

THE
METROPOLITAN
AMATEUR REGATTA

FOUNDED 1866

5TH AND 6TH JUNE 2021

CORONAVIRUS SECURITY PLAN

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1. OVERVIEW

1.1. Scope

These instructions apply to all competitors, volunteers and third-parties at the Metropolitan Regatta both on land and on water.

The guidance in this document supersedes all other Metropolitan Amateur Regatta documentation and guidance. Where a conflict is found for the 2021 event only this document should be considered correct.

These instructions should be read in conjunction with the British Rowing Row Safe guide to good practice in rowing which gives broad advice to those involved in the sport of rowing both in and out of competition as well as the relevant British Rowing Return to Rowing guidance in relation to the management of COVID-19.

1.2. Location

The Metropolitan Regatta takes place at the Eton College Rowing Centre, Dorney Lake, Windsor SL4 6QP (OS Grid 493700,177400 / SU937773).

1.3. Rules Applying to the Event

The Regatta is run in accordance with the British Rowing Rules of Racing and the Row Safe guide to good practice in rowing and is compliant with the British Rowing Return to Competition Guidance which is approved by DCMS.

These rules have been designed as addenda to the above in order to facilitate the smooth running of the Regatta and to ensure the safety of competitors and officials. For 2021 the event will be closed to spectators and the general public.

1.4. Vehicle and Trailer Access

Entry to and egress from the Dorney Lake site must only be made via Lake End Road (B3026) and not via Marsh Lane.

Only official vehicles and emergency vehicles are permitted access to the island between the warm-up channel and main lake.

Competitors vehicles should be parked in the usual areas of the course maximising the space to allow for social distancing.

1.5. Decision-Making Process

1.5.1. Agreement to Commence The Event

Before racing starts on any day the Race Committee Chairman and Safety Adviser and COVID Advisor will assess the conditions of the course including the ability to maintain social distancing in all areas under the control of the competition and must agree unanimously that racing should start.

1.5.2. Temporary / Permanent Suspension of The Event

Throughout the day consideration will be given to the overall COVID security of the site as a whole and specific activities and an ongoing assessment made as to whether the site is COVID secure.

1.6. Rescue Boats and First Aid

Four rescue boats will be present on the main lake and the warm-up lake to give assistance where necessary. The positions for these boats can be found in the safety plan. The crews of these boats will be aware of the current COVID guidelines and will be equipped with appropriate PPE. Intervention will be undertaken only where there is life at risk so as to minimise the risk of contact between athletes and safety boats.

First aid will be provided by a number of appropriately qualified and registered health care practitioners. The regatta may also have a doctor on site who will act as an advisor to the safety and COVID officers and provide support to athletes, coaches and medical teams as required.

The nearest A&E department is in the Wexham Park Hospital, Wexham, Slough, Berkshire, SL2 4HL.

1.7. Safety Reporting

The Regatta supports a continuous improvement programme for safety. In order to facilitate this, all incidents, near-misses and issues should be reported and acted upon, this includes matters related to the COVID security of the event.

1.8. Child Welfare

The Organising Committee believes that the welfare and well-being of all children is paramount and will endeavour to implement the relevant guidance of the British Rowing Safeguarding and Protecting Children Policy and advice outlined by the NSPCC Child Protection in Sport Unit.

All children, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

Coronavirus is known to affect children less severely than adults, however all those involved in the running of the regatta have a right to be involved in a way that minimises their exposure and maximises their protection.

1.9. Infectious Diseases - Coronavirus

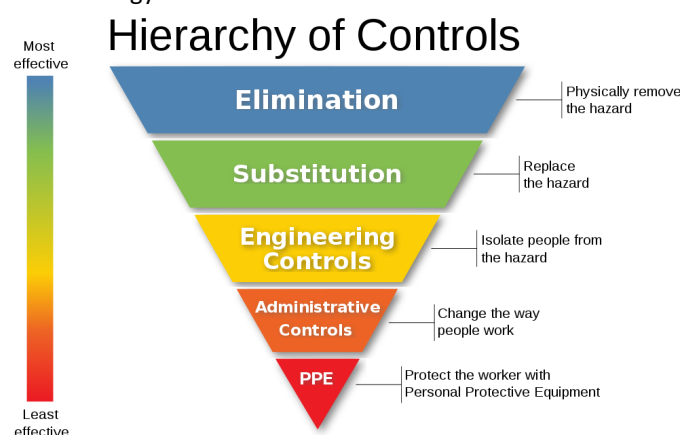
1.9.1. General Advice

The regatta takes place against the backdrop of a global pandemic. There has been a significant human, economic and financial impact as a result of the uncontrolled spread of the virus throughout the population. Despite national lockdowns, vaccination programs and other measures the disease continues to present a real and ongoing risk to the health of the nation. The regatta will meet and exceed all relevant good practice and guidance.

Sport is considered an essential component of health within the population; this is reflected in government guidance allowing sporting events to take place. The desire of athletes to compete and the benefits economically and in terms of physical and mental health must be balanced with the risk of an increased likelihood of transmission where groups of people are brought together.

At the time the event will be held it is anticipated that cases in the population as a whole will be low. There are still a number of variants of concern. The regatta is able to run in accordance with this plan assuming no further relaxation of restrictions. Systematic screening will take place to ensure that individuals who display COVID symptoms are not attending the site or involved in the organisation of the event. A significant portion of COVID cases are asymptomatic which makes further mitigation essential in order to prevent the spread of coronavirus.

The regatta will comply strictly with the government and BRITISH ROWING guidance provided to it with the aim of allowing safe competition with ZERO transmissions as a result of the event. Where an activity presents a risk of transmission either due to person-to-person contact, indirect or direct transmission the following steps will be taken using a hierarchy of control methodology.



Control	Impact	Measures
Elimination	Physically remove the hazard	Reduce the overall number of people on site. Encourage testing and self declaration in order to prevent symptomatic individuals traveling. Encourage hand washing and social distancing
Substitution	Replace the hazard	Use virtual or other means for briefing / face to face functions. Use remote / home locations for support staff not physically required to be present. Alter core regatta processes such as check-in to reduce interactions
Engineering Controls	Isolate people from the hazard	Create physical barriers such as screens or desks to keep people apart. Make use of a 1way flow to reduce the crossover of individuals
Administrative controls	Change the way people work	Reduce the number of individuals performing each task Utilise household bubbles where possible Focus on the core service, not on best effort
PPE	Protect the worker with PPE	Indoor spaces or if social distancing not possible, masks mandatory. Rescue or other close contact activity, masks mandatory

Only for safety critical functions will any level of risk below LOW be acceptable in terms of an overall likelihood of transmission, should a positive case be present.

All those on site should follow the following basic good practice measures:

- Wash your hands regularly with soap and water or alcohol gel
- Maintain social distancing
- Follow the circulation patterns on the site
- Minimise the time you are present at the regatta
- Wear a mask when social distancing cannot be maintained
- Highlight any breaches of the safety measures to an official
- Consider obtaining a test in advance of attending the site

A zero-tolerance approach will be taken to those who attend the site displaying coronavirus symptoms. Any club or crew who ignore this advice should expect immediate disqualification and sanction. The committee reserve the right to exclude individuals, crews or clubs from the event at its discretion.

Having reviewed the current government guidance, the Organising Committee believe we will be in a position to run an event in 2021. This will be significantly different from our normal format but still with the aim of offering the most competitive crews a chance to race. It is likely that there will be restrictions in terms of facilities available and we ask that our competitors and coaches work with us to facilitate the key part of the event, the racing, despite other challenges.

This year the event will be held “behind closed doors” with no spectators.

1.9.2. General Entry Arrangement

Due to the coronavirus pandemic the Organising Committee have examined a number of options for the 2021 event. It is our conclusion that we must significantly change our entry strategy. This is to respond to the following issues:

- ensuring the event is COVID secure;
- lack of current, reliable data in the BR points system used by the regatta;
- requirement to be flexible with entries;
- maximising the number of races for every crew entering;
- ensuring that crews experience competitive racing; and
- helping the wider sport to recover by providing large amounts of accurate information for other events and British Rowing to utilize.

The regatta will offer a full range of events for both Open and Women including Junior, Masters and lightweight.

The Event will be divided into two divisions AM and PM, the full racing program will be run over each day on both Saturday and Sunday. Every crew entering will undertake two rounds of racing contained in either the AM or PM division with the ability to double up in any event in a different division.

2. INFORMATION FOR COMPETITORS AND OFFICIALS

2.1. Responsibilities

The Regatta implements the recommendations of the British Rowing Row Safe guide to good practice in rowing, and competitors are reminded of their obligations under Row Safe as well as their responsibility to reduce the spread of coronavirus.

All Competitors and Spectators must follow posted safety notices and obey instructions from Regatta Officials.

Competitors with significant pre-existing medical issues or who are symptomatic should not attend the event under any circumstances.

2.2. Equipment

It is the responsibility of the competitors to ensure that their boats are safe and are prepared to the standards required by the British Rowing Row Safe guide to good practice in rowing. To reduce the risk of infection only limited control commission checks will be undertaken. Control Commission may inspect the boats prepared by the competitors before each race, and shall exclude any boat that fails to meet the standard laid down.

Where clubs intend to share equipment, they are responsible for its condition and appropriate cleaning.

2.3. Protection against Weather Conditions

British weather can be varied, even in summer. Competitors especially should ensure that they bring kit and clothing appropriate for all possibilities. It should be noted that there will be no indoor or tented rest facilities and that competitors will be responsible for providing their own shelter between races. Any grassy area on the road side of the course between the parking area and the finish may be utilised for athlete rest between races unless marked otherwise. Athletes are encouraged to bring appropriate shelter (tents).

2.4. Cold Water Immersion

All competitors should be aware of the actions to take in the event of immersion:

- Stay with the boat and use it to keep you afloat
- Get on top of the boat and attract attention immediately
- If you have to stay in the water, retain warmth by keeping arms and knees tucked into the body
- Rescue crews will attend but will avoid contact with athletes if at all possible
- Showers will be made available by the paramedic team in the event that an individual has been immersed

2.5. Practice, Warm-Up and Cool-Down

There will be NO Practice or Cool Down permitted at any time during, before or after racing hours.

Warm-up is permitted between 500m and 1500m in the warm-up lake.

2.6. Circulation Pattern

All competitors must familiarise themselves with the Circulation Pattern for crews (Appendix B) Crews failing to follow the circulation pattern may be disqualified.

To reduce the overlap of crews and improve social distancing a one-way system for boats has been introduced across the site. This will be rigorously enforced.

2.7. Violation of COVID Secure or Safety Rules

Any crew that violates the declared circulation pattern, is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Row Safe guide to good practice in rowing may be awarded an 'Official Warning' by any Umpire acting as a Key Race Official or any member of the Race Committee or COVID Safety Officer or their team. This applies to circulation both on the land and water and across the full site footprint.

2.8. Insurance

Please note that insurance through British Rowing membership requires that a member is resident in this country for more than 6 months a year. Overseas crews should ensure that they have sufficient third-party insurance cover.

2.9. Child Welfare

The Regatta has appointed a Child Welfare Officer whose duties include understanding and implementing, where appropriate, the British Rowing Safeguarding and Protecting Children Policy.

All Regatta officials and volunteers are apprised of their responsibilities under the Regatta's Child Welfare Policy.

The Child Welfare Policy and contact details for the Child Welfare Officer are available at Race Control.

Clubs with junior members are expected to follow their own Child Protection Procedures in line with British Rowing guidance.

2.10. Security

Security guards will be on duty on the Saturday night and throughout the event. In addition to providing traffic marshalling and site security they will act on behalf of the Organising Committee as COVID Marshals.

All equipment must be removed from the site at the end of racing on Sunday night.

2.11. Boat Racking and Storage

It is the responsibility of competitors to ensure that their boats are secured correctly when stored on permanent or temporary racks, trestles, boat trailers or roof racks.

To enhance the COVID security of the event boat storage will be permitted on any grassy area not marked otherwise.

2.12. Spectators

The event is held "Behind Closed Doors". No spectators will be permitted to enter or remain on site. Any spectator attending jeopardises the crew they are connected to. The Committee reserve the right to exclude any individual, crew or competitor as a result of the attendance of spectators at any time.

The site will be closed to the general public. Those attending the event should be able to show proof that they are attending as a competitor and be aware of the entry in which their name can be found.

3. INFORMATION FOR VOLUNTEERS AND OFFICIALS

3.1. Responsibilities

3.1.1. Duty of Care

Everyone involved in the regatta has a duty of care to ensure that their actions both on and off the water are conducted in a manner which does not compromise the COVID security of others. Adults also have a personal responsibility for the own safety.

It is the primary duty of every Race Official to care for the safety of competitors, officials, other water users and the public at large. In this unusual year the COVID security of the event takes precedence over all other non-safety considerations.

3.1.2. Safety Awareness

All Volunteers and Officials must make themselves aware of the Regatta Safety Plan and COVID Secure plan and the information relevant to their role and the safe and effective use of their safety equipment.

3.1.3. Incident Reporting

All Volunteers and Officials have a duty to report all safety incidents, including 'near-misses', to the Regatta Safety Adviser or COVID Safety Officer if relevant who shall complete a Regatta Incident Form.

If any aspect of the Regatta gives a Volunteer or Official cause for concern with regard to safety or COVID security, this should be reported through normal communication channels or directly to the Safety Adviser.

3.1.4. Violation of Safety Rules

Any crew that violates the declared circulation pattern, is observed executing a dangerous manoeuvre or acting contrary to the British Rowing Row Safe guide to good practice in rowing shall be awarded an 'Official Warning' by any Umpire acting as a Key Race Official or any member of the Race Committee.

3.1.5. Child Welfare

All issues relating to child welfare should be brought to the attention of the Regatta Child Welfare Officer.

3.2. Communications

Volunteers and Officials in key positions will be equipped with a VHF radio to enable rapid communication.

Coaches will be included on a broadcast WhatsApp group to enable fast COVID Secure communication of safety critical information.

4. INFORMATION FOR THIRD PARTY ORGANISATIONS

4.1. Overview

The Metropolitan Regatta is a two-day rowing competition at the purpose-built rowing course at Dorney Lake. Races are run during daylight hours over a distance of 2000m.

Attendance on each day will be restricted to competing athletes, coaches and regatta officials only. Total site attendance is not expected to exceed 1,400 individuals.

The event is sanctioned by British Rowing, the national governing body for rowing.

All relevant emergency services are contacted prior to the event.

The Regatta is organised by a qualified and experienced committee.

4.2. Insurance Details

Insurance for the Regatta is organised through British Rowing and, through this policy, the Regatta holds civil liability insurance of £10M.

4.3. Emergency Points of Contact

Regatta Safety Adviser, Tony Reynolds	07734 157 644
Regatta Secretary and COVID Safety Officer, Luke Dillon	07515 883 325
Regatta Chief Umpire and Child Welfare Officer, Ben Helm	07771 790 884

5. COVID SPECIFIC INSTRUCTIONS

COVID specific instructions for all parties involved in the event are provided in the following sections.

5.1. General Arrangements

The 2021 regatta will look and feel different from a normal Metropolitan Regatta. It is important that all those who attend the site whether to compete, officiate, volunteer or work are able to do so in a way that minimises the risk to themselves and to others of contracting COVID. Everybody attending the event not entered into a crew (all officials, coaches, support staff and volunteers, MUST complete the health declaration available via the website not more than 24 hours before attending the site. Individuals who have not completed this declaration risk exclusion from the regatta. You must wear a mask when you are indoors, using any facilities or if for any reason cannot maintain social distancing.

COVID19 Tests are now available from a number of sources from the NHS free of charge. We encourage everyone attending the site to conduct a lateral flow test at least twice in the week before the event with one test being taken on the day before you travel to the event.

- [Order rapid lateral flow tests to be sent to your home](#)
- [Find a site near you to get tested at](#)
- [Find a pharmacy where you can collect rapid lateral flow tests](#)
- [Find a test site where you can collect rapid lateral flow tests](#)

COVID Security – You should wear a mask in any area where you cannot maintain social distancing (2m), this is likely to include moving around the site with others. You do not need to wear a mask to boat unless your club / educational institution guidance requires it. A mask must be worn at all times when indoors. The following aspects of the regatta have significant changes for 2021, as summarised below:

Parking – There will be no change for parking. All competitors and coaches cars should be parked as directed by security along the course.

Changing/Toilet/Shower and Rest Facilities – There will be no changing or shower facilities and no rest areas inside or in tented structures. Please ensure you arrive ready to race. You are welcome to bring tents / structures which can be put up in the field beyond the trailer park or along the bund towards the finish line.

Check-in / Crew Changes – You will not have to check in. You cannot make crew changes in person, you should use BROE. Your number for the time trial can be collected near weigh in throughout the day and regatta lane numbers will be given to you when you boat.

Weigh in – Coxswains and lightweights must weigh in before your first race in accordance with Rules of Racing. No weight certificates will be handed out, wrist bands will be used to demonstrate that you have weighed in, weights will be recorded by the weigh in official. Coxswains must provide their own sealed deadweight to make up their weight to race weight which they should be willing to surrender to be weighed at any time up to their last race. Coxswains can be weighed in for multiple boat classes on that day, but must declare the classes to the official at the time of weigh in. Coxswains and lightweights must wear a mask/ face covering during weigh in. Weigh in will be located in bay 1 of the boat house.

Boating – All boating will be directly into the warm up lake. Please ensure you bring wellingtons, flipflops or sliders NOT trainers and that coaches have an appropriate container to help move footwear to the rafts after boating. You should leave the trailer park 10 mins before you want to put your boat into the water.

Racing – You can warm up in the warm up lake between 500m and 1500m. Time trials will be in Lane 6 and 7. Regatta racing will utilise all 8 lanes. After you have finished you must NOT cool down. Each lane is allocated one side of the landing rafts, 1 to 8 from left to right of the four rafts, e.g. lane 1 uses raft 1 left hand side, lane 2 uses raft 1 right hand side. A raft will be allocated to each crew as they finish the Time Trial.

Coaches – Only 1 coach is permitted to follow each crew in each race.

Spectators – Spectators are strictly prohibited. Nobody will be permitted to access the site only for the purpose of spectating. Breaching this instruction leaves crews being supported liable to disqualification.

Racking of Boats / Blades – Boats can be stored on any grassy area before time trials and between time trials and regatta races. After your final your boat must be returned to your trailer. Blades should be returned to your trailer

after each water session, stored under your boat or placed in the blade storage area, none should be left in the boating area except prior to racing and while racking your boat.

Results and the draw – There will be no notice boards or displays of results. Results and draws will be published on our website and via Twitter.

Information Broadcast – Key information will be broadcast via a Whatsapp group please submit details via the Club Covid Declaration (1 per club). This will be used to communicate urgent information about racing.

Prizes – There will be no prizegiving or trophies at this year's event. Medals can be collected by winning crews from the weigh in area. Please only send 1 representative to collect prizes.

Coaches as COVID Officers: Each coach has a responsibility for the COVID secure behaviour of their clubs members. Coaches are encouraged to help enforce social distancing amongst their club members and to ensure that they follow the appropriate guidance and circulation throughout the regatta.

Club and Individual Declarations: Each club should submit a "Club COVID Declaration" which is available on the website. This will confirm that their entry reflects the athletes on site, that none have or are at high risk of COVID infection and that the COVID guidance will be followed. Any person attending site who is not entered into a racing boat MUST complete an individual declaration available on the website. This is a legal requirement.

5.2. Athletes / Coxswains

Before Race Day: Ensure you bring footwear to boat “tideway style”. Bring food, water and hand sanitiser to site with you. There are planned roadworks on the M4 which WILL significantly impact your travel to the event. Please check the Highways England website and plan an alternative route.

Arrival at Site: Please arrive at the venue NO MORE than 2 hours before your first race in race kit, except lightweights who may arrive 3 hours before racing. You will be asked to park along the course above the 1000m mark and should allow 15 mins to walk to your trailer. Please stay near your trailer and with your crew mates whenever possible. Toilet facilities will be available near the trailer parks, near the boat rafts and near the boating area. There is no need to check in.

COVID Security – You should wear a mask in any area you cannot maintain social distancing, this is likely to include moving around the site with others. A mask must be worn at all times when indoors. You do not need to wear a mask to boat unless required by your club or educational institution.

Preparing to Race: Collect your crew number from next to weigh in. Your Bow and Cox should wear this number throughout the time trial and regatta to aid in identifying each crew. Coxswains and lightweights must weigh in before their first race. Weigh in will be in Bay 1 of the boathouse. You MUST wear a face covering when weighing in. Coxswains will need to bring their own sealed deadweight. No weigh-in certificates will be provided. Coxswains will weigh in once each day for all boat classes and must confirm their boat classes with the weigh in official. Coxswains should be prepared to surrender their deadweight on request. There will be no practice weigh-in facility available.

You are responsible for cleaning your own equipment to avoid any shared surface and contamination by others. Once your boat is rigged you should move your blades to the boating area which is in the warm up lake. There is a one-way system in place in the area surrounding the boathouse.

Ensure you are wearing footwear suitable for a tideway style launch (flipflops, wellies or sliders). Your coach should move your shoes after you boat or you should take them in the boat with you.

You should leave the trailer park 10 mins before you want to put your boat in the water. We advise leaving 50 mins to go from the trailer park to being attached on the start. You should walk your boat BOW first along the front of the boathouse and past the finish bridge to the warm up lake. You will be given a number on the way to the boating area.

Boat with your bows towards the start. You should paddle off and cross over to the island side of the Warm up lake. You can warm up between 500m and 1500m and should circulate counter-clockwise effectively “drive on the right”.

Time trial races: You will be called through the start bridge and conduct a rolling start with timing from 1900m. Do not back down onto the stake boats unless instructed and do not stop to do a racing start after being instructed to move to the start line, the sanction for either action will likely be an official warning for unsportsmanlike behaviour for your final, and in exceptional cases a time penalty. Lanes 6 and 7 will be used. If you are overtaken you should move out of the way of the faster crew to the lane on your left. Once you have finished your time trial there is no warm down. You can use any raft to disembark the lake, but will likely be allocated a lane by an official at the finish. Eights and fours should use the racking provided to the right hand side closest to the warm up lake. Other boats should be placed on trestles. Blades should be returned to your trailer, stored under your boat or placed in the blade storage area and not left in the boating area.

Regatta races: Ensure you attach to the start in good time. Crews who cannot attach will not be permitted to race and will be instructed to paddle down lane 0. Once you have concluded your regatta race there will be no warm down. You should disembark from the raft directly in front of your lane, e.g. lane 1 left hand side of raft 1, lane 2 right hand side of raft 1. After finals your boat MUST be stored in the trailer park, even if you will use it again over the weekend.

After races: Between races you can use any part of the site other than the island and boating area to relax unless otherwise instructed. Please avoid mixing with others. There will be no indoor space for you to relax so please use your car or bring a tent if appropriate. The draw and results will be published on Twitter and via our website. There will be no prizegiving. Winning crews can collect medals from the weigh in area, you must bring photo ID for every member of your crew. After your final race please leave the site as quickly as possible.

We look forward to welcoming you back to the Metropolitan Regatta for 2021.

5.3 Coaches

Before Race Day: Complete a health declaration no later than 2359hrs on the day before you attend the site. (Available from our website: www.metregatta.org). Ensure 1 person per club completes a "Club Declaration". There are planned roadworks on the M4 which WILL significantly impact your travel to the event. Please check the Highways England website and plan an alternative route.

Trailers: You can bring trailers from 0900hrs – 1900hrs on Friday 4th May. Please follow the instructions of our contractors. Trailers should be parked in the main trailer park or in the field behind the hard standing. There is NO training on the lake before the regatta.

Arriving on site: Please arrive at the venue NO MORE than 2 hours before your first race. Please stay near your trailer and with your crew whenever possible. Toilet facilities will be available near the trailer parks, near the boat rafts and near the boating area. **There is no need to check in.** You can collect your time trial number from close to weigh in. Coxswains and bow should wear these throughout the event to aid in crew identification. Substitutions should be made before the first race using BROE. There is no facility to make substitutions in person.

COVID Security – You should wear a mask in any area you cannot maintain social distancing, this is likely to include moving around the site with others. A mask must be worn at all times when indoors.

Rigging: Encourage your crew to remain with their boat until they are ready to race. Coxswains and lightweights should weigh in before their first event in accordance with British Rowing Rules of Racing, see competitors instructions. Masks must be worn in the weigh in area which is Bay 1 of the boathouse. Control commission checks will be light touch. You should ensure your boat is fit to race focusing on bow balls, heel restrains, single hand release mechanism and coxswains' lifejackets.

Boating your crew: Move your blades in plenty of time before taking your boat to the boating area. Your crew will be given a regatta lane number on the way to the boating area. You should allow 10 mins to move your crew and boat from the trailer park to the boating area ensuring that the boat is BOW first. Please help your crew by taking something to collect their shoes in. As your crew will boat into the warm up lake "Tideway Style" they will need appropriate footwear eg. wellingtons, sliders or flipflops.

Warm-up: Crews should paddle towards the start crossing immediately to the island side and paddling on the "right". Your crew can warm up between 500m and 1500m.

Time trial races: Crews will be called through the start bridge and conduct a rolling start with timing from 1900m. Do not instruct your crew to back down onto the stake boats or to stop to do a racing start after being instructed to move to the start line, the sanction for either action will likely be an official warning for unsportsmanlike behaviour for your final, and in exceptional cases a time penalty. Lanes 6 and 7 will be used. If your crew is overtaken they should move to the lane on the coxswains left (lower number) out of the way of the faster crew. Once crews have finished the time trial there is no warm down. Any raft can be used to disembark the lake, but they will likely be allocated a raft by an official. Eights and fours should use the wracking provided by Dorney to the right of the boathouse closes to the warm up lake, other boats should be placed on trestles. Blades should be returned to your trailer, placed under your boat or moved to the blade storage area and not left in the boating area.

Regatta races: Ensure your crew can attach to the start in good time. Crews who cannot attach will not be permitted to race and will be instructed to paddle down lane 0. Once a regatta race has concluded there will be no warm down. Crews should disembark from the raft directly in front of your lane, e.g. lane 1 left hand side of raft 1, lane 2 right hand side of raft 1. After finals your boat MUST be stored in the trailer park, even if you will use it again over the weekend. Only 1 coach is permitted to follow each crew in each race.

After Races: Once your crew has raced, please encourage them to leave the site as quickly as possible. There will be no indoor space for crews to relax so please use your car or bring a tent if appropriate. The draw and results will be published on Twitter and via our website. There will be no prizegiving. Winning crews can collect medals from the weigh in area. After your final race please leave the site as quickly as possible.

Coaches as COVID Officers: Each coach has a responsibility for the covid secure behaviour of their clubs members. Coaches are encouraged to help enforce social distancing amongst their club members and to ensure that they follow the appropriate guidance and circulation throughout the regatta.

URGENT UPDATES WILL BE BROADCAST ON OUR WEBSITE AND VIA WHATSAPP. PLEASE JOIN THE GROUP HERE:



5.4 Officials + Volunteers

You should wear a mask at all times if not able to maintain social distancing of 2m or at any time when indoors.

Before Race Day: Complete a health declaration no later than 2359hrs on the day before you attend the site. (Available from our website: www.metregatta.org). There are planned roadworks on the M4 which WILL significantly impact your travel to the event. Please check the Highways England website and plan an alternative route.

Briefing – A full briefing will be held on Thursday before the event at 1900hrs via zoom. Please make every effort to attend. A video of the briefing will be emailed to anyone who is unable to attend and offers their apologies.

Arriving on site / Check-in – When you arrive on site, please drive around the course and head to the finish tower. You do not need to get out of your car. Those whose duty is in the boating area and are parking in the swamp can then turn around and return to park their car.

You will be given the equipment you need for your duties, food for the day (or days), an emergency PPE kit, and a program. You should head directly to the location of your first shift and use your radio to report on station when you arrive by calling race control. Most static positions will have flags, radios and megaphones at the location.

Parking – You should take your car to the location of your duties. If you are driving a launch on control commission or weigh in, you should park behind the boathouse or in the swamp if weather permits. Umpires should park at the start. Only finish judges should park next to the finish, on the grass on the start side of the tower.

Moving around the site – You should drive your car to the location of your duties. Shelters will be provided for exposed positions. As soon as your duties have concluded (ie last crew boated, last crew started, last crew finished) please transition to your next duty if you are officiating in the subsequent period.

PPE – You will be provided with a number of masks and a small quantity of hand sanitiser. We would ask you to bring your own hand gel. A limited number of masks and hand gel will be available around the site, but not at every umpiring position. You only need to wear a mask in the following areas:

- Inside the finish tower (please only enter if you have a duty)
- Inside the start tower (excluding on the balcony area if able to socially distance)
- Inside the weigh in area
- Inside one of the timing or aligning huts
- If using the toilets
- When not able to maintain a 2m distance

Emergency Packs – We have excellent safety and medical cover at the event. Your first priority in any emergency should be to communicate with Race control to get help to those who need it. In the unlikely event that something happens in front of you and you feel obligated to assist, we want to make sure you have appropriate PPE. We will provide you with a sealed pack containing gloves, a mask, apron and face shield so that you can protect yourself if you need to have direct contact with an athlete or anyone else on site in an emergency.

Food and Drink – You will be given a bag containing non-perishable lunch items (for both days if applicable) and some snacks through the day. We will have hot and cold drinks available throughout the day and these will be brought to you around the site. Perishable lunch items will be distributed at lunch time. It is likely that this will be a little less frequent than normal, once per session. You are encouraged to bring your own mug or thermos and water bottle if possible.

COVID Security – As representatives of the regatta please assist us in ensuring the event takes place in a COVID secure manner. There will be volunteers and COVID marshals as well as security specifically facilitating this. If you have any specific concerns you are encouraged to bring this up with either Ben Helm or Luke Dillon at your earliest opportunity so that we can take appropriate action.

6. COVID SPECIFIC ARRANGEMENTS

6.1. Hospitality / Rest Areas

There will be no indoor hospitality facilities. Water will be available from the tap at the front of the boat house. There will be a small number of outdoor food concessions and a takeaway service available from inside the boathouse.

There will be no indoor or covered rest areas provided by the regatta. Please consider the predicted weather conditions in your planning for the event. In-between races you may need to utilise your vehicle or alternately bring a tent to shelter from sun or wet weather. You are welcome to put shelters or tents up anywhere along the course, on the country park side so long as it doesn't obstruct any of the regattas infrastructure.

6.2. Prizegiving

There will be no prizegiving. If your crew wins they will be asked to confirm the names of those in the crew. Medals will be available from the weigh in area. Only one person should collect medals.

6.3. Track and Trace and Health Declarations

Every person entering the site, not registered as a competitor, will be required to have made a health declaration not later than 2359hrs on the day before their first attendance on the site. Any individual found not to have completed a health declaration will not be permitted entry onto the site. Individuals who have not completed a health declaration are not eligible to race

Appendix A. RISK ASSESSMENT

This risk assessment uses the standard BS 8800:2004 risk matrix.

		Severity of Harm		
		Slight	Moderate	Extreme
Probability	Very Unlikely	Very low risk	Low risk	Low risk
	Unlikely	Low risk	Medium risk	Medium risk
	Likely	Medium risk	Medium risk	High risk
	Very likely	Medium risk	High risk	Extremely high risk

Risk Category	Evaluation of Acceptability
Very Low	No action required.
Low	No additional controls are required. Consideration may be given to a more effective solution or improvement.
Medium	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with harmful/serious consequences further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	The activity should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves activity already in progress, urgent action should be taken.
Extremely High	Activity should not be started or continued until the risk has been reduced. If it is not possible to reduce risk even with unlimited resources, activity has to remain prohibited.

COVID RELATED RISKS

SARS-CoV-2 is primarily transmitted between people through respiratory (droplet and aerosol) and contact routes. Transmission risk is highest where people are in close proximity (within 2 metres). Airborne transmission can occur in health and care settings in which procedures or support treatments that generate aerosols are performed. Airborne transmission may also occur in poorly ventilated indoor spaces, particularly if individuals are in the same room together for an extended period of time. At the moment, human-to-human transmission is occurring extensively. Hence, precautions to prevent human-to-human transmission are appropriate for both suspected and confirmed cases.

In addition to respiratory secretions, SARS-CoV-2 has been detected in blood, faeces and urine.

The possible transmission routes present at the regatta are through respiratory and contact routes or where people are in close proximity.

Detailed in the below risk assessment are a number of events / hazards which may compromise or increase the COVID related risk as well as the actions taken to reduce this.

Event	Probability	Severity	Risk	Action
GENERAL ARRANGEMENTS				
General activities by virtue of being at the event	Very Unlikely	Low		All competitive activities are outside
COVID positive person on site	Very Unlikely	Low		All participants (competitors, coaches, umpires and volunteers) to give Track and Trace details and complete Health Declaration. Any competitor not completing health declaration by the deadline will not race and crew number not issued.
Contravention of social distancing	Very Unlikely	Low		Notices round site to remind people of social distancing Competitors to be requested to arrive changed, race and then leave the site All instructed to abide by rule of 6 when not in a boat (if rule is still relevant, or current government guidance Indoor facilities only used for official functions or in emergency

Event	Probability	Severity	Risk	Action
Contact between different participant groups e.g Officials / Competitors	Unlikely	Low		Plan of where everyone is based and who they might come in contact with whilst carrying out their role/length of time they will be in that position Minimise movement around the site Reduce the number of officials required Reduce the contacts required during regatta functions such as check in Health screening declaration required before event Move non-essential functions off site
Positive test post event	Unlikely	Low		Record of all those umpiring and marshalling ensure contact is only as per Rosta.
Contact Transmission between umpires	Very Unlikely	Low		All officials requested to bring hand sanitiser and hand sanitiser stations around site. Shared equipment minimised. Equipment disinfected between days and shifts if required.
Social distancing/close contact	Very Unlikely	Low		All advised to keep 2m apart and if not possible to wear a mask – competitors and officials – 1 coach per crew and only designated officials on apron area One way system operated Floor markings to encourage social distancing Entire site to be utilised in-between racing for clubs to spread out No rest tent / indoor rest areas Competitors given specific timed instructions Boats to be kept in single file through circulation plan
Person to person contact (General)	Very Unlikely	Low		All instructed to abide by rule of 6 when not in a boat

Event	Probability	Severity	Risk	Action
				No shouting Competitors to be requested to arrive changed, race and then leave the site – reduces number of places they come into contact with and people Regatta run in two halves to encourage people to leave after half a day – so fewer people on site Coaches to re-locate competitor footwear to reduce overall movement on site No spectators permitted Social distancing ques at concessions on site Results only published online to avoid gathering of large numbers No prize giving to avoid people waiting around No use of indoor facilities
Person to person contact (Competitors and Officials)	Unlikely	Low		No substitutions notified at the event - to be done online No check-in required, crews checked in / presented with number as they boat. Hand sanitiser available at Crew Control Spot checks only for control commission No weight certificates – any crew who should be carrying deadweight will have this noted electronically Crews to provide own deadweight Each umpire to be issued with PPE kit for emergency use Health screening declaration required before event
Person to Person contact (Officials)	Unlikely	Moderate		Briefings to be conducted via zoom Where possible reduce multi-occupancy official positions to 1. Minimise sharing of equipment Clean re-used equipment between shifts

Event	Probability	Severity	Risk	Action
				Minimise rotation of duties Health screening declaration required before event Launches *** Measures TBC*** No sharing of headsets Umpire refreshments produced by professional company and collected by individuals
Person to person contact (Safety Boats and Medics)	Unlikely	Moderate		In the event of capsized competitors will be encouraged to get back in unaided in the first instance first aid personnel to wear PPE in line with their own RA Only professional first aiders / personnel to engage in casualty care Alert casualties encouraged to self-recover / self help Any individual administering CPR should immediately self isolate and contact COVID officer.
Social distancing person to person contact (timing Teams)	Unlikely	Low		Timing teams to wear masks and reduce number in timing teams. "Caller" to face away from the timing team and to keep independent copy of start/finish order Timing teams to sit outside not in cars and to sit one behind the other wearing masks. To bring own chairs No paper copies to be handed on. Paper copies to be photographed for sending to results team. Paper copies to be kept until end of the day with the author. Voice record of back up times Timing team to be consistent as no shared equipment Finish team to sit one behind the other Only those who are directly involved with calculating of timing to be allowed in Finish Tower and to wear masks at all times and sit apart. Own chairs to be used if possible Maximum number in each room of Finish Tower at anyone time to be displayed on the doors.

A.a PRECAUTIONS

Substantial risks should be converted into items in the Safety Plan. The granularity of the basic matrix means that sometimes what is initially assessed as a Moderate Risk can in fact be more important than one assessed as Substantial. A number of specific actions have arisen from this Risk Assessment as detailed below:

The following specific actions arise from the above risk assessment:

- Set up of database of health declarations for those not entered into the event
- Setup of COVID Secure Communications – WhatsApp Groups
- All documentation should include “It is the responsibility of everyone to follow Government and BR Guidelines with regard to COVID 19 on site” Statement on web site that it is everyone’s responsibility to understand competition regulations and instructions and that it is more important than in normal circumstances that this is so.
- Statement “Anyone exhibiting symptoms should not attend the event and anyone developing symptoms on the day should leave the site immediately and inform the COVID Officer by phone. Anyone developing symptoms after attending the event should notify the COVID Officer”
- Boat sharing – Clubs to bring own cleaning materials and their responsibility to make sure that this is done. Note in instructions.
- Clubs to carry out own risk assessments for attending the event and managing unloading/loading of trailer and number of people in their boating area. Note in instructions
- Information about changes to the normal event - Web site and specific instructions.
 - Parking for volunteers and officials only on site – coaches in coach park, no other cars as no spectators
 - Instructions for those dropping off and collecting
 - Refreshments
 - Toilets
 - Changing facilities
 - Circulation on land
 - Results
 - All to bring own hand sanitiser
 - Masks
 - Stress – arrive in kit, race, go
- Recommend wash kit as soon as get home – competitors and volunteers competitor instructions.
- Reserve First Aid cover
- No weight certificates issued. Umpire on weighing to note who is to carry deadweight,
- Masks, and gloves to be made available for volunteers
- Equipment cleaning regime
- In case of bad weather clubs need to provide shelter for their members which will comply with social distancing. No shelter at regatta. Note in instructions
- Parking for umpires NOT to be on far side of course as they may need to sit in cars whilst off duty and so need to get to cars easily.
- PPE packs for all officials should they need to make direct contact with an immersed athlete

A.b EXTREME/MODERATE RISKS

Person to Person contact (Officials)	Considerable mitigation in place as there will be some officials required to work “indoors”. This would be in line with a COVID secure workplace and so mitigation of a similar nature will be adopted. Currently reviewing the ability to provide rapid testing for those who will be working indoors. A number of functions moved off-site in order to reduce the number of people in confined spaces. Race control is an area where there is limited ability to control the number of co-located functions and so will have strict limits on numbers present.
Person to person contact (Safety Boats and Medics)	In the event of a rescue or medical issue there is inevitably going to be non-household / bubble person to person contact. Medical crews and safety boats will comply with the relevant resuscitation council guidelines on PPE and CPR. Full PPE to be worn by crews before engaging with competitors.

A.c THIRD PARTY CONSIDERATIONS

It is appreciated that some scenarios are beyond the control of the Regatta and are therefore outside the scope of this document, e.g.:

- The boathouse at Dorney Lake is hired for the Regatta and their operators will have considered their own risk assessment and safe operating procedures for matters such as trip, slip, fire, manual lifting, cleanliness matters, etc.
- There is ongoing pressure on NHS services and so action should be taken to minimise the regatta's impact on all NHS services but specifically the relevant ambulance service.

Where necessary, in context, within this risk assessment:

- The singular shall include the plural and vice versa
- The masculine shall include the feminine
- Rowing shall include sculling

A.d GENERAL MATTERS

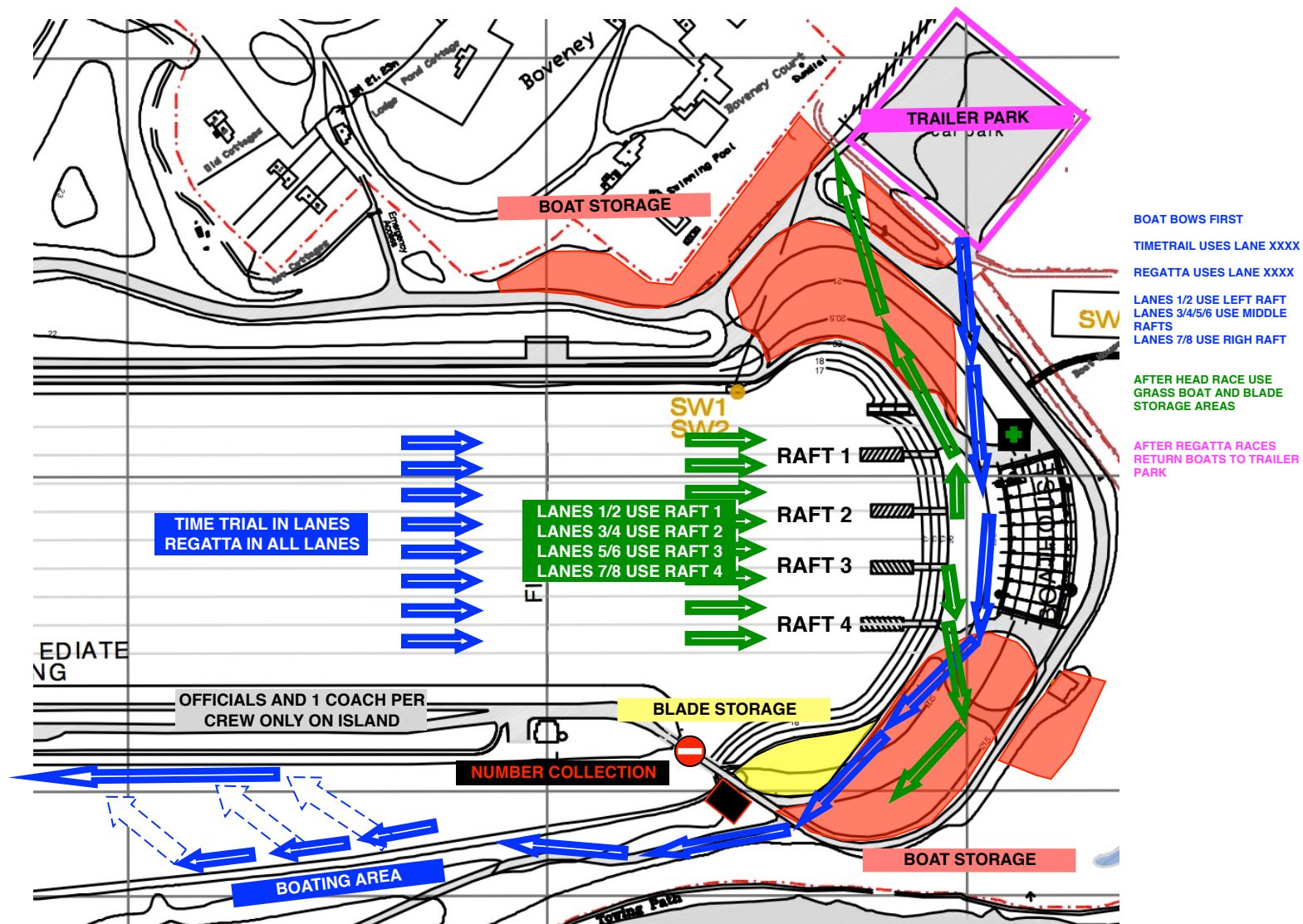
Instructions, circulation pattern and maps relating to the above are issued to competitors and officials and are also available on the Regatta's web site. Crews are not allowed to boat on the River Thames from the Regatta site to practise.

A member of the Regional Umpires' Commission is in attendance each day and one or more members of the Multi-Lane Umpires' Commission will also be in attendance and they monitor, amongst other things, the Regatta's safety arrangements. This document and all COVID related arrangements will be appropriately peer reviewed.

Recently, the Regatta has been fortunate to have the Region's Water Safety Adviser in attendance too. The TRUC representative is issued with a radio on the Umpires' net.

Details of the location of the course, the emergency access gate, the helipad, the event's URN and local emergency service telephone numbers are located at Race Control, crew Check-in, with various members of the Committee and with Dorney Lake Services. Local emergency services are all informed of the event in advance.

Appendix B. COVID SPECIFIC CIRCULATION PATTERN



Appendix C. REGATTA COVID CHECKLIST (TAKEN IN ADDITION TO THE RACING GO/NO GO CHECKLIST)

Area	Item	Comments
Land	Are Emergency vehicle access routes left clear?	
	Is the finish area controller in place?	
	Is there a likelihood of a build-up of boats or competitors	
	Are the relevant Gates / Access points open	
	Is the course free of spectators and closed to the public	
Rescue / Medical Services & Equipment	Are Paramedic services in position and available?	
	Are all appropriate personnel equipped with a functioning radio on the radio network including Paramedic Team / Rescue Boats?	
	Rescue Boats on the course before crews embark.	
	Are all Rescue Boats manned by two people?	
	Do all officials have a PPE pack?	
Course	Is the one-way system fully implemented, marked and buoyed	
	Are all crews following the circulation pattern?	
	Are bridges safely navigable?	
Regatta Officials and Reporting	Have all officials been given full details of the COVID Plan and any relevant information at least three days before the event?	
	Are all officials in possession of PPE, appropriately socially distanced?	
	Are “Medium Risk” activities being conducted in line with the appropriate guidance	
	Have the relevant information broadcast groups been set up?	

Area	Item	Comments
Weather	Are the weather conditions likely to adversely impact the events COVID security?	



METROPOLITAN AMATEUR REGATTA

INCIDENT REPORT FORM

Please complete this form and return to the Regatta Safety Adviser to report any incident involving injury to persons or serious damage to equipment.

Person Reporting the Incident

Name		Role at the Regatta	
Telephone Number			

Incident Details

Date		Time	
Location of Incident			
Description			

Boats Involved (where applicable)

Boat Type and ID	Damage Sustained

Individuals Involved in the Incident

Name	Club / Organisation	Boat ID	Injury & Treatment (<i>attach medical return</i>)

Further Information (including witness names with addresses, damage to property)

Form 1041-SS (2024)	
Sole Proprietorship Income Tax Return	
1. Name of the sole proprietor: _____	
2. Social Security Number: _____	
3. Business Name: _____	
4. Business Address: _____	
5. Tax Year: _____	
6. Filing Status: _____	
7. Total Income: _____	
8. Total Deductions: _____	
9. Net Income: _____	
10. Total Tax: _____	
11. Refund: _____	
12. Signature: _____	
13. Date: _____	
14. Preparer's Name: _____	
15. Preparer's Signature: _____	
16. Preparer's Date: _____	
17. Preparer's Title: _____	
18. Preparer's Address: _____	
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