

Walton and Weybridge Regatta 2019 – Guide for Marshals and Volunteer Officials

ALL MARSHALS WILL RECEIVE A CATERING VOUCHER (WRISTBAND). THIS CAN BE COLLECTED AT ANY TIME FROM A RACE OFFICIAL AT THE FINISH TENT

Start Marshals

Location:

- Team 1 – Afloat in the WRC orange rescue boat between Walton Bridge and the Start Launch, anchored in the middle of the river just upstream of the entrance to Walton Marina. You must be in loudhailer range of the Start Umpire
- Marshal – Standing under Walton Bridge

Description of role:

- Team 1 is responsible for:
 - instructing crews arriving at the start to paddle **upstream of Walton Bridge** towards the Marshal under Walton Bridge before turning,
 - pairing the downstream racing crews into the correct order (as provided on the printed Race Order – see below)
 - making sure crews are on the correct station before sending them to the start. N.B. Crews can spin below Walton Bridge at your discretion if there is no other significant race or river traffic (use common sense), but do not allow a jam to form around the entrance to Shepperton Marina or the upstream approach to Walton Bridge as it will block downstream river traffic.
- Team 1 must also liaise with the Start Umpires to let them know which races are ready to be sent to the start, as they may wish to start races out of order if the scheduled crews have not arrived.
- The marshal under Walton Bridge is responsible for:
 - keeping arriving crews moving upstream of Walton Bridge,
 - assisting Team 1 by organising arriving crews into the correct start order (if possible) and moving them downstream into the collection area on the Surrey bank between Walton Bridge and the Blue Bridge.
 - warning downstream river traffic of the approaching navigation channel and asking them to reduce their speed where necessary.

Registration:

- Team 1 on the first shift needs to report to the Chief Marshal (Graham Pointer) in the Finish Tent, and be in position on the water no less than 20 minutes before the first race. Collect life jackets, loudhailer, pens, clipboard, reserve loudhailer and radio in the Finish Tent (all to be handed over to the following shift). The Race Order will be available in the Finish Tent for the first shift. All updates for the later shifts will either be handed over by the preceding shift, or supplied by a launch during the shift by a Race Official.
- The Walton Bridge marshal needs to report to collect a radio as above and be under Walton Bridge 20 minutes before the first race.
- Those on the following shifts must report to the Finish Tent to confirm they are making their way on foot for the hand-over. If the Chief Marshal is not present, ask a Race Official to radio him to confirm you have reported in.

- **Both teams must perform a radio check when starting their shift.** The radio should be set to Channel 1. An example of correct communication is:
 “Start Marshal 1 to Race Control, radio check, please confirm you are receiving me. Over”
- If the radio fails, communicate with the Start Umpires (by loudhailer) and ask them to report it to Race Control immediately.
- The best hand-over point at the end of the shift is the jetty of Walton Marina by the Blue Bridge. If this is not accessible, use the small beach downstream of the Blue Bridge but be prepared for wet feet!
- The last shift of Team 1 needs to collect the umpires after the final race, together with the chairs in the Start Launch and from the Umpire’s position at the Angler’s Pub wharf.

Start launch Marshal

Location:

- In the Umpires’ Start Launch.

Description of role:

- Relay the start sequence by radio in synchronisation with the Start Umpire to the timekeeper in the Finish Tent. When crews are being positioned on the stake boats relay as follows: **“Next race is Race 26, J15 novice singles, heat”**. When the race is being started, relay as follows: **“Race 26, Go!”** (at the same time as the Umpire).
- **YOU MUST PERFORM A RADIO CHECK ON THE TIMEKEEPER’S CHANNEL (Channel 3-blue) WHEN STARTING YOUR SHIFT:**
 “Launch Timekeeper to Race Control, radio check, please confirm you are receiving me. Over”

Registration:

- Report to the Chief Marshal or other official at the Finish Tent 20 minutes before the start of the first shift. Collect a radio and life jacket and make sure these are handed over to the next shift. Those doing the other shifts must check in at the Finish Tent 20 minutes before their starting time. Report to a Race Official or the Chief Marshal if he is there.
- You will need to paddle yourself (by skiff on the Surrey bank opposite the Start Launch) to the Umpires’ Start Launch.

Race Results Board

Location:

- Finish Tent

Description of role:

- Work with Race Control (Ashley Tilling) to fill in the race results on the table at the entrance to the Finish tent.
- Sell programmes from the table.

Instructions:

- Report to the Finish Tent 5 minutes before the start of your shift.

Control Commission Assistant

Location:

- Walton RC gym (at the rear of the boathouse)

Description of role:

- Assist the Head of Control Commission (Andrew Ruddle) as he requests.

Instructions:

- Report directly to the gym at the start of the shift

Marshals – Main Landing Stage and Temporary Raft

Locations:

- Landing stage in front of Walton RC and temporary raft downstream of Walton RC.

Description of role:

- Ensure the timely and safe boating / landing of crews.

Instructions:

- Report to Chief Marshal or other official in the Finish Tent 5 minutes before your shift.
- First shift marshals to collect bibs and loudhailers from the Finish Tent
- Ensure the timely departure of crews by helping them onto the water if necessary. It is important that crews get away quickly, so please remind (politely but firmly) coaches / supporters of the need to get moving.
- Check that crews know which station they are racing from and that bow has the race number visible to the Start Marshals. Make regular loudhailer announcements that the Surrey station is on the towpath side.
- Ensure crews boat safely, i.e. check there are no crews coming downstream that have just finished racing before sending crews away. Ensure that departing crews cross the river downstream of the large red marker buoy (an official umpire's warning is likely if not)
- Instruct finishing crews to keep paddling at least 50 metres beyond the temporary raft before turning
- Organise safe landing of race crews and their timely departure (no coaching post mortems until the boats are off the water!)

Car Parking Marshals (Dudley Road)

Locations:

- Dudley Road Recreation Ground.

Description of role:

- Manage drivers by ensuring that cars are facing parallel to the river and spaces are filled sequentially

Registration:

- Collect bibs from Walton RC (Graham Pointer or Robin Thompson) to be on station by 6.30am
- **NO** trailers or cars with boats on the roof may use the Dudley Road Rec. If any try, turn them in the Rec and instruct them to go to the Elmbridge Leisure Centre in Waterside Drive (fourth left heading towards Molesey).
- Cars are charged £2 to park and they receive a free programme.
- Regatta Patrons will have an identifying lapel badge and are allowed to park free of charge.

Sunbury Lane Marshals

Locations:

- Top and bottom ends of Sunbury Lane.

Description of role:

- Manage the regatta traffic in Sunbury Lane.

Registration:

- Collect bibs and club trailer list from Walton RC (Graham Pointer or Robin Thompson) in order to be on station by 6.30am.
- Marshals at the top of Sunbury Lane will be provided with a list of clubs that are permitted to park trailers in Sunbury Lane. Please also ask cars to drop off competitors in the top half of the lane (preferably elsewhere) rather than drive down to the bottom. We have no right to stop them doing

so, but please encourage common sense to avoid a jam. Any clubs with trailers not on the list should be directed to Elmbridge Leisure Centre in Waterside Drive (second left heading towards Molesey).

- Marshals at the bottom of Sunbury Lane should put out cones (see Robin Thompson) to help police general traffic and help move trailers around the corner and into the parking lane. All other regatta vehicles (including those that are dropping off competitors or with people coming to spectate) should be directed to Dudley Road Recreation Ground.

Elmbridge Leisure Centre Car Park Trailer Marshal

Location:

- Waterside Drive

Description of role:

- Supervise the trailer parking in the car park

Instructions:

- Collect bibs from Walton RC to be on station by 6.30am
- Manage trailer parking as efficiently as possible and offer any assistance required