



HENLEY TOWN & VISITORS' REGATTA NOTES FOR OFFICIALS 2008

FINISH JUDGE

As the winning crew passes the finish, one judge drops the large yellow flag for the benefit of the timekeeper. Another sounds the klaxon as each crew passes the finish line. The team registers the finishing order and distances for each race in the official record, broadcasts it on the commentary net, and confirms the result to the race umpire. If there is any doubt about the result (e.g. an appeal, or a split verdict amongst the judges), the Chief Judge is responsible for ensuring that a result is not released until it is confirmed.

Notwithstanding Rule 2-5-3, the Chief Judge should also support the Race Umpire in dealing with any racing boats that are heading for the piling at the finish. Only the Chief Judge should issue any warnings, using the loudhailer provided. Other officials at the finish must not join in an unruly, and generally ineffective, shouting spree.

REGATTA CONTROL

Regatta Control has radio contact with the Start, the commentators and the crew marshals. You are responsible for all race-related questions that are not under the jurisdiction of a particular race umpire. Mostly this means dealing with requests to change race times, which should be accommodated as far as possible, providing all competitors involved agree. **Any changes to the programme must be replicated in the race cards, on the laptop, and be communicated clearly to the Start, the crew marshals, the commentators and the launch stewards.**

Any objections arising from a particular race should be referred to the umpire involved in the first instance - the race cards will tell you who that is - or to the Race Committee.

RESULTS BOARD

Keep the results board up to date, maintaining both the large results sheets and the draw.

DRAW & RACE CARD UPDATING

Transfer the winners' names from one race card to their next race, so that the cards are always as up-to-date as they can be. Please print these updates clearly in dark ink, and include the crew number as well as crew name. Pass completed race cards to the Launch Steward.

Update the results and draw on the laptop, and print off updates for circulation at the appropriate times.

WORK BOAT

Take the start team and equipment down to the start prior to the commencement of both morning and afternoon sessions. Collect the start team at the end of the morning shift and collect the equipment at the end of racing. Fix the course, or stake boats, or notice boats as necessary.

RESERVES

The duty rota allocates reserves for the race officials' teams, to ensure any absences are covered without affecting the smooth running of the Regatta, and to provide temporary relief if needed during the long morning sessions. Please check in to the Secretary for Officials at the start of your session, and remain available as necessary.

Henley Town & Visitors' Regatta complies with the Rules of Racing of the ARA, so these notes provide additional local information about the duties of Regatta Officials. Please read the notes for *all* officials, not just for the duties you're performing, so you're aware of what others around you are doing.

The Committee is especially proud of the "T & V's" reputation as a high-quality Regatta, and to maintain that image all officials are asked to conduct themselves to the highest possible standards at all times. Upon arrival all officials should report to the Secretary for Officials in the floating stand.

Changes and other items that have caused problems in the past are highlighted in bold type.

REGATTA SAFETY

Regatta Officials must act at all times in the interests of the safety of competitors, officials and spectators. Officials must report any accidents or safety concerns to Regatta Control. Please read the Regatta Safety Statement and Incident Procedure enclosed. Further copies will be available at Regatta Control on the day.

CONTROL COMMISSION

Carry out the usual checks on heel restraints, hatches and bow balls of each boat as it goes afloat, and the cox's weight certificate if appropriate. Ensure that the cox is wearing the appropriate lifejacket for their boat type. Even if the boat has already been used earlier in the day, you should carry out the safety checks. Look out for crews from Leander, Henley, and Upper Thames Rowing Clubs that have boated from their own rafts, but have come into the Regatta rafts for a boat check.

Competitors are responsible for getting to the start on time, but it's useful if you can record which crews have boated in case of queries.

If you are on the first session of the day, or the first session after lunch, please ensure that you are in position at least 30 minutes before the first race time.

Be sure to pass on to **Regatta Control** and the Start any genuine requests for flexibility on race times that a crew make to you (e.g. if they're doubling up and their earlier race was delayed).

When time permits, a member of control commission should select a crew at random as they prepare to go afloat, collect their entry form from the crew marshals, and check the crew names against it. Do this by asking the crew to give *you* their names, rather than giving *them* the names on the entry form. Don't rely on the programme, which won't pick up any late but still legal changes. If all is in order, sign the form, and return it to the crew marshals. Any crew changes that do not comply with the ARA Rules of Racing should be reported to Regatta Control, and the Head of Control Commission should take appropriate action with the crew involved.

When the finals start going afloat, members of control commission should assist the crew marshals in resolving any questions about the ARA racing licences of winning crews, ensuring that the ARA Rules of Racing are interpreted and applied correctly. Use the radio in the Crew Marshalls tent to make radio contact with Regatta Control.

200M MARSHAL

Analogous to a 100m/500m marshal at a multi-lane regatta.

Ensure that crews turning straight into the marshalling area from the navigation channel do so safely. Ensure that crews do not practise starts in the marshalling area. Award official warnings to any who do not comply with these instructions.

Line up crews for races and pass them onto the start team.

START MARSHAL

You should ensure that competitors are called onto the Start so that they are ready for their race on time. In general, this means gathering the crews **in the marshalling zone** below the start whilst the preceding race is getting aligned. Strictly, competitors are responsible for getting to you on time, but there is a Public Address system to call crews as you need them. Be sure to give crews enough time to respond to your instructions to move up to the start. Crews who proceed downstream so far that they cannot hear the PA system certainly do so at their own risk.

The key to success at the start is for the start team **and 200m marshal** to anticipate potential problems and deal with them before they become real ones. If crews are not in sight at least 5 minutes before their race, check with the crew marshals to see if they've booked in or boated. Advise the umpire of any delays or no-shows, so s/he can decide whether to proceed without reference to absentees. **Do not wait for an umpire to ask before carrying out this check.**

In case of extreme weather conditions – either hot or cold – avoid making competitors wait around longer than necessary ready to start. Only call them onto the start when the preceding race is clear, and you have an umpire present in the start area for their race.

ALIGNER

The bows of competing boats should be level at the start of each race. Alignment is easily achieved using the compass provided. If you need to bring a crew forward or backward to achieve alignment, issue appropriate instructions to the relevant stakeboat boy/girl. When you're satisfied with the alignment, raise the white flag. A bell and red flag are provided for false starts. In the event of extreme weather, please use best judgement in balancing the need for alignment with the need to avoid crews being kept waiting too long. In addition, you are responsible for the safety of the stake boat personnel. In particular, please ensure that they hold the boats safely, wear life-jackets, and use sun cream, if necessary.

LAUNCH STEWARDS

There are three roles here:

1) Selling launch tickets to spectators. There is a strict limit to the number of passengers each launch can carry, and this is reflected in the number of tickets allocated to each race. Do not sell more tickets than allocated - such ticket holders will not be allowed on board. Collect the cash float and launch tickets from the Treasurer at the start of the day: when you accumulate some takings, pass the excess back to him. If a spectator has no preference for which race to follow, try to allocate a sculling race, as they're rarely sold out.

2) Issuing Race Cards to the umpire for each race. Collect the card for the race the umpire has just finished, and issue his/her next race. Issue the cards in sequence, rather than trying to issue a particular race to a particular umpire. If the launches get out of sequence, that's their problem, not yours.

3) For the afternoon sessions only, liaising with the Sponsorship Secretary, who is usually to be found around the trophy tent, regarding which races sponsors will be following. Tickets for sponsors should be handed over to the Sponsorship Secretary to avoid them being sold to spectators. Sponsors and spectators should be warmly welcomed to the stage and kept informed of which launch is theirs.

Stewards 2) and 3) should assist the Umpire in loading the launch with spectators and sponsors. **Please ensure that passengers are not wearing high heels.** Off-duty officials (eg trainee umpires) should be allowed on board launches, but not to the exclusion of paying passengers.

RACE UMPIRE

The race umpire is responsible for starting his/her allocated race (in conjunction with the aligner), as well as overseeing the race itself. There will be a timekeeper/reporter on each launch, but the umpire is accountable for ensuring that the winning time is accurately taken, and that race reporting and radio discipline are maintained. The launch steward will issue a race card, and you should complete and return it to him straight after the race - at which time, he will issue the card for your next race. **Mark the card with a legible record of your name, not a flourishing squiggle**, in case there is a need to refer to you later. At the end of the race, call the finish time across to the judges, who will in turn give you the distances.

Take the race for which you have the race card – don't change to another race unless there's an emergency or launch breakdown and **advise Regatta Control if this happens.**

To defray the significant cost of the launches, the Regatta sells tickets to spectators wishing to follow a particular race. The launch steward will advise whether you have ticket-holders for each race. Please do not take your own guests on board to the exclusion of paying passengers.

The primary concern for umpires is the safety of all participants at the Regatta, and in the event of an accident on the water, you must render all possible assistance. So, keep alert on your return to the start. Use your radio to call for assistance if necessary: rescue boats are stationed at both ends of the Course, and they are on your radio network.

TIMEKEEPER / RACE REPORTER

You should record the race time for the winning crew - the finish of the race will be indicated by the finish judges. At the end of the race, give the winning time to the umpire for recording on the race card and communicating to the Finish. Please provide your own stopwatch if possible.

You are equipped with a radio so you can announce the start of the race to the finish and commentary. Announce the race number and competitors as the race starts, and give a brief progress report as you pass Remenham Club, or if anything significant happens. **Listen out to other radio traffic so you don't cut across another transmission.** In the event of an accident on the water, please support the umpire in providing appropriate assistance: the rescue boats are also on your radio network.

COMMENTARY

Your main role is to inform the public about the racing in progress, and to announce results, using an informal but factual style of delivery. The Timekeeper/Reporters will give you information from the start, and the Judges will give you the result of each race: do not announce a result until the Judges clear the race and be especially cautious with close verdicts. You have a set of race cards showing the competitors in each race and information about the event sponsor: update the cards as racing progresses, and make regular mention of our sponsors. Only those people listed on the duty roster as commentators should use the microphone.