

BIRMINGHAM REGATTA

Organised by BIRMINGHAM ROWING CLUB

EMERGENCY PROCEDURE

- If you see an emergency incident (e.g. capsized), call **“Pan-pan, pan-pan”** on the radio, describe the incident and where it is and call **“Stop racing”**.
- If you hear **“Pan-pan, pan-pan”**, please **do not use** the radio unless you need to provide information about the incident.
- Start and race umpires, please stop all races approaching the incident and do not start any more races.
- Any launch near the incident, please attend the incident and ensure that the crew are in control until the rescue boat arrives.
- Rescue boat, please proceed to the incident as quickly as safely reasonable taking care not to swamp any other boats.
- If the water is cold, make sure that the rowers are on top of their boat, recover them and start warming them as soon as possible.
- If it is apparent that anybody needs medical attention, advise Race Control immediately so First Aid can be provided at the landing stages at the clubhouse.
- If it is apparent that the casualty needs more serious medical attention, advise race control immediately so emergency services can be called.
- The casualties should be recovered to the BRC boathouse for further attention, where a defibrillator is available. The w3w code is [w3w.co/hungry.obey.fans](https://www.w3w.co/hungry.obey.fans).
- If it is considered more advantageous to land the casualties at Midland Sailing Club, which also has a defibrillator, Race Control must be advised. The w3w code for MSC is [w3w.co/pound.mops.gravel](https://www.w3w.co/pound.mops.gravel).
- If medical attention is required, all people not involved must stay clear of the area.
- Any other launch may be required to remove the stricken boat to the boathouse.
- Racing must not restart until permitted by Race Control after consultation with the Coordinating Umpire.
- If an external event requiring intervention by emergency services, officials will be advised of the requirements of the emergency service by Race Control. All crews must follow the instructions of the officials.

SAFEGUARDING AND PROTECTING CHILDREN

Birmingham Regatta believes that the welfare and wellbeing of all children is paramount. All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

A Welfare Officer for the competition, who will act as the point of contact for any concerns or allegations, has been appointed. If you have anything to report, please contact the Officer through Race Control throughout the duration of the Regatta (see contacts at end).

We have no control over the people who visit our Regatta. If you see anything you think is suspicious, including the inappropriate photography of children, or if someone reports a child missing, please report it to Race Control.

When you come into contact with the children, both competitors and spectators, avoid having to deal with them on your own. If a coach or parent is present, ask them to help with any problem you may have.

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RESCUE LAUNCH

Location: Based near Boathouse. When on the water, positioned as follows:

Courses 1 & 2 (long courses): Safety 1 about one third of the way along the course on the side nearest the boathouse. Safety 2 near the finish.

Courses 3 & 4 (short courses): Safety 1 about halfway along the course on the side nearest the boathouse. Safety 2 beyond the finish.

Equipment: Provided by Birmingham Rowing Club, MSC and MBS;
Paddle, bailer, throwline, first aid kit,
Radio (umpires/rescue channel).

Operation: The launch and its crew must be available to attend any incident at a moment's notice. In the event of an incident, move to its location as quickly as it is reasonably possible without swamping other crews. If the water is cold, the priority must be to recover the rowers and return them to the boathouse to warm up.

Any injured persons should be taken to the Rowing Club Boathouse.

MARSHALLING LAUNCH (when deployed)

Location: Based near Race Control caravan.

Equipment: Personal Protective Equipment,
Paddle, bailer, throwline,
Megaphone,
Radio (general channel),
Radio (marshals' channel),
Ring binder with programme and official results sheet.

Operation: The launch will be used only for marshalling and ferrying people to stations. When marshalling, ensure that crews finishing return to the start or boating-off area using the circulation pattern and if they are violating it, report them to race control. Also please assist the marshals to locate crews and direct them towards the start.

UMPIRES LAUNCHES

Location: Based near Race Control caravan. For positions on the water, see Umpire 2 and 3 instructions.

Equipment: Paddle, bailer, throwline,
Umpire, radio (umpires' channel), megaphone
Ring binder with programme and official results sheet.

Operation: Follow the instructions of the Umpire.

The rules for launch drivers are as follows:

1. Keep your speed and wash down at all times except in the event of an emergency.
2. If an incident occurs in your vicinity, attend the incident as quickly as **safely** possible, until the rescue launch arrives. This takes priority over umpiring, marshalling or ferrying. Please try not to swamp nearby crews.
3. When going to and from the start, **follow the circulation pattern**. Please try not to wash the crews down.
4. If you are anywhere near the course, stop well in advance of races to let the wash die down.
5. Stop until the race has gone past before moving off again.

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ALL STATIONS

Please respect anyone who wishes to socially distance or wear face masks. Hand sanitiser and wipes are provided to ensure any touch surfaces, including shared equipment such as megaphones and radios can be kept clean. Please ensure that equipment is cleaned before you use it or pass it on.

Those in charge of stations are responsible for collecting equipment and ensuring that stations are equipped, manned and ready to start 30 minutes before the first race. Bulky items can be taken to stations by car, provided adequate time is allowed before the start of the regatta.

At the end, the stations must be dismantled as quickly as possible and all equipment returned to Race Control immediately after the last race. Please make sure you don't lose anything, especially radios and batteries. Further detail is given below.

COMMUNICATIONS

There will be radio communications between stations plus an additional radio link between start, finish, umpires and safety launch on a separate channel, for timing, umpiring and emergency purposes only. Details of races arising from heats (very few) will be carried to all stations by radio throughout the day. If your station has both radios, please only use the general channel for race information and general traffic. There may also be specific WhatsApp groups.

RADIO PROCEDURE

It is essential to observe the correct radio procedure at all times. Never press the "transmit" button for any reason when someone else is on the air, otherwise his message will be obliterated and yours will too. Only use the radio for important messages, then be as brief and clear as possible. Always identify your station and the station you are calling.

MANNING

Each station should be manned by sufficient people to allow for rest periods. If a station is undermanned, please ring the Resource telephone number on the next page or refer to Race Control. Please ensure that all are familiar with the work of a station, especially new members.

Come prepared for all weather conditions, particularly those on the remote stations. If possible, arrangements will be made for refreshments to be brought round. Make sure that you have somewhere dry to put things like radios and paperwork (such as a car, if possible).

SAFETY

Please help crews conduct themselves safely, especially in the warm-up and marshalling areas. In particular, please ensure that all crews **follow the circulation pattern**. If any crew violates the circulation pattern in an unsafe way, then you may call Race Control or the start and ask the start umpire to award an official warning to the crew. Make sure you identify the crew.

If anyone sees an incident or emergency on the water, please contact Race Control immediately, so that the rescue launch can be dispatched. If there is a launch in the vicinity, please ask for its assistance. If you hear "Pan-pan, Pan-pan" on the radio, please maintain radio silence to allow the incident to be dealt with.

If the emergency services are required, there is a telephone in the Sailing Club, available to the Start marshals. There will also be a mobile phone in Race Control. If you have a mobile phone, please make it available for use if required in an emergency.

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STAGES (Control Commission)

Location: In boating area.

Equipment: Table, two chairs, identification sign, hand sanitiser, antiseptic wipes,
Radio (general channel), megaphone,
Scales, toolkit, course maps,
Ring binder with programme and official results sheet.

Operation: Check crews for boating and encourage them to do so,
Ensure that crews are **boated in pairs, threes or complete events** for their races, taking into account all crews for a round robin event (see events sheets in folder),
Check coxes weights,
Ensure crews informed of altered race times,
Ensure crews follow correct route to warm-up and marshalling area to avoid accidents.
Ensure crews are wearing appropriate clothing for the conditions (especially if cold, wet or windy).
Help crews off the water and **collect Empacher slot numbers** (to Registration).

MARSHALS

Location: Courses 1 & 3: On the dam wall (possibly more than one location needed) and in the creek.

Courses 2 & 4: In the creek between boats off and the start.

Equipment: Table, two chairs, identification sign, hand sanitiser, antiseptic wipes,
Two radios with spare battery (general channel), megaphone,
Ring binder with programme and official results sheet,
Some means to keep things dry.

Operation: All courses: Ensure crews follow correct circulation pattern to warm up to avoid accidents.

Courses 1 & 3: From dam wall assemble crews for next race due; direct crews to start. From creek (Course 1) ensure correct crews return to the start or come off the water.

Courses 2 & 4: From creek assemble crews for next race due; direct crews to start. From dam wall (Course 2) ensure correct crews return to the start or come off the water.

NOTE: For round robin races, (RR1, RR2 etc.) please try to keep the races in the correct order. See Round Robin explanation at end of notes.

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START

Location: Course 1: Pontoon at Sailing Club (see Map 1, Starter & U1 on pontoon, assistants on hard)
Course 2: Pontoon in creek (See Map 2, Starter & U1 on pontoon, assistants on bank).
Course 3: Hard at Sailing Club (see Map 3, Starter, U1 and assistants on hard),
Course 4: On bank in creek (see Map 4, Starter (ex-Finish Judge, previous Starter and U1 on bank).

Equipment: Gazebo, table, three chairs, hand sanitiser, antiseptic wipes,
Radio (general channel),
Radio (start-finish/rescue channel),
Megaphone,
Two pairs flags, two bells, compass (note that the **start line is 135° from the MSC side**),
Ring binder with programme,
Throw Line.

Operation: Ensure correct crews present for next race;
Verify race number;
Direct crews to lanes and start positions;
Ensure coxes know correct course (to avoid disputes arising from lack of familiarity with course in eliminators and straight finals);
Announce race to umpires on start-finish/umpire radio;
Indicate start of race on start-finish/umpire radio for timing;
Inform commentator of race on the course;
Assist if the Starter wishes to free start a race owing to the water conditions.

FINISH

Location: Course 1: In creek.
Course 2: In front of MSC start tower.
Course 3: MSC hard in front of Start Tower.
Course 4: Undertaken by Umpire 2 from launch.

Equipment: Gazebo, table, four chairs, hand sanitiser, antiseptic wipes,
Radio (general channel),
Radio (start-finish/umpire channel),
Megaphone, pair of flags, bell,
Two good stopwatches,
Ring binder with programme and official results sheet, timekeepers' notebook,
Binoculars (please bring your own),
Throw Line.

Operation: Indicate first over the line by means of a bell;
Record official result and verdict for each race;
Record time by winner taking start from start-finish/umpire radio;
Send results to all stations over general radio;
In case of radio breakdown, send results to Race Control by messenger.

Note that the **finish line is 315° from the BRC side**.

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UMPIRE 1

Location: On the start pontoon (see maps for alternative locations).

Equipment: Hand sanitiser, antiseptic wipes,
Radio (umpires' channel) with a spare battery,
Megaphone, pair of flags, bell,
Ring binder with programme and official results sheet.

Operation: Umpire first part of race.

UMPIRE 2

Location: In launch (with driver) on far side of creek between MSC start tower and small creek.

Equipment: Hand sanitiser, antiseptic wipes,
Radio (umpires channel) with a spare battery,
Megaphone, pair of flags, bell, compass,
Ring binder with programme and official results sheet,
Throw Line.

Operation: Umpire middle part of race.

Course 4: Umpires end of race and Finish Judge (use compass bearing **135°** from the Sailing Club side).

Note: this position is intended to be static but the umpire can instruct the driver to move carefully as he/she desires.

UMPIRE 3

Location: In launch (with driver) on far side of creek at entrance to creek.

Equipment: Hand sanitiser, antiseptic wipes,
Radio (umpires/rescue channel),
Megaphone, pair of flags, bell, compass,
Ring binder with programme and official results sheet,

Operation: Course 1 & 2: Umpires last part of race.

Course 3 & 4: Umpires end of race and Finish Judge (use compass bearing **135°** from the Sailing Club side).

Note: this position is intended to be static but the umpire can instruct the driver to move carefully as he/she desires.

PLEASE NOTE

Please ensure that **equipment is cleaned** at each changeover.

Please **check which course** is in use. For all courses, the start and finish lines are at **135° from the Sailing Club side** and **315° from the BRC side**. The course direction is 225° from the Sailing Club end and 45° from the creek end.

If the course is changed, you **may remain in the same position** but your duties might change.

You will be told when the course is changed and which course will be used. Then, check your duties from the "Operation" sections above.

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COMMENTATOR

Location: Near Race Control (depends on range of radio microphone).

Equipment: Tent or car, table and two chairs (if needed), hand sanitiser, antiseptic wipes, Radio (general channel), Radio microphone, Ring binder with programme and official results sheet, pad, Almanack Binoculars (not supplied).

Operation: Give commentary over public address on races in progress; Give official result, verdict and time for each race with due emphasis on sponsors at every opportunity; Give general information. A second microphone may be used by Race Control occasionally.

FLYING SQUAD

Location: Car park, continuously, whole area from time to time.

Equipment: Top gate key. **Note: gate must be locked if unattended.**

Operation: Ensure clear path for emergency vehicles; Guide trailers to reservoir car park; coaches to end of car park nearest entrance; Guide cars if possible to street parking outside reservoir or Sailing Club (limited) car park; otherwise to end of car park (priority for coaches); Advise local people to take care around trailers and boats; Check supplies of sanitiser and wipes at all stations throughout the day; Patrol all facilities to ensure all in order.

MESSENGERS

Location: Outside Race Control caravan.

Equipment: Bicycle, waterproof bag (not supplied) to carry race sheets or anything else.

Operation: Whenever required by Race Control, take messages to all stations in the following order: Stages, marshals, start, umpire 3, umpire 2, umpire 1/finish, commentator. Take spare radios, megaphones to specific stations, sanitiser or wipes, refreshments.

RADIO CHANNELS

General Channel 1	Start-Finish/Umpire/Rescue Channel 2
<ul style="list-style-type: none">• Race Control• Stages• Marshalls x 2• Marshalling launch• Start• Finish• Commentator• Resource	<ul style="list-style-type: none">• Race Control• Co-ordinating Umpire• Start• Umpire 1• Umpire 2• Umpire 3• Finish• Rescue launch

A private radio net or WhatsApp may be used between marshals, operated by BRC Regatta Officials.

MOBILE TELEPHONE NUMBERS

Race Control	Chris Llewellyn	07864 036 764
Registration	Christopher Anton	07966 166 602
Welfare	Kevin Biggs	07939 555 754
Resource	Mindy Hothi	07966 530 207

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Explanation of Events including Round Robin Races

1. 3-Lane Racing

1.1 General

The timetable depends on the interval between races, which depends on the number of entries; 5 minutes is suggested here. It will take some time for the winners of one round robin race to get back from the finish to the start, depending on age, competence, weather, length of the course. The examples below set out how this works. The race numbers will be according to the race order and the times are examples only.

1.2 Straight Finals

These will be distributed throughout the race order to fill in gaps between round robin races (subject to boat and cox sharing).

1.3 3 entries

There are three races as follows:

Race	Time	Stage	Event	MSC Side	Middle	BRC Side
X	XX:00	RR1	Mixed 4x	Crew A	empty	Crew B
Two or three races depending on race intervals						
Y	XX:15	RR2	Mixed 4x	Crew C	empty	Crew A
Two or three races depending on race intervals						
Z	XX:30	RR3	Mixed 4x	Crew B	empty	Crew C

This means that crew B and C have 15-20 minutes between races, crew A has 30-40 minutes between races. It doesn't matter in which order the races take place, provided that when each crew has had two races, they are finished and come off the water. This is the job of the finish marshals. The event winner is the crew with the most wins, or in the event of a tie the result of the race between the tied boats and then fastest time.

If someone scratches, the event becomes a straight final, two races being scratched.

1.4 4 entries

There are four races as follows:

Race	Time	Stage	Event	MSC Side	Middle	BRC Side
P	XX:00	RR1	Mixed 4x	Crew A	Crew B	Crew C
Two or three races depending on race intervals						
Q	XX:15	RR2	Mixed 4x	Crew B	Crew C	Crew D
Two or three races depending on race intervals						
R	XX:30	RR3	Mixed 4x	Crew C	Crew D	Crew A
Two or three races depending on race intervals						
S	XX:45	RR4	Mixed 4x	Crew D	Crew A	Crew B

This means that each crew races 3 times with c16 minutes or c32 minutes between races. It doesn't matter in which order the races take place, provided that when each crew has had three races, they are finished and come off the water. This is the job of the finish marshals. The event winner is the crew with the most wins, or in the event of a tie the result of the race between the tied boats and then fastest time.

If someone scratches, one race is lost (the one with the 3 remaining crews since that would be a straight final) and the remaining three races look like section 1.3 above. For example, if crew A above scratches, Race Q is deleted, P becomes B v C, R becomes C v D, S becomes D v B.

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1.5 5 entries

There are five races as follows:

Race	Time	Stage	Event	MSC Side	Middle	BRC Side
H	XX:00	RR1	Mixed 4x	Crew A (E)	Crew B	Crew C
Two or three races depending on race intervals						
J	XX:15	RR2	Mixed 4x	Crew D	Crew E	Crew A (B)
Two or three races depending on race intervals						
K	XX:30	RR3	Mixed 4x	Crew B	Crew C	Crew D
Two or three races depending on race intervals						
L	XX:45	RR4	Mixed 4x	Crew E	Crew A	Crew B
Two or three races depending on race intervals						
M	XX:00	RR5	Mixed 4x	Crew C	Crew D	Crew E

This means that each crew races 3 times with c16 minutes or c32 minutes between races. It doesn't matter in which order the races take place, provided that when each crew has had three races, they are finished and come off the water. This is the job of the finish marshals. The event winner is the crew with the most wins, or in the event of a tie the result of the race between the tied boats and then fastest time.

If someone scratches, one race is lost and the remaining three races look like section 1.4 above. For example, if crew A above scratches, Race L is deleted, K and M remain the same, H becomes E v B v C, J becomes D v E v B.

1.6 More than 5 entries

The event will be split into events of 3 to 5 entries and run as above. There will be more than one winner.