



LOUGHBOROUGH BOAT CLUB

The Spirit of Rowing

President: Stuart Ward

SOAR HEAD NOVEMBER 2018 SAFETY PLAN

(reviewed – Jeff Hallam September 2018)

1. INTRODUCTION

1.1: This document outlines the steps to be taken by the organizers, officials and competitors to make this event as safe as practical following a risk assessment. It complies with British Rowing's RowSafe guide and will be conducted under British Rowing's Rules.

1.2: Loughborough Boat Club organises the event. Contact: soarhead@loughboroughboatclub.co.uk
Website: www.loughboroughboatclub.co.uk

1.3: The competition is expected to attract between 100 and 130 crews representing between 240 to 300 competitors.

1.4: The competition is restricted to, Juniors (J14 and above with restrictions on boat types), Seniors (beginners to very experienced) and Masters (A and above). Fours and quads (coxed and coxless) will be the largest boat type. All boats will be fine.

1.5: The race is timed over a 3km course on the River Soar against the stream with crews starting at approximately 20 second intervals.

1.5: The River Authority is the Canal & River Trust who requires an application and approval to run the event.

1.6: A map of the course together with a map of trailer and car parking is attached at the end of this document

1.7: The event is based at Loughborough boat Club premises.

2. RULES APPLYING TO THE EVENT

2.1: The event is organised under the British Rowing (BR) Rules and BR Rules of Racing will apply.

2.2: The BR RowSafe guidelines have been used as the basis for this plan.

2.3: Local Rule's governing the race are sent to each competing club under the heading 'Competitors Instructions', together with a copy of the draw, detailing embarkation time and point. These instructions are also sent to everyone involved in supervising the race.

2.4: Local Rules:

- The self-adhesive numbers must be stuck at the bow end of both the port and starboard side of the sax boards. The larger waterproof paper number must be worn by bow and fixed to be clearly visible when racing
- Any competitor who is not adequately dressed for the conditions will not be allowed to boat.
- Once boated crews must proceed downstream to the start. Attempts to row back down the course can produce dangerous situations and must not be attempted. Contact a monitor if in difficulty.
- Crews proceeding to the start must not delay their arrival by deliberately holding back or stopping. This can cause blockages for other crews and unsafe conditions.
- Crews must present themselves to boat at their allocated time. A time penalty will be given where



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this is not observed and the crew not allowed to hold up the boating of crews who present themselves on time. 30 Minutes is allowed prior to division start time to allow crews to reach the start 10 minutes prior to start time. Crews will not be allowed to boat after the latest boating time.

- Any crew considered a hazard to other competitors either due to inexperience or disregard for the safety of others will be taken out of the race.
- During the race a crew being overtaken must not impede the overtaking crew and must move over to allow safe overtaking. A time penalty will be given to crews who do not give way safely.
- Crews being overtaken must move to starboard (coxswains right – scullers left).
- After passing the finish line crews must continue rowing by winding down well past this point keeping to starboard.

3. ORGANISING COMMITTEE

Chairman & Entries Secretary: Stuart Ward

Chairman of Race Committee: Richard Donnor

Event Safety Advisor: Jeff Hallam

Event Welfare Officer: Kate Henry

Communications: Richard Donnor

Social & Food: Sandra Martin

Timing & Results Coordinator: Tim Ives

RACE COMMITTEE

Richard Donnor (Chairman)

Jeff Hallam

Tim Walton

4. GENERAL COMMUNICATIONS

4.1: Permission to stage the event will be obtained from the Canal & River Trust

4.2: The local fishing club will be contacted to notify it and its members of the event timing details.

4.3: The East Midlands Ambulance Service and the Leicestershire Police Service will be notified of the event and relevant details (emergency access points, map details, traffic details, timings) provided.

4.4: Permission will be obtained from the adjacent landowner to use his field for car parking.

4.6: Notices will be posted at the locks warning barges and other vessels of the racing and persons stationed to further communicate.

4.7: Wider communications drawing attention to the event will be placed on Twitter and Facebook.

4.8: Communications with clubs and competitors regarding relevant details will be by email and the LBC website. All relevant documents will be made available on the website.

4.9: Safety briefings with marshals, monitors and safety launch crews will take place prior to boating time. Monitors Instructions, Competitors Instructions and Safety Plan will be emailed to Monitors during the week of the event.

4.10: Competing clubs will be emailed with the draw together with the Instructions to Competitors requesting that these instructions are brought to the attention of their competitors.

5. RADIO/ PHONE COMMUNICATIONS

5.1: Race monitors and safety launches stationed at key points on the course are equipped with radios tuned to a dedicated frequency. In addition radios on the same frequency are held by the Event Safety Adviser, the Race Committee Chairman, and at Race Control at Loughborough Boat Club.



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5.2: Mobile phones are held by timekeepers at the start and finish and by the Race Committee Chairman.

5.3: Start Marshals will communicate with each other and the Chief Start Marshal using short range radios.

5.4: Mobile phones will be used as a back up to the radios and a list of mobile numbers issued to officials.

5.5: In the event of an EMERGENCY the nearest official will call "PAN-PAN, PAN-PAN, PAN-PAN" on his/her radio and all other radio users will observe radio silence and follow the instructions given by the Chief Marshal. Similarly radio silence will be observed when the call of "MAYDAY" is used to signify immediate danger to life

6. WEATHER, WATER CONDITIONS & ABANDONMENT PLAN

6.1: The race is held in winter and at this time weather can be extremely unpredictable, therefore competitors are required to ensure they have made adequate provision for cold and/or wet conditions. At this time of year the river can be subject to heavy rainfall, which can affect the speed of the current. The weather can occasionally create difficult water conditions for competitors, particularly if a strong wind is blowing against a fast current. Foggy conditions may also arise.

6.2: High water levels can carry significant quantities of floating debris downstream.

6.3: The conditions will be assessed during the week of and on the day of the event and the Race Committee and Event Safety Adviser will decide on the appropriate action to be taken, namely:

- Run the event as planned
- Cancel specific classifications
- Cancel the morning or afternoon division.
- Cancel the whole event
- Run the event over a revised course.

6.4: If the prevailing weather conditions are such that cancellation of the event seems possible the Race Committee and Event Safety Adviser will inspect the course on the Friday morning prior to the event. If cancellation seems inevitable, competitors will be informed by telephone and/or e-mail as quickly as possible thereafter.

6.5: If adverse conditions arise on the day of the event and the event is cancelled, then the competitors' numbers will not be issued and crews will not be allowed to go afloat.

6.6: Extreme conditions on the Soar at Loughborough Boat Club rarely result in swamping, but additional buoyancy in open stateroom boats is recommended.



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7. SAFETY/RESCUE MEDICAL AND FIRST AID

7.1 A Medical Officer is appointed to ensure that suitable First Aid provision is in place, prior to and during the event.

7.2: Safety/Rescue launches and course monitors are in radio contact and are positioned to be able to visually cover all stretches of the course.

7.3: First Aid will be situated at the Start and at Loughborough Boat Club at the Finish.

7.4: Ambulance services will be informed of the event and its location together with the emergency access location points.

7.5: Where a casualty needs further treatment as “walking wounded” he/she will be taken to the Loughborough Urgent Care Centre. Where conditions require Emergency Services, treatment may be provided by the Para-Medics on the spot or transport to a hospital or center of their choosing in either Nottingham or Leicester,

7.6: A driver and transport will be available throughout the event to pick up “walking wounded” or anyone capsized from access points or the clubhouse and to transport where needed to the Loughborough Urgent Care Centre.

7.7: All incidents will be reported online to British Rowing by the Event Safety Advisor and those involving a member of a visiting club will be advised to likewise report the incident online to British Rowing.

8. EMERGENCY ACTION PLANS

8.1: Accidents on Water

8.1.1: In the event of a capsize, a collision, a competitor being injured or otherwise becoming ill, the nearest Monitor will immediately advise by radio the Chief Marshal and all other race monitors.

8.1.2: Three Safety Launches will cover the course each launch containing a driver and one crew.

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

- Throw lines to pull crews to the bank
- Keep crew in the launch on position until after the division
- Ferry to the bank and deposit
- Return to the boathouse or emergency access point

8.1.4: The Chief Marshal will decide on any action to be taken, whether to call a safety launch, stop further crews from starting, ask Monitors to make crews aware of any obstruction, stop the race etc and communicate this decision to all officials by radio and to the Safety Adviser who if necessary will call the emergency services and direct them to any of the access points detailed on the map.

8.1.5: The Chief Marshal will then coordinate the rescue effort with the safety launches and instruct Monitors accordingly.

8.1.6: Casualties will normally be taken directly to the boathouse. En route, the safety launch will advise the



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First Aid personnel and Doctor at the boathouse of the suspected nature of the injury/illness. If deemed necessary an ambulance will be called at this time. The staging area for medical emergencies requiring evacuation will be the gym, which is adjacent to the clubhouse with good access to the car park and road. In addition to the First Aider at the Boathouse there will be an additional First Aider at the Start.

8.1.7: Should there be a need to evacuate casualties or rowing personnel from the river immediately to an ambulance or stand by motor vehicle, this will have to occur at either the Otter Pub on the A6 (approx. 800 metres from the start) or at the end of Soar Lane in Sutton Bonington (100 metres from start) and on the A6 down to Devils elbow to the river, as these are the only places where road access is possible. The Safety/Rescue Launch will take casualties or rowing personnel to the nearest point for road transport to be taken to Loughborough Boat Club or to the Emergency Services whichever is appropriate. Access point details are listed below in item 11 and on the map of the course.

8.2: Accidents on Land

8.2.1: All competitors and their supporters are situated at Loughborough Boat Club grounds, landing stages, boat house and club house.

8.2.2: First Aid support and mobile phone communication is available at the club house including a defibrillator and at the start and all race officials along the course have radio communications to summon help if they require first aid.

8.2.3: Supporters requiring first aid whilst watching the race along the course are within sight of a monitor who has radio communication

8.3: Other River users on the Course during the Race

8.3.1: Organizers will notify Fishing Clubs prior to the event.

8.3.2: Notices and a monitor will be posted at the canal locks to warn any river traffic of racing taking place and ask them to delay until the course is clear of racing boats. Some may not wish to cooperate. In this event Monitors will alert others of their position, warn competitors and instruct them to move to starboard. The river craft will be asked to keep a good lookout, sound their horn to warn approaching racers and keep well in to starboard, besides reducing speed.

8.3.3: Race monitors will advise the Chief Marshal of any river traffic on the course before or during racing. If necessary, the Chief Marshal may decide to delay the start of a division or stop further crews starting until the river traffic is in a safe location.

8.4: Floating Debris

8.4.1: The Safety Adviser will inspect the course for any debris or other hazard prior to Division 1 boating.

8.4.2: The safety launches will proceed upriver in advance of the crews in order to provide safety cover to competitors progressing upstream to the start. In addition the launches will sweep the river to ensure that there is no debris or other hazard to crews on the course.

8.4.3: The race monitors will warn the Event Safety Adviser and the Chief Marshal immediately they observe any floating debris or hazard that they are unable to deal with so that all crews can be warned and/or other parties dispatched to remove the hazard.



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8.5: Thunderstorm

8.5.1: The weather will be continually monitored for the (unlikely) event that thunderstorms affect the event.

8.5.2: The weather forecast will be consulted prior to the event to check if thunderstorms are at all likely.

8.5.3: BR sets out the '30-30 Rule' as follows:

When you see lightning count the time until you hear the thunder. If it is 30secs (approx 10km away) or less, seek 'proper shelter'. If you can't see lightning, just hearing the thunder is a good back-up rule for it being time to seek 'proper shelter'. Wait a minimum of 30minutes after the last lightning or thunder before leaving shelter.

If the gap between seeing lightning and hearing the thunder is less than 30 seconds, all crews embarked will be recalled and any crews waiting to boat will be held back. The start of the division will be delayed until the gap is greater than 30 seconds (at least half an hour).

8.5.4: Because the start of the course is several kilometers from the club, application of the 30-30 Rule can be different from that at the club. If any race monitor observes lightning or hears thunder, the race controller and Safety Adviser is notified, a decision taken, and monitors and race officials will be informed to instruct crews to return to the boathouses as quickly as possible, obeying the navigation rules of the river by keeping to starboard.

8.5.5: Where the race has or is about to start the quickest way is to allow the racing to take place when the 30-30 Rule is applied. They should follow the instructions of monitors/marshals and disembark quickly at the boathouses. Safety Launches should proceed to the boathouses behind the last boat to leave. The start and all course officials make their way to the boathouses in their vehicles.

8.5.6: Competitors, officials and supporters will be informed that the Gym, Clubhouse or their vehicles with windows closed will be the safest places to shelter.

8.6: Other

8.6.1: The Chief marshal will confirm with the Monitors and Safety Launch personnel that the course is clear of floating debris, obstructions or other water craft and that all race officials are in place.

8.6.2: Race monitors will warn the Chief Marshal and all other points of any dangers or hazards occurring during the race.

8.6.3: At the end of each race the safety launches will follow the last crew down the course. Race monitors and umpires will check the course to ensure that all competitors have disembarked from the river safely.

8.7 Plan B

8.7.1: If for whatever reason the above fails or is overwhelmed, the Chief Marshal, Safety Adviser, Organizing Committee Chairman & Race Committee Chairman will work together and cover for each other.

8.7.2: If there is a gap in the monitoring or safety launch provision during the race the Chief Marshal will direct Monitors or safety launches to provide cover.

8.7.3: If there is a failure of a launch then a stand-by launch will be brought into service.

8.7.4: The monitors for the course are recognised umpires. If for any reason one is unable to take up his/her duties the gap will be filled with either a trainee umpire or competent person.



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8.7.4 In the event of the Welfare Officer being unavailable/absent the previous officer (Helen Fairbrother) will take over.

9. VEHICLE AND TRAILER PARKING

9.1: Weather permitting all vehicles and trailers will park at Loughborough Boat Club. Should it be very wet underfoot there will be parking for trailers only at Loughborough Boat Club and vehicles will be directed to alternative field/road parking.

9.3: The road leading up to the entrance will be marked with hazard beacons in morning dark conditions and signs to alert the general traffic of trailers turning

9.2: Car parking marshals will be on hand at the main entrance to Loughborough Boat Club to assist with parking, and direct competitors to the most suitable parking option, in addition they will be able to assist with maneuvering and parking of trailers.

10. EMBARKATIONS, START AND FINISH

10.1: Control Commission on duty at the stages will carry out spot safety checks on bow ball, heel restraints compartment hatches and coxes' life jackets. Boats that are improperly equipped or appear unsafe will not be allowed to race.

10.2: Stage Marshalls will be positioned to help crews safely embark and land

10.3: Upstream warm-up pieces are not allowed anywhere on the course due to the risk of collision with crews proceeding downstream to the start. Anybody observed doing so would be immediately disqualified from the race.

10.4: The Chief Start Marshal at the start of each Division will direct the Start Marshals so as to ensure that crews are held in a safe position at their allocated marshaling location prior to the start.

10.5: The Chief Marshal will check that all Race Monitors and safety launches are in position before confirming this to the Starter and Chief Start Marshal who will give the order to send the crews to the start-line.

10.6: Crews will only move on the instructions of the Start Marshals who will ensure that they proceed to the start-line in a safe and orderly manner.

10.7: At the finish, after hearing the finish signal (horn/bell), all crews will proceed upstream, keeping to the center of the river before carefully turning opposite the boathouses to disembark. A Finish Marshal will be in position to keep crews moving once they have passed the finish line.



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11. COMPETITORS AND CLUBS' RESPONSIBILITIES

11.1.1: All crews must ensure that they have boated in enough time (30 minutes prior to Division start time) to ensure that they arrive at the start 10 minutes prior to the Division start time. Failure to adhere to this requirement will result in the crew's immediate disqualification from racing.

11.1.2: Crews must proceed to the start marshaling area without undue delay. If any crew experiences a problem that means they cannot compete they should move to the side of the river to allow other crews to pass. No crew shall row back towards the clubhouse against the direction of boats proceeding to the start. Where a problem exists and a crew needs to return to the clubhouse it must wait until the last boat for that Division has safely passed, unless specifically instructed to do so by a race official.

11.2: Start

11.2.1: Please follow marshal's instructions and find your marshaling position Crews should row up until the start line, to which instruction will be given by marshals to align to your allocated racing order within the allocated markers.

11.3: During the race

11.3.1: Slow crew(s) must move over to starboard to let faster crew(s) overtake, crews ignoring this rule or not acting on the instructions of a Monitor may be given a time penalty.

11.4: After the finish

11.4.1: Crews must move well clear of the finish line after the finish horn or bell has sounded to avoid the potential for collision with crews racing to the finish line.

11.4.2: Crews returning to the boathouses must remain alert at the tight lock bend just prior to the boathouse straight. A bank monitor is located here to warn crews away from the bank.

11.5: Clubs & Coaches: it is the duty of clubs to ensure that the competitors are competent to race and complete the course in the prevailing weather conditions. Any competitor or crew deemed not to be competent will not be allowed to race.

11.6: Equipment: it is the duty of competitors to ensure that their equipment is safe and fit for racing in the prevailing conditions.

11.7: Clothing: all competitors should be appropriately dressed to protect themselves against the weather, particularly while marshaling at the start and particularly with younger crews and slower boats that are at the start longer. Any competitor who is not appropriately dressed for the conditions will not be allowed to boat.

11.8: Capsize: All competitors should be trained in capsizing drill; in such an event they should hold onto their boat or preferably drape their body over the upturned hull, paddle to the bank or wait the arrival of the rescue launch.

11.9: Rules: All competitors must be conversant with the rules of the race set out in "Competitors Instructions". It is the responsibility of the competitor's club to ensure its members understand these rules.

11.10: As part of their training program clubs should make their rowers aware of waterborne diseases and their symptoms, in particular Weils Disease, including personal hygiene and the need to cover broken skin.

Failure to comply with these rules may lead to the removal of the crew or club from the Event.



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12. COURSE PLAN & ROAD ACCESS & PARKING PLAN

A plan of the course including any known hazards will be emailed to each competing club together with a local road and parking plan. A copy of course plan showing all known hazards will be available for inspection at the clubhouse. (See attached)

13. CONTACT INFORMATION

Loughborough Boat Club address

County Bridge, Rempstone Road, Hathern, Leics, LE12 5JN.

Tel: 01509-842300

Online: www.loughboroughboatclub.co.uk

Email: soarhead@loughboroughboatclub.co.uk

ACCESS POINTS & EMERGENCY NUMBERS TO GIVE DIRECTIONS TO

EMERGENCY SERVICES

The Boat Club is situated at:

County Bridge, Rempstone Road (A6006), Zouch

LE12 5JN

OS Ref. SK 50166 23195

River Access Points:

Soar Lane

Off Main Street, Sutton Bonington

OS Ref. SK 5032 25581(Soar Lane) leading to river at SK 49246 25823

The Otter Public House

London Road (A6), Kegworth

DE74 2EY

OS Ref. SK 49182 25423

Lane in field to Devil's Elbow

Off London Road (A6 dual carriageway towards Loughborough)

OS Ref SK 449481 24588 (track entrance) leading to river at SK 49743 24542



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SOAR HEAD COURSE SHOWING START AND FINISH, MONITORS' POSITIONS,
EMERGENCY ACCESS, SAFETY LAUNCHES AND FIRST AID



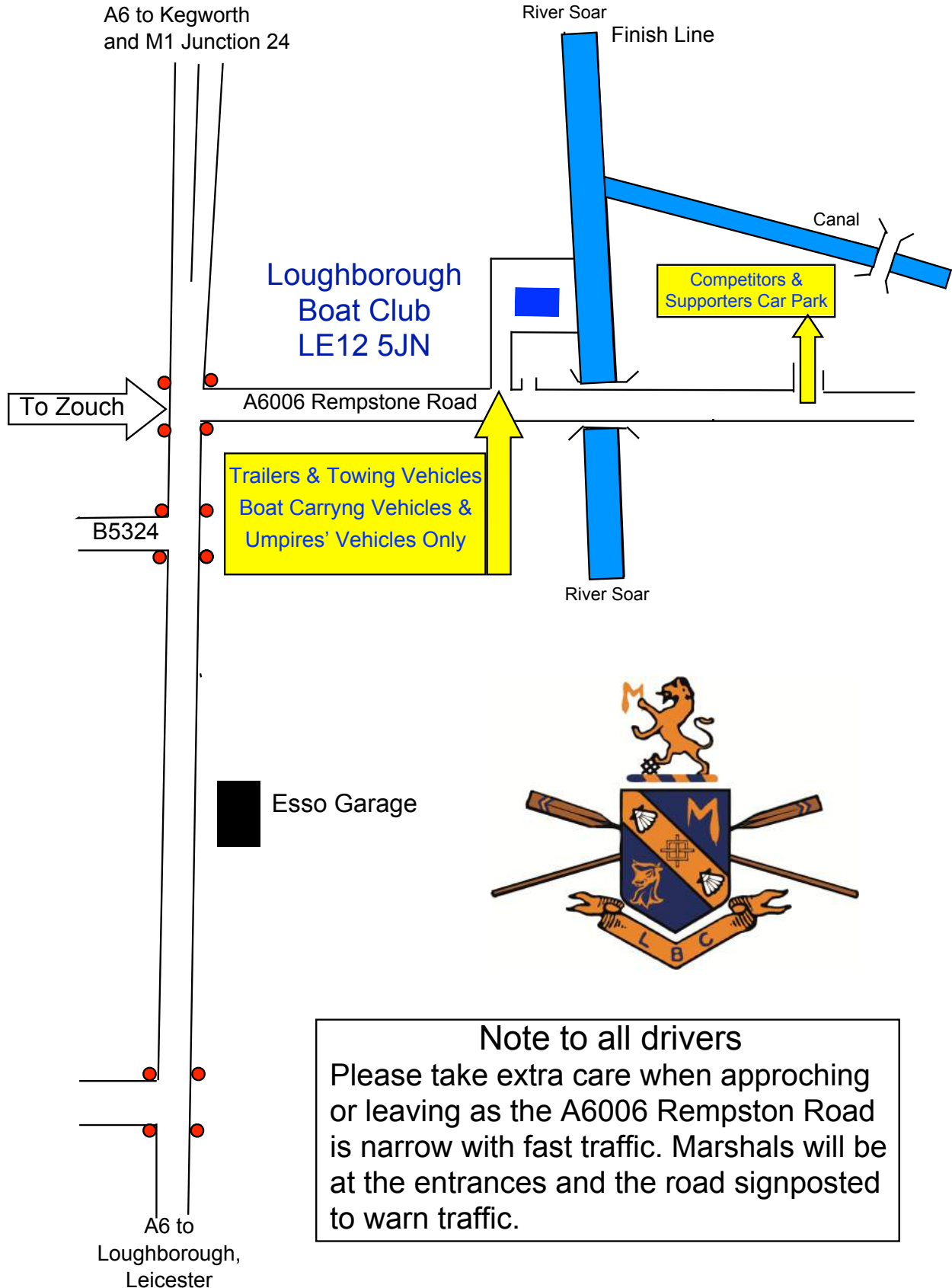


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Loughborough Head of the Soar



Note to all drivers
Please take extra care when approaching or leaving as the A6006 Rempston Road is narrow with fast traffic. Marshals will be at the entrances and the road signposted to warn traffic.



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Soar Head November 17th 2018 **Instructions to Competitors**

Clubs, coaches and all crewmembers have a responsibility to study these instructions together with the Safety Map and Safety Plan "Clubs' and Competitors' Responsibilities". All these instructions can be viewed on the Loughborough Boat Club web site.

PLEASE REGISTER AT LEAST 60 MINUTES BEFORE THE DIVISION START TIME.

*** Indicates Local Rules**

1. THE SELF-ADHESIVE NUMBERS MUST BE STUCK AT THE BOW END OF BOTH THE PORT AND STARBOARD SIDES OF THE SAX BOARDS. THE LARGER WATERPROOF PAPER NUMBER MUST BE WORN BY BOW AND FIXED TO BE CLEARLY VISIBLE WHEN RACING.
2. CLUBS AND CREWS HAVE A DUTY TO CAREFULLY SAFETY CHECK THEIR BOATS PRIOR TO BOATING. HOWEVER BOATS MAY BE SUBJECT TO A SAFETY CHECK BY CONTROL COMMISSION AND CREWS WILL BE ASKED TO PERFORM THIS BY THE BOATING MARSHALS.
3. *ANY COMPETITOR WHO IS NOT ADEQUATELY DRESSED FOR THE CONDITIONS WILL NOT BE ALLOWED TO BOAT.
4. ONCE BOATED CREWS MUST PROCEED DOWNSTREAM TO THE START. ATTEMPTS TO ROW BACK DOWN THE COURSE CAN PRODUCE DANGEROUS SITUATIONS AND MUST NOT BE ATTEMPTED. CONTACT A MONITOR IF IN DIFFICULTY.
5. CREWS PROCEEDING TO THE START MUST NOT DELAY THEIR ARRIVAL BY DELIBERATELY HOLDING BACK OR STOPPING. THIS CAN CAUSE BLOCKAGES FOR OTHER CREWS AND UNSAFE SITUATIONS

6 **RULE OF THE RIVER - IN THE EVENT OF MEETING ONCOMING RIVER CRAFT - MOVE TO STARBOARD I.E. COXSWAINS RIGHT - SCULLERS LEFT**

- 7 *CREWS MUST PRESENT THEMSELVES TO BOAT AT THEIR ALLOCATED TIME. **A TIME PENALTY WILL BE GIVEN WHERE THIS IS NOT OBSERVED AND THE CREW NOT ALLOWED TO HOLD UP THE BOATING OF CREWS WHO PRESENT ON TIME.** 30 MINUTES IS ALLOWED PRIOR TO DIVISION START TIME TO ENABLE CREWS TO REACH THE START 10 MINUTES PRIOR TO START TIME. **CREWS WILL NOT BE ALLOWED TO BOAT AFTER THE LATEST BOATING TIME.**

DIVISION 1 – 9:30 am START – LATEST BOATING 9:00 am
DIVISION 2 – 11.45 am START – LATEST BOATING 11:15 am
DIVISION 3 – 2:00 pm START – LATEST BOATING 1:30 pm

- 8 *ANY CREW CONSIDERED A HAZARD TO OTHER COMPETITORS EITHER DUE TO INEXPERIENCE OR DISREGARD FOR THE SAFETY OF OTHERS WILL BE TAKEN OUT OF THE RACE.
- 9 *DURING THE RACE A CREW BEING OVERTAKEN MUST NOT IMPEDE THE OVERTAKING CREW AND MUST MOVE OVER TO ALLOW SAFE OVERTAKING. A TIME PENALTY MAY BE GIVEN TO CREWS WHO DO NOT GIVE WAY SAFELY.
- 10 *CREWS BEING OVERTAKEN MUST MOVE TO STARBOARD (COXSWAINS RIGHT – SCULLERS LEFT)
- 11 ALL CREWS MUST FOLLOW THE INSTRUCTION GIVEN BY MARSHALS AND MONITORS
- 12 AFTER PASSING THE FINISH LINE CREWS MUST CONTINUE ROWING BY WINDING DOWN WELL PAST THIS POINT KEEPING TO STARBOARD.
- 13 CLUBS MUST COMPLETE AN ONLINE INCIDENT REPORT INVOLVING ANY OF THEIR MEMBERS - THE EVENT SAFETY ADVISER WILL ALSO SUBMIT A REPORT.

WINNERS PRESENTATION WILL TAKE PLACE IN THE CLUBHOUSE

CAR & TRAILER PARKING

VEHICLES TOWING TRAILERS PLEASE TURN INTO THE BOAT CLUB CAR PARK AND BE PARTICULARLY VIGILANT AS THE ROAD IS BUSY AND NOT LIT. MARSHALS WILL BE AT THE ENTRANCE TO ASSIST.

CARS MAY BE DIRECTED TO THE OVERFLOW PARKING AREA – SEE ROAD PLAN

LOUGHBOROUGH BOAT CLUB TELEPHONE - 01509 842300



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Welfare Plan

To all competing clubs and race officials:

In accordance with the British Rowing Safeguarding and Protecting Children Guidance Guidelines for Rowing Competitions (WG 3.4).

Welfare Statement

The Organising Committee of Loughborough Soar Head believes that the welfare and wellbeing of all attendees, and in particular children and vulnerable adults is paramount. All people, regardless of age, gender, ethnicity, religion or ability, have equal rights to safety and protection. We ask that everyone involved in the Soar Head in any capacity remains vigilant and reports anything suspicious. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately. Any such concerns should be reported to a Loughborough Boat Club volunteer or race official without delay.

Welfare Plan

The Organising Committee has looked at the procedures and processes of the event from the point of view of the welfare of children or vulnerable adults, whether as competitors, helpers or spectators and would like to draw attention to the following specific points;

Children as competitors:

All officials and competitors should treat child competitors in an appropriate way, for example when giving instructions or when launching or marshalling.

Children as helpers:

Children will not be placed in hazardous situations.

Children as spectators:

Children spectating along the course and in the boating area should take care when close to the riverbank. Those with them should exercise vigilance at all times.

What to do if you have a child or vulnerable adult welfare concern

If anyone at the event has any concerns of any nature about child welfare, they should contact the **Soar Head Welfare Officers, Kate Henry**. During the event, she can be contacted via the registration room in the clubhouse. She can also be contacted by asking any official with a radio to pass on a message.

Kate will take overall responsibility for investigations and taking any required action, and referral to other concerned parties e.g. the coordinating umpire, the police or the British Rowing CPO. She will take responsibility for reporting any matter to the police, and for ensuring that reports are made to the British Rowing Lead Safeguarding Officer (LSO) (020 8237 6700), for the NSPCC (0808 800 5000), if appropriate.

First aid provision is provided at the event and a specified driver is on hand to take any casualty to the Loughborough Urgent Care Centre if further medical attention is required.

Supervision of junior competitors

The Soar Head recognises its responsibility to ensure that all reasonable steps are taken to provide a safe environment for all those attending the race in whatever capacity. With respect to juniors however, it remains the attending Club's responsibility to ensure that their junior competitors are fully supervised, competent to race and navigate the course in the prevailing conditions. It is a condition of entry to the race that a manager, coach or parent shall supervise each junior competitor or crew.



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This person must be over the age of 18 and is to be responsible for the welfare, safety and appropriate supervision of his/her crew(s). They are expected to understand the competence of the individual competitors and to know the whereabouts of their crew(s) at all times during the event. If at any stage they feel that the conditions are outside their competitors' level of competence, it is their responsibility to withdraw them from the event. They are also expected to have read the Instructions to Competitors and familiarise themselves with any risks and hazards that may be encountered on the course. They must also ensure that their junior competitors understand these Instructions, risks and hazards. A copy of the event risk assessment is available on the website or on request.

Whilst crews are out on the water, marshals will be on hand on the bank to provide safety cover and to summon help if required. In addition they will be instructed to report any suspicious activity to the Race Marshal, Safety Adviser or Club Welfare Officers whilst showing respect to all competitors.

The Soar Head expects clubs and schools to have their own up-to-date child protection and welfare policies, and that these policies will be followed.

Contact numbers for responsible adults

The Regatta Welfare Officer may need to contact a coach /person responsible for a junior competitor. All clubs with junior competitors will be expected to provide a list of names and contact mobile phone numbers for their responsible people. If no number is provided the number captured with the entry documentation will be used.

Missing Persons

If a child or vulnerable adult is believed to be missing this should in the first instance be reported to the nearest event official or the Head Welfare Officers. The Head Welfare Officers will advise both the chairman of the race committee and the chairman of the organising committee of the situation. The coach / person responsible for the missing child will be made aware of the situation. The Head Welfare Officers will send out an announcement via the radios and the PA system, organise a search for the missing child and, if necessary, contact the police. If contact has not been made with the individual within 20 minutes of concerns being reported to the Head Welfare Officers the local police will be contacted. Any young person or vulnerable adult who has lost their coach or responsible person should report to the registration room in the clubhouse, so we can reunite them. We ask coaches/responsible persons to make their crews aware of this.

Photography

Clubs and schools are asked to recognise that the race takes place on a river course with public access. There will inevitably be a number of people, including parents and supporters, taking photographs of the racing and the 'scene' during the day. In addition the race committee may make appropriate use of photographs of crews and races on its website, in the program and its future publicity