



Saturday 18th May 2024

Instructions to Coaches and Team Managers

Held under British Rowing's Rules of Racing and British Rowing's Row Safe: A Guide to Good Practice in Rowing ("Row Safe")

These instructions are issued to crew coaches and team managers. You are responsible for your crews on the day and it is essential that you read, understand and follow these instructions.

Please ensure that your strongest crew is racing as "A", second as "B" etc. This assists the organisers and umpires on the day.

We will issue a separate list of essential instructions to athletes.

The Regatta will endeavour to provide a safe environment in accordance with the British Rowing's "RowSafe", although competitors, coaches and clubs are specifically reminded that every person attending the event as well as those competing, or officiating, do so entirely at their own risk and are solely responsible for: -

- Their own safety.
- Ensuring that their boats are safe and are prepared to the standards required by British Rowing's Row Safe and the British Rowing Rules of Racing. Any boat found failing to meet the standard shall be excluded.
- The strict observance of the circulation pattern, on land and on the water and British Rowing's Row Safe.
- Deciding, together with their coaches, whether or not they are competent to compete in the prevailing weather and stream conditions.
- Ensuring a responsible adult accompanies each minor competing in the event to assist them *in loco parentis* with their responsibilities and assume responsibility for their welfare.

Access to the Site

Access to the site will be from the gate into Blenheim Palace off the A44 Oxford- Woodstock Road. Coming SOUTH from Oxford this will be seen on the left shortly after passing the speed camera and before you enter Woodstock. Coming NORTH from Stratford, pass right through Woodstock on the A44, the entrance will be clearly signed on the right. Cars do not have to follow the one-way system that trailers will follow to get to the car park.

Each athlete and coach will receive a wristband to guarantee them free entry to the Palace Park and Gardens for the Regatta. These will be sent to clubs. Wristbands must be worn at all times.

Spectators can also receive passes to allow free entry into the Park and Gardens by following [this link](#) on our website.

******Boat rigging and transport on site******

Boat trailers may arrive on site between 10:00 and 17:00 on Friday 7th June. Please let us know in advance if you propose to arrive on the Friday so that we can organise that somebody is available to meet you. **Access on Saturday is between 07:00 and 08:30**

On arrival trailers will be directed to the boating area on the road leading up to the Grand Bridge. All equipment must be unloaded as swiftly and safely as possible. The trailer must then immediately be towed to the trailer park. Please ensure everything you need for your boats is unloaded before the vehicles are moved to the trailer car park as it is 800m away.

Racking for boats in the boating area will be provided in the form of straw bales. Given the gradient of the grassy slope trestles MAY NOT BE USED in the boating areas.

Boats are to be rigged in the boating area on the straw bales provided – quads near the pontoons, doubles next and singles near the top of the slope. You and your athletes will be responsible for taking your boats to and from the boat store area.

ALL BOATS ARE TO BE RIGGED AND ON THE STRAW BALES BY 08:45am, irrespective of race time.

All boats being carried must be accompanied (and carried if needed) by a coach or responsible adult.

At the end of the AM division it will be possible for those boats not being used in the PM division to be loaded on your trailer but this must be arranged with race control who will make the necessary arrangements for you to bring your trailer to the loading point. When complete, the trailer must be returned to the trailer park pending the final loading after the p.m. division is finished.

At the end of the PM division trailers may be brought to the boating area in accordance with the loading and unloading plans.

The speed limit for trailers in the Palace Park & Gardens is 5mph. Trailers whose crews are only in the AM division may leave after that division only if they have arranged to do so with Race Control. Trailers may not drive from the car park to the boating area whilst racing is in progress. If clubs wish to carry their boats to the car park to load, they may do so and depart at any time. This is due to the Palace being open for business; there will therefore be many people walking around the grounds. All other trailers may leave the site from 16:30 on Saturday. After 16:30 on Saturday trailers must be brought down to the boating area by 17:20 to load. If departing on Saturday all trailers must be removed from the car park by 18:30. If collecting trailers on the Sunday or Monday, they must be packed up and parked in the car park before 18:30 on the day of the regatta, following the above rules. If you require a Sunday or Monday collection please let us know so that we can make the necessary arrangements.

Registration:

Registration will be adjacent to the Spectator area. You should ensure that you register your crews to race when you first arrive on race day. At Registration, you will be issued with a unique crew number which you must wear until the completion of that event. This must be pinned to each cox and bow athlete's back. Lane numbers will also be issued for each race. Please ensure that you have British Rowing Racing Licences available for all athletes on the day, these may need to be produced by winning crews. Spot checks will be carried out throughout the day. Crew changes can be made on BROE until 8pm on Thursday 16th May. Any substitutions after this must be made on the day at registration before the crew boats. Licences will need to be shown to make changes.

We will not be weighing coxes so no minimum weight will apply – please be sensible and ensure that anyone who is coxing is competent. **If an Umpire thinks a crew is clearly not safe then they will remove the crew from the race.**

Athletes:

The Car Park is approximately 800 metres from the lake. There will be limited shelter so you should ensure that athletes have sufficient clothing and protection suitable for the prevailing conditions on the day. **This could include wet weather clothing, sun hats, sun cream etc.** Competitors and spectators must leave the enclosure clean and tidy, please use the bins provided.

Food and drink will be available for purchase in the spectator area. Athletes may bring their own food and drink but BBQ etc are not permitted. You can erect your own small gazebo for crews in the spectator area. If you intend to do this please let us know in advance of the day. You will be directed where to set up but you should be aware that the regatta accepts no responsibility for damage etc.

You are responsible for your athletes on the day – you **must** ensure that they are supervised at all times.

Crew Changes and Scratching

Coaches wishing to make crew changes or substitutions should do so at Registration. Coaches wishing to scratch crews should inform Race Control directly as soon as possible.

Boating:

Athletes will be called to boat approximately 30 min before their scheduled race time. Please ensure that the athletes are ready to go afloat and that their oars are close to (but not on) the pontoon prior to the designated boating time.

Transition from the boat storage area to the pontoon is down a fairly steep hill. **It is a requirement of the Regatta that all boats being moved must be accompanied (and if necessary carried) by a coach or responsible adult.**

Please remember that boats and equipment may be checked by Umpires before boating to ensure that they conform to the water safety code and rules of racing. Any boat which does not comply will not be allowed to boat. Races will not be held for equipment failures so please check your boats before approaching the landing stage. **All athletes must race in club kit.**

Boats may be required to stay on the water between races – this will be indicated on the draw. Please ensure that your athletes have sufficient drinking water available in the boats and that they carry appropriate clothing etc for the conditions. Please do not leave any kit – shoes, water bottles, clothes – on the pontoon.

Progression to start, race and return to pontoon:

It is our intention that all crews for each race will leave the pontoons together. As they leave the pontoon they should progress to the on-water marshall in the bay across from the Finish. Here, they will be picked up by a race Umpire who will stay with them on way to the Start and during the race.

The circulation pattern is as shown on the Course Map. **Please ensure that all your athletes – scullers and coxes, have studied this map and understand the circulation pattern.**

All of our Umpires are very experienced with dealing with young crews on the water. They will guide the crews and help out where necessary. We are starting crews from stake boats this year. Please instruct your crews to paddle from behind the start past the stake boats and then attach to them stern first by backing down. Please ask your athletes to listen carefully to the Umpires at the start and respond quickly to their instructions. We have asked our Umpires to refer to Green / Left and Red / Right when helping crews to manoeuvre. Please ensure your athletes understand this before they go on the water.

The races will be started by the Race Umpire from a launch which will follow the race. The Umpires may steer crews where necessary to ensure a safe progression along the course. **Please ensure that your athletes all understand the instructions they may be given in the race particularly the relevance of white flags (directional instructiohhjns) and red flags and bells (stopping the race).**

In addition to the Umpires launch there will be two safety launches on the water at all times. If a crew or sculler should capsize **it is essential that they stay with their boat** until attended by a safety boat and / or the race Umpire.

At the end of the race the crews should stop and await instruction from the Umpire who will either guide them back to the pontoon or send them on to the on-waster marshall for their next race.

As with crews getting on the water a coach or responsible adult should catch and accompany their boats leaving the pontoon.

Welfare Policy:

The Regatta operates a Welfare Policy and Plan – these are set out in a separate document and copies of the Policy will be available on the day of the Regatta and on the website in advance of the Regatta. The Welfare Officer is Bodo Schulenburg (Tel: 07387 153801).

General Rules and Safety Plan:

Please ensure that your coaches and team managers have read and understand these instructions. Please ensure that your athletes have read and understand their separate instructions.

An ambulance with First Aid will be stationed at the Enclosure area and rescue launches will be on the water, at all times during racing and for a short period before and after.

NB In the event that the paramedics consider a situation to be an emergency, all casualties will be immediately transferred to the nearest Accident and Emergency Department unless permission not to do so is obtained from a 'Responsible Adult'.

Accidents must be reported immediately and an Incident Report Form must be completed and handed to the Safety Adviser. Incident report forms can be obtained from race control.

Process for making changes to the event programme due to unfavourable weather conditions:

1. It is the responsibility of the Event Safety Officer to ensure this process is adhered to;
2. All decisions shall be made by the Race Committee Chairman in consultation with the Event Safety Officer, the Race Committee and the Chairman of the regatta;
3. The committee will monitor the forecast from one week in advance of the event;
4. In the event of strong winds being forecast (gusting or consistently at or above 20 knots) the committee may decide to either (a) reduce the race to 2 lanes abreast, or (b) remove some of the smaller boat events, or (c) amend the racing format to a time-trial system, or (d) cancel the event completely. Updates will be posted daily on the regatta website from the Monday in advance of the event.
5. In the event of a thunderstorm, all crews will be removed from the water when the gap between thunder and lightning is 30 seconds or less. Racing will resume 30 minutes after the last thunder clap.
6. In the event of any of the above changes to the race programme announcements will be made as follows:
 - in advance of the regatta day, via the website, twitter & by telephone to The Palace;
 - on the day, over the PA system, twitter and by telephone to the Palace;
 - crews on the water are under the control of the Umpire who will manage their safe evacuation accordingly.

Further Information:

Further information can be found on our website:

<https://www.hinkseycling.org.uk/bpjr/2024-event-details>

Weather conditions will be closely monitored the week leading up to the event. If the regatta has to be cancelled, notice will be posted on the website and entries secretaries will be notified by e-mail.

Prizegiving:

Prizegiving will take place at the end of racing in each of the morning and afternoon divisions. Coaches of winning crews should bring their BR licences to the control tent (near the finish line) before prizes will be awarded. Please note that individual crew members who do not have their registration cards will not be able to collect their prizes.

We hope you have an enjoyable day of racing!