

Great Tyne Row - Event run sheet 2014



Start Timings				
Time	Activity	Tasks Required	Location	Responsibility
07:30	Check weather forecast	Check weather suitable for day		JA/LB
09:30	Event Organisers arrive	We arrive	Tyne/Tyne U	JA/CP/PW/MT/SP
09:30	Event Set-Up	Erect banners, set up registration, prepare briefings	Tyne/Tyne U/Slipway	JA/CP/PW/MT/SP/Clubs
10:00	EVENT DAY BEGINS			
10:00	Open gates to slipway	Ensure clubs have access to boating areas.	Slipway	CP/SP
10:00	Food starts at Tyne RC and Tyne United RC	Breakfast for clubs	Tyne/Tyne U	
10:00 - 13:00	Crews arrive	Move trailers to suitable locations	Tyne/Tyne U/Slipway	
10:30	Volunteer Briefing	Brief boating volunteers and give locations	Tyne	CP/SP
11:00 - 13:00	Registration	BR membership/ or other Registrations	Tyne	PW
12:30	Upstream Launch safety Briefing	Provide safety till Newcastle Quayside.	Derwentaugh	CP
13:00	Safety Briefing 1			
13:20	Safety Briefing 2	Compulsory for two members per crew	Tyne	JA
13:40	Safety Briefing 3			
14:00-15:00	Boat Inspections	As boats launch	Tyne/ Tyne U/Slipway	CP/SP/MT
14:00	Crews start boating	Boat to ensure correct start time	Tyne/ Tyne U/Slipway	CP/SP/MT
14:15	High Tide (4.10m)			
14:15	Starter to take place	To ensure start times are correct	Newcastle Steps	Alex Leigh - Newcastle University
14:15	Upstream Safety in place	Marshalling launch and Safety Launches 1 to 5 in place.		Tyne/Tyne United
14:15	Port of Tyne Pilot Launch departs from Newburn			PoT/LB/IR
Boating				
Division	Boating Time	Move to start area	5 minute Warning	Start
1	14:00	14:20	14:25	14:30
2	14:10	14:30	14:35	14:40
3	14:20	14:40	14:45	14:50
4	14:30	14:50	14:55	15:00
5	14:40	15:00	15:05	15:10
6	14:50	15:10	15:15	15:20
15:00	Start Knock-down	Remove signage etc from Newburn		JA/CP/PW/MT/SP
14:45	Downstream Cover in place	To ensure safety cover beyond quayside to Tynemouth		Red Seals
15:00 - 15:30	Event organisers to Tynemouth			JA/CP/PW/MT/SP
Finish Timings				
Time	Activity	Tasks Required	Location	Responsibility
09:00 - Onwards	Car Park manned.	To keep car park clear and to manover trailers	Tynemouth RC	Tynemouth RC
14:00	Finish Set-Up	To start presentation of finish area. Marquees, banners etc.	Tynemouth RC	Tynemouth RC
15:00 - 17:00	Boats pass through Bridges		Newcastle Quayside	
15:00	VIP's Arrive		Newcastle Quayside	CM
15:30	Volunteer Briefing at Finish	To brief volunteers on boating area and carrying equipment	Tynemouth RC	Dave McGuire
15:30	Food Starts at Finish	Dinner for clubs	Tynemouth RC	Tynemouth RC
16:00	Changing facilities open	Dry off participants.	Tynemouth Sailing Club	Tynemouth RC
16:00	Finish Team in Place	Take finish times	South Shields, opposite wooden groan	Carol - Tynemouth RC
16:30 - 18:30	FINISH - Boats arrive at Tynemouth			
17:30	VIP's Depart		Newcastle Quayside	CM
19:00	STAND DOWN	All crews accounted for		Finish Team
16:30 - 19:00	All boats trailered	Clear up for presentation		VOL
19:00 - 19:30	Presentation	To present awards, make sure all awards are correct.	Tynemouth RC	JA/CP
19:00	Event Control & Event Safety Marshal stand down	Make way to Tynemouth		LB/IR
19:09	Sunset			
19:30	After Party	Relax	Tynemouth	Tynemouth RC
21:00	Event Knock Down			JA/CP/PW/MT/SP
21:00	Beach sweep	Requested by North Tyneside Council - beach must be cleared for any rubbish		JA/CP/PW/MT/SP/Tynemouth
21:00	Event staff day end			

CP	Colin Percy	07985 003 304
JA	James Andrews	07818 576 142
LB	Liz Bray	07594 552535
IR	Ian Robinson	TBC
PW	Pamela Walton	07733 268 771
SP	Seymour Pattison	07947 074 869
CM	Claire McGuire	07811 879 447
MT	Martin Thompson	07596 086772
AL	Alex Leigh	07871 351053
	<i>More to follow</i>	