



PCRC HAPPY CHRISTMAS HEAD – 19 DEC 20

Private Match – By Invitation Only

GENERAL INFORMATION AND SAFETY INSTRUCTIONS

Welcome. Thank you for entering the PCRC Happy Christmas Head (HCH). All competitors and coaches should read and understand the information throughout this document so that we can make the event safe and enjoyable for all parties involved.

General COVID-19 provisions for the competition are included within this document. Specific COVID-19 measures are listed separately in Risk Assessments and Embankment Site Operating Procedures, distributed to participating clubs as part of their information pack.

CONTENTS

Section Number	Section Title	Sub-Section	Page Number
1	COVID-19		1
2	Boating and Control		2
3	Timetable for Boating		3
4	Results and Prizes		3
5	Race Committee		3
6	Key Positions and Officials		3
7	Race Numbers		4
8	Start Order		4
9	Safety		4
9a		Responsibilities	4
9b		Traffic / Circulation Pattern	5
9c		General Safety Notes	6
9d		Inclement Conditions	7
10	Additional Guidance		7

Section 1 - COVID-19

PCRC HCH is run under the conditions of British Rowing's latest general guidance [here](#) and specific [Returning to Rowing](#) document. PCRC and the competition also follow the NHS guidance [here](#), along with any local authority and / or Environment Agency restrictions and guidance that may be in place.

No crews will be invited from clubs in areas under Tier 3 restrictions.

PCRC Organising Committee asks all those attending the competition to be mindful of the guidance available and to observe both the legal constraints and the spirit of the

guidance, for the benefit of all. Anyone who does not will be asked to leave and will not be permitted to race.

To minimise possible exposure to COVID-19 for race and safety officials, the competition suggests that inexperienced crews should not enter. Entries should be restricted to more experienced crews who are less likely to get into difficulties with boat handling or on exposed stretches of the river.

Any person, be they coach, competitor or essential support, should not attend the HCH if they are experiencing any possible COVID-19 symptoms (high temperature, new and persistent cough, shortness of breath, loss of or change in sense of taste or smell), or should be isolating for any reason.

The Organising Committee also requests that visiting clubs do not bring spectators to the Embankment. Any visitors who appear to be spectating will be asked to clear the area to respect the national social distancing rules.

The Embankment and the path along the entire length of the course is a public right of way. Participants should respect this right and take the initiative in maintaining distance from others. Further, we recommend that coaches should not seek to follow their crews along the course where the path is in frequent use by the public going about their business.

Section 2 – Boating and Control

The details of your entries, starting numbers, etc, are communicated separately.

No visiting crews will boat from PCRC which is strictly limited by COVID-19 restrictions. Further, there is no provision for trailers at PCRC. Crews will boat from the Embankment, adjacent to the Key Theatre at postcode PE1 1EF, which is shown on the map. Embankment access for cars and trailers is shown on the detailed map and is off Embankment Road, off Rivergate. Each visiting club will be allocated a section of the space on the embankment to support social distancing while the competition is in progress. Toilets will be available at the Embankment for each visiting club, but there will be no changing facilities. Crews should travel to and from the Embankment in their rowing kit. If necessary and in exceptional circumstances, competitors should change inside the vehicle in which they travelled.

Drivers of vehicles surplus to competition requirements should park at Potters Way carpark; postcode PE1 5AY. Drivers accessing the Embankment are requested to drive carefully on the grass areas to avoid damage and danger to the public or other competitors. PCRC requests that competitors treat Embankment Park with respect and remove all their own litter before departure.

Control Commission may carry out visual checks on boats but will not touch them. They may ask competitors to demonstrate preparedness to boat, for instance heel restraints. Any boats that are not properly prepared may be excluded from the race.

Section 3 - Timetable for Boating

There will be 2 divisions. The first division will race and crews will then disperse so that the second division can prepare and race without either space or time pressure.

Crews	Latest Time to Leave Embankment	Race Start
Division 1	0915 hrs	1000 hrs
Division 2	1215 hrs	1300 hrs

Time Penalty or Exclusion. Crews must leave the boating areas by the stated times. Any crews reaching their designated bank marshalling position less than 5 minutes before the start time of their division will be awarded a 20-second penalty by the Race Committee Chairman or may be excluded entirely.

Section 4 – Results and Prizes

Participating clubs will compete for a Victor Ludorum. PCRC will distribute race results after the competition at <https://peterboroughcityrowing.co.uk/>.

Section 5 - Race Committee

The Race Committee will be:

Nick Hubble (Chairman & Chief Marshal)	
Julian Popple (Starter)	Trevor Parke
Jo Cotgrove	Ian Donald
Dan Smith	

Section 6 – Key Positions and Officials

Key Positions during the Competition:

- a. Registration – in mobile office on Embankment.
- b. HCH Treasurer – in mobile office on Embankment.
- c. Telephones:
 - 1) COVID-19 restrictions mean that landlines will not be available throughout the competition area.
 - 2) Visiting clubs should ensure they are equipped with fully charged mobile phones for necessary communication.
 - 3) Mobile communication is available between officials within the registration, start and finish areas.

- d. First aid – Visiting clubs will be requested to provide their own first aid cover for minor injuries or incidents, in the interests of reducing unnecessary contact between those taking part
- e. Hospital A & E – Peterborough City Hospital, Edith Cavell Campus, Bretton Gate, PE3 9GZ. Landline: 01733 678000
- f. Contact telephone numbers will be distributed to visiting clubs in advance of the competition:
 - 1) NCH Secretary – John Canton
 - 2) Race Committee Chair / Chief Marshal – Nick Hubble
 - 3) Event Safety Adviser – James Plumb
 - 4) PCRC Safety Adviser – Paul Scutts
 - 5) COVID-19 Officer – Ann Casey
 - 6) Competition Welfare Officer – Jo Burton

Section 7 - Numbers

Crew numbers will be pre-positioned in each visiting club's allocated boating areas on The Embankment. Only numbers for use in the Empacher slot will be issued; it is essential that numbers are located securely so that crews can be identified and times recorded.

Section 8 – Start Order

Start order will be based initially on boat classification. The Race Committee may exercise discretion regarding start order for known crews of notable status. Masters' crews may be subject to handicap timing.

Section 9 – SAFETY

The HCH competition will be run according to the latest revisions of British Rowing's ***Rules of Racing (RoR)*** and ***RowSafe: A Guide to Good Practice in Rowing (RowSafe)***. The competition will also follow the COVID-19 guidance referred to in Section 1 above.

The instructions below provide information for the duration of the HCH competition, along with instructions for any practice sessions outside the normal timetable of racing.

Instructions from race officials / marshals must be obeyed immediately to ensure safety for all participants.

Coaches, captains and other responsible adults should ensure all competitors are fully conversant with these and other relevant instructions before attending the HCH.

Section 9a - Responsibilities. The Organising Committee will endeavour to provide a safe environment within *RowSafe* although competitors, coxswains and coaches are specifically reminded that persons using this local water course do so entirely at their own risk and are solely responsible for:

- 1) Their own safety, remembering that they have a duty of care to themselves and any third party both on the water and on land.
- 2) Ensuring that any equipment (eg boats, blades, buoyancy aids etc.) are safe and prepared to the standards as required under *RoR* and *RowSafe*.
- 3) Ensuring that their boats comply with the buoyancy requirements of section 2.3 of *RowSafe*.
- 4) Ensuring that their boats are licensed with the Environment Agency. This can be done either online via British Rowing or via the Environment Agency which will issue visitors' licences for those who do not normally row on EA waters. ID numbers must also be displayed on all boats, in accordance with *RoR* Section 7-2-8f.
- 5) The strict observance of any local rule or traffic / circulation pattern along with *RowSafe* provisions.
- 6) Deciding whether or not they are competent to use the water course in the prevailing weather conditions; this decision may be taken by the individual or with their coach / crew.
- 7) Ensuring that they can swim in accordance with the requirements of *RowSafe*.
- 8) Ensuring that they have their British Rowing Membership Card with them and that it is complete and up to date, or that suitable photographic identification can be produced to confirm identity, in compliance with *RoR* Section 5-5-4.
- 9) Ensuring that their outermost layer of clothing **worn during the race** conforms to their Club colours.
- 10) Arriving at their designated bank marshalling area not less than 5 minutes before the start of their Division. Failure to observe this rule may result in a 20-second time penalty or exclusion from the competition.

Section 9b - Traffic / Circulation Pattern. This is set out below and applies from 45 minutes before the first division and 45 minutes after the last division has finished. Failure to comply with these Rules may lead to the award of time penalties or the removal of the relevant crew or club from the event.

- 1) Once boated, crews should proceed downstream, keeping to the coxswain's right-hand side of the river, towards the start and must be ready to act upon any instructions given by any Race Official.
- 2) When beyond the start and within the marshalling area, crews should continue downstream until they reach their assigned marshalling area; this will be specified with crew instructions following the draw. The crew should then stop safely, turn immediately and pull into the bank on the North Bank (roadside) of the river and await further marshalling instructions. Static crews within the marshalling area must be vigilant and not allow their boats to drift or to encroach on the main river course in a way that would impede passing crews.
- 3) When called towards the start crews should proceed in number order with at least a 30 second gap between boats and follow marshalling / starting instructions.
- 4) Crews must not overtake until after the start line.

- 5) Crews should familiarise themselves with the course map that also details a submerged craft 550 metres after the bend.
- 6) Upon completion of their race, crews should continue paddling upstream of the finish so as not to obstruct the finish line or cause a danger to any racing crews behind them.
- 7) Two safety boats will be on the course during racing. One will be positioned within the start area and the other positioned mid-course. There will also be Race Monitors along the course should assistance be required.

Section 9c - General Safety Notes. All competitors, coaches and other participants are also reminded of the following:

- 1) Practising on the racing course or within the marshalling area beyond the start is not permitted whilst racing is in progress nor is it permitted within 45 minutes of the first division or for 45 minutes after the last division of the day.
- 2) During the hours of non-racing there will **not** be an event safety boat on the river.
- 3) They must make their own safety arrangements before and after the day's racing.
- 4) They must supervise juniors with a high degree of vigilance and anticipation – the highest standard of care is expected when acting *in loco parentis*.
- 5) During the race, crews should keep generally to the cox's right-hand side (roadside) of the river and crews needing to overtake should do so on the cox's left. All crews should remain vigilant and aware of other crews in their vicinity at all times. Crews being overtaken should give way if necessary (eg in situations of multiple overtaking).
- 6) **All** access roads / routes must be kept clear at all times and the river towpath must not be blocked in any way by vehicles, cycles, chairs, etc. There is to be **no unauthorised vehicular use** of the towpath on the north side; any violation of this rule will result in sanctions being applied to crews from the Club in question.
- 7) When in the boating area, or when boating / de-boating, extra care is needed and right of way should be given to other participants and members of the public so as not to cause inconvenience, distress or injury to third parties.
- 8) Each crew must carry with it a mobile telephone number, to enable Officials to contact its coach / trailer driver in case of any need to summon assistance to the further reaches of the course. This number should be kept by a crew member in a waterproof bag or pocket, accessible in case of need.

Any accident or significant incident should be drawn to the attention of the nearest Official as soon as possible, who will be able to summon the emergency services / assistance. First aid kits are available at Registration on the Embankment, within each safety boat and within the start and finish areas. With regard to accidents and incidents, your attention is drawn to the requirements of *RowSafe*, notably sections 1.8 and 1.9 which deal with cold water immersion, hypothermia and swamping, and section 4.1 which specifies the reporting procedures for accidents / incidents.

Section 9d – Inclement Conditions. Owing to the time of year, there is a risk of severe weather and flood conditions. Because of this the following procedure is in place:

- 1) **Flood** – The Organising Committee has many years' experience of the local river conditions and monitors weather information available online. It maintains close contact with the Environment Agency and the local lock keeper. The Committee will aim to predict river conditions with a high degree of accuracy.
- 2) **Weather** – Local weather forecasts are obtained daily leading up to the event to predict potential difficulties.

With the above in mind and for safety reasons, the Organising Committee reserves the right either to run the event in full, to cancel specific categories (eg juniors or inexperienced crews), to cancel one or more specific divisions, to alter the course or to cancel the competition as a whole.

Should any changes become necessary after the publication of the timetable, the Organising Committee will attempt to advise entrants as soon as possible. This may be by direct telephone call, public announcement on www.peterboroughcityrowing.co.uk or via a recorded telephone message on 01733 310346 on the evening prior to the event.

Section 10 – Additional Guidance

- a. There will be no food or refreshment provision at the Embankment. Participants should bring sufficient food and drink for their own needs and to cover the duration of their stay at HCH.
- b. There are no weather protection facilities or showers at the Embankment. Visiting clubs should consider bringing sufficient additional resource with them (eg waterproofs, towels, dry warm clothing, sleeping bags, hot drinks) to aid recovery in the event of adverse weather or capsize,
- c. Toilets are available per visiting club on the Embankment.
- d. Wellington boots are recommended because of the likelihood of minor flooding. Boots and other footwear should **NOT** be left on the Embankment whilst boated.
- e. If the river is flooded, competitors should take particular care when boating because of submerged bollards and because the riverbank itself is submerged.
- f. The course length for both Divisions 1 & 2 is 2600m, upstream from Millennium Bridge to Fitzwilliam Bridge on the River Nene.