

Head Race Organisers Meeting

6th Sept 2017 - Tyne Rowing Club – 7.30pm

Attendees:

John Mulholland – Northern Regional Safety Advisor
Richard Mortimer – Secretary, Northern Regional Umpiring Committee
Charly Curtis – Vice Chairman, Northern Regional Umpiring Committee
Colin Percy – Northern Regional Events Co-ordinator & Tyne Rowing Club / Tyne LDS
Alan Puddick – Tees Rowing Club / Tees Head
Alex Shiel – Tyne United Rowing Club / Tyne SBH
Alex Pattinson – Tyne United Rowing Club
Helen Carr – Cambois Rowing Club /Wansbeck LDS/SBH
Chris Webb – University of Sunderland rowing club
Sarah Hodge – City of Sunderland Rowing Club / Hylton Head
Ian Black – Berwick Amateur Rowing Club / Berwick LDS
Mark Bell – Durham Amateur Rowing Club / LDS & SBH
Sue Sanderson – LDS Entries Secretary

1. Introduction

Charly explained that in order to conduct and plan the LDS series following Sarah Smith's resignation an LDS Committee had been established with the following members. Richard Mortimer, Charly Curtis, Mark Bell, Julie McIntyre and Sue Sanderson.

The purpose of this meeting is to discuss the proposed entries & results process and organisation on the river during the head series. Charly went on to confirm that the LDS committee would be processing entries, producing the draw, processing payments, and producing results. It was the individual clubs responsibility to run each event on and off the water with regard to safety, food, toilets etc.

2. NRC payment / LDS invoicing co-ordination

- a. **Red Seal** - The LDS committee agreed to arrange & pay for Red Seal for events at Sunderland, Tyne & Berwick. This would alleviate previous issues with multiple invoices. Tees & Durham arrange their own safety requirements. It was suggested that clubs request 1 more boat than actually needed to ensure there is adequate provision; in addition if during the event 1 boat is lost the event will not need to be cancelled.
- b. **Toilets for Berwick** – The LDS committee will be paying for the toilet under the bridge at Berwick, Berwick ARC will however arrange the toilet provision.
- c. **First Aid** – The LDS committee will pay for first aid and will share the provision/costs with those who have SBH events though clubs must organise this. Both Mark & Alan raised concerns around invoicing in past years and lack of local first aid support, consequently it was decided that in 2018, the LDS committee would arrange the first aid provision for all of the head events in advance, via 1 company/1 invoice.

3. Dates & Times

The organisers were informed that the Poster was published a few days ago, BROE will open soon. The dates & times were confirmed as follows

OCTOBER

Sat 7th - Berwick LDS, 2.30pm

Sat 14th - South Hylton LDS – 11.30am

Sat 21st – Wansbeck LDS 10.30am & SBH 2.30pm

Sat 28th – Tyne LDS 10.30am & Tyne United SBH 2.30pm

NOVEMBER

Sat 4th - Durham LDS 9.30am & SBH 12.30pm

Sat 11th – Tees LDS 10.30am & SBH 2.30pm

Wansbeck- Charly confirmed that the Wansbeck date had moved to ensure it's before the clocks go back as it's been too dark for the end of the SBH event in the past. Sarah raised the fact that there was a champ's event on the same date but this was thought to be of little impact.

Sunderland/Hylton - The start time is due to high tide. There is a football match on the 14th Oct; it's not thought to be an issue as kick off is 3pm.

Berwick – The club will review conditions 3-4 days beforehand, the start time is due to high tide, prepare for possible delay due to high winds and advise competitors to bring waterproofs.

Durham – The Prince Bishop may sail at 2pm

Tees - Sunset is at 4.10, the event can continue for a further 30mins, so event end time should be no later than 4.40pm.

4. Head Race Requirements

- a. **Crew /competitor Numbers** – Charly was asked to provide sample numbers to Mark so that they could be ordered ASAP.
- b. **Computers** – Richard requested that the LDS computers were returned by the previous organisers
- c. **Loudhailers & Radios** – Clubs are to provide their own loudhailers & radios. Charly requested that clubs who don't have their own contact Ken Hastie. Colin agreed to email the details to those requiring them.

5. Safety

John requested that each club notify him of their head race safety provisions. He notified the representatives that in line with a national guidance there would be a more rigorous approach to safety moving forward. He requested that clubs

- Look at British Rowing guidance on safety and how to present /format the various safety documents.
- Look at risks and their mitigation and include those in competitor instructions so that competitors and crews know of the risks.
- Cross reference their various safety documents so they all tie together & if you say in the documents you'll do something, then ensure mechanisms are in place to ensure this happens.

- Ensure that the documents are made available at least 6-8 weeks prior to an event on their club website and copies are emailed to Colin at colin.percy@gmail.com for the NE Rowing website.
- Update documents a few days before the event with the latest information, such as who the key contacts are on the day.
- Make decisions on event cancellation as late as possible however please try to ensure that crews/competitors do not travel unnecessarily. Please inform Colin of any cancellation so that he can add a banner headline to the NR Rowing site and update the Facebook page.

6. Race Timing

Richard requested that at least 1 person from each club volunteer to assist with timing, ideally the same team of 10-12 people will do the timing at each of the events (5-6 people at each end of the course). It's apparent that not all clubs will be at all events, hence the need for a team of people to cover all events. Names will be required in advance, Sue will reach out for volunteers. Richard agreed that the new timing system can be shared free of charge for any of the events.

7. Results

The results will be printed and displayed at each event, therefore the LDS committee should take a printer & laptop to each event. It was suggested that the printer Sarah has maybe past its best so a new one should be purchased potentially.

Tees do their own SBH draw and results, at the end of the event Richard agreed to provide Alan with a spreadsheet as in the past. Tyne United wish to catch up with Richard to discuss timing for their SBH event .

8. Umpiring (See additional sheet provided by Richard at the meeting)

Richard expressed a need to ensure that the Rules of Racing were safely, fairly and consistently applied across the Head series.

Organising Committee – Richard confirmed that this responsibility falls primarily to the Organising committee. It is their responsibility to appoint a chair of race committee. Charly usually covers all events except the Tees SBH..

- The event safety officer does not need to be the club safety advisor, but needs to be there on the day. They must know the river and be able to recognise changing conditions.
- Maps should be provided detailing safety boat, race monitor and umpire positions, they should be printed and stuck on a noticeboard for all competitors to view.
- The draw/start order should be published at least 3 days before the event ideally.
- There is no provisional start order/draw
- Crews should boat in numerical order unless the river conditions do not allow this, boat 1 should boat first. If the slowest boat boats last this can hold up the entire event.
- If crews do not boat on time penalties can be applied, any such penalties should be detailed clearly in the race rules. Boating times should ideally be published per crew, any penalties should be applied to the specific crew(s) who are late in boating.
- If race rules are not followed please tell the chair of race committee or an umpire. Boating times

Officials

- If there are less than 3 umpires an event cannot take place as this is the minimum allowed under the rules of racing.
- The chair of race committee cannot be racing during the event unless there is a deputy at this time. The deputy should be empowered to make all necessary decisions.
- Head of Control Commission should ensure that there are responsible people on each landing, able to check boats. They should know what to look for, such as 70mm heel restraints etc. They should also be checking crews and ensuring coxes are weighed.
- The weighing of coxes is the responsibility of the host club, it does not need to be done by an umpire. The weighing station should be visible, not tucked away in an enclosed area, and be staffed with appropriate persons ideally a male and a female who are DBS checked if possible. They should check that coxes are dressed appropriately. The region will purchase some decent weighing scales for the Head Series. The name, weight and weight carried etc. needs to be recorded on a sheet then the name and weight amount should be recorded on a wristband. Forms & wristbands are to be provided by the LDS committee (as stickers get lost). Richard confirmed that the same wristbands could be accepted /provided for SBH events too.
- The Starter does not need to be an Umpire but it is preferable.
- The Start Marshall team should ensure that crews are presented to the starter on time.
- The Finish – there should be an Umpire at the finish to ensure the rules of racing are followed.
- The Chief timekeepers will be Sue Sanderson & Julie McIntyre, they won't necessarily be at the start or finish but will work with the timing team to ensure effective timing.
- Race Monitors – don't need to be Umpires but are needed to ensure there is a clear view of the entire course. The race monitors are required for safety and to ensure events remain compliant to race rules. It was pointed out that Red Seal are not race monitors, they are purely responsible for safety. Race monitor positions should be detailed in the safety plan, on the course map and instructions etc. If clubs cannot provide enough race monitors they must ask for help or shorten the course. Race Monitors do not necessarily need to be able to see each other but between them they need to see the whole course. It was pointed out that at Hylton this is difficult as parts of the course are inaccessible on foot or would involve a long walk. Richard confirmed that in all cases there must be full visibility of the course whether on land or on the water in boats. Race monitors can also ensure circulation patterns are followed correctly too.
- Umpires – The Regional Umpiring Committee as well as continuing to support the training and licencing of Umpires, will be checking to ensure best practice is followed. The region has a shortage of Umpires, more are needed. Ideally each club should be providing two umpires for every day of competition they organise. It's requested that clubs ask their members whether they would be interested in training to be an umpire, if anyone is interested they can shadow an umpire at the Durham Autumn Sprint, prior to the training course over the winter. Richard also reminded that there is an Umpires Seminar on Sunday 24th September to cover throw line drills, how to check a boat etc.
- Writing event documents – John recommended that anyone with concerns over the content or quality of their event documents take a look at the Tees documents as an example. It was stressed that it would be very difficult to get all safety boats crews, coaches etc. together for safety briefings at all clubs (though some clubs such as Tees do) so it is essential that good quality documents are produced / made available.

Actions:

ACTION	BY WHOM	BY DATE
Check where safety documents are posted for events not linked to clubs.	Richard Mortimer	
Provide draw to TARC & TURC ASAP after entries close, so they can establish boating times\ who is boating from which steps	LDS Committee to inform TARC & TURC	26 th October
Provide sample race numbers to Mark Bell	Charly Curtis	Urgent – 12 th Sept
Arrange for toilet facilities at Berwick and NRC Payment	Ian Black	Prior to 7 th October
Sunderland, Tyne & Berwick to inform the LDS committee of the number of Red Seal boats required ASAP.	Sarah Hodge Ian Black Alex Shiel / Colin Percy	Urgent – 14 th Sept
Book Red Seal once informed of boats required for Sunderland, Tyne & Berwick	Mark Bell	Urgent – 15 th sept
Clubs to arrange First aid and arrange for NRC Payment	All Clubs	Urgent – 15 th Sept
Order race numbers	Mark Bell	Urgent – 15 th Sept
Provide Timekeeping sheets & wristbands	LDS Committee	Prior to 7 th October
Arrange for original LDS computers to be returned	LDS Committee	ASAP
Provide clubs with Ken Hastie details for Loudhailers & Radios	Colin Percy	Prior to 15 th Sept
Provide John Mulholland & Colin Percy with all safety/race document & publish on your own club website	ALL CLUBS	ASAP – min 6-8 weeks prior to event
Update documents with latest information such as key	ALL CLUBS	3-4 days prior to the event.

contacts on the day. Provide copies to John Mulholland & Colin Percy & publish on your own club website		
Display your safety documents, river map, race monitor positions etc.	ALL CLUBS	ON THE DAY OF THE EVENT
Provide the list of volunteers for the timing team (email to follow on this)	ALL CLUBS Sue Sanderson to send email.	ASAP
Contact Richard if you would like to use the new timing system for an SBH event	ALL CLUBS	ASAP
Aquire a laptop & printer to take to events to print results.	LDS Committee	Prior to 7 th October
Provide Alan with a spreadsheet as in the past for Tees SBH	Richard Mortimer	
Discuss Timing system for Tyne United SBH	Richard Mortimer & Alex Shiel	Prior to 28 th October
Aquire coxswain weighing scales	LDS Committee	Prior to 7 th October
Inform Richard of any persons interested in becoming an Umpire / shadowing at Durham Autumn Sprint.	All Clubs	Prior to 29 th September

CONTACTS:

Name	Club/responsibility	Email
Charly Curtis, Richard Mortimer, Mark Bell, Julie McIntyre & Sue Sanderson	LDS COMMITTEE	lds@nerowing.com
John Mulholland	Regional Safety Advisor	John.rrsa@jdmulholland.plus.com

Richard Mortimer	Secretary – Northern Regional Umpiring Committee	<u>Nruc-secretary@oldelvet.org.uk</u>
Colin Percy	Tyne LDS	<u>Colinwpercy@gmail.com</u>
Helen Carr	Wansbeck LDS/SBH	<u>Helen_elizabethc@yahoo.co.uk</u>
Ian Black	Berwick LDS	<u>blackieroadrunner@hotmail.co.uk</u>
Alex Shiel	Tyne United SBH	<u>alexshiel@icloud.com</u>
Alan Puddick	Tees LDS/SBH	<u>alan@puddick.org</u>
Sarah Hodge	Hylton LDS (City of Sunderland Rowing Club)	<u>Sarahsue_12345@hotmail.co.uk</u>
Chris Webb	Hylton LDS (University of Sunderland Rowing Club)	<u>Chriswebb620@btinternet.com</u>
Mark Bell	Durham LDS/SBH	<u>Mark.bell@durham-arc.org.uk</u>