

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

INSTRUCTIONS, RACE RULES AND NOTICES TO CREWS

Dear Competitor

Thank you for submitting an entry to this race.

Described below are the various documents provided to enable you to take part in the event and to ensure your safety.

Please check to ensure that you have received and understood them:-

- INSTRUCTIONS, RACE RULES AND NOTICES TO CREWS
- PLAN OF COURSE
- ACCIDENT PLAN A
- ACCIDENT PLAN B

In case of enquiry you should contact one of the two officials named below: they will try to resolve your difficulty and answer enquiries about the event before the day.

Safety First: Officials will inspect craft to monitor compliance with British Rowing's "RowSafe". Any crew who fails to comply with the requirements specified within "RowSafe" may be disqualified.

We hope that you will enjoy the experience of rowing on this historic part of the River Thames and competing safely in this event.

**Kingston Rowing Club
The Boathouse
Canbury Gardens
Lower Ham Road
Kingston Upon Thames
Surrey
KT2 5AU
0208546 8592
Email: info@kingstonrc.co.uk**

Event Secretary:	Chairman of Race Committee:	Welfare Officer:
Peter King	Andrew Crawford	Sarah Searle
The Old Stables	Email: apscrawford@aol.com	Mob: 07721 994724
Great Codham Hall, Shalford	Mob: 07969 889779	Sarahsearle56@googlemail.com
Essex		
CM7 5HD		
Email: maastrade@btinternet.com		
Mob: 07767 685506		

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

5,200m, Downstream

(held under British Rowing Rules)

THE COURSE - HAMPTON COURT TO STEVENS AIT, KINGSTON

DIVISION 1 START AT 11:00 HOURS

DIVISION 2 START AT 14.00 HOURS

Summary: Geography / Features/ Administration

The organisers expect that each club, coach or other person responsible for the safety of others and each entrant and official will carefully evaluate stream conditions and not themselves proceed afloat or allow others to do so, unless they are sufficiently experienced, competent and fit to do so safely; will ensure the compliance of those for whose safety they may be responsible and will themselves comply with, the requirements of the British Rowing's RowSafe, including those prescribing the construction and equipping of craft and the wearing of lifejackets by coxswains and others. The wearing of sufficiently warm clothing is strongly recommended. **We also ask that when submitting the entry for junior competitors there is also supplied the mobile tel no of the person in charge, so as to be available to assist in the event of an emergency.**

N.B. The organisers and the Race Committee will monitor stream conditions and decide if there is any need to alter arrangements firstly on Tuesday 14 March before the race and then daily. Notices and updates will be posted on the internet at www.kingstonrc.co.uk.

SAFETY RULE 1: crews must keep a good lookout at all times.

SAFETY RULE 2: in the event of an accident all crews involved must stop rowing immediately and retire from the race.

SAFETY RULE 3: the incident must be reported to an official as soon as is practicable.

SAFETY RULE 4:
(if race is stopped) an audible warning will accompany the instruction to stop racing which may also be accompanied by red flags - all crews must stop racing immediately (easy or stop rowing as soon as it is safe to do so) and

SAFETY RULE 5:
(if race is stopped) keep the centre of the river clear for safety boats.

Every crew should familiarise themselves with the contents of the documents attached, and any potential hazard including those highlighted in these Crew Instructions, the Race Rules and the Map of the Course attached to them. If in doubt ask an official on the bank or one of the organisers at the Clubhouse.

A copy of the Safety Plan and the associated Risk Assessment will be available at the Clubhouse. Copies may be obtained prior to the event from the Kingston RC website www.kingstonrc.co.uk

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

INSTRUCTIONS TO CREWS

1. Off-Loading Boats at KRC and parking of vehicles and trailers

Trailers may be off-loaded **only** on the Lower Ham Road, then trailers and mini buses/vans **must** immediately be removed and parked off-site as stated in paragraph 16B below and as indicated on the event website on www.kingstonrc.co.uk.

Please be careful not to obstruct the road or cause congestion.

2. Rigging of Boats

The hard standing alongside the Boathouse is reserved for K.R.C. and T.S.B.C. ONLY.

Do not place trestles, boats, or equipment on the towpath or cycle track alongside the river.

Boats may be left on the **grass areas** in Canbury Gardens at crew's own risk.

Boat racks are not provided; crews should provide their own trestles - and lashings (in case of high winds).

Keep off the flower beds. Ensure that pathways or cycle tracks are not obstructed.

3. Div 1: checking-in commences at 08.30hrs; Div 2 at 12.30hrs

ALL competitors must be registered with British Rowing.

You must include the current, valid, up-to-date British Rowing Registration Number for EACH competitor (including coxswains) listed on your entry form.

Back numbers provided are to be worn by bow oars - and coxswains where relevant.

Adhesive numbers provided are to be shown on each side of the bow coaming.

Each crew will also be issued with "Empacher" numbers to insert in the slot on the bow of each boat. These numbers are expensive and will be charged for if not returned or if damaged.

Race numbers should be collected on arrival, from Race Control on the first floor of K.R.C.

RACE NUMBERS MUST CORRESPOND TO THE NUMBERS THAT HAVE BEEN ALLOCATED FOR THE CREW CONCERNED AND MUST BE VISIBLE AT ALL TIMES TO ALL OFFICIALS. IF A CREW USES THE INCORRECT NUMBERS OR NUMBERS THAT HAVE BEEN SWAPPED WITH THOSE FOR ANOTHER ENTERED CREW IT WILL BE AT RISK OF NOT BEING TIMED.

UNMARKED BOATS WILL NOT BE TIMED AND MAY BE WARNED OFF THE COURSE.

4. Boating from KRC

Before proceeding to the Start: All boats may be subject to inspection to ensure compliance with British Rowing's RowSafe.

Allow at least 60 MINUTES to complete a boat inspection and get to the Start.

To minimise possible congestion on the raft, crews must ensure that blades/sculls are placed ready to hand by the raft, **but not on it**, before attempting to get boated.

Crews must boat under the direction of the raft marshals NOT LESS than 30 minutes before the start of their division and must boat in the following order and at the following times

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

DIVISION 1 @ 11.00hrs

Numbers	Time		
52 to 99	09.30	-	09.45
1 to 51	09.45	-	10.10
100 onwards	10.10	-	10.30

DIVISION 2 @ 14.00hrs

Numbers	Time		
300 to 350	12.15	-	12.45
251 to 299	12.45	-	13.15
351 onwards	13.15	-	13.30

A similar boating program will apply to crews boating from Walbrook R.C.

All boats must be launched bows upstream and crews must clear the raft as quickly as possible.

ADJUST AFLOAT AFTER CLEARING THE RAFT AREA.

Emergencies excepted, crews may not return to the KRC or KGS raft until after finishing the Race.

5. ROWING TO THE START AREA FROM WALBROOK/ KINGSTON ROWING CLUB

Study the course map carefully and note especially Rules No. 8 & 9 given below.

The river between the Start at Hampton Court and Kingston Rowing Club will be closed to all river traffic **except** competitors between 10.30hrs until 12.30hrs (1st Div.) and 13.30hrs until 15.30hrs (2nd Div.)

During the period of River Closure these Race Rules will apply to navigation.

At all other times the current Thames Navigation etc. Byelaws 1993 will apply to all river users.

Keep to the right hand bank - starboard, when rowing upstream and observe any directions given by the Umpires and Marshals.

At Kingston Railway Bridge- boats should proceed through the Middlesex arch or through the centre arch, keeping close to the Middlesex side of the arch.

At Kingston Road Bridge – use the Middlesex (right of centre) navigation arch and watch out for moored boats.

Stay close to the Middlesex (Right) Bank when rowing upstream above Kingston Road Bridge.

Continue to row upstream on the Middlesex side.

At bridges, craft proceeding downstream will always have the right of way.

Crews who are boating from Walbrook RC must when they have finished racing turn round the buoy downstream of Walbrook RC and return upstream to Walbrook RC.

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

6. ROWING TO THE START AREA FROM MOLESEY LOCK

Before proceeding to the Start: All boats may be subject to inspection to ensure compliance with British Rowing's RowSafe.

Allow at least 60 MINUTES to complete a boat inspection and get to the Start.

Crews must be clear of Molesey Lock not later than by 10:40 hrs for Div 1 and 13.40hrs for Div 2(NB Rule 8)

After 10:45hrs (13.45hrs), crews may be required to wait at Hampton Court Bridge until after the Start!

7. ROWING TO THE START AREA FROM KINGSTON GRAMMAR SCHOOL BOATHOUSE

Before proceeding to the Start: All boats may be subject to inspection to ensure compliance with RowSafe.

Allow at least 60 MINUTES to complete a boat inspection and get to the Start (NB Rule 8).

CREWS NEED TO BE IN THEIR CORRECT POSITIONS AS PER THESE INSTRUCTIONS AT 10.45hrs (13.45hrs) (NB Rules 8 & 9)

CREWS MAY NOT CROSS THE COURSE DURING THE TEN MINUTE PERIOD BEFORE THE START OF, NOR DURING THE RACE (Rule 11) and late departure from the KGS stage will render a crew liable to a Penalty/Disqualification

8. LATE ARRIVAL AT THE MARSHALLING AREA

At Dittons Bend, 10.45hrs (13.45hrs) crews not already in the marshalling area, will be required to await instruction from the umpire at this point, before proceeding.

9. MARSHALLING AT THE START

All Crews should ARRIVE EARLY and must be marshalled in starting position by 10:50 hrs. & 13.50hrs Crews should marshal as follows

1ST DIVISION

CREWS NUMBERED	Odd Nos 1 - 121	MIDDLESEX BANK
CREWS NUMBERED	Even Nos 2 - 120	SURREY BANK
CREWS NUMBERED	All Nos 121 onwards	MIDDLESEX BANK

2ND DIVISION

CREWS NUMBERED	Odd Nos 251-371	MIDDLESEX BANK
CREWS NUMBERED	Even Nos 250-370	SURREY BANK
CREWS NUMBERED	from 371 onwards	MIDDLESEX BANK

Crews should find their place quickly and obey the instructions from the umpires and marshals.

Crews marshalled in place should remain in position and keep close to the bank.

Crews must not obstruct or impede any crews who have started racing before them.

NO FIRM PADDLING or PRACTICE STARTS ETC. WILL BE PERMITTED ANYWHERE IN THE RIVER BETWEEN MOLESEY LOCK AND DITTONS BEND.

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

RULES OF THE RACE

10. THE START

At **10:50 hrs (13.50hrs)** all crews should be in their starting positions.

Turning buoys will be placed downstream of Hampton Court Bridge - the Surrey buoy will be upstream of the Middlesex buoy.

Crew No. 1 will wait inside the Middlesex buoy. Crew No. 2 will wait inside the Surrey buoy.

At **10:55 hrs (13.55 hrs)** All crews prepare to race.

Crews should be ready to immediately move forward when directed by the marshals.

Crews will be started at approximately 15 second intervals.

The Start Marshal will instruct each crew to turn around the respective buoy Middlesex / Surrey and paddle downstream in the centre of the river to the start line.

On instruction to turn: crew 1 and crew 2 spin turn simultaneously around their buoys and paddle towards the Start.

After turning, crews paddle down towards the start line in numerical order. Leave **3 lengths** between crews. Do not 'easy' again unless told to do so by the start marshal.

As No. 2 crew paddles downstream in the centre of the river to the Start line, No. 3 crew should be ready to follow down and so on, with crews turning under instructions of the marshals.

The Start line will be clearly marked. The START UMPIRE will instruct crews to "GO" as they cross the Start line thusNo. 1 GO!No. 2 GO! and so on.

Times will be taken from a point some 3 or 4 strokes below the start line.

11. DURING THE RACE

UNLESS DIRECTED BY A MARSHAL CREWS MAY NOT CROSS THE COURSE DURING THE RACE

Crews should keep a good lookout along the entire course for craft proceeding upstream on the Middlesex bank.

At approximately 100 metres above Stevens Ait look out for competitors crossing from the Surrey bank to the Middlesex bank prior to returning upstream.

Unauthorised craft may stray on to the river even though it is closed to the public.

If you observe any incident or accident, inform a Race Official as soon as possible.

Crews being overtaken must give way.

If in doubt, the slower crew must move to strokeside (Left) to let the faster crew through.

When passing Ravens Ait all crews must use the Surrey (Right Hand) channel.

Move to the Surrey (right) bank well before approaching Ravens Ait.

Crews must not overtake when passing Ravens Ait but stay in the centre of the channel.

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

Crews racing downstream at Kingston Road Bridge and Kingston Railway Bridge must use the centre arches only. Crews must not use the arches on the Surrey side of either bridge because these arches will be in use for the passage of those crews returning to their upstream boating points.

Crews racing downstream at Kingston Bridge and Kingston Railway Bridge must not use the Middlesex (left hand) arches but should use the Centre arches only.

Crews must not overtake when passing through Kingston Bridge or Kingston Railway Bridge.

Crews violating the above rules relating to Ravens Ait and the Kingston bridges pose a danger to other river users and are liable to disqualification

If you observe any incident or accident, inform a race official as soon as possible

12. THE FINISH

Will be situated at a point approx. 60 Metres into the Middlesex Channel alongside Steven's Ait, at Kingston.

Soon after passing through Kingston Railway Bridge move Left towards the centre of the river and then move further Left towards the Middlesex Bank well before approaching Steven's Ait so as to avoid collision with the Island and use only the Middlesex (left) Channel alongside Steven's Ait to approach the finish.

13. AFTER THE FINISH

For Safety Reasons:

After passing the Finish DO NOT EASY OR STOP - all crews must continue paddling downstream a further 150 Metres to the Finish Marshal situated past STEVENS AIT.

Crews wishing to return upstream should observe the following directions:

(a) Crews returning to K.R.C Boathouse:

After finishing continue downstream past STEVENS AIT before turning (RIGHT) then cross to the Surrey side of the river and return upstream to the K.R.C. raft in the Surrey channel.

When approaching the raft obey the instructions given by marshals directing crews.

Lift your boat clear as quickly as possible and let other returning crews get ashore.

(b) Crews returning to Walbrook RC

Crews who are boating from Walbrook RC must when they have finished racing turn round the buoy downstream of Walbrook RC and return upstream to Walbrook RC.

(c) Crews Returning to a Boating Area upstream of Kingston (K.G.S. M.B.C. Hampton, etc.)

After finishing continue downstream past STEVENS AIT before turning (RIGHT), cross to the Surrey side of the river and proceed upstream avoiding boats landing at the KRC raft.

Crews should then continue to paddle alongside the Surrey (ie KRC side) bank and pass through the Surrey arch of the rail bridge. Keep a look-out in order to avoid colliding with either moored boats or other obstacles..

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

Continue to paddle upstream on Surrey, passing through the Surrey (ie John Lewis) arch of the road bridge. Further upstream of the bridge by the "Gazebo" pub there will be a marshal who will give permission to cross over to the Middlesex bank when it is safe to do so without obstruction to crews in the race. Any crew who is considered by the marshal to have crossed without permission is liable to a time penalty and/or disqualification from the race, in the discretion of the race committee.

KEEP CLEAR OF CREWS RACING DOWNSTREAM AT ALL TIMES.

14. DISQUALIFICATION

Failure to observe these rules may incur penalties which may include the disqualification of the offending crew.

15. RIVER CLOSURE

During the periods 10.30hrs–12.30hrs AND 13.30hrs – 15.30hrs the river will be CLOSED except to Competitors taking part in the race and Officials supervising them. These Instructions will apply throughout both periods.

Arrangements to End the River Closure and post race safety

After the last crew has crossed the Start line and provided it is safe to do so, the umpire following the last competitor in the Race will effectively open the river upstream of that point to general navigation.

At this point the safety boats that have been engaged for the event will also return to their base at KRC. The organisers recommend that in the case of the junior crews returning to bases upstream of KRC there should be an accompanying responsible adult on a bicycle if there are concerns regarding a crew's ability to return safely.

KINGSTON HEAD OF THE RIVER RACE

Saturday 18 March 2017

16. IMPORTANT NOTES - please read carefully:

A. Results and Presentations

The timings will be calculated and verified at K.R.C. as quickly as possible but this does take time so please be patient.

B. Road Traffic and Parking Arrangements:

Drivers of trailers should approach KRC at Canbury Gardens from the Richmond Road using Woodside Road then turn RIGHT into the Lower Ham Road.

Under no circumstances use Bank Lane - a traffic island prevents long vehicles turning.

Parking restrictions do apply in Canbury Gardens, Lower Ham Road, Richmond Road and adjoining streets.

Minibuses & Trailers may be stopped **only** whilst loading or unloading.

Minibuses and trailers should not be left unattended or parked anywhere on the Lower Ham Road, please – they may be parked in the Kingston Academy/North Kingston Centre situated in Richmond Road, Kingston, KT2 5PE. Continue along Lower Ham Road from Canbury Gardens to Richmond Road, then turning right back towards Kingston. The Kingston Academy/ North Kingston Centre is on the left, beyond Tiffin Girls School.

A one way traffic system for minibuses & trailers will operate on the Lower Ham Road between Canbury Gardens northwards to the junction with Richmond Road.

To return to Canbury Gardens to load boats after the race, turn left out of the Kingston Academy/North Kingston Centre and then right down Woodside Road.

Police/Parking Attendants will enforce those parking regulations which apply on the day.

Appropriate action will be taken to deal with any illegally parked vehicles.

C. Barbecues or other cooking arrangements – Fire Regulations and public safety:

The use of barbecues or cooking appliances, etc, is not permitted inside or outside of the KRC Boathouse, nor anywhere on the towpath or in Canbury Gardens.