



Cambridge Autumn Regatta

Cambridge '99 Rowing Club, The Boat House, Kimberley Road, Cambridge, CB4 1HJ

Website: <http://cambridge99.org/autumn-regatta/>

Twitter: @Cambridge99RC | Facebook: <https://www.facebook.com/Cambridge99RC>

Overall Safety Plan

1. Introduction

We aim to make this regatta as competitive, enjoyable and safe as all of our previous 35 events. This Safety Plan describes the arrangements and controls we have in place to ensure that the day is successful and so far as possible without incident. The Plan also details arrangements that are in place should an incident occur.

The Safety Plan comprises the following:

- Responsibilities and General Arrangements
- Risk Assessment
- Competitors Safety Plan
- Emergency Action Plan

2. Regatta Officials

Regatta Committee

Chairman	Lianne Stanford
Deputy Chairman	Richard Moseley
Secretary	Andrea Greve
Assistant Secretary	Sarah Matthews
Bar Manager	Christina Champion
Chairman of Race Committee	Lianne Stanford (Rob Burnage)
Infrastructure Manager	Richard Connolly
Marshal Coordinator	Andrea Greve
Refreshment Coordinator	Christina Champion
Senior Boat Marshal	Alex Massey
Senior Start Marshal	Mike Taylor
Treasurer	John Jenner
Water Safety Officer	John Chapman,
Deputy Water Safety Officer	Andrea Greve (on site)
Website Manager	Gemma Douglas
Welfare Officer	Alex Massey

Responsibilities

The following responsibilities have been allocated to the individual Regatta Officials

Chairman	<ul style="list-style-type: none"> ● Chair regatta committee ● Liaise with Dragon Boat regatta (held Saturday beforehand) and agree what facilities will be left on site over Saturday night ● Liaise with Bidwells (Land agents for Ditton Meadows) ● Liaise with Caius (owners of Ditton Meadows) ● Allocate responsibilities detailed in this Safety Plan ● Arrange for umpires towers from St Neots ● Arrange for access to latest version of regatta programme from Will Everitt in Bedford ● Supervise the draw ● Order marquee /marquees ● Order tankards ● On regatta day check that the field is ready and prepared for the event. ● Allocation of responsibilities detailed in this Safety Plan. ● Manage the set up of the Regatta Field on the Thursday before the regatta. ● Ensure the marquee and tents are set up correctly. ● Liaise with the Club Water Safety Adviser and Co-ordinating Umpire in the event of an Emergency
Deputy Chairman	<ul style="list-style-type: none"> ● Organise committee meetings ● Support Chairman ● Deputise for Chairman
Secretary	<ul style="list-style-type: none"> ● Prepare poster ● Write informing date and time of regatta to: <ul style="list-style-type: none"> ○ Ambulance, Fire, Police, Fen Ditton Parish Council, ○ House on corner by regatta field, Plough pub. ● Contact regional umpires asking for attendance. ● Draw up umpires' rota ● Send info to umpires once draw has been completed ● Coordinate food and drink to umpire positions, if needed. ● Notify interested parties and necessary permits and licenses ● On the day collect outstanding registration fees and distribute race numbers. ● Weigh coxes. ● Provide safety information to clubs and crews. ● Coordinate lost children and lost property.
Assistant Secretary	<ul style="list-style-type: none"> ● Support Secretary
Bar Manager	<ul style="list-style-type: none"> ● Arrange bar ● Ensure, with the Water Safety Advisor that bar staff are trained, especially in hygiene and the handling of kegs etc.
Chairman of Race Committee	<ul style="list-style-type: none"> ● The race committee will consist of the umpires on duty at any one time and be responsible for any decision regarding disqualifications, unsporting conduct etc. ● During the regatta it will be chaired by the Co-ordinating umpire supported by the Chairman who is also on the Regatta Committee. ● Take decisions, with advice as appropriate, from club and regatta officials and the coordinating umpire, on safety issues that affect the conduct of racing. In particular, the need to suspend racing. ● Monitor radio traffic.

	<ul style="list-style-type: none"> ● Regulate the flow of crews to the start, taking advice from the Start Marshal and the Boat Marshalling Area. ● Take the decision on disqualification of a crew if it is inordinately late for the start. ● Monitor the course for aggressive swans or debris. ● Monitor the weather condition (particularly for thunderstorms and high winds) and the condition of the river flow, and liaise with the Club Water Safety Officer as necessary.
Infrastructure Manager	<ul style="list-style-type: none"> ● Collect landing stage from store. ● Collect 2 umpires towers from Ely Tool Hire ● Supervise the construction of the landing stage on Friday, and its removal after the regatta on Sunday. ● Ensure there are enough buoys. ● Ensure there are two finish posts. ● Ensure launch is checked before the weekend ● Ensure the launch is manned and able to put out buoys before the first race ● Arrange launch to set up finish posts ● Arrange for gazebos for regatta officials and umpires. ● Ensure that there are sufficient stakes and tape, and the appropriate signs to mark out Ditton Meadow in accordance with the Risk assessment and site plan for Ditton Meadow.
Marshal Coordinator	<ul style="list-style-type: none"> ● Arrange rota for marshals ● Brief marshals before regatta working with Safety Officer ensuring they know how to use throw lines ● Control the disposition and use of the launch boats. ● Ensure that prior to the regatta, race control assistants are briefed on their responsibilities and the use of radios. ● Confirm the serviceability of regatta control equipment (loud hailers, finish horn). ● Control the issue, and return of, radios and loud hailers to regatta officials and umpires ● Monitor radio traffic ● Regulate the flow of crews to the start, taking advice from the Start Marshal and the Boat Marshalling Area. ● Monitor the course for aggressive swans or debris. ● Monitor the weather condition (particularly for thunderstorms and high winds) and the condition of the river flow, and liaise with the Club Water Safety Adviser as necessary. ● Implement the Emergency Evacuation Plan. ● Appoint Senior Boat Marshal and Senior Start Marshal to manage those areas of the regatta.
Refreshment Coordinator	<ul style="list-style-type: none"> ● Ensure that the food hygiene measures as identified in the Risk Assessment are adhered to and brief staff accordingly. ● If necessary, initiate initial actions of Emergency Evacuation Plan for the refreshment marquee, and brief staff of actions needed.
Senior Boat Marshal	<ul style="list-style-type: none"> ● Prepare rota for marshals in the boating area. ● Ensure that prior to the regatta, boat marshal assistants are briefed on their responsibilities, manual handling and the use of radios. ● Provide assistance to crew boating and landing, particularly for small boats. ● Encourage crews to pair up before going afloat "Noah's Gateway" ● Encourage crews to promptly depart from the landing stage and to make adjustments on the water.

	<ul style="list-style-type: none"> ● Direct crews waiting for their race and instruct them when to proceed to the start ● Encourage crews that have competed to promptly remove their boats from the boat marshalling area.
Senior Start Marshal	<ul style="list-style-type: none"> ● Responsible for manning stake boats and start marshals ● Prepare rota for each duty ● Ensure buoyancy aids, waterproofs, sun cream and other protection are provided and used. ● Stake Boats ● Ensure that stake boat crews are adequately hydrated and fed during their slot and regularly check on their well-being. ● Ensure that prior to the regatta stake boat crews are trained and briefed. ● Ensure that the stake boat roster is notified to juniors and their parents, and that its implementation is monitored during the regatta. ● Start Marshals ● Ensure that prior to the regatta, start marshalling assistants are briefed on their responsibilities and the use of radios. ● Ensure that Race Control / Boat Marshalling are aware of any issues that prevent instructing the next Division to proceed to the Start. ● Ensure that competitors only warm up and practice downstream of the start marshalling area. ● Ensure that competitors are paired and are ready to approach the Start in good time. ● Support any capsizes in the Start area.
Treasurer	<ul style="list-style-type: none"> ● Collect any unpaid entry fees on the day ● Pay invoices ● Prepare regatta accounts
Water Safety Advisor	<ul style="list-style-type: none"> ● Prepare the Regatta Safety Plan liaising with the Chairman / Umpire Co-ordinator ● Arrange for first aid cover on the day. ● Liaise with the coordinating umpire during racing over any safety issues such as need to suspend racing ● Process Safety Incidents arising during the regatta (and get them reported to BR via web-site). ● Coordinate where appropriate any Emergency Incident. ● Ensure that first aid kit, throw-lines for the marshals and lifejackets for the stake boat attendants/launch drivers are at hand. ● Prior to the day ensure that Marshals have been provided the opportunity to practice with throw-lines. ● Prepare risk assessments for the regatta
Website Manager	<ul style="list-style-type: none"> ● Ensure poster is displayed on the website before end of July ● Put up all the information on the website as soon as it is available ● Ensure the regatta safety map is on the website ● Collate pictures etc. and put on the website ● Construct online entry form for non BR events ● Once the draw has been complete upload onto the website
Welfare Officer	<ul style="list-style-type: none"> ● Ensure Welfare of Juniors and Vulnerable Adults at all times ● Ensure that the food hygiene measures as identified in the Risk Assessment are adhered to and brief staff accordingly. ● Plan for the refreshment marquee, and brief staff of actions needed. ● With the bar manager, brief staff on manual handling and changing beer casks.

3. General Arrangements

The following General Arrangements have been put in place following Risk Assessment.

3.1 Vehicle and Trailer Access and Parking

The location address is Ditton Meadows, Fen Ditton, Cambridge CB5 8ST. We expect to receive entries from most of the rowing clubs in the region all of whom will be bringing boats on trailers to the regatta.

To reach the regatta field

- Approaching from the North, South and West
 - From the A14, at junction 34 take the B1047 exit to Horningsea / Fen Ditton
 - Turn right onto Horningsea Road / B1047
 - Carry straight on past Fen Ditton school. At the next traffic lights, turn right onto High Street
 - Go past the Ancient Shepherds pub, at the war memorial take the left fork (continuing on High Street)
 - At the end of the road, follow the road around to the left and follow signs into the regatta field

- Approaching from the East
 - From the A14, at junction 35 take the A1303 exit to Fen Ditton
 - At the roundabout, take the first exit onto Newmarket Road / A1303
 - After 0.8 miles, turn right onto High Ditch Road
 - Continue onto High Street, go past the war memorial and take the left fork (continuing onto High Street)
 - At the end of the road, follow the road around to the left and follow signs into the regatta field

Trailer parking is straight in front of you at the finish end of the regatta course.

At this point marshals will direct cars and trailers to the car parking and trailer parking areas. Both areas are signed and indicated by tape barriers. Boat trailers and cars carrying boats should bear right and park in the boating area. Cars without boats should bear left and go behind the main marquee where they can park overlooking the river and racing. **Please park trailers back from the river** to leave an area between them and the river clear for boats going afloat and coming off the river, it makes it easier for everyone. Trailers are requested to park sensibly allowing room to unload and for access by others. Please ensure that the areas for emergency access are kept clear at all times, and that this access is suitable in the event of heavy rain.

3.2 Boating and Landing

Boating - The boat marshal will direct crews through the Noah's Gateway. Crews will pair up with their opposition and proceed to the landing stage together. **They will boat together. No crew will boat without their opposition unless they have permission of an official.**

The boat marshal will direct which landing stage to use. Checks of safety equipment (e.g. heel straps, bow balls, hatch covers, etc) as well as lifejackets will be carried out by a BR Umpire. It must be emphasised that it is the Clubs' and masters' of the vessel responsibility and not that of the Regatta – to ensure that they row in equipment that conforms to the [British Rowing RowSafe Water Safety Code](#) paying particular attention to the [advice on Heel Restraints](#). The passing of a random check, for example on a bow ball, should not be interpreted as tacit approval or acceptance by the Event that the boat as a whole is safe.

Race control, under guidance from the boat marshal and Umpire, reserve the right to disqualify any crew for late attendance or if a boat does not meet safety criteria.

Landing - Crews must follow instructions from the Boating Marshal. Once instructed to land, crews need to promptly clear the boating area and remove any blades and equipment left near the bank.

Supporters - For reasons of safety and expediency, supporters are not allowed in the boating area or on the landing stages. A coach or designate may however accompany each crew in this area.

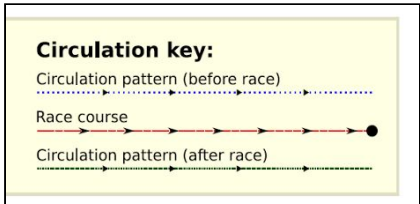
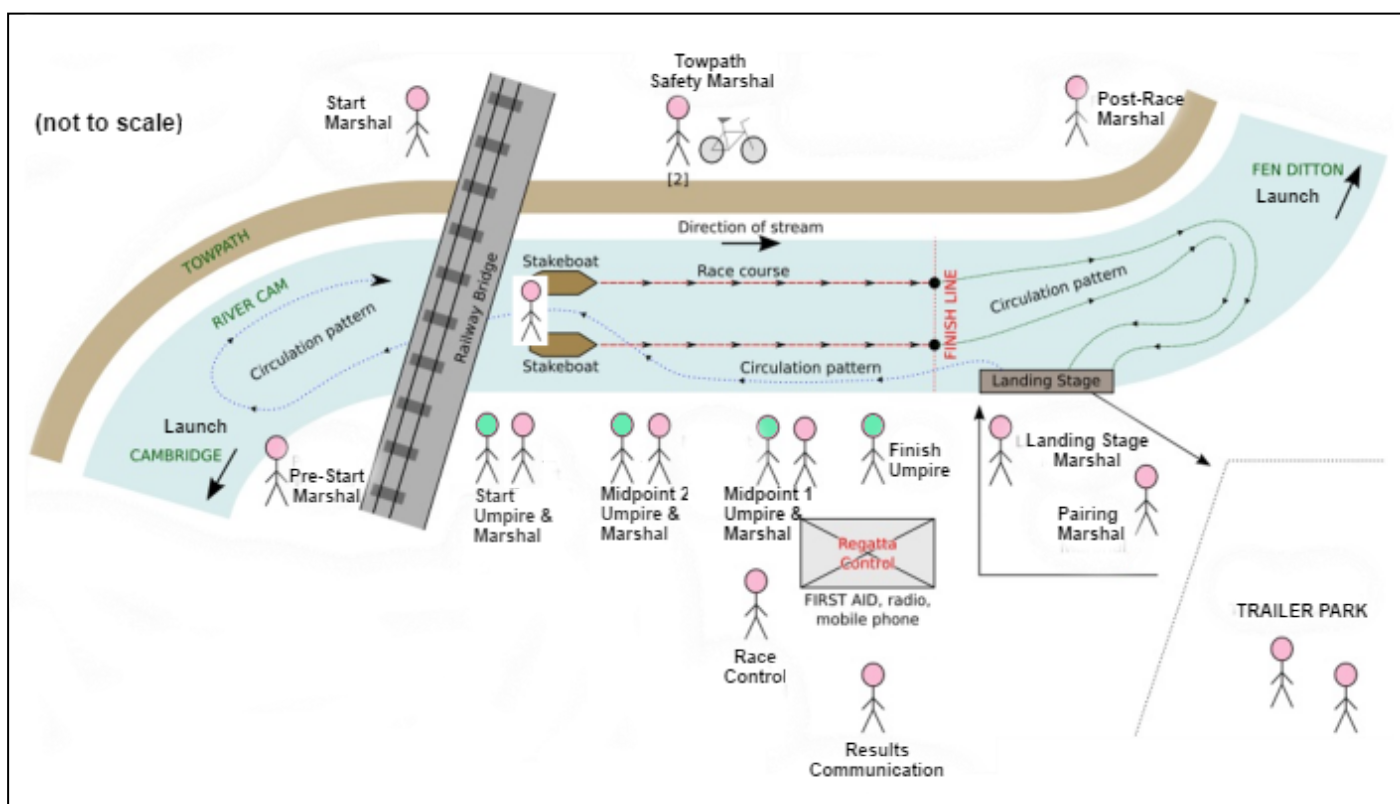
3.3 Boat Circulation Plan

Please see the map provided and note that it is not to scale.

Once boated, crews will proceed to the start on the Meadow side of the river. Crews will be held at Midpoint Marshals 1 and 2 and must wait for instructions from the marshal before continuing to the next marshaling station. Care must be taken to watch for crews racing and not wander out into the middle of the river.

Warning up - Practice starts are **not permitted in the navigation channel**; crews disregarding this notice will result in the offending crew receiving an official warning or disqualification. If you wish to practise there is plenty of water beyond the start, but please note that you will be out of earshot of the start marshals, and therefore still responsible for being at the start on time. Crews wanting to do practice starts can also warm up downstream of the finish towards Fen Ditton. This area can also be used for warming down.

Due to the river width, crews will marshal for their race upstream of the start and will take orders from the Start Marshal. Once at the start area, crews must remain within calling distance of the Start Marshal.



3.4 Racing

All crews below the start will be under the control of the Start Marshals. Crews should line up on the start with their opposition when instructed to do so by the Start Marshal. Instructions given by the Start Marshals must be obeyed at all times. Failure to do so may result in the offending crew receiving an official warning.

As each crew comes forward to the start, they are under control of the Start Umpire and each course Umpire as the race proceeds down the river. Races will be started according to BR rules. **Crews must comply with instructions given by Umpires.**

When finished, crews must paddle downstream and turn beyond the boating area.

3.5 What to do in an Emergency

In the event of an incident or event arising, notify a marshal as soon as possible. The marshal will notify race control immediately and ring for emergency services if required. Marshals are distributed along the course and marshalling area, so the entire course is covered. Any marshal can assist you.

Once race control has been notified, a first aider will be notified and provided. A first aider will attend the scene immediately.

- **Any Accident** - Racing will be suspended by race officials until such time that the casualties have been attended and the course is in a clear state, and approval is given by the Race Committee. Regatta Control will make the necessary arrangements with the Emergency Services and liaise with Race Committee regarding the incident.
- **On Water Incident** - The marshal's launch will provide an immediate response and rescue if required.
- **Waterside Incident** - The Race Committee at Race Control will co-ordinate the rescue and land support.

Post codes for emergency services notification during a major incident

Ring 999 and provide location details as follows:

- **Green Dragon Bridge:** Green Dragon Public House, Water Street, And Chesterton: CB4 1NZ
- **Penny Ferry Bay** (next to where towpath meets the road) Water Street, Chesterton: CB4 1PA
- **The Drove** (next to 32 Fen Road, Chesterton), Access gate to Tow-path by railway bridge: CB4 1TX
- **Long Reach**, White House, near Railway Bridge: CB4 1UN
- **The Plough** Public House, Fen Ditton (no access to Chesterton tow-path): CB5 8SX
- **Grassy Corner:** Access via bottom of Chesterton Fen Road (Code controlled County Council owned Gate).
- **Ditton Meadow (regatta site):** end of Fen Ditton High St., (near 54 High St.) CB5 8ST, 52.221446, 0.167089

Messages on the regatta day can be phoned through on 07940 830 697. **This is for emergencies only.**

3.6 First Aid and Capsize

- Graham Durant EMT will provide First Aid at the Regatta and will be based on the Regatta field near Race Control and the finish tent.
- The selected marshals and the start will carry a small first aid kits.
- Key Safety and First Aid information is also published in the regatta programme.
- **In the event of capsizing;** crews should proceed to the Meadow bank (starboard (bowside) when rowing downstream) which is quite shallow. The river is about 2.5 metres deep in the middle. Two launches are situated near either the finish, start or half way down, but safety lines and direction will come from the Umpires and Marshals on the bank, as it is sufficiently narrow to have good contact through the extent of the marshalling area this way.

Safety Equipment

The following safety equipment is provided:

- Launches will be located in 2 of 3 positions - start, finish and mid-point
- Throw lines for marshals
- Safety blankets
- Buoyancy aids / life jackets for the stake boat and launch crews
- First aid kit at Start
- Radio Communications for Marshals, Umpires, Regatta Secretary and first aid

Note: the Umpires and Marshals are on separate radio channels, however there will be a radio on each network at the finish for coordination of messages if needed (in particular in the case of any emergency).

3.7 Cancelling or Suspension of the Event

The organisers will cancel or suspend the event if it is deemed unsafe for competitors, race marshals and umpires. Cancellation will be relayed to all via the marshals, who are in radio communication with the organisers.

At least one of the following will be taken into consideration when making this decision:

- Severe weather conditions or adverse weather (such as thunderstorm, threat of thunderstorm, high winds, or heavy rain that affects racing or marshalling)
- Poor weather forecast
- Water level too high or increased stream conditions
- A significant fault or obstruction of communication systems between key officials, the race controller, and first aid post
- A fault that jeopardises the functioning of the launch or equipment in the launch, or safety equipment

If an incident or event occurs to make the regatta unsafe then race controller in consultation with the regatta secretary, water safety adviser and finish umpire will, at his/her discretion, suspend or cancel the race. This will be duly announced by radio communication to the marshals, who will relay this to the crews. Updates will be given as appropriate. In the event of an incident then the emergency action plan will be put into effect.

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Thunderstorm Strategy and Safety Plan

If a thunderstorm develops during the regatta this will be regarded as a substantial risk and officials will move crews to safety as soon as possible. It is recognised that crews on the water may not be in an ideal position to seek immediate shelter. Officials will direct them to a place where they can get off the water to seek shelter. This may mean pulling into the bank on the towpath side of the river.

- The Race Committee and Umpires will monitor the progress of the thunderstorm from its start.
- The orders from the Race Committee and Umpires will be issued from the finish tent.
- There will be a chain of command via the public address system to instruct officials, competitors and spectators of actions to be taken.
- The Control Commission will stop all crews from going afloat until the 'all clear for racing' is announced.
- The Start Teams, Umpires and Marshals will instruct crews on the water to quickly return to the landing stages, to disembark and remove the boat from the water and then to seek proper shelter.
- Control Commission and Marshals shall help crews off the water at the landing stages as quickly as possible.
- Crews should be advised to keep their blades as horizontal as possible, as many contain carbon fibre, a conductor that could attract lightning.
- We will follow the [BR advisory on Thunderstorms](#) for timings and actions.

Seeking shelter

- General recommendation for thunderstorms at our regatta is that sheltering in a car is the safest process as the metal of the car will shield the occupants.
- The Start Team should shelter in the start tent.
- The Finish Team and Umpires should shelter in the finish tent.
- Should competitors and spectators shelter in the marquee, care must be taken to avoid touching the main masts supporting the roof as these are metal.
- Before leaving their stations umpires will inspect the river for any crews on the water under their jurisdiction.

All officials, coaches and those steering racing shells are asked to familiarise themselves with this plan so that it can be initiated quickly in the event of a storm.

3.8 Marquee and Tents

The tents shall be erected and dismantled by competent persons and checked prior to the event and during the course of the day by the Regatta Secretary. Frequency of checking will depend on weather conditions such as high winds and heavy rain.

Marquee and BBQ tent will have a fire extinguisher and water buckets for use in the event of a fire. Beer casks shall be connected and disconnected by competent persons.

3.9 Food Hygiene

Food will be kept chilled and separately wrapped. Uncooked meats will be kept sealed or separate from other prepared foods. Cooked / uncooked meat/fish and vegetables will be kept separate. Sample temperature checks will be made of hot food. Food handlers will ensure safe hygiene principles are followed. Disposable gloves will be worn while preparing and serving food.

3.10 Electrical

The electrical supply shall be connected and checked for earth by a competent person. Any electrical faults will only be dealt with by a competent person.