

CANCELLATION & POSTPONEMENT PROCEDURE

This document sets out a procedure for postponing or cancelling racing due to bad weather, to ensure nothing gets forgotten. It provides guidelines rather than strict rules.

The Race Committee Chairman, the Regatta Chairman and the Safety Adviser are responsible for the operation of the procedure, and should constantly monitor racing conditions. They should at all times do what makes sense in terms of making and communicating decisions. When making substantive decisions they should meet in person if possible: in extreme circumstances they can do so by radio or mobile phone.

Cancellation or postponement may arise from, for example:

- Steadily worsening weather, resulting in unfair or unsafe racing
- Temporary weather crisis such as a thunderstorm or squall
- Major incident such as an accident (on water or land) or a security alert

The actions they can take include:

Change the course: reduce the number of lanes, and/or shorten the course

Change the timetable: suspend racing and run the regatta later

Change the draw: remove certain classes of event (e.g. J15 and below, 1x or 2x events)

In doing so they should follow these basic steps:

Evaluate: actively gather data in person or from relevant people (umpires, regatta officials) in order to make well-informed decisions, concentrating on facts rather than opinions.

Decide: consider all reasonable actions in the circumstances, then select those that are in the best interests of fair racing and safety of competitors and officials.

Communicate: ensure all relevant people are informed quickly about the decisions made, and confirm that key people (e.g. Registration, Race Control, Start) have received the message.

Common considerations:

- Speed is of the essence. It may be best to suspend racing immediately for, say, 30 minutes, to allow proper consideration of a re-draw or other major change. A full decision can then be made and announced later.
- It is often wise to stop crews boating straightaway, even if firm decisions haven't been made.
- In worsening weather racing should be suspended when conditions become unfair, rather than waiting until they are patently unsafe.
- The quickest way to clear competitors from the course may be to race them to the Finish.
- Head of Control Commission should control all boating rafts to ensure quick, efficient de-boating.
- If competitors are evacuated from the course other than at the Finish, they need to be provided with warm, dry cover if possible.
- Officials, marshals and stakeboat people need attention as well as competitors.
- There are well-established guidelines on actions in the event of a thunderstorm.

Communication Checklist

	Radio Control Commission to stop boating (may be done while a decision is being made (CW)
	Consult Redraw Manager before making decisions that affect the draw or the timetable
	Confirm Redraw & Registration understand the decision and resultant changes
	Confirm Start understands the decision (CW)
	Instruct Race Control to announce decision over all radio networks
	Announce decision commentary/PA
	Organise officials to manage evacuation of the course and/or enclosure (CW)
	Arrange transport to collect athletes who have come ashore other than in the boating area (SD/SS)
	Confirmation from officials that evacuation is complete (CW)
	Set a time to review and amend the decision (e.g. as the weather improves)
	Post a statement at Registration (CR)
	Publish statement on the website, social media (Josh Burrows)
	Plan transport to return athletes to their boats other than in the boating area, on re-start (SD/SS)

PA/Commentary Standard Statement

"This is an important announcement for all competitors. Racing has been temporarily suspended, and no competitor should go afloat for the time being. A statement will be made in ____ minutes at ____ (time). Please listen for further announcements at that time."

MAJOR INCIDENT PROCEDURE

This document sets out the procedure for dealing with a major incident that may affect racing, to ensure nothing gets forgotten. It provides guidelines rather than strict rules.

The Regatta Chairman, Race Committee Chairman and the Safety Adviser are responsible for the operation of the procedure, and can declare a major incident – at which point this procedure applies. They should at all times do what makes sense in terms of making and communicating decisions.

A major incident is one that may affect racing, and/or involves the emergency services, for example:

- Medical emergency on or near the course involving threat to life
- Fire or explosion near the course or in a busy area
- Civil unrest or other intrusion on the event

The actions they can take include:

- Manage the situation using the Regatta's own resources, while racing continues
- Suspend or change the racing programme while the situation is dealt with
- Call in appropriate emergency services (fire & rescue, ambulance, police, coastguard)

In doing so they should follow these basic steps:

Incident Control: establish a clear line of command, with one senior official coordinating the incident response and liaising with emergency services.

Access: manage the area around the incident to ensure it is dealt with quickly and effectively, including access routes for emergency services.

Competition: if racing is affected or suspended, another senior official leads decisions on how to resume or amend the racing programme, and ensure any competitors left afloat are looked after.

Communicate: ensure all relevant people are informed about the decisions made, and confirm that key people (e.g. Registration, Race Control, Start) have received the message.

Common considerations:

- Maintain a detailed log of the incident (who, what, when): you should be doing this anyway.
- If you call in the emergency services, let them take charge of the incident and follow their advice or instructions. Support them, don't tell them what to do, especially the Air Ambulance.
- Deploy officials (spare umpires) on crowd control, and to ensure unobstructed access for emergency services. Remember several vehicles may attend.
- Actively manage competitors on the water, and officials on duty. If necessary arrange transport to recover them – and to return them later.
- If racing is suspended, take a realistic view of how and when it can resume, and use the down-time to plan options. Allow enough time for people to get back into place.
- Agree in advance some principles for deciding whether to resume racing in the event of a death.
- Communicate decisions effectively but concisely. Don't keep a running commentary on the incident. Don't reveal personal information on a radio net: use mobile phones to communicate.
- Check on the welfare of anyone affected by the incidents (e.g. friends or relatives) and define an official to find them and support them as necessary.

	Called 999 at (time):	by:
	Instruct Race Control to announce decision on all radio networks (CW)	
	Confirm Start, on-course officials understand the decision (CW)	
	Announce decision over commentary/PA	
	Organise officials to manage emergency access to site (CW/CR)	
	Organise officials to manage evacuation of the course and/or enclosure (CW/KL)	
	Arrange transport to collect athletes who have come ashore other than in the boating area (SD/SS)	
	Confirmation from officials that required evacuation is complete (CW)	
	Contact and support any affected friends, relatives, victims (SS)	
	Set a time to review and amend the decision (e.g. as the weather improves)	
	Publish statement on the website, social media (Josh Burrows)	
	Alert British Rowing (CW/CR)	
	Post a statement at Registration (CR)	
	Plan transport to return athletes to their boats other than in the boating area, on re-start (SD/SS)	

PA/Commentary Standard Statement

"This is an important announcement for all competitors. Due to an emergency, racing has been temporarily suspended, and no competitor should go afloat for the time being. A further announcement will be made in ____ minutes at ____ (time). We ask that everyone immediately clears the _____ (area) to allow emergency services safe access to the _____ (location)."

Regatta Chairman:	Chris Radford	07974 762346
RCC:	Charles Worthington	07710 461 355
Safety Adviser:	Stephen Drury	07768 634756
Race Control:	Tony Gordon	
TRUC:	Kathy Long	07704 647935
Welfare Officer:	Sarah Searle (Sat)	07721 994724
Welfare Officer:	Sunara Spires (Sun)	07966 424617

Barge Walk postcode: KT1 4AA