

Metropolitan Regatta - 2018

Instructions for Umpires

Many thanks for volunteering as an Umpire for this year's Met. We will race over the 2000m course for side by side racing and from 100m to the finish for time trials. Race Control which is located on the first floor of the finish tower, will transmit any programme updates not on the printed sheets and details of any withdrawals. Please monitor your radio closely and note the changes on your programme sheets so that they do not have to repeat these. You should have the following printed from the website (www.metregatta.org) or this message:

- Duty Roster
- Car Park Pass
- These Instructions for Umpires
- Timetable of racing
- Instructions to competitors
- Map of the Dorney Lake area and Circulation Pattern Diagram
- Safety instructions and radio instructions

Officials badges may be collected from the finish tower on arrival.

Parking

Regatta officials and staff displaying valid passes may use all roads for regatta business, including the island and Drove Road, as necessary. Parking will be available in all car parks, at the start and finish towers and on the Arboretum Road behind the bund at the finish area. Vehicles should be parked on the bund side of the road only and care should be exercised as there will be two-way traffic in this area. Please do not park outside the finish tower and avoid if possible behind the boathouse as the Regatta Committee will need continuous access to parking here.

General

We are blessed with an exceptionally large entry this year and racing is continuous all day on both Saturday and Sunday from early in the morning until the evening. Apologies to those of you for whom this will mean an early start, please arrive in good time for your first shift. Everyone has at least one shift not working during the day - please use this to get some warmth and food. The ground floor of the finish tower is available for off duty officials. Please remain on your station until relieved by your replacement and hand over your printed sheets. If no one has appeared 15 minutes after the handover time, please contact Race Control by radio. I have tried to arrange the schedule so that only the minimum number of Umpires have to work both the first and last shift of the day and that handovers should happen without much delay. In areas where there is coverage by more than one Umpire one of you will need to move early to start the rotation process, please do so as early as fifteen minutes before the shift change.

We continue to have issues with cyclists and pedestrians not following our directions. Please study the circulation pattern diagram and familiarise yourself with these. If you see cyclists or pedestrians in the wrong place, please politely point them in the right direction; this is to ensure the safety of all on the site.

As per this year's seminar we have planned for the possible attendance of UK Anti Doping. Our liaison is Asst Secretary Stephanie Day. If UKAD appear unannounced please contact her by radio, let her know her "**guests**" have arrived and your location. Please keep radio broadcasts on this subject

low key. Control Commission will probably need you to assist in identifying those selected, Stephanie will introduce the UKAD personnel to the Head of CC.

Dress

Please wear a blazer and white trousers/skirt (or FISA uniform for overseas international Umpires). If the weather is not good, please wear whatever you need on top for wind and rain protection. Those of you going afloat are asked to bring your own life jacket if you have one. Please ensure that your mechanism is not past its "sell by" date. We will supply a life jacket for those who do not have them.

Arrival

Please allow plenty of time for traffic congestion on the M4 and M25. If you are on the first shift please report to me on the ground floor of the finish tower at least 40 minutes before racing begins. If you are on the start please allow 45 minutes. Those on control commission for the first shift please arrive one hour before the first race. I will contact the official on the first weighing shift, this will not be fixed until the draw is complete. If you are not on duty until a later shift, please report to Race Control on the first floor of the finish tower if you cannot find me in the immediate area and then head for your assigned station. You should use your own car to move around the site, but please respect the speed limits, keep a good look out for cyclists and pedestrians and don't be tempted to follow races. Please use your hazard lights when driving on the island between the lakes.

Equipment

If you are on the first shift, please collect all your equipment from the ground floor of the finish tower when you arrive. This year racing will again be continuous with no lunch or tea intervals, other than short breaks for programme catch up. At the end of each session please wait to be relieved by your successor before moving to your next assignment except in a role as a Starter, Finish Judge or Control Commission, but please organise that cover remains in place. Leave all your equipment, including your updated programme sheets on station when you leave it. Radio batteries will be changed at intervals. At the end of the last session of each day bring all equipment back to the ground floor of the finish tower.

Starters

There are two starters on each shift. Please share the duties between you. There will also be a starters' assistant (who will usually be a British Rowing trainee or Multi-lane candidate, but may be a Multilane colleague in which case please share all duties) to operate the radio and record programme updates. If the assistant is a Multi-lane candidate, please give them a few races to start. One of the starters will start each race, the other should render whatever assistance the starter needs. We will use the same 'traffic lights' on the start this year, please test prior to calling the first race each day. In the event of failure, the start will be given using the red flag and the command 'Go'.

The starter (or the 'off-duty' starter) is also the race Umpire for the first 100m or so, until the Umpire's launch reaches the centre of the course; please double check you have the white flag before issuing any warnings! There is no need to hand a race over to the Umpire verbally. If you need to stop a race, do so in the usual manner using the bell to attract attention and red flag to stop the race. The "False Start" button on the electronic start system is behind the protective shield, this will start the red lights flashing and the buzzer. To stop the mechanism, press the reset button. The "False Start" function can also now be triggered by the Judge at the Start and there is a white light replacing the Judge's flag.

Crews will be asked to report in one hour before the race time so that we can identify absentees. In the event of redraws, these will be communicated to all stations by radio. The Starter should advise race umpires and judges by radio of any changes to the distributed sheets, particularly absentees, including any changes to the progression announced to the crews, immediately before or as soon as possible after the start of the relevant race. In the event of absentees, the starter should refer to Race Control by radio before starting the race, in case there are any extenuating circumstances. If the Regatta is running late, we will not normally wait for latecomers - some latitude may be possible when we are on time. In the event that unexpected absentees have the effect of changing the outcome of races (e.g. three remaining crews with three to qualify), the starter should liaise with Race Control and/or the Race Committee Chairman before starting the race and if there is any resulting change to the printed outcome of the race, inform the crews and the umpire and radio the same information to the judges at the finish. As a general principle at least one crew must be eliminated as the outcome of every race. We will again look to have a screen available to the start team with the updated races and this should also be consulted, please advise Race Control when it does not match their instructions.

For Time Trials the Starter will marshal the crews into lanes 2 and 3.

Judge at the Start

The Judge at the Start is located on the South bank in the aligning cabin, alongside the start. The Judge at the Start is in radio communication with the stake boat operators and the starter, and is also on the Umpires' radio net. If wind conditions make perfect alignment difficult to achieve, please use your judgement to balance quality of alignment with avoidance of excessive waiting periods for the crews. Please share the duties with the assistant Judge at the Start. If the assistant is an Umpiring candidate, ensure they align some races, but under supervision. Be patient with the stake boat operatives - if problems persist, talk to their supervisor rather than deal with the operatives directly. The supervisor is on their channel.

During time trials the Judge at the Start and the Aligner will move to the 100m hut and confirm the timing team readiness and will ensure a note of the order and time of each crew has been recorded. You will each need your radio and a Stop watch, the watches will need to be synchronised with the Finish watches. Your watches are a backup system.

Marshals in general

Please check with **Recorder** for any missing crews. Other stations should listen for broadcasts to the recorder, if the Recorder confirms the crew is on the warm up lake please quickly scan and advise the location that broadcast of the crew's location; this should reduce radio traffic.

Bridge Marshal

Your position is on the bank at the head of the warm up lake just before the bridge at the start, your job is to assemble the crews in lane order starting with the lowest numbered crew. As soon as the previous race has started you should call the crews through the bridge and encourage them to move quickly on to the start. If the Regatta runs late, you will need to co-ordinate well with the 100m marshal to avoid traffic problems near the head of the warm-up lake. If possible communicate the basic requests to 100m via load hailer, as an example calling the next race to you. Avoid over use of the radio if possible.

100m Marshal

This marshal is located 100 metres from the start on the warm-up lake. The marshal should control crews as they approach the start. Allow only those crews in the next three races (i.e. one race on the start and two waiting to get on) to go within 100m of the bridge. It is essential to avoid a mass of

crews at the head of the warm-up lake, particularly if the Regatta runs late. Try to identify unexpected absentees with the assistance of the Recorder and pass this information to Race Control and the Bridge Marshal. Please supervise traffic discipline (see circulation pattern) and be prepared to warn crews which wilfully disregard your instructions or which cause danger by disregarding the circulation pattern. Pass details of any official warnings issued to the Starter by radio and obtain an acknowledgement. If you are within hailing distance, communicate your warning to the crew concerned.

1000m Marshal

Your position is near the bridge between the warm-up lake and the main lake. Your duty is to supervise traffic circulation on the warm-up lake. If you issue any warnings to crews not correctly following the circulation pattern or disobeying your instructions, please advise these to the start by radio and obtain an acknowledgement. If you are within hailing distance, communicate your warning to the crew concerned. No traffic should pass under the bridge at this point.

Recorder

Your position is the raft side of the bridge, please locate yourself so that you are able to read bow numbers, hull ids and identify the crew, verbally if required. Traffic under this bridge is one way, except for casualties returning to the boathouse for repairs, which should proceed with extreme caution and under your supervision. Keep track of all the crews and the time that they pass you, be ready to answer queries from the 100m Marshal or elsewhere regarding missing crews. You are also monitoring safety in the finish area, warn crews if you see a potential collision. If you issue any official warnings, communicate these by radio to the start clearly identifying the race number and crew you have warned and obtain an acknowledgement. If you are within hailing distance, communicate the official warning to the crew concerned.

Umpiring

Umpiring will be conducted from five launches. You should embark from the **Start Pontoon** this is the handover point for Umpires and Drivers, we are avoiding any changes at the finish for safety reasons. At the start, the Umpire has to start from the side of the course in lane 0 (North side). Because of this, the starter will umpire each race off the start until the Umpire reaches the centre of the course, at which point the Umpire will assume control without a verbal handover. The Judge at the Start will indicate alignment with a white light this year, the flag is a backup

When returning to the start, please wait at 1500m, 1000m, 500m and near the start so that we have a spread of launches over the course in case of breakdown or incidents. Monitor the launch circulation pattern so that we do not end up with all or none of the launches at the start. Be ready to assume control of a race in the event of breakdown of another launch. Please also be vigilant for traffic discipline, particularly when returning to the start. Note that lane 8 should be empty at all times except for crews turning across it. Please ensure you minimise the wash you cause for subsequent races. Wash from the centre of the course will clear if more than 250m of most races and 500m if at the side. If you issue any warnings for traffic rule violations, please communicate these directly by radio to Race Control and obtain an acknowledgement. Some of the launches will be carrying a trainee Umpire or a Multi-lane candidate (MLC) for some of the Regatta - please discuss interesting aspects of your races with the trainee. If they are a MLC, please let them umpire under your supervision and discuss their umpiring with them.

Time Trials

During time trials all Umpires will act as Head Race Umpire in the 500m of their area, in general sit in Lane 5

The Umpire at the Start will start the crews. They may paddle from their location and build or do a standing start. They will be timed from the 100 metres hut. Please leave a small break between "Races" so that the Umpire at the finish may marshal warming down crews to the rafts in the gap.

Umpire at 1500 metres should also monitor crews warming down, please ensure they row down Lane 7.

Umpire at the Finish please be located in Lane 5. Crews warming down must give way to crews that have just finished racing and are joining the Warm Down circulation and to those that are going straight into the rafts. Crews finishing warm down should be marshalled through during a break in finishing crews, if there is no break please hold them in Lane 6 in order to keep the warm down circulation moving. The Umpire at the Start will leave small breaks between marshalled "Races".

This is an area of possible conflict.

Control Commission

There are four Umpires assigned to Control Commission during busy periods who should cover the two embarkation pontoons, the two disembarkation pontoons and be responsible for weighing in. The first named Umpire on the list is responsible for allocating tasks, rafts etc. but please share the duties. The first shift should prevent any crew from boating before confirmation from the secretary, the safety officer or myself that safety cover is in place. Please check hull numbers, bow balls, heel restraints to the 7cm rule, buoyancy aids, waterproof compartments on a random basis and all coxes' and lightweight crew weight certificates. If a crew has a lane number, you may assume it has checked in. Crews without correct lane numbers should not be allowed to boat. Do not let crews go afloat unless they are racing - practising during the Regatta is not allowed. Coxes should be issued with certificates when they have weighed in. Mark any required deadweight on the certificate and seal any loose deadweight with the tape supplied for later identification purposes. Keep a carbon copy of any certificate requiring deadweight in the book supplied. Record the names and weights of lightweight crews in the book supplied and report any who fail to weigh in by the deadlines to Race Control. You may also be asked to respond to questions from the check in team on crew eligibility and similar issues - please involve me directly if problems arise which you cannot deal with.

Judges

The judges' position is in the finish tower. There are three judges on each shift. Your job is to determine and record the finishing order. There will also be a timing team on the finish who will be responsible for timing and have their own radio net. Please confirm the finishing order to them at the end of each race. Record the finishing order of each race, the approximate distances between crews at the finish (this helps if we subsequently get a query about times), the name of the race Umpire (in case of a subsequent appeal) and any Umpire's decisions in the results book. There is a video camera recording the finish of each race in the event of close finishes with a technician to operate it for you. We also have a white light to confirm the Umpire's signal.

Crew Check-in and Programme Changes

Crews are being asked to check in one hour before their first race time and to collect their lane numbers 45 minutes before race time. This is to allow time for any redraws that may be necessary if heats collapse. Crew details for any redraws will be communicated over the Umpires' radio net by Race Control. These are most likely to occur during the earlier part of the day. Please monitor these messages closely and write down the changes - it consumes valuable air time if they have to be

repeated. Programme updates will be circulated to all positions by runner for later shifts. **Please pass on your unused papers to your successor when your shift ends.**

Radios and Safety

All race officials will share a radio net, which is also monitored by the rescue launches and the paramedic team. Read the safety instructions and note the positions of the safety boats. Please use the radio net to advise Race Control of any problems and summon help from the nearest safety boat if they are in your immediate vicinity. We have repeaters on the radio net, which should help communication particularly between the start and the boathouse area. However, this means a short delay before your transmission starts after you press the transmit button, please wait a couple of seconds before starting to speak. Brevity is essential. Compose your message mentally prior to transmission, be short and to the point so as to keep the net as clear as possible. In the event of an incident all those not directly involved in managing it should observe radio silence until advised otherwise.

Important in the event the main channel, normally 1 is in use at the time of an emergency, switch to the management channel, normally 2 and broadcast your emergency. Race Control have two sets and are monitoring both channels. Switch back to the main channel once the emergency has been handled or if instructed to do so by Race Control.

Sustenance

Packed lunches will be provided. Off-duty Umpires may collect these from the finish tower. Please contact Race Control by radio if you have not been fed by 1pm. There are also bacon rolls available in the finish tower early in the morning before first shift. Coffee, tea and biscuits are available throughout the day in the crew check-in at the boathouse and on the ground floor of the finish tower and from a mobile unit.

Trainee Umpires and Multi-lane Candidates

As usual, we have a number of trainee Umpires and Multi-lane candidates attending the Regatta, who will be assigned to specific duties. Please pass on your knowledge and experience if you are being assisted by them. Trainees and MLCs should identify themselves as such to whomever they are working with.

Contacting the Regatta

In the event of difficulties during the weekend, you can contact Luke Dillon the Hon Secretary of the Regatta by telephone on 07515 883325.

Thank you again for volunteering to assist. I hope you have an enjoyable weekend.

Ben Helm

Chairman of the Race Committee