



Instructions for Early Morning Marshals

1. Your club should provide:
 - A copy of these instructions
 - EMM sheets to fill in, logging the boats that were on the water. Don't forget a pen!
 - A sheet showing the colour and pattern of each club's oars, so you know who they are.
 - A fluorescent bib (optional, but recommended)
2. Establish from the rota whether you are Marshal 1 or Marshal 2.
 - **Marshal 1** covers the area from the boathouses up to Riverside and on to Chesterton (Green Dragon) footbridge, then moves to the area between the P&E and the Railway Bridge (on the towpath side of the river) between 07:45 and 08:00 (once everyone has boated).
 - **Marshal 2** covers the area in front of the boathouses, on the Midsummer Common side, moving up to Riverside between 07:45 and 08:00 (once everyone has boated).
 - **NB:** Neither of you should remain static, nor should you stick together for your entire shift – please spread out.
3. You should **be in position at Lighting Down (the time shown on the rota)**.
4. On your sheets **record each crew that you see** (not just those committing an offence), noting the alphanumeric code on the boat, plus any offences they are committing or other relevant information (see below). Record each crew only once.
5. At the end of your shift (8:30am) you are free to go. Please remember to take photos of your sheets and upload them via the link <https://goo.gl/forms/NfDHVWY91o4STFVB2> or email them to committee@cucbc.org by 5pm on the day of your shift.

Your No. 1 Priority is to report and control noise made by crews or coaches. The marshalling system was set up for this purpose and you are there to protect the residents along Riverside and thus avoid the prospect of a complete ban on all rowing before 7:30am.

The CUCBC rules on noise that you are there to enforce are:

- **32.** That all crews must not create unnecessary noise anywhere on the river before 7.30am.
- **33.** In particular, loud hailers may not be used anywhere on the river and the use of cox-boxes, and coaching from the bank must be kept to a minimum everywhere on the river before 7.30am. There will be no coaching from the bank above the railway bridge before 7.30am.

To clarify and make the marshalling system consistent: Any coach accompanying their crew before 7:30am should be reported, and any coaching they are undertaking must be additionally reported. **Any cox (with or without a cox-box) speaking loud enough for a resident in the houses along the riverside to hear should be reported.** Please endeavour to keep coaches and crews quiet without causing excess noise yourself.

In an emergency, these rules do not apply.

A particularly sensitive area is between the ate which leads from Riverside to Stourbridge Common and Chesterton (Green Dragon) footbridge. Marshal 1 should spend a good proportion of the time close to this area. However, neither marshal should remain totally static.

You are there to enforce the other CUCBC rules, in particular ones pertaining to early mornings, including:

- **5.c.** That no boat may be on the water without lights during the fifteen minutes AFTER lighting down or BEFORE lighting up.
 - Any boat without adequate (bright white) lights on both bow and stern that could feasibly have boated within fifteen minutes of lighting down should be reported. Boats are also required to have bright lights in fog.
- **9.a.** That no novice crew be unaccompanied.
- **9.c.** That no novice crew be on the river before 7.30am or before fifteen minutes after lighting down, whichever is later.
- **8.** That the CUCBC Executive Committee shall introduce restrictions on the number of boats that may be on the water between Lighting Down and 0830hrs on Mondays to Fridays in Full Michaelmas and Lent Terms as necessary. These restrictions limit each College Club to having a maximum of two boats on the river before 0830hrs.
 - Your captain should know if there are any restrictions in force.
 - It is your job to enforce the traffic rules and you should note the details of any crew in breach of them, or that does not obey your instructions.
- **14.a.** That Coxless IVs and quadruple sculls require a banksteerer at all times, inside and outside Full Term
- **14.b.** That [...] during Full Term, pairs and doubles must have a banksteerer outside the hours of 9am to 4pm, or 30 minutes before lighting up if earlier.

If you see any of these rules being infringed, or any dangerous behaviour, please note the infringement and attempt, quietly, to resolve the situation, including telling boats to go home if they should not be on the River. You are expected to intervene where it is safe and appropriate to do so.

If you encounter any problems or emergencies, the CUCBC Exec Committee can be contacted at committee@cucbc.org

Examples of situations which would constitute an emergency include:

- Drastic weather conditions, warranting a change in the flag
- Major obstruction in the river
- Assault
- UFO invasion

At all times, use your common sense. If there has been a hideous crash and people are injured and/or likely to get hypothermia, establish whether it would be appropriate to call an ambulance. If it's suddenly become very foggy, advise crews to go home and report to CUCBC (see above) – you get the picture.

Thank you for sparing your morning!