on white lights at the front and rear of their boats visible through 360 degrees at all times applicable, to ensure that they will be seen if the weather suddenly changes and visibility is impaired. Failure to use lights will result in disqualification. Racing will finish by 15.45 to ensure that all crews leave the water before sunset. In case of a delay in racing, some races might be postponed until the next day.

Scheduling

Racing will take place approximately every three to four minutes, and crews are required to follow the schedule closely, otherwise appropriate action will be taken by the Regatta organisers. Alterations to

the published draw will have to be rare and on an 'if possible' basis – crews will be required to submit their clashes with their entry and then usually expected to abide by the draw given.

Circulation

The issue of circulation will be heavily emphasised at both the coxswains briefing and the marshal briefing, in order to ensure that the circulation patterns are obeyed. Similar circulation patterns have worked in previous years, and we see no reason to doubt that they would continue to work safely.

The circulation patterns both for side-by-side racing and time trials are included in the appendices to this document. Due to the use of the intermediate course, there is no crossing of the racing lanes at all. Coxswains shall be instructed to follow marshals' commands.

Crews have a general responsibility, whilst sticking to circulation, to avoid other river traffic (which should in theory follow the circulation pattern under instruction from marshals) and to avoid wildlife, especially swans.

Time Trial

For time trials crews may not do laps on the water to warm up. Crews must proceed through the Gut, and then spin before the turn-early post and marshal in their correct position when it is safe to do so.

Boating:

Boat with bow-balls pointing downstream, keeping close to the bank from which they boated down to the entrance of the Gut. (Longbridges crews may boat upstream under blue flag conditions but should proceed directly through the Gut.)

When they get to the entrance of the Gut, boathouse island crews must cross to the towpath side (bowside bank) when it is safe to do so. Crews navigating through the gut must follow the instructions of the gut marshal at all times.

Crews must proceed through The Gut staying on the towpath side and then join normal circulation keeping right of centre (to their bowside bank) below The Gut.

Crews must not overtake while traversing The Gut.

Crews must spin in normal circulation, and should pay particular attention to the direction of the marshals who will facilitate marshalling in the correct order.

Marshalling crews will be asked to keep tucked into a particular bank.

Crews will be started by the Senior Umpire at the Longbridges start line, and marshalling crews must move up towards the Senior Umpire as each crew is set off.

Racing crews:

Slower crews must move to give way to a faster overtaking crew.

As crews cross the finish line, they must wind down and move to the towpath side and proceed upstream well clear of the finish line under the instruction of the Finish and Head marshal to make room for other crews. Crews should not spin until told to do so by the Head marshal.

Return Circulation - crews landing on Boat House Island:

Crews returning to Boat House Island must stay on the non-towpath side and land downstream without doing any further laps.

Return Circulation - crews landing at Univ and Longbridges:

Crews returning to Univ and Longbridges must cross to the towpath side immediately downstream of the finish line, and then proceed along the towpath bank to land downstream without doing any further laps. If there is a strong stream at Longbridges, then crews landing at Longbridges may spin upstream of their raft, and drift back to land.

Side-By-Side

Racing will take place on a buoyed course, shown in Appendix 3. The general principle is reverse circulation upstream of The Gut, and standard circulation through and below The Gut.

Crews must not proceed any further downstream than Donnington Bridge.

There will be 2 racing lanes, the County Station along the County side of the river, and the City Station approximately following the centre of the river. The start will be approximately midway along the Greenbank, and the Finish will be set up near the Cox Stone.

A Transit Lane will be set up on the City side of the river. There is a designated Marshalling Zone between the Start Line, and Longbridges House, where crews will pair up ahead of their races, and progress to the start under the instruction of the Senior Umpire and Marshals.

Buoys will separate the two racing lanes from each other, and the transit lane from the racing lanes. The buoys marking the transit lane will be a different colour from those separating the racing lanes to make it clear which path to follow. Crews must stay within their lane during racing.

Boathouse Island

Crews based on Boathouse Island must boat from the rafts at the downstream end of the island (Rafts between Oriel Boathouse, and Christ Church Boathouse).

Crews boat with their bows pointed downstream and keep within the Transit Lane as they proceed past the start. Crews should be particularly aware that there may be crews joining the Transit Lane near the Cherwell Cut who have crossed having boated from Univ.

Crews may either spin into the Marshalling Zone, ensuring that they do not obstruct any other crews while they do so, or cross to standard circulation as they enter The Gut and proceed downstream towards Falcon Boathouse to spin and proceed up to the Marshalling Zone. As crews near the exit of the gut moving upstream, they must wait for instruction from the Top Gut marshal to cross towards the Marshalling Zone, as there may be crews coming downstream along the Greenbank that may be hard to see.

Crews based on Boathouse Island must land at one of the rafts at the upstream end of the island (Rafts between St Anne's Boathouse and Brasenose Boathouse).

Longbridges

Crews boating from Longbridges will proceed straight through The Gut and proceed as outlined above for Boathouse Island crews.

When returning after a race, they must proceed along the Transit Lane, and may cross to land bows pointed downstream at Longbridges Raft. They must take care to avoid obstructing crews entering the Marshalling Zone.

University Boathouse

Crews boating from Univ must do so under Marshal's direction only. The Univ Marshal shall coordinate with the Senior Umpire for boating and landing crews, and crews must respond promptly to instruction to avoid delaying racing.

Crews must boat bows pointing downstream, pushing off when instructed as soon as a race has passed. The crew will then cross immediately into the transit lane, and proceed downstream along the Greenbank, following the circulation outlined above.

In exceptional circumstances it may be necessary for a crew to boat bows pointed upstream. In this case, the crew shall spin immediately, and cross into the transit lane when they have been instructed to do so by the Univ Raft Marshal.

To land, crews must proceed along the transit lane, and spin into the marshalling zone (without going through The Gut) and make their intention to return to land clear to the Marshals/Senior Umpire.

The Senior Umpire will coordinate with the Univ Raft Marshal to check a raft will be clear for the landing crew, they will then instruct the landing crew to follow a race in the County Station, for the crew to land bows pointing upstream.

Other River Traffic

When the Michaelmas Novice Regatta is held, there is very little other river traffic, but occasionally other craft may appear. Races will only be held when the course is clear of other craft. Cold weather is likely to deter swimmers and paddle boarders.

Marshals will communicate with any other river users, and if appropriate, may ask craft to temporarily hold at Top Gut, or near the Head of the river, for a short period of time for any races currently in progress to clear.

Smaller craft, such as hire boats, narrowboats, kayaks, and canoes, will be asked to follow the Transit Lane if they are proceeding downstream and crossing into standard circulation at The Gut as appropriate. If they are proceeding upstream, they will be asked to follow the County Station racing lane.

Larger craft, such as the Salter's cruisers, intending to proceed along the course in either direction will need to follow the central City Station.

If a craft insists on proceeding onto the racing course while a race is live, then the race will be stopped.

Members of the Public

Spectators:

Marshals will be positioned along both sides of the river and will be instructed to pay particular attention to the safety of the public. Signs to warn members of the public that a regatta is in progress will be positioned at both ends of the towpath on each side of the river.

We do not expect particular congestion on the towpath. However, in the interests of safety, only one bankrider per crew will be allowed. unless a second has been specifically approved by the event committee for that crew in the interest of training novice coxes.

Boathouse marshals will have to be aware of boats being moved around boat house areas and alert both bystanders and rowers alike when it is necessary.

Cyclists on the towpath:

The purpose of allowing cyclists on the towpath is that crews are supervised at all times. This task is performed by the coach of each crew, who is responsible for the safety of that crew whilst it is on the river. Novice coxes are not allowed on the Isis without a coach/bankrider according to OURCs rules, and in the event of urgent assistance (e.g. medical) being required, the coach/bankrider is better placed than their crew to immediately notify a marshal, and via radio to contact rescue and first aid teams. Bankriders must have a roadworthy bicycle with properly functioning brakes and lights (front and rear) switched on if appropriate.

The boat clubs will be notified if a marshal observes dangerous cycling or if a member of the public complains, and appropriate action will be taken by the organisers.

CYCLISTS WILL NOT HAVE RIGHT OF WAY OVER PEDESTRIANS OR OTHER TOWPATH USERS AT ANY TIME.

Other river users:

Any boats passing downstream (from the head to Longbridges) which can fit in the navigation channel will be asked to proceed carefully down the navigation channel.

Any boats passing upstream, or boats which are too large to fit in the navigation channel, will be asked politely by the nearest marshal to wait in one of the two holding areas indicated in the later diagrams until the end of the current race. They can then proceed along the course (during which time racing will be halted). Upon consultation with the lock keepers and with the Environment Agency, we may explore the possibility of telling river users beforehand through information leaflets or flyers. There will be signs at either end of the course to alert other river users that there is a regatta in progress. At the time of the year that this regatta is scheduled for, other river traffic is light.

Emergency procedure

In the event of a dangerous incident occurring whilst a race is underway - such as a rower in the water, severe injury, the blockage of the racing line or the breaking down of the safety launch etc. - marshals will be instructed to stop racing by sounding a klaxon immediately. If their klaxon doesn't work, they must say KLAXON! KLAXON! KLAXON! into their radio. All marshals on the racing course will be equipped with klaxons and on the sounding of the first klaxon (or the respective radio call) will

also sound their own. It will therefore be possible to hear the klaxon from all parts of the racing area and the warm up area. To avoid confusion, all marshals will be asked at the briefing not to use the word 'klaxon' on the radio unless they wish to notify a race stopping event. The phrase 'air horn' should be used if they wish, for example, to ask for a replacement canister.

All coxswains will be briefed at the obligatory coxing meeting to instruct their crews to halt as soon as safely possible on the sounding of the klaxon. There will be a dedicated safety launch based at Race Desk to enable swift access of event medics to the scene if this is necessary.

The on-site incident controller will take charge of the incident at the time of the incident take charge of liaising with medical personnel, marshals, EMS, look after the injured party (arranging for someone to accompany them to the hospital OR accompany them back home if necessary). The incident controller will then report to the post incident coordinator who will inform the injured individuals college if applicable, OR inform a family member/friend if a non-student), witnesses, ensure all reports are submitted to the appropriate bodies (e.g. British Rowing, Sabbatical Officer, Sports Safety Officer, University Sports Office.) If no incidents have occurred then the aftercare incident controller will still be informed at the end of racing each day.

If it is decided that the river has become unsafe for novices during racing the following procedure will be implemented by all marshals in relevant positions:

All racing will be suspended / abandoned until the conditions become safer. However, this presents problems in itself:

1. Coxes may panic if they are told that the conditions have become too dangerous for them.
2. Coaches may start instructing their crews to do things not set out in this plan.

Should Race Desk and/or the Senior Umpire decide that racing must stop, the following things must happen, in this sequence:

1. Crews in their boathouses will be informed that they must not boat; boathouse marshals will instruct waiting crews to take their boats off the water and disperse.
2. The senior umpire is to start no more races.
3. The head marshal then tells the boats which have finished to spin and land in normal circulation.
4. **[side by side racing:]** Once crews which have finished have landed, the Incident Controller will direct crews waiting below the start to land upstream at their boathouses.
 - i. Crews who boat from Longbridges will be directed to spin on the Green Bank, and may land in either direction.

OR

5. **[in time trials:]** Once all the boats below the Gut are pointing upstream and the Incident Controller decides the top stretch is sufficiently clear, the Gut and Start Marshals will instruct any crews waiting in the Gut to proceed up the course, as safely as possible, and land upstream at their boathouses.

The whole process should take under 20 minutes. The operation being directed by the incident controller will keep crews safe and avoid collisions. All marshals are to be briefed on this procedure in full prior to taking up their duties.

Dangerous Conditions

High stream conditions:

In the event that the river is running faster or higher than might normally allow for a full program of racing, the race organisers liaise with the Coordinating SU, the event Safety Advisors, Iffley lock keeper and the EA to decide how to proceed. The EA Waterways Duty Officer can be contacted for advice regarding river conditions via 03708 506506 Monday to Friday 8am to 6pm or 0800 807060 24 hours. Should the river be at a level unsuitable for novice coxes (as registered with OURCs), they will not be permitted to race. This decision will be made in liaison with OURCs. Should the river be higher than this, a decision will be taken as to whether the Regatta will continue. The Christ Church Regattas in 2000, 2002, 2006, 2009, 2012 and 2019 were all cancelled under such circumstances.

Rowing in high stream shall be in accordance with the OURCs flag system (OURCs rule 2.9.g, "Rules specific to the Isis: The Isis flag", available at <https://ourcs.co.uk/organisation/conduct/>). Amber Flag means that only senior crews are permitted to row; under these situations, racing will cease.

High stream conditions prior to Regatta:

If the river remains high and unsuitable for novice crews (in accordance with the OURCs flag system) for long periods in the lead up to the regatta, the rowing experience and ability of the crews may be far lower than normal. Such conditions occurred in the lead up to the 2012 regatta. In this case the first 2 days of the regatta will be replaced with a qualification time trial following the same plan as Torpids rowing on qualification. The fastest crews will then be placed into knock out rounds following the original regatta plan.

The decision to run the time trial will be made at least 3 days before the regatta by the Event Secretary.

As in the event of a large entry it is already planned that a time trial element will be used in lieu of a repêchage, there should be no changes to the Event Plan or Risk Assessment necessitated by the change to a qualification time trial.

High Wind:

Novice crews can find it difficult to align for a side by side race in blustery conditions in which racing itself remains safe. The race committee may substitute a time trial for side by side racing if it is felt that the wind or other weather conditions make this fairer. In the event that winds are too high for racing to occur safely at all, the organisers will suspend or cancel racing.

Lightning:

In the event of an official sighting lightning, the guidance provided by BR will be followed. The weather will be monitored by the Race Desk and a decision on the suspension of racing will be made by the Senior Umpire in conjunction with Race Desk. The location of the storm will be approximated by counting the time between the thunder and the lightning and if this is 30 seconds or less, then competitors and officials will be advised to take proper shelter as soon as possible (i.e. within buildings and away from boats/trees).

Contingency plan for cancellation

If safety concerns (for example high water) lead to the cancellation of the entire regatta, refunds will be made as stated in the regatta rules. The decision lies with the Event Secretary and Safety Advisors. Further detail of contingencies is in Appendix 1.

This concludes the Event Safety Plan for Michaelmas Novice Regatta 2022

Appendix 1 - **Contingency Plans for Pre-Regatta Bad Weather**

IF THE ISIS IS UPGRADED TO BLUE, AMBER OR RED FLAG PRIOR TO THE REGATTA OR A DAY'S RACING.

This is a contingency plan for advanced changes to the regatta in the event of bad weather. Note: this is NOT to be used if weather turns bad during racing. The emergency contingency should then be used.

Red/Amber Flag – Racing suspended.

R/A on Day 1 – scrap repêchage and start the regatta as normal on Day 2.

R/A on Day 2 or 3 – scrap repêchage.

R/A on two days out of Days 1-3 (i.e. two days' racing) – Convert to a head race with no repêchage.

R/A on three days (i.e. one day's racing) – only A crews in a head race.

If the flag status of the Isis is dark blue the following should be implemented:

Racing may still continue, but S/X coxes only and notify entrants by 4pm the day before.

The Regatta Organisers should be in consultation with the Iffley Lock Keeper and the Environment Agency.

The Tel. No. of Iffley Lock Keeper is 01865 777 277

Fundamentally the decision of the Event Committee is final.

Appendix 2 – Major Incident Reporting

If a major incident occurs during racing, the committee should ensure that any injured person(s) receives emergency first aid from the First Aid Unit, and that a decision is made by Race Desk on advice of the First Aid Unit to contact the relevant emergency services.

The details of any incident or accident are not to be discussed with any person outside of the University, apart from BR officials and the emergency services.

The University Security Services are to be contacted by calling (01865) 289999. This facility operates 24 hours a day, 7 days a week. Furthermore, the relevant College Porter's Lodge should be contacted.

Security Services will require the following information:

- Your name;
- The group you are with;
- A brief description of the incident;
- Location of the incident;
- The telephone number from which you are calling;
- Your location (It is important that you stay at this location);
- Any other information which you feel is useful.

You may be asked for:

- The name(s) and number(s) of people involved.
- Details of any injuries and/or fatalities.
- The name of the hospital where any casualties have been taken.
- Brief details of any vehicles involved if a road accident has occurred.
- The name and number of any Police Officer involved with the incident with their contact details

It is imperative that all relevant people are contacted as soon as possible, and that a record is kept of all bodies/persons contacted.

The University Security Services will then offer advice on the best course of action, contact the 'Press Office' where required, inform College Bursars where required and contact key members of the Sports Department staff.

If not present at the event, the Rowing Sabbatical should be informed of the incident. The Rowing Sabbatical will in the event be present for a considerable amount of the regatta, in her capacity as Water Safety Advisor and Covid Advisor.

As soon as is sensibly possible the Event Secretary should complete a BR incident form, and an accident form and near miss report form. These should be submitted to the Rowing Sabbatical Officer and Sports Safety Officer. These forms will then be forwarded to the University Safety Office.

Post incident coordinator

The post incident coordinator (David Seale) should be contacted as soon as is practical after any major incident. **The post incident coordinator must also be updated at the end of each day if there are no incidents to report.**

Please Remember:

If University Club members require advice or help with a particular situation, then they have the opportunity to contact the Director of Sport and every effort will be made to assist.

All enquiries from the media are to be directed to the University Press Officer on (01865) 280528. E-mail enquiries can be sent to: press.office@admin.ox.ac.uk

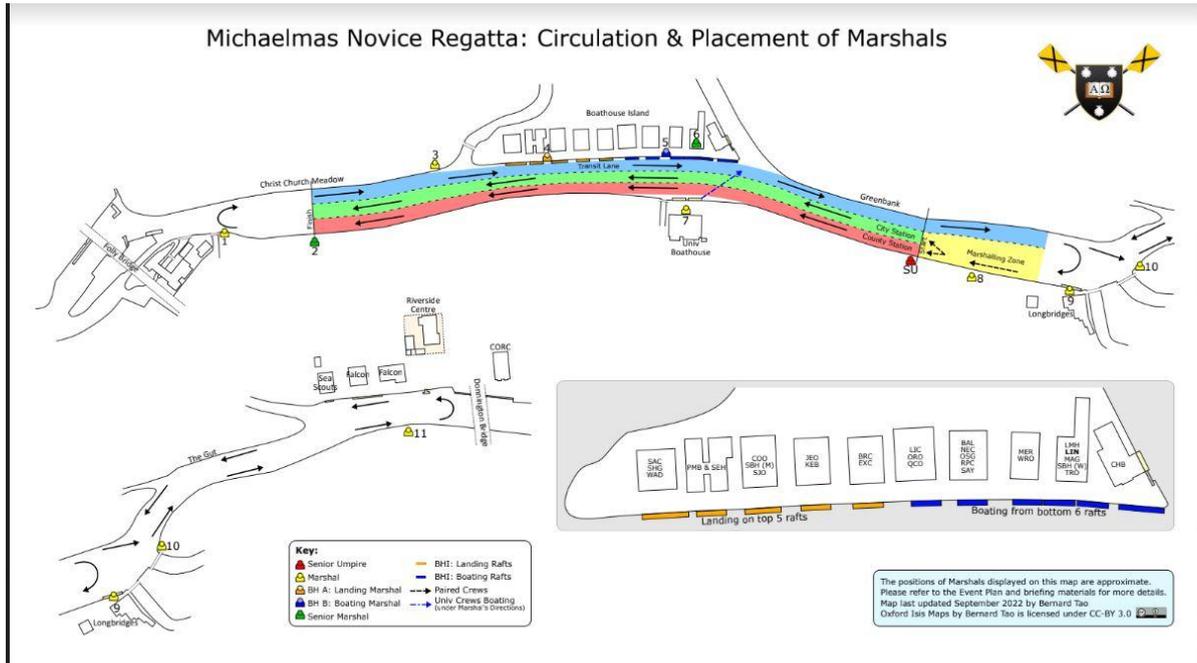
The details of any incident or accident are not to be discussed with any person outside of the University until a full investigation has taken place.

Contact Details

Incident controller: Lauren Wilburn; Lauren.Wilburn@linacre.ox.ac.uk; +44 7913 055327

Post incident coordinator: David Seale; david.seale@linacre.ox.ac.uk; +44 7384 959810

Appendix 3 – Circulation Patterns and Marshal Placements



[Please see additional documents for higher resolution PDF]

Appendix 4 – Important Phone numbers

Regatta Captains (Race/Event Secretaries)

Fergus Cooper - 07527 682120

Sydney Rose - 07719 437498

Event Water Safety Advisors

Lauren Wilburn - 07913 055327

Senior Umpire

Scott Houghton - 07800 940960

Post incident coordinator

David Seale - 07384 959810

Medical Unit

Epione Medical Services - 0845 544 0829

EA Waterways Duty Officer - 03708 506506 (Mon - Fri, 8 am - 6 pm) or 0800 807060 (24 hours)

Iffley Lock Keeper - 01865 777 277

University Security Services - 01865 289999

Christ Church Porters Lodge - 01865 276150

University Press Officer - 01865 280528

City of Oxford Rowing Club - 01865 242576

Incident Controller

Lauren Wilburn, Water Safety Advisor

Appendix 5 – Emergency Action Plan

[Please see additional documents]

Appendix 6 – Risk Assessment

[Please see additional documents]