

Distribution. All SUA Regatta Participants, Volunteers and Officials

Date. 3 Aug 21 **VERSION 0.6**



## Stratford-upon-Avon Regatta 2021 Plan – Administrative Instruction and Safety Plan

### Event Summary

- Event Hosted by Stratford-upon-Avon Boat Club
- Course Location – River Avon, Recreation Ground, Stratford Upon Avon
- Full course 500m
- Participants will be junior rowers only in 2021
- Level of experience of competitors will be from beginner through to experienced
- [www.stratford-rowing.co.uk/regatta-2021](http://www.stratford-rowing.co.uk/regatta-2021)

1. **Safety.** The safety of all participants whether crew, coaches, volunteers, spectators, or general public is the priority of the Regatta Committee and Club. The Regatta will endeavour to provide a safe environment in accordance with British Rowing 'Row Safe: A Guide to Safe Practice in Rowing'. This year COVID safety must also be at the forefront of all participants minds. The Briefing documents at Annex A and Regatta Safety Plan at Annex B explains safety measures that have been introduced as a result of the event risk assessment and specific details linked to British Rowing's requirements. Participants must take responsibility for their own safety and the safety of other crews.

### 2. The Course.

- The course is located on the River Avon adjacent to Stratford upon Avon Boat Club, O.S. reference SP205547.
- The Start is a staggered, free start positioned downstream of the clubhouse, near to the Holy Trinity Church and upstream of the weir.
- Racing is in an upstream direction over 500m. The finish is straight and is located at the edge of the clubhouse grounds. See maps.
- Circulation and Regatta Site maps show the positions of Boating Pontoons, Boat Pairing area, Start location, Finish location and Disembarking/'Boats Off' location, etc

Graham Collier  
Honorary Regatta Secretary

Ian Wilcock  
Regatta Safety Officer  
[safety.suabc@gmail.com](mailto:safety.suabc@gmail.com)

## **Annexes**

### **A. Briefing packs**

1. One-page brief for Competitors, coaches and club reps. (incorporating site map and regatta map)
2. Notice to Competitors.
3. Volunteers and officials
4. Incident Response Plan – Immediate Actions

### **B. Safety Plan**

1. Regatta Safety Plan (incl Policy and Procedures)
2. Communications Plan
3. Risk Assessment

### **C. Welfare Policy & Procedures**

### **D. Setup**

1. Regatta Officials and Volunteers – Contact List and Roles
2. Communications Plan and Radio Protocol



## BRIEF FOR REGATTA PARTICIPANTS (crews, coaches, and club reps)

### Stratford upon Avon Regatta 2021 [www.stratford-rowing.co.uk/regatta-2021](http://www.stratford-rowing.co.uk/regatta-2021)



ANNEX A.1  
to SuA Regatta 21 Plan  
Dated 3 August 2021

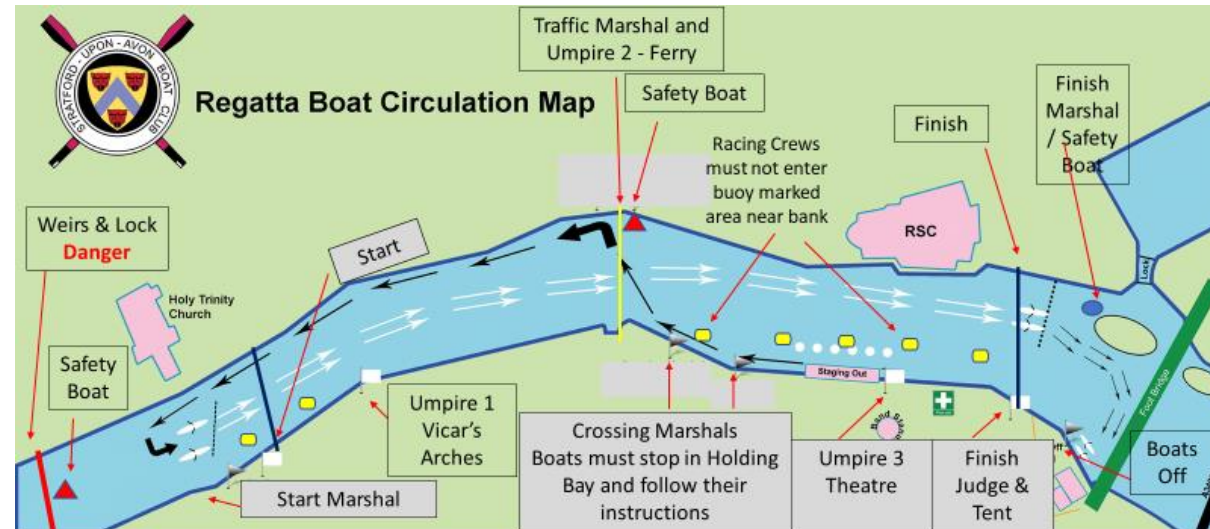
#### Welcome to Stratford upon Avon Regatta!

We hope you have a great day. Please stay rowing/ COVID safe, enjoy yourself and be kind to competitors, volunteers, and spectators.

1. Race numbers must be worn on the back by all crews including coxes.
2. You must comply immediately with instructions from umpires and safety staff.
3. Be at Boat Pairing with the other crew at least 20-25 minutes before your race.
4. Comply with the circulation pattern.
5. The lower numbered crew will take the Theatre (RSC in pink on the map) station and will be in front on the staggered start.
6. All crews proceeding to the Start must cross the course at the Ferry. All crews shall remain in the boating area until authorised to cross the course and proceed to the start.
7. After crossing, crews should continue to a point beyond the start. Crews will be instructed by a Marshal to turn when it is safe and appropriate to do so. BEWARE of the weir and getting caught in the buoys near the start.
8. Practice of starts and rows are not allowed on the course during the hours of racing.

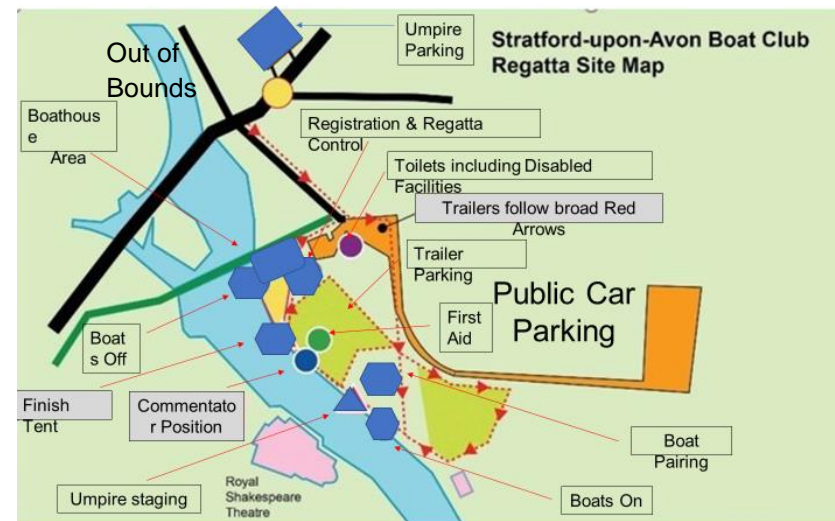
- Participants and spectators are responsible for their own safety.
- Boats must be safe (see British Rowing Row Safe standards), fit for competition and will be inspected prior to boating.

**Regatta Safety Officer: Ian Wilcock**  
Tel: 07545 644981



Stratford Upon Avon Boat Club,  
Swans Nest SuA  
CV37 7LS

You must NOT go thru/past the Clopton (2<sup>nd</sup>) Bridge (black on the maps).



- **Emergency?** Shout '**HELP, HELP, HELP!**' and help will be there.
- **Assistance Required?** Or if there is an injury or accident report it to immediately to the nearest First Aider, Marshal, Umpire or Safety Staff who will act immediately!
- **Incident?** Help if safe to do so, otherwise move out of the way, stay alert and brace for wash from the Safety Boat.

#### Coaches/ Club Reps

- Please ensure all coxes/ scullers are individually briefed/ coached by you on the course/ safety using the map & walk thru.
- Please ensure crews are safe and experienced enough to handle racing
- Please read the SUA Regatta Plan fully

**Lightening.** In the event of lightening racing MUST stop and the river and banks be cleared. Please shelter in buildings/ cars ONLY.

## **INSTRUCTIONS TO COMPETITORS AND COACHES STRATFORD UPON AVON REGATTA 2021**

1. Thank you for your entry. The race course is approx. 500m (upriver) from a free, staggered start.
2. **Location.** CV37 7LS. Full directions can be found at [www.stratford-rowing.co.uk/regatta-2021](http://www.stratford-rowing.co.uk/regatta-2021)
3. **Car Parking.** Vehicles should not be left such that they obstruct access for others, even for brief periods; remember that large emergency vehicles may require immediate access to incidents. Please drive slowly.
4. **Report to Regatta Control<sup>1</sup>.** Report to Regatta Control to collect race numbers which must be worn by the bow person and cox (if applicable) when racing. All competitors must carry their British Rowing Membership Cards, up to date and complete with photograph, available at all times for checking by officials. In accordance with the Rules of Racing, membership cards or identity for the whole crew must be produced before any prizes will be awarded. Prizes will be presented to winners immediately after each final. If you are likely to be delayed, advise Registration immediately. We can then assess if your race can be re-scheduled. All the races are rowed under the current [British Rowing Rules of Rowing](#).
5. Coxes must weigh in before collecting numbers (wearing life jacket but without cox box) and bring their own deadweight (if required). Coxes are to carry the issued weight certificate during the day. Coaches/ club reps are to ensure that they have individually briefed their coxes on the course and ideally walked the course with them; please take care not to puncture life jackets when fixing numbers to backs.
6. No doubling up of crew, cox, boat or equipment is permitted within a Division. Any doubling will result in the crew being disqualified. The Race Committee reserve the right to rearrange the order of races if necessary.
7. All junior crews must be supervised by a suitable adult who acts *in loco parentis*. This adult must provide their contact details at registration and be available at all times.
8. **Boating.** KEEP A GOOD LOOKOUT AT ALL TIMES. Crews will not necessarily be called. You must be at Boat Pairing at least 20-25 minutes before the scheduled time of your race. Competing crews should proceed to Boat Pairing area together. The control commission umpire may examine your boat or may ask questions to ensure you have safety checked your equipment. Every competitor shall wear the kit of the Club he/she is representing.
9. All boats and equipment must conform to the requirements of the Rules of Racing. This is the crew's responsibility. Boats MUST display the correct 6 digit BR identification code. You risk disqualification if you don't comply. Bow balls, heel restraints & hatch covers are YOUR responsibility. You will NOT be allowed afloat unless they are sound.
10. All events are to be boated from the staging opposite the Royal Shakespeare Theatre. All crews must boat with their opposition.
11. **Marshalling.** You must understand and comply with the circulation pattern on the river. Please study the map. The course is buoyed. The boating area is also buoyed off – crews in a race must not enter this area. Crews must keep to their station. Failure to do so may result in disqualification. Practice of starts and rows/ paddling firm are not allowed on the course during the hours of racing.
12. All crews proceeding to the Start must cross the course at the Ferry. All crews shall remain in the boating area until authorised to cross the course and proceed to the start. Crews must be vigilant and not allow their boat or blades to encroach on the racing crews.
13. After crossing, crews should continue to a point beyond the start.
14. Crews are responsible for being in the start marshalling area at least FIVE minutes before their scheduled race time and ready to be on the start TWO minutes before their race time. Crews late on the start may be given an official warning. Crews should follow instructions from the Start Marshals, pair up with their opposition, and line up, in race order, with bows facing upstream (in the direction of racing) just downstream of the start. Competitors should note that it is an aligned free start. The lower numbered crew will take the Theatre station and will be in front on the stagger. The Start-is staggered but the Finish is straight.-A bell will be rung at the finish of each race.
15. Umpire stations on the bank will be clearly marked and crews must comply with Umpires instructions during races or face disqualification.

---

<sup>1</sup> Crews are encouraged to register on-line; those that register on arrival must follow the Regatta's Covid Guidelines.

16. **Recreation Ground.** Please note, to avoid an accident in a busy park, **cycling<sup>2</sup> is not allowed** at the regatta. Competitors and supporters are asked to **dispose of litter responsibly**. Litter bins are emptied regularly during the day by Park staff.

17. **Accidents.** In order that the regatta organisers are aware of any accidents and can coordinate effective responses, please report any incidents on or off the water to Regatta Control. FIRST AID facilities are located by Regatta Control. Should you require assistance at any point please attract the attention of the nearest Marshal, Umpire or Safety Boat Crew.

18. **First Aid/ Doctor.** First Aid facilities are available at St Johns located on the recreation ground alongside the trailer parking area. The Event Medical Officer is **Stephen Rose** who can be contacted via Regatta Control.

19. **Other.** Food and drink will be available. Toilets are available in the clubhouse which is only open to competitors in kit and club members due to safeguarding requirements. Public toilets are very close by.

20. **Welfare/ Safeguarding.** The Regatta Welfare Advisor can be contacted through Regatta Control.

## **SAFETY INSTRUCTIONS.**

21. You are responsible for your own safety: read and understand the Safety Plans. Participants must:
- Ensure their own safety, remembering that they have a duty of care to themselves and to any third party both on the water and on land.
  - Ensuring that any equipment (e.g. boats, blades, buoyancy aids, etc.) are safe and prepared to the standards as required under the 'Rules of Racing' and 'RowSafe'. Any failure in this standard may result in exclusion from the event.
  - The strict observance of the circulation pattern and of the provisions of 'Row Safe'.
  - Deciding whether or not they are competent to use the river in the prevailing weather conditions - this decision may be taken by the individual or with their coach/crew.
  - Ensuring that they can swim in accordance with the provisions of 'RowSafe'.
  - Be aware of heat stress risks, be appropriately clothed, carry water and hydrate.
  - A check by an official does not necessarily mean that all aspects of the boat are safe and no assurance of safety is implied or exists as a result of such checks.
22. In compliance with the spirit of British Rowing's Row Safe Guidance (3.2), all participating clubs are required to advise Regatta Control if parents/carers of any participating child athletes do not consent to images of their child being used in publicity material issued by SUABC.
23. When in the boating area, or when boating/de-boating, extra care and right of way should be given to other participants and members of the public, so as not to cause distress or injury to third parties. When boating or de-boating, exercise care on the staging to avoid slips, especially during wet weather. Any accident should be drawn as soon as possible to the attention of the nearest Official, who will be able to summon assistance. First Aid cover is provided during the hours of racing and is situated close to Control.
24. There are three safety boats on the course. Generally the river is very shallow. Note that river traffic and swans/ geese will as normal require caution.

## **THUNDERSTORMS**

25. As a general rule, the Event Safety Adviser and Race Committee will:
- Consult forecasts from the day before and monitor the weather during the event. In the event of a storm, constitute the chain of command and use the public address system to warn both competitors and spectators of actions to be taken.
  - Racing shall be suspended on the order of any Official if thunder follows lightening within 30 seconds. All competitors, officials, spectators to be guided to safe shelter by marshals. Safe shelter is provided in the Clubhouse, Boathouse, Gym and Changing Rooms. Shelter should not be sought in tents, marquees, under the canopy of the Clubhouse or under trees. Use the 30:30 criterion to instigate suspension and resumption of activity. Direct the Regatta Control to stop crews boating until resumption of racing is signaled. Direct the Start Team, Umpires and Marshalls to instruct crews on the water, where circumstances permit, to return to the landing stages with all speed and seek proper shelter. Direct the Regatta Control and Finish Team to ensure that de-boating is executed as fast as possible (both these teams will leave one member on the landing stages)
  - Specific measures include:

---

<sup>2</sup> A new cycle track for children 8 to 14 years old has just opened in the Park next to the refurbished (

1. Launch crews to return to finish and disembark immediately rowing crews are clear
2. Competitors to shelter in the boathouse, other buildings or cars
3. Blades to be left on grass near landing stages
4. Officials and competitors are asked to familiarize themselves with this general plan, so that it can be actioned promptly and effectively should a thunderstorm occur.
5. Note that sheltering under trees increases risk.



# INCIDENT RESPONSE PLAN – IMMEDIATE ACTIONS

## Stratford upon Avon Regatta 2021 [www.stratford-rowing.co.uk/regatta-2021](http://www.stratford-rowing.co.uk/regatta-2021)

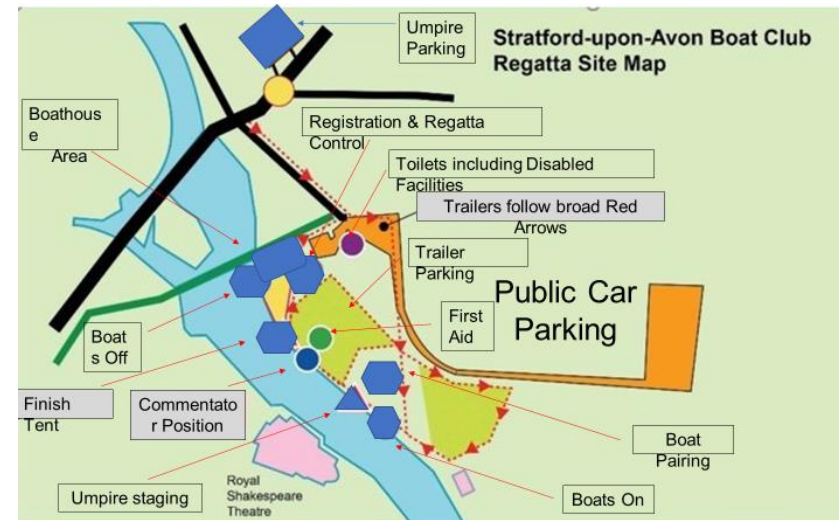
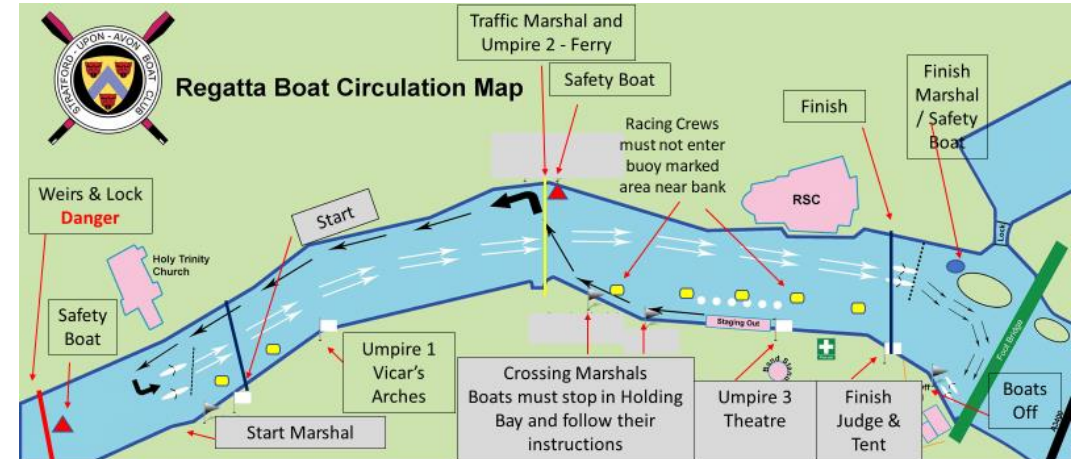


ANNEX A.4  
to SUA Regatta 21 Plan  
Dated 3 August 2021

The safety of participants/ general public comes first please and NOT racing.

### Immediate Action Drills

1. **NEAREST REGATTA OFFICIAL.** Immediately take appropriate action to ensure that:
  - a. Rescue and/or First Aid (if appropriate) is commenced as soon as possible
  - b. Further accidents are prevented
2. **NEAREST RADIO OPERATOR.** Call the incident in to Regatta Control without delay. INCIDENT **When** (e.g. now, 2 mins ago etc) **Where** (location) – **What** has/ is happening – **What** crews are involved – **What** is being done about it – **What** assistance is required.
3. **ALL UMPIRES/ OFFICIALS.** All umpires on the course will be notified of the situation. All racing is to STOP. All non-emergency radio traffic is to STOP immediately. Prevent crews from boating or proceeding to the Start and take sympathetic steps to support participants.
4. **SAFETY BOAT.** Move to the location at speed but with the safety of other crews in mind. It will be notified of the incident and its location on Channel 1.
  - The Regatta Safety Boat Team Leader will make an assessment if more assistance or Emergency Services are required and call Regatta Control. Coordinate and direct response until the Regatta Safety Officer arrives.
5. **REGATTA SAFETY OFFICER.** Move to the incident location with comms to Regatta Control and take command of the incident response coordination.
6. **REGATTA CONTROL.** Ensure the First Aiders have been immediately notified of the incident and are guided along the bank as necessary, inform the Regatta Medical Officer.
  - If necessary, Control are to contact the appropriate emergency services. A call for Doctors and medical staff over the tannoy system may be required.
  - Control is inform the Emergency Services of the nearest RV and arrange for a guide with radio comms to man the RV immediately. Additional manpower



Officials and Volunteers should read Annex B.1 'Regatta Safety Plan' prior to the start of the event.

### Lightning – Immediate Action Drills

1. In the event of lightning strike, shelter should be sought inside the boathouse, or within your vehicle.

## REGATTA SAFETY PLAN STRATFORD UPON AVON REGATTA 2021

### INCIDENT RESPONSE

1. Competitors must read the “Notice to Competitors” and obey those instructions.
2. In case of incident the Incident Response – Immediate Action Plan at Annex A.4 must be followed. The Incident Response Plan should be put into action immediately in the following circumstances:
  - a. If any person is injured while taking part in the regatta.
  - b. If any person is involved in an accident which could consequently cause injury to competitors or officials taking part in the regatta.
  - c. If key race officials consider safety to be compromised due to inclement weather conditions or any other issue
3. All umpires and officials should know where their nearest communication point is situated. Visitors, competitors etc are encouraged to report any such incident to the nearest regatta official who will take the appropriate action. In the event of an accident, or severely adverse weather conditions prevailing, all umpires’ first duty is to the safety of the competitor(s) or the person(s) involved.
4. Lightening: If closer than 6 miles/10km (lightning/thunder gap < 30 sec.) racing will be suspended. Crews off water. Proper shelter sought e.g. within boathouse. Racing resumed after 30mins of no thunder/lightning.
5. The Regatta Safety Officer is Ian Wilcock on mobile 07545 644981 or [safety.suabc@gmail.com](mailto:safety.suabc@gmail.com) for routine comms.
6. The nearest Accident & Emergency Unit is at Warwick Hospital, 24 hours a day (telephone 01926 495321).
7. A 999 or 112 call will bring an ambulance.

### PREPARATION

8. All umpire stations will be provided with an equipment box including radio, throw lines, megaphone and key organisers’ mobile telephone numbers.
9. Launch drivers will also be provided with throw lines, thermal blankets, megaphone and radios.
10. All boat movements on the water are covered by the British Rowing Rules of Racing and adhere to British Rowing’s Rowsafe guidelines. The rules apply to all participants, who



are responsible for following them. All coaches, marshals, umpires and officials enforce the rules when actual or likely failure is observed.

## **MEDICAL PLAN**

11. **First Aid Cover** will be provided by 'St Johns Ambulance' from a medical treatment unit on site for the whole duration of the Regatta. Location of the treatment unit is indicated on site map at Annex A.1
12. **Medical Officer.** The Honorary Regatta Medical Officer will be a club volunteer if available and be onsite as available.
13. **Comms.** Medical staff will be in communication with the Safety Boats on channel 6 VHF.
14. **Patient Reports.** A numbered copy of the patient report form covering any treatment given to an individual will be handed to the event organisers on completion.
15. **Defibrillators.** Defibrillators are available at the Royal Shakespeare Theatre, at the athletics club at the end of the Bird Nest Lane, and at the Bowling Club near the Ferry
16. Also see Incident Response Plan, and Instructions to Competitors.
17. **Hospital.** Nearest hospital facilities for accident and emergency are at Warwick Hospital, Lakin Road, Warwick which is approximately 6 miles from the Regatta site, travel time approximately 15 minutes.
18. **Ambulance Access.** Ambulance access is possible, within 1 minute along the length of the course through the Recreation Ground area on the club-side. Ambulance access is possible along the theatre-side of the course, within 5 minutes, via Waterside Road, which runs parallel and adjacent to the river.
19. **Medical Support Arrangements** • All injuries shall be treated in the first instance by St John's Ambulance at the First Aid Post. • First Aiders to decide on further treatment • Fire, Police, Ambulance can be contacted on 999 • Doctor can be contacted on 01299 402157 or 01299 403374 • In the event of an accident/injury requiring Accident and Emergency, the injured party should be taken for assessment to Kidderminster Hospital, Minor Injuries Department, Bewdley Road, Kidderminster • The local Ambulance and Police services will be informed in advance that the regatta is taking place

## **SAFETY BOATS**

20. Stratford-upon-Avon BC will provide three boats.
  - a. The Adaptive Safety Boat, Juno, with its drop-down bow, will carry one helm and two crew who will undertake the rescues.
  - b. The Rib and the launch Felix will each carry one helm and one crew member.
21. **Safety Boat Crews.** Crews are to be:
  - a. To be qualified to RYA Level 2, Safety Boat with SUABC Power Boat Induction.

- b. Competent rescuers
- c. Certified in Emergency First Aid at Work
- d. All boat crews will be dressed to enter the water (As appropriate to the conditions on the day) and will wear hi – vis class 3.

22. **Safety Boat Setup.** All boats will be fully equipped with all equipment required in Row Safe and have prop guards fitted.

- a. Boats will operate on Channel 6 VHF and monitor Channel 1.
- b. The locations of these safety boats will be at areas of most risk of collision or capsize, and at positions to maintain the best possible line of site to allow for rapid casualty extraction from the water if required.
- c. The safety boat provider may decide to change positions to provide the best coverage on the day. The safety provider shall agree any change of position with the Regatta Safety Office.

23. **River Traffic.** The river is not ‘closed’ to traffic. River traffic will be controlled by the Traffic Marshal situated at the Ferry on the theatre side. This marshal will liaise with all concerned to ensure racing is suspended whilst non-regatta traffic clears the course. He/she will control the safe progress of crews from boating to the start. The Traffic Marshal must confirm that the course is clear prior to any resumption in racing. The duty Co-ordinating Umpire will consult the marshal or the co-located umpire before authorising the re-start of racing. Please be aware that local navigation rules state that vessels should keep to the right when approached by another vessel moving in the opposite direction

## INCIDENT REPORTING

24. Any incident or accident must be reported to the duty Co-ordinating Umpire and the Regatta Safety Officer. The Regatta Safety Officer will record any incidents and submit them online to British Rowing. Any competitor, official, coach or spectator is encouraged to log any incidents on the BR website.

## MEASURES FOR SPECIFIC RISK

25. **Weather and river conditions.** There will be some weather and river conditions that may require the event to be changed, suspended or even cancelled to avoid unnecessary risk to competitors and officials. The Race Committee will take the decision on these actions as early as possible with advice from the Regatta Safety Officer, Safety Provider and the duty Co-ordinating Umpire.

26. **Conditions and Possible Prevention and Mitigation Measures.** Although it is not possible to set exact rules for these decisions a set of guidelines have been set out below:

Ser	Risk Event	Response Action Required
1	Lightning	Suspend racing and stop boating until storm blows over. See A&E plan.

Ser	Risk Event	Response Action Required
2	Flooding (fast current and/or debris in water or on bridges).	The event will be cancelled.
3	Heavy rain	Ensure appropriate clothing is worn by all participants at boat pairing Consider suspension of racing
4	Strong Wind	Ensure appropriate clothing is worn by all participants at boat pairing or if severe cancel event
5	Competitor falling out of boat. Risk of drowning	Umpire or marshal to call for Safety boat, which then conveys casualty to bank for medical attention. Follow A & E Plan
6	Fatal illness	First Aid and Event Medical Officer present + telephone to emergency services.
7	Protests	Police to be notified and racing put on hold until disruption is brought under control.
8	Failure of safety arrangements. Loss of safety boat cover, course official cover, medical cover or communications breakdown (radios),	Racing should be suspended, cancelled or amended to reduce risk to acceptable levels
9	Slips and trips	<ul style="list-style-type: none"> <li>All areas should be kept free from blades, shoes, trestles, etc. that will cause a trip hazard. The marshals working in all areas will monitor and arrange for equipment to be removed if necessary.</li> <li>Blades can be stored on grassed area and blade rack outside of the taped-off boating area.</li> <li>Shoes will be stored in crates which will be removed from boating area by club volunteers and taken to disembarking area for collection by crews returning after racing.</li> </ul>
10	Car Park and Trailer Park Risks	<ul style="list-style-type: none"> <li>No cars will be permitted to remain on the Recreation Ground area, other than the First Aid and any other safety vehicles as necessary.</li> <li>A marshal will be located, at the appropriate times, at the entrance to the trailer parking area. The marshal will help towing vehicles deposit boat trailers in the designated area and ensure safe movement of vehicles in and out of the trailer parking area.</li> <li>The trailer circulation pattern is shown on the Regatta Site Map</li> </ul>
11	Food Hygiene Risks	<ul style="list-style-type: none"> <li>Competitors are encouraged by signage etc to use the Public Toilets behind the café in the park. These are more suitable for a large-scale event than the club facilities</li> <li>Separate male and female toilets and washing facilities, including provision of anti-bacterial gel, are available at the boat club. If utilities fail (water, sewerage or electricity) the Event Committee will liaise with SUABC and arrange for an appropriate utility or contractor to rectify problem.</li> <li>Litterbins are provided and the trailer area is to be inspected during the event for unnecessary refuse.</li> <li>Normal hygiene procedures apply.</li> <li>Washing facilities are available to people serving food.</li> </ul>

## ENGAGEMENT AND COMMUNICATION PLAN

27. Competitors and organisers will be made aware of the safety arrangements before and during the event in order to prevent incidents and to enable incidents to be dealt with efficiently if they do occur. The following actions will ensure effective communication between all parties:

#	Target Audience	Proactive Action Required
<b>Prior to Event</b>		
1	Participants	Documents to be sent out to participants and also made available on SUABC web site: <a href="http://www.stratford-rowing.co.uk/regatta-2021/">http://www.stratford-rowing.co.uk/regatta-2021/</a> include: Regatta Site Map, Boat Circulation Map, Incident Response Plan, Instructions to Competitors and Safety Plan.
2	Emergency Services	Letter to Police, Fire and Ambulance Services and Hospital informing them of the event and advising type of event, location, possible numbers and directions to the riverbank.
3	Other River users	Notifications via Avon Navigation Trust (ANT) to all Boat Licence holders and to local boat hire businesses (also in person). A banner advertising the event is in position at SUABC adjacent to the course.
4	Local Authority	Notifications to Stratford upon Avon District council (owners of the Recreation Ground and managers of mooring along the course). 'No mooring' signs showing details of the event are erected along the length of the course from 48 hours ahead of the event.
<b>At the start of the Event</b>		
5	Participants	All Safety information is displayed at Registration and any specific changes highlighted to crews/club representatives on-line, as they register and / or collect their racing numbers.
6	Organisers/umpires, marshal, safety staff	All check-in for duty at Regatta Control and will be advised of any changes to safety instructions and plans provided beforehand. A copy of the Accident & Emergency plan will be provided in the umpire packs on the day.
<b>During the Event</b>		
7	Organisers	Radios are issued to all umpires, course marshals, key regatta officials, regatta control, First Aid staff, Safety Boats and launch drivers. Spare batteries are carried. Separate radio frequencies/channels are available for officials and emergency use.
8	Key volunteers	All carry mobile phones with Contact List and key volunteer numbers are issued to all Umpire Stations, Regatta Control, Registration and key marshalling positions for use should other communication methods fail.
9	Radio protocol	Details are provided to all positions issued with a radio. Radio communication is solely for the purposes of emergency, safety and the smooth running of the event. No unnecessary radio chatter is to take place.
<b>Post Event</b>		
10	Participants	Any feedback on the event are welcomed and should be sent to: <a href="mailto:graham_collier@btinternet.com">graham_collier@btinternet.com</a>
11	Safety Feedback	Any comments on the safety of the event should be sent to: <a href="mailto:safety.suabc@gmail.com">safety.suabc@gmail.com</a>
12	Organisers	A report is available from the Safety providers-including details of any incidents occurring during the day. A regatta wash-up meeting will take place within 2 weeks of the event where all aspects, including safety will be reviewed by the regatta organising team. Attendees will include the Event Regatta Safety Officer, Child Welfare Advisor and the Head of the Race Committee

**RISK ASSESSMENT  
STRATFORD UPON AVON REGATTA 2021**

ANNEX B.3  
to SUA Regatta 21 Plan  
Dated 3 August 2021

Risk (TIART caused by, effect)	Probability	Severity of Outcome	Risk	Risk Score (Inherent)	Tasks
Competitor falling out of boat. Caused by hitting an object (buoy, crew, bank). Resulting in drowning/hypothermia.	Likely	Very Harmful	Substantial risk	6	As Above
Collisions between pedestrians and crews manoeuvring on land.	Likely	Harmful	Substantial	4	T. Signage and tape off access to boat area. T. (P1) Marshall, signage and movable barriers for landing stage access. T. (P1) Highlight risk to crews in Notice
Burns or Scalds caused by catering equipment	Likely	Harmful	Substantial	4	T. Check handles are securely attached to receptacles in which hot items are being carried. T. Brief and check people are not reaching across hot surfaces or steaming kettles. T. Care to be taken in choice of area for siting catering to reduce risk of trips due to uneven surface
Cuts	Likely	Harmful	Substantial	4	T. Signage, brief and ensure sharp knives only to be handled by Adults care to be taken when they are being used. T. First Aider to be available to deal with any minor cuts. Major cuts to seek professional attention.
Food Contamination	Unlikely	Harmful	Substantial	4	T. Food to be purchased from a reputable source. T. Food preparation to be supervised by someone holding a valid Food Hygiene Certificate. T. Raw and cooked foods to be kept separate and processed in separate areas. T. Burgers, Sausages and Vegetarian foods and Buns to be kept separate during preparation and cooking. T. All food to be kept covered. T. Nobody handling money to handle food

Risk (TIART caused by, effect)	Probability	Severity of Outcome	Risk	Risk Score (Inherent)	Tasks
Collisions between bicycles and pedestrians	Likely	Harmful	Substantial	4	T. No cycling is allowed. Notice to Competitors and signage.
Long wait in marshalling area prior to start, giving potential for hypothermia or heatstroke.	Likely	Harmful	Substantial	4	T. Marshals to advise crews thought to have inadequate protection for the prevailing conditions. T. Mandatory water to be taken in hot conditions.
Collisions between crews racing and crews warming up/down.	Likely	Harmful	Substantial	4	T. Crews follow strict circulation designed to minimise collisions. T. T. Pattern enforced by Marshals/Umpires.
Extreme heat, sun exposure.	Likely	Harmful	Substantial	4	T. Competitors advised to dress appropriately and use sun block. T. Officials to look for any signs & call for medical assistance if need T. Water carrying mandatory.
Child Welfare & Safeguarding Issues	Unlikely	Very Harmful	Moderate	3	T. Event Welfare Officer is appointed & onsite during event. T. Event welfare & safeguarding policy in place & notified to competitors ahead of event. T. Responsible adult's contact details recorded for junior competitors. T. Bar operators instructed not to serve alcohol to under 18's. T. Competitors only in Changing Rooms. Competitors and Club Members only in Club House. Signage and checks. Consider placing Regatta entries near entrance to mitigate.
Death of competitor/ participant	Unlikely	Very Harmful	Moderate	3	T. First Aid present T. Incident Response briefed to all volunteers. Walk thru if possible.
Heart attack	Unlikely	Very Harmful	Moderate	3	T. First Aid present T. Incident Response briefed to all volunteers. Walk thru if possible. T. Location of nearest defibrillator on Incident Response Plan, briefed and Regatta Control assigned task of fetching.

Risk (TIART caused by, effect)	Probability	Severity of Outcome	Risk	Risk Score (Inherent)	Tasks
Dangers from electrical equipment, computers, generators, cabling (on ground and overhead)	Unlikely	Very Harmful	Moderate	3	T. Club Infra Officer site inspection the day before. Any necessary remedial action taken and recorded in the Risk Assessment.
Dangers from inclement weather – thunder & lightning.	Unlikely	Very Harmful	Moderate	3	T. Included in Participant Briefing Pack. T. Script prepped for tannoy announcement. T. Pedestrians warned not to stand under trees, by nearest bank umpire.
Fire in boathouse or tentage	Highly Unlikely	Very Harmful	Moderate	3	T. Fire Exits & extinguishers check in buildings. T. Ensure extinguishers placed in tentage
Fire at catering	Unlikely	Harmful	Moderate	3	T. Fire extinguishers in place and fire blanket
Terrorist incident	Highly Unlikely	Very Harmful	Moderate	3	Evacuation of area by PA & loudhailers
Major incident (eg air crash)	Highly Unlikely	Extremely harmful	Moderate	3	Evacuation of area by PA & loudhailers
Thunder and lightning.	Unlikely	Extremely Harmful	Moderate	3	T. If closer than 6 miles/10km (lightning /thunder gap < 30 sec.) racing suspended. Crews off water. T. Participant directed to seek proper shelter. Resumed after 30mins of no thunder/lightning.
Vehicle / Pedestrian / Trailer collisions.	Unlikely	Harmful	Tolerable	2	T. Arrange for key for gate near band stand to be used. T. Arrange rota for gate to be opened or use combination lock and tell clubs the combination.
Minor injuries caused during rigging etc.	Likely	Slightly Harmful	Tolerable	2	T. Clubs to bring own First Aid kits or use Regatta First Aiders
Protest	Highly Unlikely	Harmful	Tolerable	2	Suspend racing and call for Police assistance.
Crew member falling ill/ sustaining injury whilst still in boat.	Unlikely	Harmful	Tolerable	2	T. Umpire to call for Safety boat; which then conveys casualty to bank for medical attention.
Wind causing “sinking” conditions. i.e. “white horses”	Unlikely	Harmful	Tolerable	2	T. Race Committee will delay and/or abandon racing. T. If afloat, crews will be told to return to rafts by safest lane, with safety boats in attendance.

Risk (TIART caused by, effect)	Probability	Severity of Outcome	Risk	Risk Score (Inherent)	Tasks
General trips and falls.	Unlikely	Slightly Harmful	Trivial	1	Open and even access to waterside and boating area. Provide First Aid cover.
Failure of engine on powered vessel.	Unlikely	Slightly harmful	Trivial risk	1	T. IA Drill in place and briefed as part of trg. T. IA Drill. Radio and shouted warnings. Boat paddled to nearest safe position on bank.
Very cold weather, ice and snow	Unlikely	Slightly harmful	Trivial risk	1	High risk areas would be gritted. Race Committee to assess viability of event.

### Risk Assessment Matrix

Probability of Accidents	Severity of Outcome		
	Slightly harmful (Low)	Harmful (Medium)	Extremely harmful (High)
Highly unlikely (Low)	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely (Medium)	Tolerable Risk	Moderate Risk	Substantial Risk
Likely (High)	Moderate Risk	Substantial Risk	Intolerable Risk

### Risks and Actions

RISK LEVEL	ACTION AND TIMESCALE
Trivial	No action required.
Tolerable	No additional controls are required. Consideration may be given to a more effective solution or improvement.
Moderate	Efforts should be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where the moderate 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.
Substantial	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.
Intolerable	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.



**WELFARE POLICY & PROCEDURES**  
**STRATFORD UPON AVON REGATTA**  
**18<sup>th</sup> September 2021**

ANNEX C  
to SUA Regatta 21 Plan  
Dated 3 August 2021

1. SUABC believes the welfare of children and vulnerable adults is paramount. Adhering to this principle means that the need to ensure that they are protected is a primary consideration and may override the rights and needs of those adults working with them. SUABC believes in providing equal opportunity to all children and vulnerable adults involved in the event regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity. All reasonable steps will be taken to ensure children and vulnerable adults are protected from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
2. By submitting an entry and competing at the Regatta, all rowers agree to abide by British Rowing's Safeguarding and Protecting Children Policy, a copy of which is on display at SUABC's premises and available on the BR website at <https://www.britishrowing.org/about-us/policies-guidance/safeguarding/safeguarding-and-protecting-children-policy/>

**The Welfare Advisor for the 2021 regatta is Heather Hayton, 07757776105.**

Heather will act as the point of contact for any concerns or allegations and her contact number will be posted at the registration desk and will be available from race control.

3. SUABC will ensure that all suspicions and allegations of poor practice or abuse are responded to swiftly and appropriately in line with club procedures.
4. In order that children may be best protected, each club entering junior competitors is required [at registration] to give a contact name and mobile telephone number of an adult member of that club who will be attending the regatta all day in order that contact can be made with them if an incident should occur.
5. In compliance with the spirit of British Rowing's Row Safe Guidance (3.2), all participating clubs are required to advise the Regatta Organising Committee if parents/carers of any participating child athletes have not consented to images of their child being used in publicity material issued by SUABC.
6. The Welfare Advisor has overall responsibility for decisions and disciplinary procedures relating to the safeguarding of children and any vulnerable adults. Any event reported will be discussed by the Welfare Advisor and Regatta Secretary and they will decide on a course of action. If deemed necessary, the Welfare Advisor will report the matter to Warwickshire Police, NSPCC and British Rowing Child Protection Advisor.
7. The event organisers brief all helpers on the Welfare Plan and ask them to report any inappropriate behaviour to Regatta Control

8. As the event takes place in open public areas, control of photography is not feasible. All helpers are briefed to respond to any inappropriate photography and report such to Regatta Welfare Advisor. A copy of British Rowing's advice on photography can be found at [WG-5.1-Photography-andUse-of-Imagery-v2.pdf](#) ([britishrowing.org](http://britishrowing.org)).

## **Key External Contacts**

British Rowing Lead Safeguarding Officer: [iso@britishrowing.org](mailto:iso@britishrowing.org)

NSPCC: 0808 800 5000

Childline: 0800 1111

## REGATTA OFFICIALS AND VOLUNTEERS – CONTACT LIST & ROLES STRATFORD UPON AVON REGATTA 2021

Ser	Role	Name(s)	Callsign/ mobile	Responsibilities	No. Req	Remarks
<b>Organisation, Coordination and Control</b>						
	Regatta Secretary	<b>Graham Collier</b>	07889 360133	The overall organiser of the event. Ensures all the infrastructure in place for the event. Ensures any issues on the day are addressed and resolved.	1	
	Regatta Safety Officer	<b>Ian Wilcock</b>	07545 644981	To ensure the Event Safety Plan is being properly applied To ensure any incident is dealt with correctly (as per the Incident Response Plan) and, if necessary, reported to the relevant authorities		
	Regatta Covid-19 Officer	<b>Dawson Curnock</b>	07854 166569	Ensure Covid Guidelines are followed by competing clubs and regatta officials and volunteers. Where appropriate gather contact details for Test and Trace purposes; ensure gathered information is destroyed by 10 <sup>th</sup> October 2021.		
	Welfare advisor	<b>Heather Hayton</b>	07757 776105	To ensure the event Welfare Procedure is being properly applied To ensure any welfare incident is dealt with correctly and, if necessary, is reported to the relevant authorities	1	
	<b>Race Committee</b> Chair Race Director RC #3	<b>Jen Carey</b> <b>Mark Dewdney</b>	07773 883039 / 07900 902992	To take any decision on the conduct of racing not in the province of an officiating umpire. Hear any protest with the Co-ordinating Umpire and in consultation adjudicate accordingly Take note of any concerns of the Safety Adviser and take any appropriate action.	3	Jen Carey is also Coord Umpire
	Registration (until 0930hrs only)	<b>Kathy Baines</b> <b>Victoria Ward</b>		Register crews, record substitutions, distribute numbers	2	After 0930 duties performed by Regatta Control
	Regatta Control	<b>Kathy Baines</b> <b>Victoria Ward</b>	c/s	Maintain master copy of results and update EasyRegatta software with results. Advise results via radio to all points Check Racing licenses of event winners and authorize award of prizes	2/3	

Ser	Role	Name(s)	Callsign/ mobile	Responsibilities	No. Req	Remarks
				Deal with all enquiries regarding the running of the regatta and, where necessary, contact the responsible person for resolution		
	Finish Results Recorder	<b>Jane Hadland Bev Clarke</b>		Monitoring and recording results. Advise results to regatta control	1	
<b>Umpires</b>						
	Co-ordinating Umpire	<b>Jen Carey</b>	c/s	Receives communications regarding safety infringements, warnings to crews etc. Receives protests from crews. Together with Traffic Marshal / Ferry Umpire determines when racing can occur	1	
	Control Commission Umpire	TBC	c/s	To perform any boat or crew kit examination he/her sees fit in boat pairing area and point out any equipment or other failings for the crew/coach to rectify Complete or check cox weight certificates as necessary	1	
	Start Umpire	TBC	c/s	Positioned on Club-side Bank, as indicated on attached Regatta Site Map. Ensure boats moving up to turning area are controlled. Start the race. Monitor race for first few strokes.	1	
	Umpire 1 – Opposite Vicar's Arches club side.	TBC	c/s	Positioned on Club-side bank, upstream of Start, and downstream of Ferry Crossing point. Monitor race from start to cut-off tree stumps on theatre side	1	
	Umpire 2 – Ferry Theatre Side	TBC	c/s	Positioned on Theatre-side bank at Ferry Crossing Point. Monitor race from tree-stumps to level with boat staging. Liaise with Traffic Marshal	1	
	Umpire 3 – Opposite Theatre club side	TBC	c/s	Positioned on Club-side raised staging to facilitate clear view of course and racing. Upstream of Ferry Umpire, and Downstream of finish. Monitor race from boat staging to finish	1	
	Finish Judge	TBC	c/s	Positioned on Club-side at Finish adjacent to boat club grounds. Determines the order in which the boats pass the finish line and the distance verdict	1	
<b>Medical</b>						
	Event Medical Advisor	<b>Stephen Rose</b>	<b>07853 582653</b>			
	First Aid	<b>St John's Ambulance</b>				

Ser	Role	Name(s)	Callsign/ mobile	Responsibilities	No. Req	Remarks
<b>Marshalls</b>						
	Traffic Marshal	TBC	c/s	Controls all river traffic during the day. Co-ordinates racing boats, ferry and other river traffic to ensure smooth and safe running of the regatta. Liaises with various marshals to this effect. The co-ordinating umpire will confirm with this marshal, or the co-located Ferry Umpire, that the course is clear before resuming racing.	1	
	Start Marshal	TBC	c/s	Keep crews clear of weir and lock. Pair crews up into races and present to start. Watch for river traffic in lock. Liaise with Start & the Traffic Marshal to ensure smooth and safe boat movements.	2	
	Finish Marshal	TBC	c/s	On club launch. Prevent river traffic moving on to course during racing. Direct crews to Boat-off. Liaise with Traffic Control to ensure smooth and safe boat movement.	1	
	Boating Area / Crossing Marshals, Club- side	TBC		<input type="checkbox"/> Control all crews that have left the boats-on stage and safely retain them in the buoyed-off boating area. <input type="checkbox"/> Ensure boated crews are kept clear of the course <input type="checkbox"/> Instruct boated crews to proceed ONLY when you are authorised by the Traffic Marshal that it is safe to do so.	2	Radio – Channel 2 Megaphones Throw Rope
	Boat Pairing Assistants	TBC		Assist Control Commission Umpire with Boat Pairing. Call crews from trailer area and record/control/direct crews moving across to Boating Area	2	Megaphone each (2 total)
	Stage Marshals	TBC		Positioned Club-side. Assist with boating, ensure area does not become hazardous with spectators, shoes, blades, etc. Ensure crews vacate the staging as quickly as possible	2	
	Path Marshal	TBC		Ensure safe passage of boats and crews to Boating Area and the General Public along the path.	1	
	Boats Off Marshals adjacent to Finish	TBC		Ensure boats clear the finish. Assist with disembarkation	2	
	Car park Marshal	TBC		Ensure safe movement of site traffic at beginning and end of day. Ensure trailer parked in correct area	1	
<b>Catering, sponsor, umpire and volunteer support</b>						
	Catering	TBC				
	Umpire Support	TBC				

Ser	Role	Name(s)	Callsign/ mobile	Responsibilities	No. Req	Remarks
	Volunteer Support	TBC				

## COMMUNICATIONS PLAN AND RADIO PROTOCOL STRATFORD UPON AVON REGATTA 2021

1. The plan for radio distribution and callsigns is shown on Annex D.1 Regatta Officials and Volunteers – Contact List & Roles.

### INCIDENT RESPONSE

2. Safety messages are the most important. DO NOT use the radio until the problem has been resolved. On hearing a call that stops racing e.g. a Pan-pan call or “Stop racing! Stop racing! Sculler capsized at Theatre” everyone should:

- a. Maintain radio silence whilst the incident is dealt with.
- b. Pay attention in case they are required to assist.
- c. The only people using the radio at this point should be:
  - Co-ordinating umpire
  - Regatta Safety Officer, First Aid and Safety Boats
  - Umpire or Official that called the incident

3. DO NOT use the break in racing to call for race results, additional crews to the start etc. The co-ordinating umpire will advise when the incident is clear and normal communications can be resumed.

### RADIO ETIQUETTE

4. The basis for effective radio communications is **ACCURACY – BREVITY- CLARITY**

5. **Listen.** Make sure there is no one else transmitting before you start or neither message will get through.

6. Press and hold the transmit button, wait a few seconds before speaking so that the start of your message is not cut off.

7. Use positions not names e.g. ask for Starter, not Joe Bloggs. State the position you want twice to a. attract their attention b. give an opportunity for them to listen to the message. Example:

Call: *Starter, Starter this is Race Control, over*

Response: *Hello Race Control, this is Starter. Send message, over*

8. Remember that radios are being used in a public environment and can be overheard.

9. Minimise chatter. Channel 1 is the umpire channel and is to be used for the safe and effective running of the regatta. It is distracting to have lots of chatter when trying to umpire a race and potentially prevents messages regarding safety getting through.

- Channel 1 – Umpires & Regatta Control (listening)
- Channel 2 – Marshals & Regatta Control
- Channel 3 - Key Officials Channel
- Channel 4 – For use to keep Channels 1 & 2 clear
- Channel 5 - Spare
- Channel 6 - Safety boats and St Johns Ambulance

## Radio Jargon

10. To ensure brevity of message and understanding, there are a few well recognised terms used as shorthand:

- a. **Pan-pan** – Is used as a prefix when there is a matter of urgency. Pan-pan messages take precedence over all messages except mayday. Further radio transmissions not associated with the incident should cease until the emergency has ended.
- b. **OVER** – I require a response/reply
- c. **OUT** – I do not require a response/reply (note that Over and Out does not make sense!)
- d. **ROGER** – I have received the message and have understood it.
- e. **SAY AGAIN** – I did not catch all of the message, please repeat it.
- f. **WAIT** – I must pause a few seconds.
- g. **WAIT OUT** – I must pause for longer and will call you when ready.
- h. **WILCO** – I will co-operate e.g. Roger, Wilco. I have received the message and will carry out the instruction.