



Instructions for Early Morning Marshals

1. Your club should provide:
 - A copy of these instructions.
 - EMM sheets to fill in, logging the boats that are 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 between Riverside and Chesterton, particularly the area next to the gate leading from Riverside to the Common, and on to Chesterton footbridge.
 - **Marshal 2** covers the area along the boathouses up to Riverside.
 - Neither of you should remain static, nor should you stick together – 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 (0830), please take pictures/scans of your completed sheets and upload them using the link on the CUCBC website (<http://www.cucbc.org/marshals/instructions>).

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 next to the gate, which leads from Riverside to the Common, and on to Chesterton footbridge. Marshal 1 should spend a good proportion of the time close to this area.

You are also 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.
- **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.
- **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.

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 or there is an obstruction in the river, advise crews to go home and report to CUCBC (by emailing [committee\[at\]cucbc.org](mailto:committee@cucbc.org)) – you get the picture.

Thank you for sparing your morning!