



BOSTON ROWING HEAD

2023

COMPETITION SAFETY PLAN

Competition Date: Sunday 15th January 2023

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Reviewed by: Boston Rowing Head Race Committee
BR Regional Safety Advisor

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Defining the Competition

Competition Organiser: **Boston Rowing Club**

Contact Details: bostonrowingclub@gmail.com

Venue: **The River Witham, Lincoln to Boston**

Distance: **Two Divisions:**

Division 1 – 5000m
Division 2 – 2750m

Start: **River Witham, upstream (north) of BRC**

Finish: **Boston Rowing Club, Carlton Road, Boston PE21 8LL**

Scoping the Contest

Size: Up to 200 boats ranging from singles to eights (coxed).
Age Range: 13 and older
No. Competitors: 300 - 400
Competence: Minimum age of J13, Novice and elite rowers.

Expected racing craft: “Fine” racing sculling/rowing boats

Race format: Time trial with crews starting at approximately 20 second intervals. Crews start order will be allocated by the Race Committee depending on expected pace for the event. This is to give all competitors as much clear running as possible.

Competition Rules: The Boston Head is held under the British Rowing Rules of Racing, and supplemented by local event rules where required.

Organisation

Organising Committee

<u>Role</u>	<u>Name</u>	<u>Tel.No.</u>	<u>Email</u>
<u>Race Committee</u> <u>Chair</u>	Phil Latka	07960 289022	phillatka1@gmail.com
<u>Organising</u> <u>Committee Chair</u>	Rob Parker	07960 656750	rjparker64@gmail.com
<u>Secretary</u>	Adrian Apletree	07778 232562	adrianapletree@btinternet.com
<u>Safety Advisor</u>	Rob Pattinson	07769 741301	brcrowcoach@gmail.com
<u>Welfare</u>	Pat Bunyan	07502 144183	fruitbatdon@yahoo.co.uk

Communication

Prior to the Competition

<u>Organisation</u>	<u>Classification</u>	<u>Contacted by</u>
Navigation		
Canal and River Trust	Navigation Authority	Rob Pattinson
Grand Sluice	Lock Keeper	Rob Pattinson
Emergency Services		
Lincs Police Event Planning	Emergency Services	Rob Pattinson
Other River Users		
Witham Sailing Club	Water User	Rob Pattinson
Boston & District Angling Club	Water User	Rob Pattinson
Boston Marina	Water User	Rob Pattinson
Third Party Services		
Lincs Loos	Toilets	Adrian Apletree
Radio Lincolnshire	Press	Rob Parker

On the day of the Competition

Third Party Services	Contact Number
Lincoln County Hospital	01522 512 512
Pilgram Hospital (Boston)	01205 364801
Non-Emergency	101
Emergency	999

Communication with participants

The following will be available on the Boston Rowing Club Website:

- a. Boston Head Safety Plan
- b. Boston Head Risk Assessment

- c. Map of Course
- d. Circulation plans for the start and finish
- e. Boston site plan
- f. Competitors Instructions
- g. The Draw

Copies of the safety plan can be emailed upon request.

Communication in the event of cancellation or curtailment

The river and weather conditions will be assessed in the days running up to and monitored on the day of the competition.

The Race Committee will decide upon the appropriate action to be taken if river or weather conditions are deemed to be such that the event must be cancelled or curtailed.

Decisions made before the day of the race will be communicated to participants on the Boston Rowing Club website and via the contact details submitted via BROE.

Decisions made on the day will be communicated to participants at the boating area for those not on the water, or via the Race Monitors and Officials for those already afloat.

Communication with Race Monitors/Officials/Launch crews and Helpers

Race Monitors/Officials will receive a briefing pack with details and equipment to include:

- a. Roles of the individuals
- b. Timings for the day
- c. Communication arrangements
- d. Emergency plan
- e. Hazards of the course
- f. Printed instructions and a contact list
- g. Distribution of Thermal blankets, throwlines, and megaphones

Launch crews/helpers and late notice stand-ins will receive a brief on the morning of the event.

Umpires/Control Commission/Start timing will, as required, be briefed at least 30mins before boating commences, time dependent on the number of entries and start time of the first boat.

During the Event

Communication will be primarily via radio with a back up of mobile phones. Numbers will be distributed on the day of the competition.

Post Event

Any feedback post event would be very well received. It can be discussed in person with any of the event committee or communicated via email to any of the event committee detailed in paragraph 3.

An after-event review will be held in the weeks post the event to gather feedback and thoughts for improvement.

Officials/Appointments

In the embarkation area

Control Commission (British Rowing Umpires) will be monitoring the safety of boats. It is the responsibility of the competitors to check the worthiness of their boat and equipment (including lifejackets/buoyancy aid if applicable). Only crews using equipment prepared in accordance with RowSafe shall be allowed to race, and Control Commission reserve the right to refuse crews taking to the water for non-compliance.

Marshals will be on hand to assist to ensure an efficient and safe system is followed to get crews on the water.

Along the Course

Race Monitors will be located along the course, see the Course Map for locations.

At the finish (Boston Rowing Club)

Marshalls will oversee the circulation in the finish area, with help on hand to assist crews to clear the staging in a safe and efficient manner.

Car Parking

Car park marshals will provide direction to ensure accessibility and safety is maintained in these areas.

Safety Boats

Safety boats will be positioned:

- 1 no. in the circulation areas upstream of the start line in each division.
- 1 no. in the vicinity of the bend at the 49km sign.
- 1 no. at the finish area.
- 1 no. roaming on the contra flow during Division 1

Accident and Emergency Procedures

First Aid

First aid trained members of the event team will be stationed at the start and finish locations of each event.

In the event of an emergency, dial 999 and give your location.

It is also required that the nearest Race Monitor or member of the event team is informed. They will be able to assist and alert the Safety Advisor of the situation so an appropriate response can be coordinated.

Emergency services

Boston:

- a) Pilgrim Hospital (2 miles from Boston Rowing Club)
Sibsey Road, Boston, Lincs PE21 9QS.
01205 364801
- b) Boston Police Station, Lincoln Lane, Boston, Lincs PE21 8QS.
101

Or dial 999 in an emergency

Emergency access points

<u>Position</u>	<u>What3Words</u>	<u>Grid Reference</u>
Langrick Bridge	firework.mouths.thankful	TF 26540 47619
Anton's Gowt (3km from Finish)	minds.regress.kilt	TF 30029 47424
49km sign, Fenside Rd.	anode.overgrown.older	TF 31135 45774
Finish (Boston Rowing Club, Carlton Rd.)	horn.burns.shack	TF 31896 44977

Welfare Plan

Policy statement

The organising committee of the Boston Head believes that the welfare and wellbeing of all children and vulnerable adults is paramount. All children and vulnerable adults, regardless of age, sex, 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 in an appropriate manner.

A Welfare Officer is appointed for the event. They will act as the point of contact for any concerns or allegations and can be contacted via Race Control located at Boston Rowing Club.

Reporting structure

The Competition Organiser has overall responsibility for decisions and disciplinary procedures and will take advice from the Welfare Officer. The first point of contact during the event will be the Welfare Officer. Any event reported will be discussed forthwith by the Welfare Officer and Event Organiser. If, after due consideration, they decide that the police should be informed, the Welfare Officer will report the matter to Lincolnshire Police.

Security

The event organizers brief all helpers on the Welfare Plan and ask them to report any inappropriate behavior to Race Control. The event attracts junior competitors, who would usually be under the care of a parent or coach. A name and mobile telephone number is requested by the Event Organiser for each club entering junior crews. The list of contacts is held at Race Control so that the responsible adult can be contacted easily in case of incident. No personal contact details for children are held.

Photography

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 the Event Organiser or Welfare Officer.

Key Contacts

Key Contacts for the Boston Head

<u>Role</u>	<u>Name</u>	<u>Number</u>
Welfare Officer	Pat Bunyan	07502 144 183
Safety Advisor	Rob Pattinson	07769 741 301 Backup 07786 082710
Race Committee Chair	Phil Latka	07960 289 022
Race Secretary	Rob Parker	07960 656 750

Race Control

Boston Rowing Club, The Boathouse, Carlton Road, Boston. PE21 8LL

Documentation

Boston Head Risk Assessment **See separate document**

Emergency Response Plan **Appendix I**

Abandonment Plan **Appendix II**

Instructions for Officials **Appendix III**

Competitors Instructions **Appendix IV**

Course and Circulation Maps **Appendix VI**

Appendix I – Emergency Response Plan

Accident on land

All Race Monitors, Umpires and Officials will report all incidents to the Event Safety Advisor who will oversee the appropriate response.

First aid kits will be available at the Finish (Boston Rowing Club Boathouse) all day.

Accident and Emergency / Hospital is situated 2 miles away by road from the Finish:

- a) Pilgrim Hospital, Sibsey Road, Boston, PE21 9QS.
01205 364801

Clearing the site – If the boathouse or other areas used need to be cleared, the emergency assembly point will be the area marked on the site plan as “overflow parking for trailers and cars”.

Accident on the Water

Which course of action to be followed depends on:

- a) The nature of the incident
- b) The location of the incident
- c) The time in the proceedings at which the incident occurs.
- d) Unique factors to the situation.
- e) Maintaining your own safety.

Assess the risk to the crew in difficulty and determine the necessary action.

Assess the risk to other crews and advise them accordingly via megaphone or mobile to other Race Monitors upstream or downstream as appropriate.

Athletes who need to be retrieved from the water – use throw lines to pull crews to the bank, assess for any injuries, call the emergency services if required, inform the Safety Advisor.

Provide such assistance as is possible whilst observing other crews and ensuring you are safe.

Safety launches responding to an incident must proceed as fast as possible, but in the process making sure they are not endangering other crews around them.

Inform the Safety Advisor of any incidents (Location /type of incident /casualties etc.) as quickly as possible. The Safety Advisor can then take a view as to the overall picture and direct any other required responses.

Make a written log of the incident details on return to Race Control, making sure that the Safety Advisor is overseeing this entry. The Safety Advisor will ensure that any incident is recorded on the British Rowing On-line Incident Reporting system.

The Safety Advisor may in addition:

- a) If necessary, re-organise Race Monitors
- b) Inform upstream Race Monitors of an incident so they can advise any approaching crews. This may include advising them to steer to either:
 1. Port (Stroke side - the cox's left)
 2. Starboard (Bowside - the cox's right)
- c) Decide to abandon racing – see “Boston Head Abandonment Plan”.

If a crew is removed from racing by a Race Monitor and/or Safety Advisor, Race Control will be informed. They will then contact the support crew, detailing the crew's current position for boat and crew recovery as appropriate.

Enhanced Boat house facilities – the boat house will be cleared of club boats and equipment to facilitate additional areas within the club to take shelter from the weather, Heaters will also be provided in a suitable area to provide an area to warm up anyone struggling if we experience particularly cold conditions on competition day.

Plan B

If for whatever reason the above fails or is overwhelmed, the Event Safety Advisor, Organising Committee Chairman & Race Committee Chairman will work together and cover for each other.

Appendix II – Boston Head Abandonment Plan

Decisions made before the day of the race will be communicated to participants on the website and via the contact details submitted via BROE.

Decisions made on the day will be communicated to participants at the boathouse for those not yet on the water or via the Race Monitors and officials for those already afloat.

Actions to be taken if the race is to be abandoned when it's underway:

- a) Communications to competitors & supporters will be via the Race Monitors and Officials at the start and finish & along the course.
- b) Consider if the quickest and safest way to ensure crews are removed from the water is to carry on to the finish.
- c) If the situation is temporary, depending on the stage of proceedings crews may be instructed to wait afloat or disembark at the nearest opportunity and resume when an all clear is communicated E.g., Thunderstorm
- d) If the race needs to be abandoned and continuing to the finish is not feasible the priorities are:
 1. Stop all crews as they approach a Race Monitor.
 2. Remove participants from the water.
 3. Remove the boats from the water.
 4. Communicate to competitor's support teams at the finish.
 5. Race Monitors will inform the Safety Advisor of the boat numbers within their monitoring area. The Safety Advisor will liaise with Race Control to inform support crews of the location of their competitors along the course.

The possible scenarios for this are too numerous to cover but experience shows that the competitors and their support crews will work together when required.

Appendix III – Instructions for Officials

(Umpires, Timing teams, Race Monitors, Marshalls, Boating teams)

Important: Please read the following information carefully, making sure you clearly understand the instructions, which must be adhered to on the day of the Event.

Location of Officials

Division 1 (5km Race):

Circulation area for Division 1 – All crews will be directed round a buoy in the vicinity of the 44km marker.

5km start/timing team – North bank of the river at the 45km marker.

Antons Gowt stagings – North bank of river.

All officials down stream of Antons Gowt to the finish – Boathouse side of the river.

At the Finish – Directly opposite the 50km marker on the clubhouse side of the river.

Division 2 (2750m Race):

Circulation area for Division 2 – All crews will be directed round a buoy in the vicinity of the 46km marker.

2.75km start/timing team – South bank/boathouse side of the river 250m downstream of the 47km marker.

Antons Gowt stagings – North bank of river.

All officials down stream of Antons Gowt to the finish – Boathouse side of the river.

At the Finish – Directly opposite the 50km marker on the clubhouse side of the river.

Safety Launch x4:

Safety Boat 1 – In the circulation areas upstream of the start line in each division

Safety Boat 2 – In the vicinity of the bend at the 49km sign.

Safety Boat 3 – At the finish area.

Safety boat 4 – Roaming on contra flow during Division 1.

See Course Map for Officials.

Start and Finish timing teams must be in position no later than 15 minutes before race start time.

All other Monitors, Marshalls and safety launches must be in position before crews arrive in those areas.

When the last boat has left the boating area a Marshal will radio through that fact.

As the last crew boats Marshalls are to ensure it is making reasonable speed to Antons Gowt where, depending on division it will enter the contra flow for the 5km or the circulation for the 2.75km events.

On arrival at their stations, all Officials (Umpires and Race Monitors) will radio the Safety Advisor advising, they are in position (Text/WhatsApp message is also acceptable).

Mobile phones are used as a backup or if private communication is required and should be kept on at all times.

For those operating the safety launches, make sure your radio and mobile ring is on 'loud'. Communication devices must not be operated by the person steering the launch. Ensure lifejackets are worn and the 'kill-cord' is attached at ALL times. In the event of an emergency, please try to avoid excessive wash.

After the last racing boat has passed your monitor position, inform of its progress via radio to the next Race Monitor downstream.

Operational detail

Division 1:

Crews must boat in numerical order, lowest number first.

All singles must boat before crew boats start boating.

All singles will turn around a buoy in the vicinity of the 44km marker.

Racing will start when the last crew boat has passed the stagings at Antons Gowt and entered the contra flow section. Singles are also to be passed the start at this point.

The river will be marked with buoys from Antons Gowt to the turning point as well as a roaming safety boat to ensure compliance with the contraflow set up.

Singles will marshal on the southern (clubhouse) bank, upstream of the start, facing downstream.

Crew boats will marshal on the northern bank, downstream of the start, facing upstream.

When the last Single has started the crew boats will proceed upstream and then around the buoy – Umpires/Marshalls to use judgment on how best to keep crews moving.

The start will be clearly identified at the 45km marker, crews will be given the instruction to "GO" at a point that enables a rolling start.

The finish will be the 50km marker.

After finishing all crews are to make their way around the circulation buoy and into the stagings to disembark as swiftly as possible.

Division 2:

Crews must boat in numerical order, lowest number first.

Crew order for this will be based on expected finish time.

All crews will turn around a buoy in the vicinity of the 46km marker.

Racing will start when the last boat has passed the stagings at Antons Gowt.

The river will be marked with buoys from Antons Gowt to the turning point.

The start will be clearly identified, crews will be given the instruction to "GO" at a point that enables a rolling start.

The finish will be the 50km marker.

After finishing all crews are to make their way around the circulation buoy and into the stagings to disembark as swiftly as possible.

General Notes:

- a) Be in your designated position at least 30mins before the start time of each division for equipment checks and monitoring of crews proceeding to the start.
- b) Make sure that you have familiarised yourself with your area and monitor it carefully.
- c) Warn crews of potential hazards and any irresponsible behavior. If crews continue to offend, report the incident to an Umpire/Safety Advisor and Race Monitors if appropriate.
- d) Have your list of mobile numbers to hand.
- e) In the event of thunderstorms, snowstorms, squalls, and other unexpected changes in conditions report them immediately to the Safety Advisor and await instructions. The 30/30 Rule will apply, so please familiarise yourself with this.
- f) Pull crews in trouble or with equipment failure to the side and warn approaching crews.
- g) When responding to an incident DO NOT PUT YOURSELF OR OTHERS AT RISK.
- h) Safety boat drivers MUST have 'kill cords' attached at all times. This is an absolute requirement and a pre-requisite of taking to the river.

In the event of an incident:

- a) Assess the risk to the crew in difficulty and determine the necessary action.
- b) Inform the Safety Advisor of any incidents as quickly as possible. The Safety Advisor can then take a view as to the overall picture and direct any other required responses.

Athletes retrieved from the water or injured. Possible courses of action to be undertaken in consultation with the Safety Advisor include:

- a) Throw lines to pull crews to the bank.
- b) Keep crew in position until after the division.
- c) Ferry to the bank and deposit.
- d) Return to the boathouse ASAP.
- e) Ferry to Langrick Bridge or Antons Gowt where cars are present for immediate or after division collection.

Which course of action may be followed depends on:

- a) The nature of the incident
- b) The location of the incident
- c) The time in the proceedings at which the incident occurs.
- d) Unique factors to the situation.
- e) Maintaining your own safety.

In the event of a capsize, a crew may want to re-embark and continue with the race. **This must be assessed carefully** with an assurance that the competitor(s) are warm and remain unaffected by the incident. This scenario must be reported to the Safety Advisor and this information (race number) passed down the Course for each Race Monitor to maintain a careful 'eye' on that crew. In the advent of a dispute, ring the Safety Advisor who will speak directly to the crew.

Race Monitors to carefully monitor any adaptive crews in a considerate and unobtrusive manner. Be familiar with their race numbers.

If you do require a safety boat, summon the appropriate launch by name. Do not put out a general call for a launch.

Safety launches responding to an incident must proceed as fast as possible, but in the process making sure they are not endangering other crews around them.

If necessary, ring Race Control at the boathouse to advise of the incident.

Assess the risk to other crews and advise them accordingly.

Provide such assistance as is possible whilst observing other crews.

Make a written log of the incident details on return to race control, making sure that the Safety Advisor is overseeing this entry.

The Safety Advisor may in addition:

- a) If necessary, re-organise Race Monitors
- b) Inform upstream Race Monitors of an incident so they can advise any approaching crews. This may include advising them to steer to either:
 1. Port (Strokeside - the cox's left)
 2. Starboard (Bowside - the cox's right)
- c) Decide to abandon racing – see “Boston Head Abandonment Plan”.

Please ensure you have all your equipment (and it works) before leaving to take up your position.

Note: When you are allocated your equipment, **please do not** presume that everything is ok. **Re-check it**

In the event of any item being faulty, seek replacement before leaving to take up your position, keeping the Safety Advisor informed via mobile phone.

Emergency access points

<u>Position</u>	<u>What3Words</u>	<u>Grid Reference</u>
Langrick Bridge	firework.mouths.thankful	TF 26540 47619
Anton's Gowt (3km from Finish)	minds.regress.kilt	TF 30029 47424
49km sign, Fenside Rd.	anode.overgrown.older	TF 31135 45774
Finish (Boston Rowing Club, Carlton Rd.)	horn.burns.shack	TF 31896 44977

Appendix IV – Competitors Instructions

If assistance is required, the following hierarchy should be applied:

1. If possible, call to a Race Monitor – Positions detailed below
2. Or call the Safety Advisor: **07769 741301**, Backup **07786 082710**
3. Backup phone number 2: **07960 289022** (Race Chair)
4. Backup phone number 3: **07960 656750** (Organising Committee Chair)
5. Seek assistance from another crew.

N.B. Event Welfare: **07502 144183**

Race Monitors (in High Vis) will be positioned at the suitable locations for each event and will be in communication with each other, the Race Committee & Safety Advisor.

See course map for approximate locations.

Any crew withdrawing from the race must inform the nearest Race Monitor who will inform Race Control.

First aid is available via Race Monitors stationed throughout the course, or via the Safety Advisor.

It is strongly suggested that you take (at your own risk) a mobile phone with you in the boat in a waterproof container and secured to the boat.

In the event of a capsize remain with your boat and move to the nearest bankside or most accessible bank.

If a thunderstorm occurs, use the 30-30 rule to analyse the severity and location of the storm... *“Play (...in this case ‘rowing’) shall stop when the flash to bang count is 30 seconds or less and shall not resume until 30 minutes after the last clap of thunder”*. Following this rule crews should disembark if necessary and find appropriate shelter, they should then only re-embark when it is safe to do so. Competitors should familiarise themselves with British Rowing’s guidance on lightning and the 30-30 rule before the event.

Competitors are advised that for division 1 there will be a contra flow system in place from Antons Gowt to the Start at the 45km marker. This will be buoyed and have marshals/safety in place to ensure strict adherence. By sticking to the starboard bank on your way upstream to the start in the contraflow system it will allow racing to begin earlier and reduce the time sat around at the start for all crews.

When you begin your race ensure that you stay to the Starboard side of the river being careful of any static hazards and listen to instructions given.

Please familiarise yourself with the Start and Finish Area circulation patterns, ensuring you circulate as indicated.

All crews are asked to refresh their knowledge on cold water shock/hypothermia and capsize drills (BR website for online resources) prior to the event.

Please familiarise yourselves & comply with British Rowing Guidance on waterborne diseases.

Remember to ensure that you have adequate and appropriate clothing for the conditions.

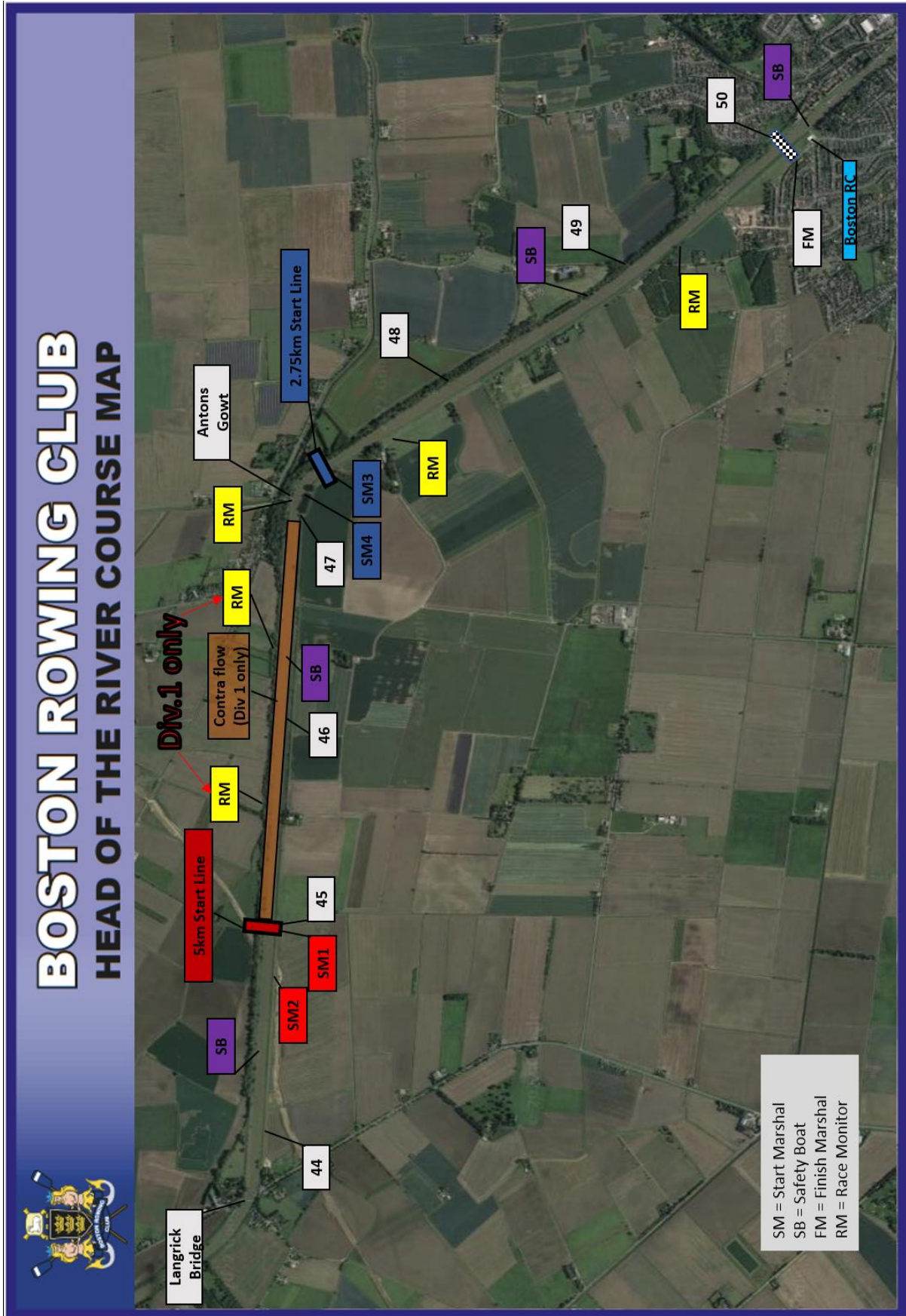
Drop off/Parking Arrangements

There is designated and assigned parking in and around the Boston Clubhouse. The members car park is to be kept clear with competitors and support vehicles being directed to the trailer and overflow car park as required.

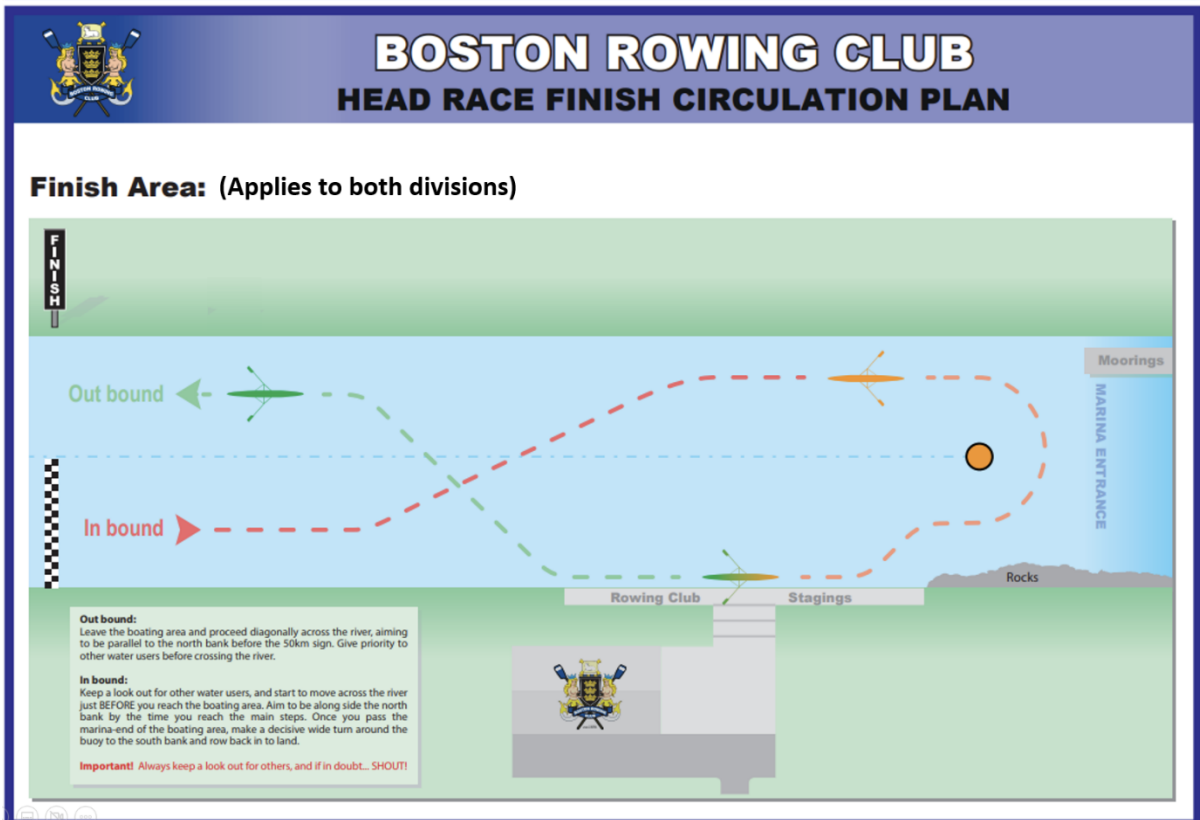
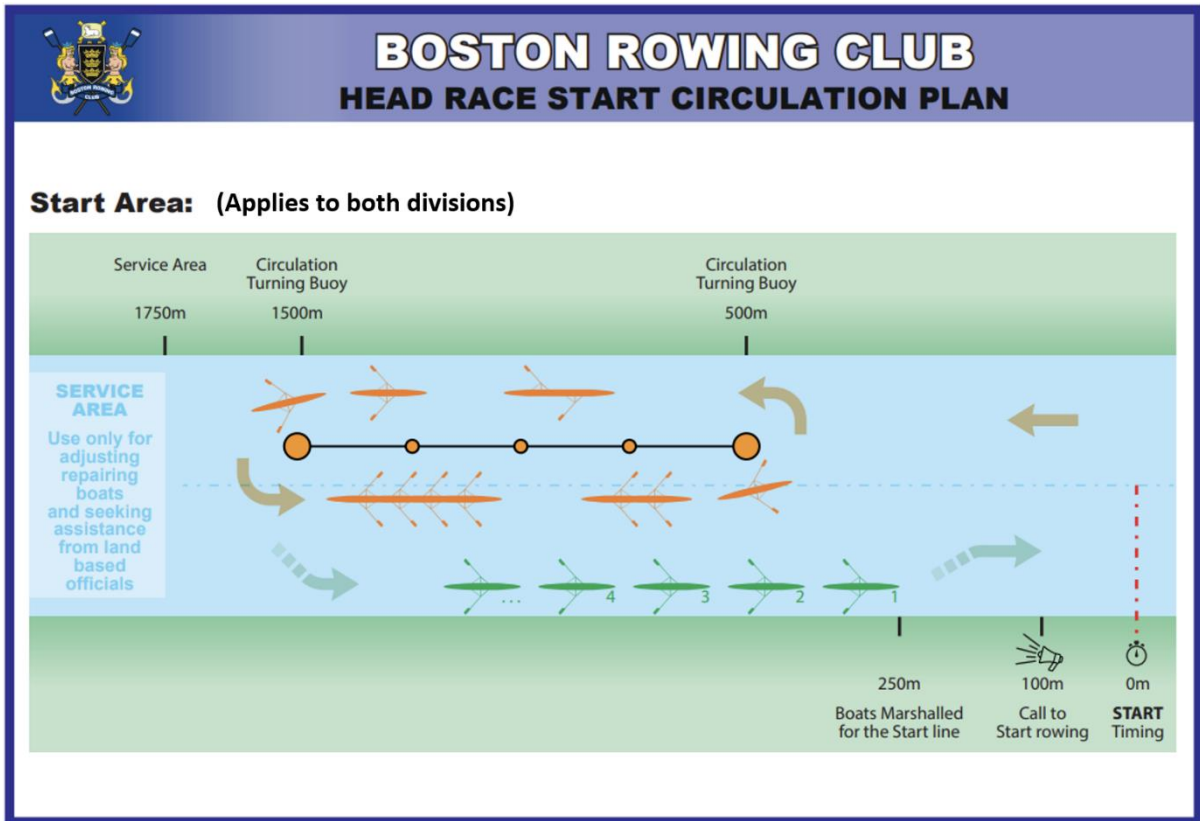
Parking Marshalls will be on hand to direct vehicles so please be courteous and follow instructions given.

See Finish Area Site Plan and Circulation Pattern map for clarity.

Appendix V – Course and Circulation Maps
 Map of the Course (with Race Monitor positions)



Circulation Patterns



Finish Area Site Plan and Circulation Pattern



Plan of the river (static hazards)

