Christ Church Regatta 2017
Safety Plan

Opening Remarks

Christ Church Regatta is a novice regatta, which takes place on the Isis. The dates for this year’s event are 22nd-25th November 2017 (the traditional dates of Wednesday to Saturday of 7th week). Racing will be scheduled to take place from 12 pm to dusk on Wednesday to Friday, and 11 am to dusk on Saturday. The course to be rowed is from Long-bridges (Hertford, Mansfield, St Catherine’s and St Hilda’s boathouse) to the Cox Stone (half way between Pembroke boat house and the Head of the River public house). As with all water-based events, safety is the regatta’s primary concern.

Conducting a safe Christ Church Regatta presents far fewer problems than an event such as Summer Eights or Torpids. There are fewer crews racing at any one time, the style of racing is different (i.e. side-by-side racing instead of “bumps” racing), the course is much shorter, and the number of bystanders is significantly less. This document provides a comprehensive safety plan for the event, involving the participants, organisers and spectators.

The organisers are especially aware of the high profile of Oxford rowing safety at the moment and to this end introduced new measures into the 2016 safety plan building on the success of previous years in anticipation of making safer an event that has always taken safety very seriously. These changes proved very successful and so will remain a part of the safety plan. Each marshal shall be briefed on the contingency plan at the compulsory marshalling meeting. Furthermore, the captains have experience of rowing and coxing in Torpids and Summer Eights.

Responsibility for Safety Planning

The regatta organiser, who is responsible for all aspects of risk assessment and safety plan implementation for 2017, is Mr. John Broadbent, with the help of Ali Williams (Water Safety Advisor of Christ Church Boat Club), at least one of whom will be present at Christ Church Boat House (Race Control) at all times. They will be equipped with a radio to contact both marshals and other important personnel at all times. Mobile telephones for emergency use will also be in the possession of each captain and at Race Control.

A risk assessment has been conducted, and is included as an appendix to this document.

The duties of the “Safety Advisor” as defined in the BR rules of racing are contained within the duties of the Regatta organiser and the Water Safety Advisor of the club.

Contact numbers: Mr John Broadbent 07531 691040
Ms Ali Williams 07920 246205

Safety Awareness:

Swimming Tests

It has been decided that all competitors (including coxswains) must have passed an OURCs swimming test before being allowed to compete. Competitors who have failed to pass a swimming test will not be allowed to compete (the wearing of a lifejacket will not be accepted in lieu of a swim test: this is above and beyond guidance in the BR water safety code “RowSafe”).

Coxswains

It is compulsory for all novice-status coxswains to attend the Savills Christ Church Regatta safety briefing. Additionally, all experienced or senior status (x-status, s-status) coxes who have not coxed a regatta on the Isis River before or attended an OURCs/OUCS (Oxford University Coxing Society) regatta safety briefing since last year must also attend in order to cox a boat for this regatta. Exceptions may be given by the OURC Captain of Coxes, who can determine whether an experienced or senior status cox is competent to forego the briefing, but they will be nonetheless advised to
review the circulation pattern and rules beforehand. The main briefing is given in conjunction with OUCS approximately one week before the regatta. **ALL coxswains are required wear life jackets.**

**First Aid**

A First Aid Unit will be present at all times during racing, and will have uninterrupted access to a dedicated safety launch. There shall be two first aid posts - one at the Boathouses and one in a dedicated safety launch, with access to all parts of the course, which will have complete priority over any racing crews. The Unit shall consist of at least two people dedicated to First Aid at the event and trained to at least the standard of HSE ‘First Aid at Work’.

The first aiders shall be informed, through their agents, of the nature of the event, and will have the risk assessment made available to them. Furthermore, they will be required to hold liability insurance of their own or through their employer, and will be issued with a copy of the schedule.

First aid this year will be provided by Epione Medical

Contact details:
07984958371

**Emergency Access**

The emergency services, in particular the ambulance service, shall be made aware of the regatta and where the access points are.

In the event of a 999 call, emergency service access is through Christ Church Meadow, where the access barrier will be in the raised position and the rising bollard in the down position for the duration (on the regulation of the Proctors). Both of these are positioned at the entrance to the Meadows, in the north-west corner by Schools Quad of Christ Church. Permission for all access should, and will be, requested from Christ Church prior to the event.

The Lodge Telephone No., should any incident arise needing their help, is 01865 276150.

Other points of emergency access are from City of Oxford Rowing Club, Falcon Rowing and Canoe Club, and the Riverside Centre as emergency service access may be required upon either bank of the Isis. Access from Donnington Bridge is via the Public Highway. If there is an accident around Donnington Bridge, then any casualties should be transported to Falcon to allow them to be reached by an ambulance.

In case they need to be contacted, the phone number for City of Oxford Rowing Club is 01865 242576, and the phone number for Falcon’s Paul Munsey is 07785 704200.

**Marshals**

All marshals will be culled from experienced rowers and coxes, especially for the first day of racing. All marshals will attend the marshalling meeting a couple days before the regatta to be fully briefed on their duties, and a second marshalling briefing will occur on race days to practice mock river checks and klaxon testing. The klaxon test has two functions: (1) to ensure all marshals know how to klaxon, and (2) that the klaxons work. Highly experienced marshals will be placed at critical points, such as the crossover.

On race days, there are two marshalling shifts each day, and therefore two marshalling briefing. The first briefing will occur on BH Island at race desk, and then the marshals will go to their stations. Before the second shift, the second marshalling briefing will occur: one on BH Island and one at Univ raft. This allows for the towpath side marshals to be closer to their station after the briefing, and increases efficiency for the change over.

Marshals shall be equipped with a:

1. 2 way radio
2. High visibility bib
3. Klaxon
4. Clipboard, with pen attached
5. Sheet of paper summarising their duties
6. Megaphone (for marshals at key positions)
7. Mobile phone

There will always be a chief marshal with a mobile phone for emergency use. Emergency telephone numbers are also displayed at the boathouse.

Marshals will be present at the locations shown on the enclosed map (also available by following the links from [http://www.chch.ox.ac.uk/current-students/oliver-wyman-christ-church-regatta](http://www.chch.ox.ac.uk/current-students/oliver-wyman-christ-church-regatta)), to assist all crews. They will have radio contact with race control to report emergency situations. **They will be wearing high visibility marshalling bibs and be equipped with a klaxon.**

*In addition to the Regatta Captain, there will be the following 18 marshals:*

1. **Chief Marshal**: Responsible for organising and scheduling all marshals before the regatta, and being on hand to answer any question or assist in marshalling-related matters on BH Island
2. **Donny Bridge Marshal**:  
   [1st round/repechage] Absent  
   [2nd round/finals] They are responsible for liaising with other river users, asking them to hold and await the end of the race in progress. To ensure that crews are paired up for races in good time, and are at the correct stations to ensure that no collisions occur in the gut.
3. **Gut Marshal**:  
   [1st round/repechage] They are responsible for liaising with other river users, asking them to hold and await the end of the race in progress. They also help making sure that racing crews don’t go into the gut.  
   [2nd round/finals] To send paired crews up towards the start when it is clear, on the correct stations. To ensure there are no collisions in the gut.
4. **Longbridges Marshal**:  
   [1st round/repechage] Is at Longbridges BH, ensuring that no one goes into the gut, spins and pairs up with their opposition and are at the correct station. Advising crews in transit for landing at Univ. Performs “Boathouse marshal” tasks.  
   [2nd round/finals] To instruct crews where to spin, i.e. between City of Oxford boathouse and the turning post. They should also advise crews to pair up. They are also responsible for liaising with other river users, asking them to move to holding point B and await the end of the race in progress.
5. **Start Marshal**: (Senior Umpire) Decides the stagger according to stream conditions on the day, and gives the starting commands “Attention! Go!” They will also award a row-over to crews whose opponents are late without good reason. Start Marshal will also disqualify any crews who start before the command is given. Conducts formal river check before each race starts.
6. **Senior Umpire Assistant** – Responsible for listening to all radio traffic, liaising with the other marshals and river users, and alerts Senior Umpire about an urgent or important situation, perform short river checks.
7. **Crossover Marshal on towpath side**:  
   [1st round/repechage] Stationed midway up the greenbank, assisting spinning and pairing up, ensuring crews are at the correct station. Advising crews in transit for landing at Univ.  
   [2nd round/finals] Will inform crossover marshal at Christ Church Boathouse that it is safe to cross the racing line into the transit lane.
8. **Crossover Marshal at Christ Church Boathouse**:  
   [1st round/repechage] Conducts formal river check before each race starts.  
   [2nd round/finals] Instructs crews (on the towpath marshal’s instructions) when to cross from Christ Church Boathouse. Conducts formal river check before each race starts.
9. **Univ Marshal**:  
   [1st round/repechage] Performs “Boathouse marshal” tasks, given below. Holds crews that want to boat from Univ and sends them up in transit once the current race has gone past, but with sufficient distance (in case the boat racing on County station catches a crab or runs into other boat-stopping trouble). Ensures safety of towpath users.
[2nd round/finals] Performs “Boathouse marshal” tasks, informs Crossover marshal at St John’s Boat House that it is safe for crews returning to UNIV after racing to cross the racing line, and ensures safety of towpath users.

10. **Crossover marshal at St. John’s Boathouse**:  
   [1st round/repechage] Absent  
   [2nd round/finals] Informs crews (on UNIV Marshal instructions) that it is safe to cross back to UNIV from the city side transit lane. Conducts formal river check before each race starts

11. **Meadows Marshal**: Positioned on the meadows side, half way between Boathouse Marshal B and the Finish Marshal: responsible to liaise with other river users and immediately inform the marshals of any incidents between the end of boathouse island and the finish line

12. **Finish Marshal**: Determines who has won the race and sounds the finishing clacker when the bow of the winning boat passes the finishing line. Also ensures that crews are well clear of the finishing line before spinning. Conducts formal river check before each race starts. Will note coxing protests and relay results to race desk.

13. **Head of the River Marshal**: Liaises with other river users, asking them to move to Holding Point A and await the end the race in progress. Instructs crews who have finished to spin and return to the boathouses (via transit lane).


15. **Boathouse Marshals 2**: See “Boathouse Marshals,” below.

16. **Launch Marshal 1**: Transports first aiders to emergency sites

17. **Launch Marshal 2**: Transports additional first aiders or marshals and equipment if required

18. **Bike Marshal**: similar function during race days as the Chief Marshal but on Towpath Side, in reserve in case of an incident

* These marshals will also be responsible for ensuring the racing course is clear before a race is started and once a race is underway. They will be equipped with klaxons and will be ready to stop racing if required in the interests of safety.

† These marshals shall also be equipped with loudhailers as a matter of course at all times.

‡ Start Marshal is for the purpose of this event the Senior Umpire and responsible for the overall coordination of river checks and the starts from opposite Christ Church. The Senior Umpire **MUST** request a river check prior to the start of each race.

**Marshals' Responsibilities:**

Marshals will be instructed to pay particular attention to the safety of the public in addition to their other tasks.

**Boathouse Marshals:**

The two BH marshals and the other two marshals stationed in that area (Longbridges Marshal, Univ Marshal) will make checks on the equipment that the crews are using, and also on the identities of the rowers. Checks will be made on the following:

- Heel restraints.
- Bow ball.
- Life jacket for the coxswain.
- Lights when appropriate.
- Bodleian Library Cards of all crew members.
- The Coxswain's License Number (To ensure that the coxswain is registered with OURCs/OUCS, and has attended the coxing meeting).
- Check backstays

Crews without this equipment will not be allowed to race. Any crew which boats without this equipment will be disqualified.

The Boathouse Marshals will also remind bystanders and competitors of the hazards associated with boats being carried on the bank.
The Regatta Organisers can be phoned, contacted at ChCh Boathouse, or via any marshal’s radio. However, if using a marshal’s radio impedes him or her from ensuring the safety of competitors and the public at large, this will be denied. The organisers will be contacted by radio for safety matters – Not with racing complaints.

**All marshals will be instructed to carry mobile phones in case of radio failure and a directory of marshals’ telephone numbers will be kept at race control.**

Marshals at the start and at crossover points will be equipped with loudhailers to ensure that they can be heard by crews at all times and in all conditions.

**River Checks**

There are two kinds of river checks: short and formal.

a. Formal river checks include all the marshals, excluding the SU assistant, finish, chief and bike marshals, in order, radioing the SU, confirming clear conditions for racing. This occurs at the beginning of each race day, and after long pauses in rowing, as called by the SU.

b. Short river checks involve only the crossover marshals and the finish marshal. The SU assistant initiates this periodically (around 15 minutes)

**Lights**

All crews must have white lights at the front and rear of their boats visible through 360 degrees if boating after 14h00, and racing will finish by 16h30 to ensure that all crews leave the water before one hour after sunset. Lights must also be used if it is a dull day. Notification of this will be posted on both the regatta and OURCs websites, as well as in the official regatta rules. Failure to use lights will result in disqualification.

**Scheduling**

Racing will take place approximately every three minutes, and crews are required to follow the schedule closely, otherwise appropriate action will be taken by the Regatta organisers.

**Circulation**

The circulation diagram is included in the appendices to this document (and is also available at the rules section of http://www.chch.ox.ac.uk/current-students/oliver-wyman-christ-church-regatta. Each crossing lane will have a marshal on either side. These marshals confer via radio to ensure that it is safe to allow boats to cross. In the case of radio failure, the cross-over marshals shall be equipped with flags to ensure that it is possible for contact to be retained. Coxswains shall be instructed to follow marshals’ commands, and not the flags.

The racing takes place on a buoyed course (as shown by the maps on the Regatta website and in the appendices), with buoys separating the two racing lanes from each other. In addition, the transit lanes will be buoied, and the buoys separating the two racing lanes will be a different colour/design to those marking the transit lanes in order to make it clear to the coxes the path to follow. It will be emphasised at the coxing meeting that crews must stay in their lane during racing.

Following a trial in 2006, the first round and repechage races will be rowed over a shortened course (See appendix 3). This will reduce the risks to the worse coxswains and crews by limiting the time they have to spend on the water and the distance they have to move to and from races (as well as during the race itself).

In order to further improve lane discipline and reduce the possibility of incident, crews are required to **boat from the downstream half** of the Boathouse Island, and **land on the upstream half** in order to reduce boat traffic in the transit lanes (See Appendix 5). This will reduce the requirement for boats to overtake in the transit lane and ensure the racing course is kept clear. This is in greater accordance with practise at external regattas.
Furthermore, for the 2010 regatta, we proposed to have a simplified circulation pattern with no crossovers in the 1st round and repechage stage. This means a reverse circulation along Green Bank, and no racing crew will be allowed to go into or through the gut during 1st round and repechage (see updated marshal duties as well as Appendix 3). This was a huge success and so will be the plan for the 2017 Regatta.

The issue of circulation will be heavily emphasised at both the coxswains meeting and the marshals meeting, in order to ensure that the circulation patterns are obeyed. The circulation patterns have worked in previous years, and we see no reason to doubt that they would continue to work safely. However, the regatta committee is always striving to improve safety in whichever ways we see possible, which is why we keep the change to boating circulation.

**Spectator Safety**

The total number of bystanders expected is significantly lower than the number attending Torpids and Summer Eights during the spring and summer. Previous experience suggests that the weather conditions in November do not attract bystanders, and the majority of bystanders are those competing in the event, or members of an Oxford Boat Club, and that they therefore have an awareness of the dangers posed at a regatta of this nature. In addition to this, the course raced is much shorter than in bumps racing, and therefore requires a slightly smaller marshalling commitment.

Marshals will be positioned along both sides of the river, and will be instructed to pay particular attention to the safety of the public. Notices to warn members of the public that a regatta is in progress will be positioned at both ends of the towpath on each side of the river. If a member of the public suffers injury as a result of the Regatta on Christ Church land, we are insured for public liability.

We do not expect particular congestion on the towpath (unlike that seen on Saturday of Summer Eights). However, in the interests of safety, the number of bank riders following each crew will be limited to one, who must have bells attached to bikes. **Bank riders are not allowed to use handheld cameras.** The spectator situation at the boathouses will provide far fewer problems than at Summer Eights or Torpids, and we do not anticipate the need for stewards at this event, as marshals will be overseeing proceedings at the boathouses.

However, the system of launching and landing that will be utilised during the regatta does mean that there will be a considerable number of boats being carried up and down Boathouse Island at certain times. Thus, Boathouse marshals will have to be aware of the situation and give due advice to both bystanders and rowers alike when it is necessary.

**Cyclists on the towpath**

The purpose of allowing cyclists on the towpath is that crews are supervised at all times. This task is performed by the coach of each crew, who is responsible for the safety of that crew whilst it is on the river. Novice crews are not allowed on the Isis without a coach in accordance with OURC's rules, and in the event of urgent assistance (e.g. medical) being required, the coach is better placed than their crew to immediately notify a marshal, and via radio to contact rescue and first aid teams. Cyclists shall be constantly reminded via the rules of the regatta and via signs placed on the towpath that they must give way to the general public at all times.

**The boat clubs will be notified if a marshal observes dangerous cycling or if a member of the public complains, appropriate action will be taken by the organisers.**

**CYCLISTS WILL NOT HAVE RIGHT OF WAY OVER PEDESTRIANS OR OTHER TOWPATH USERS AT ANY TIME.**

**Safety of other river users**

Any boats passing through the area will be asked politely by the nearest marshal to wait in one of the two holding areas indicated in the later diagrams until the end of the current race. They can then proceed along the course (during which time racing will be halted). Upon consultation with the lock keepers and with the Environment Agency, we may explore the possibility of telling river users beforehand through information leaflets or flyers.

**Emergency Procedure**
In the event of a dangerous incident occurring whilst a race is underway - such as a rower in the water, specific injury, the impairment of the race line or the breaking down of the safety launch etc. - marshals will be instructed to stop racing by sounding a klaxon immediately. All marshals on the racing course will be equipped with klaxons and on the sounding of the first klaxon will also sound their own. It will therefore be possible to hear the klaxon from all parts of the racing area and the warm up area. To ensure that any klaxon can be heard as soon as it is sounded, coaches will be banned from using loud hailers - only marshals will be permitted to use them. A flag at Race Desk will be waved at the SU to inform him/her that there are impediments in the racing lanes.

All crews will be instructed to halt as soon as safely possible on the sounding of the klaxon; all coxes will be briefed on this at the obligatory coxing meeting. There will be a dedicated safety launch based at Christ Church Boathouse to enable swift access of first aiders to the scene if this is necessary.

The Incident Controller take charge of the incident, liaising with First Aid personnel, marshals, EMS, look after the injured party (accompany him/her to the hospital if necessary; inform the college if he/she is a student, OR inform a family member/friend if a non-student; OR accompany him/her back home if necessary), witnesses, ensure all reports are submitted to the appropriate bodies (e.g. British Rowing, Sabbatical Officer, Sports Safety Officer, University Sports Office.)

If it is decided that the river has become unsafe for novices during racing the following procedure will be implemented by all marshals in relevant positions:

All racing will be suspended / abandoned until the conditions become safer. However, this presents problems in itself:

1. There will be up to 30 crews on the river, and ensuring their safe return to the landing stage quickly is a top priority.
2. Coxes may panic if they are told that the conditions have become too dangerous for them.
3. Coaches, who often seem to think that they know best, may start instructing their crews to do things not set out in this plan.

Should the organisers decide that racing must stop, the following things must happen, in this sequence:

1. Crews in their boathouses will be informed that they must not boat.
2. The senior umpire is to be informed that no more races are to start.
3. Once the current race is ended, the klaxons will be sounded, informing everyone that racing and boat movement has been suspended.
4. Finish marshal 2 then tells the two boats which have finished to spin and return to the transit lane.
5. All boats in transit lane are then to cross, keeping in single file in the transit lane, as if they were heading off to race.
6. Crews who boat from University College Boathouse can land in downstream direction immediately after crossing in the transit lane if there is no risk of collision with any boats landing upstream. If there is a conflict priority is to be given to the boats landing in upstream direction if they are already close to the raft, and the downstream boats may have to row past and complete a full circulation in order to clear the transit lane. The University Boathouse Marshal's decision in that situation shall have precedence. If possible the boats coming upstream from Longbridges should be held there until the transit lane has been cleared to allow for boats landing downstream at University Boathouse to land first.
7. Crews who boat from Longbridges (who will have raced) are then to land in downstream direction as they go past.
8. Once all the boats are in the transit lane, the Gut 1 and Start Marshal will instruct the crews waiting in the gut to proceed down the course, as safely as possible. There will be a gap of about 90 seconds between each pair to prevent huge queues for spinning at the Head of the River.
9. The crews that have come up to the gut through the transit lane are to spin, and join the back of the queue, and move down the course when their turn comes. When there are crews waiting to cross to Univ and back to Longbridges, the crossover marshal will inform Gut 1 to stop sending crews down to enable them to cross.

The whole process should take approximately 20 minutes. If necessary, crews will be held below the crossing point, then allowed to up to cross to land in small groups. Sticking to the circulation plan means that the risk of crews hitting each other is minimised. All marshals are to be briefed on this procedure in full prior to taking up their duties.

**High Stream Conditions**
In the event that the river is running faster or higher than might normally allow for a full program of racing, the race organisers liaise with the Iffley lock keeper and the EA to decide how to proceed. The EA Waterways Duty Officer can be contacted for advice regarding river conditions via 03708 506506 Monday to Friday 8am to 6pm or 0800 807060 24 hours. Should the river be at a level unsuitable for novice coxes (as registered with OURCS), they will not be permitted to race. This decision will be made in liaison with OURCs. Should the river be higher than this, a decision will be taken as to whether the Regatta will continue. The Regattas in 2000, 2002, 2006, 2009 and 2012 were all cancelled under such circumstances.

Rowing in high stream shall be in accordance with the OURCs flag system (OURCs rule 13: Fast stream conditions, available at http://www.ourcs.org.uk). No restrictions will apply if no flag is raised. An Amber Flag means that only senior crews are permitted to race: under these situations, racing will cease.

**High Stream Conditions Leading Up to Regatta**

If the river remains high and unsuitable for novice crews (in accordance with the OURCs flag system) for long periods in the lead up to the regatta, the rowing experience and ability of the crews may be far lower than normal. Such conditions occurred in the lead up to the 2012 regatta. In this case the first 2 days of the regatta will be replaced with a qualification time trial following the same plan as Torpids rowing on qualification. The fastest crews will then be placed into knock out rounds in the remaining 2 days following the original regatta plan.

The decision to run the time trial will be made at least a week before the regatta by the Regatta Captain. If the time trial does occur the event plan and risk assessment of Torpids rowing on (set out by OURCs) will be used. These can be found at

http://www.ourcs.org.uk/214

**High Wind Conditions**

In the event that high winds cause difficulty in buoying the course without requiring racing itself to be suspended (as occurred on the last day of the Regatta in 2003) the committee may decide to either suspend racing or to conduct racing in a processional time trial format in divisions of not more than 12 boats, over the racing course (as in 2003). This will ensure that there will be no non-racing crews on or around the racing course whilst racing is taking place negating the requirement for buoyed lanes. This would only take place once competition had reached the last 32 stage and would also require crews to use experienced status coxswains (as registered with OUCS).

Contingency plans have been devised for both these circumstances detailing firstly how crews will be moved if conditions deteriorate during racing, and secondly how the regatta may proceed in such circumstances (See Appendices 1 and 2).

**Lightning**

In the event of an official sighting lightning, the guidance provided by BR will be followed. The weather will be monitored by the Race Desk and a decision on the suspension of racing will be made by the Senior Umpire in conjunction with the Race Secretary. The location of the storm will be approximated by counting the time between the thunder and the lightning and if this is 30 seconds or less, then competitors and officials will be advised to take proper shelter as soon as possible (i.e. within buildings and away from boats/trees).

**Contingency Plan For Cancellation**

If safety concerns lead to the cancellation of the regatta (for example high water) an indoor regatta will be run in its place. The event will be run at the same time as the normal regatta would have run and use indoor rowing machines to race the crews against each other. The rowing machines will be connected together and to a screen to show a visual representation of the race. The race timings, distance and draw will be the same as the normal regatta.

A suitable location for this event will be found once the decision to cancel the event has been made. Competing colleges would be expected to lend indoor rowing machines for the event if needed. The decision to run this event in place of the regatta will lie with the regatta captain.
This concludes the Safety Assessment for Christ Church Regatta 2017.

Mr John Broadbent

Appendix 1 - Contingency Plans for Pre-Regatta Bad Weather

IF THE ISIS IS UPGRADED TO BLUE, AMBER OR RED FLAG PRIOR TO THE REGATTA OR A DAY’S RACING.

This is a sliding scale contingency plan for advanced changes to the regatta in the event of bad weather. Note: this is NOT to be used if weather turns bad during racing. The emergency contingency should then be used.

Red/Amber Flag – Racing suspended.

R/A on Day 1 – scrap repechage and start the regatta as normal on Day 2 with the draw thus cut-down.

R/A on Day 2 or 3 – scrap repechage and halve the race course on the Saturday.

R/A on two days out of Days 1-3 (i.e. two days’ racing) – Convert to a head race with no repechage.

R/A on three days (i.e. one day’s racing) – only A crews in a head race.

If there is four days racing yet the flag status of the Isis changes from green to blue the following should be implemented:

Racing may still continue, but:

High Blue Flag – S/X coxes only and notify entrants by 4pm the day before.

Low Blue Flag – Novice coxes may still compete, but over half the race course.

In all cases the Captains should be in consultation with the Iffley Lock Keeper and the Environment Agency.

The Tel. No. of Iffley Lock Keeper is 01865 777 277

Fundamentally the decision of the Regatta Captain is final.

Appendix 2 – Major Incident Reporting

If a major incident occurs during racing, the committee should ensure that any injured person(s) receives emergency first aid from the First Aid Unit, and that a decision is made by the Race Secretary on advice of the First Aid Unit to contact the relevant emergency services.

The details of any incident or accident are not to be discussed with any person outside of the College/University, apart from BR officials.

The University Security Services are to be contacted by calling (01865) 289999. This facility operates 24 hours a day, 7 days a week. Furthermore, the relevant College Porter’s Lodge should be contacted.

Security Services will require the following information:

• Your name;
• The group you are with;
• A brief description of the incident;
• Location of the incident;
• The telephone number from which you are calling;
• Your location (It is important that you stay at this location);
• Any other information which you feel is useful.

You may be asked for:
• The name(s) and number(s) of people involved.
• Details of any injuries and/or fatalities.
• The name of the hospital where any casualties have been taken.
• Brief details of any vehicles involved if a road accident has occurred.
• The name and number of any Police Officer involved with the incident with their contact telephone number

It is imperative that all relevant people are contacted as soon as possible, and that a record is kept of all bodies/persons contacted.

The University Security Services will then offer advice on the best course of action, contact the ‘Press Office’ where required, inform College Bursars where required and contact key members of the Sports Department staff.

If not present at the event, the Rowing Sabbatical should be informed of the incident. The Rowing Sabbatical will in the event be present for a considerable amount of the regatta, in varying capacities.

As soon as is sensibly possible the Race Secretary should complete a BR incident form, and an accident form and near miss report form. These should be submitted to the Rowing Sabbatical Officer and Sports Safety Officer. These forms will then be forwarded to the University Safety Office.

**Please Remember:**
If University Club members require advice or help with a particular situation, then they have the opportunity to contact the Director of Sport and every effort will be made to assist.

All enquiries from the media are to be directed to the University Press Officer on (01865) 280528. E-mail enquiries can be sent to: press.office@admin.ox.ac.uk

The details of any incident or accident are not to be discussed with any person outside of the University until a full investigation has taken place.

**Contact Details**

John Broadbent, Christ Church Regatta Captain
24hrs during Regatta: 07531691040

Ollie Hedges, OURCs Rowing Sabbatical Officer
07917643030

Appendix 3 – Circulation Pattern (1st Round & Repechage) - Marshal Points labelled as given above.

Appendix 4 – Circulation Pattern (2nd Round & Final Stages) - Marshal Points labelled as given above.
Appendix 5 – Boathouse Island Rafts Diagram
# Appendix 6 – Important Phone numbers

<table>
<thead>
<tr>
<th>Title/Position</th>
<th>Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regatta Captain</td>
<td>John Broadbent</td>
<td>07531 691040</td>
</tr>
<tr>
<td>Water Safety Advisor</td>
<td>Ali Williams</td>
<td>07920 246205</td>
</tr>
<tr>
<td>OURCs Sabbatical Officer</td>
<td>Ollie Hedges</td>
<td>07917 643030</td>
</tr>
<tr>
<td>OURCs Captain of Coxes</td>
<td>Yet to be appointed</td>
<td></td>
</tr>
<tr>
<td>Senior Umpires</td>
<td>Joe Hitchen</td>
<td>07812 457823</td>
</tr>
<tr>
<td></td>
<td>Scott Houghton</td>
<td>07800 940960</td>
</tr>
<tr>
<td></td>
<td>Pete Bond</td>
<td>07903 682864</td>
</tr>
<tr>
<td>Epione (First Aid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07984958371</td>
<td></td>
</tr>
<tr>
<td>EA Waterways Duty Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03708 506506 (Mon - Fri, 8 am - 6 pm)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or 0800 807060 (24 hours)</td>
<td></td>
</tr>
<tr>
<td>Iffley Lock Keeper</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01865 777 277</td>
<td></td>
</tr>
<tr>
<td>University Security Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01865 289999</td>
<td></td>
</tr>
<tr>
<td>Christ Church Lodge</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Porters</td>
<td>01865 276150</td>
</tr>
<tr>
<td>University Press Officer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01865 280528</td>
<td></td>
</tr>
<tr>
<td>City of Oxford Rowing Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01865 242576</td>
<td></td>
</tr>
<tr>
<td>Falcon Rowing Club</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paul Munsey</td>
<td>07785 704200</td>
</tr>
</tbody>
</table>
Introduction:
This Emergency Action Plan is designed to act as an aide memoire for officials dealing with any serious incident should it occur during the Savills Christ Church Regatta on Wednesday 22nd through Saturday 25th November 2017. Regatta Captain and Race Desk will be based at Christ Church Boat House on Boat House Island.

IN A MEDICAL EMERGENCY/SERIOUS INCIDENT, INCLUDING ANY CREW MEMBER BEING TAKEN SERIOUSLY INJURED OR BECOMING UNRESPONSIVE, IMMEDIATELY:

- Marshal(s) to sound klaxon to stop the race in progress.
- Marshal to raise the alarm with the Race Desk and launches. Incident Controller to take control of incident. Medical personnel to be deployed.
- If incident is on the water, move all parties involved to river bank at earliest possible opportunity.
- Use mobile phone to dial 999 for emergency assistance. In the event of no mobile phone coverage there is an emergency (999 calls only) landline phone at the back of Longbridges Boathouse.

For incidents between Head of the River and the Start Line (on the river, Boat House Island and Tow Path), advise emergency services that the designated point for EMS vehicles is Boat House Island via Christ Church Meadow. Call Christ Church Lodge on 01865 276150 to gain access.

For incidents downstream of the Start Line (on the river, Longbridges Tow Path) the emergency access point is the Falcon Rowing & Canoeing Boat Club accessed via Meadow Lane. In the event of an emergency the spare marshal at middle gut will go to the Falcon R&C Boat Club to meet and guide EMS vehicles.

Incident Controller to ensure incident reported to appropriate bodies/persons, including College if student is taken to hospital.

The following are relevant emergency contact numbers on race day:
Police, Ambulance, and Fire Service – 999
Incident Controllers: Yet to be recruited
Senior Umpires: Joe Hitchen – 07812 457823, Scott Houghton – 07800 940960, Pete Bond – 07903 682864
Regatta Captain (John Broadbent) – 07531 691040
Christ Church Lodge – 01865 276150
Falcon Rowing & Canoe Club (Paul Munsey) – 07785 704200
Sports Safety Officer (Yet to be recruited) - Yet to be recruited

Iffley Lock Keeper – 01865 777277
Oxford University Security Services (emergency line) – 01865 289999.

Mobile phone numbers for Senior Umpire(s), First Aid, Rowing Sabbatical, to be held at Race Desk.