



Head of the Trent Regatta

Regatta Safety Plan 2018

Head of the Trent Regatta

Safety Plan

Head of the Trent Regatta (HOTR)

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1. Introduction

Welcome to the Head of the Trent Regatta hosted by Peterborough Rowing Club. We hope you and your club/university have a safe and fun day of racing and festivities.

This Safety Plan is an important document that should be reviewed by all coxswains, coaches and single scullers to ensure participants are aware of the procedures and protocol that is followed by race organizers. The more information that every participant has, the safer all crews will be.

All participants should be aware of the HOTR Safety protocol and should be mindful to conduct themselves on and off the water in a way that allow all participants to enjoy a safe day of racing.

A copy of this document was submitted with the sanctioning of this regatta and is in accordance with the RowOntario and Rowing Canada regulations for hosting and running a regatta of this size. Digital copies of this document are available on the Head of the Trent Regatta website (www.hotr.ca) as well as the Regatta Central registration page.

While racing is underway there will be 12 stationary or roving regatta officials in safety boats, 7 Rowing Canada Umpires on course and several additional regatta officials at the Start, Finish, Canal Entrance & Exit, PRC (east) Docks and AD (west) Docks.

All Safety boats are equipped with a megaphone, radio, required Ministry of Transport Safety Equipment, first aid kit and safety blankets.

2. Safety Procedures & Preventive Measures

2.1 Safety Instructions & Information for Competitors

Equipment

It is the responsibility of the crew to ensure their equipment is in good working order before bringing the shell to the docks for launching. Umpires will check for a secure bow ball, heel restraints, and proper bow numbers.

Coxes/Bow persons

All coxes/bow persons should be aware of the course traffic pattern, start procedure, HOTR rules and have a working cox box (for coxswains) before arriving at the docks for launch.

River Hazards

The course travels along natural and man made shoreline that has inconsistent depths near the shore, it is advised to give all natural shorelines a minimum 6 foot birth to reduce the risk of equipment coming in contact with submerged or semi submerged debris. Once north of the canal there is added risk due to the varying currents headed toward the dam. When crews are gathering in the staging area between the PRC and AC and prior to proceeding up the canal to the Start, they should stay well away from the Dam with their bows pointed up river toward the Finish. A course map is available online and any areas of risk are marked by buoys.

Bridges and Narrows

There are 3 bridges on the race course with an additional bridge at the far end of the Warm-up area. For all bridges there is only 1 centre span making bridge navigation very straight forward. Course rules are available online, see HOCR Rules section I, #s 59-90.

2.2 Safety Rules

In the event of capsized

The whole course is monitored by safety boats that will respond to a capsized shell. In the event of a capsized where rower(s) is able to right the shell and continue rowing without assistance, they are permitted to continue heading to the Start or to finish the race if they wish. If an athlete is unable to complete the race they can ask the safety boat that has responded, for assistance.

Know the rules

All participants should review the HOCR rules so they are aware of any potential hazards and penalties. Our safety goals are always better realised when supported by knowledgeable participants.

If you see an accident please report to the nearest safety boat official immediately, who will take action or alert the rescue services by radio as necessary.

Umpires, marshals and regatta officials will be the initial public contact points for reporting of emergencies. Marshals will wear a high visibility jacket for identification at all times. Umpires will be wearing RCA Umpire uniform.

This Safety Plan is distributed to umpires and other regatta officials by the Regatta organising Committee. Full HOCR Regatta Rules are available online at www.hotr.ca

2.3 Safety Boats

There are 12 Safety boats on the waterway while racing is underway. These safety boats are positioned in Zones along the course and are designated in the following ways when being hailed over the radio:

Zone 1 (Yellow)	#1 Past Finish Marshalling boat
	#2 Finish Line
	#3 Returning Lane Cross Over
	#4 Library Corner
Zone 2 (Pink)	#5 Dam
	#6 Canal Exit (North Side)
	#7 Canal Entrance (south Side) *Umpire in Boat
Zone 3 (Blue)	#8 Floating between Point and Red/Green Buoy
Zone 4 (Red)	#9 Floating at the Wires
Zone 5 (Purple)	#10 Floating around 250m marker (Pontoon Boat)
Zone 6 (Green)	#11 Floating between Parkhill Rd. and the WALL
Zone 7 (Orange)	#12 Floating between Start and Quitters Bay

For detailed map please see Appendix #2

2.4 First Aid Plan - Medical Assistance

First Aid

Anyone needing First Aid while on land in the spectating areas or boat compounds can contact Trent First Responders by phone at (705) 748-1333. You can also go to Bay 3 at the Peterborough Rowing Club or the front desk of the Trent Athletic Centre for assistance.

Emergency

In the event transportation is required to a Hospital the nearest Emergency unit is at the Peterborough Regional Health Centre, 1 Hospital Dr, Peterborough, ON K9J 7C6

Emergency: Fire, Police, Ambulance: 911 from any telephone.

Key Personnel

Medical Officer:	Ken Hoard, contact via control or mobile:	705 768-3878
Safety Officer:	Julianna Stonehouse, contact via control	Contact Control on either the PRC or AC side.
Regatta Chair:	Neil Horne, contact via control or mobile:	705 313-5790
Trent First Responders:	First Aid Services call:	705 748-1333



Chief Umpire:	Judy Sutcliffe, contact via control.	Contact Control on either the PRC or AC side.
Peterborough Rowing Club:	General Line	705 748-0462

In the event of an on water emergency please **first contact the Regatta Medical Officer to ensure the appropriate recourses are dispatched and protocol is followed **

2.5 Incidents – Collisions & Capsizes

Prior to the start of the race: if a crew or sculler has a collision or capsizes they should first notify the closest safety boat if the safety boat has not already responded to the incident. If a crew or sculler is unable to continue to the start and must withdraw from the race they must consult with a safety boat on how to safely travel back to the dock area. Depending on the location of the crew or sculler and the severity of injuries or damage to the equipment the safety boat may transport athletes separately or after consultation with the Chief Umpire, instruct the crew to follow in behind the next Division that is racing, so as to return safety to the docks.

Once the race has started: if a crew or sculler has a collision or capsizes they may continue racing provided they can get back into their boat unaided. If equipment is damaged to a point that is dangerous to continue to row the sculler or crew should try to clear their boat from the race course and wait for a safety boat to assist in recovery and first aid. See HOCR Rules: Section I: Race Instructions and Violations: During the Race #s 73-77.

Rowers must **STAY WITH THE BOAT, ideally getting their torso out of the water and draped over the hull**, until a safety boat arrives to provide assistance.

2.6 Incidents – Extreme weather conditions & other threats

The Regatta Chair will work with the Chief Umpire and the Safety Officer to monitor the weather to ensure that conditions are safe and the Chief Umpire will suspend or delay racing in the event that Temperature, Wind, or other conditions place the participants beyond a manageable risk level.

The Regatta Chair will use the public-address system to notify crews in the trailer compounds if there is any change to the racing schedule due to the weather conditions. The Regatta Chair in consultation with the Chief Umpire will amend the racing schedule to maximize racing opportunities while taking into account the weather conditions. If there is a weather related change to the schedule beyond slight race delays the Regatta Chair will call a coaches meeting and the Chief Umpire, after consultation, will present a go forward solution for the remainder of the regatta.

2.7 Course Pre-inspection

Approximately 1 hour before the start of the first Division's first race the Safety boats will travel the length of the waterway, paying particular attention to the race course itself, inspecting it for any hazards or obstructions. They will report any issues back to the Regatta Chair via radio who will assess the threat and act accordingly. Dock Marshals will inspect their landing areas and communicate back to the Regatta Chair if there is any safety concern in the launching and landing areas.

Throughout the day all regatta volunteers (safety boat operators, dock marshalling staff, start and finish personnel, Umpires, and the Regatta Key Personnel) will be on the look out for any potential risks to safety for all regatta participants and spectators and will bring any issues to the attention of the Regatta Chair, Safety Officer or Chief Umpire.

2.6 Instructions

Umpires are directed by the Chief Umpire as to their roles, which are summarized in Appendix 1: Umpire Roles for Head of the Trent

Safety boat Drivers will have a copy of the HOTR safety boat Zones and Protocol (Appendix 2) taped in a waterproof sleeve to the bench seat of each safety boat.

A representative from each club/university is required to attend one of the 2 Coaches and Coxswains meetings (7:20am and 9am in the Peterborough Rowing Club boathouse's upper floor)

Competitors should all familiarize themselves with this document and the 2018 Head of Trent Regatta Rules document at www.hotr.ca

3. Communications

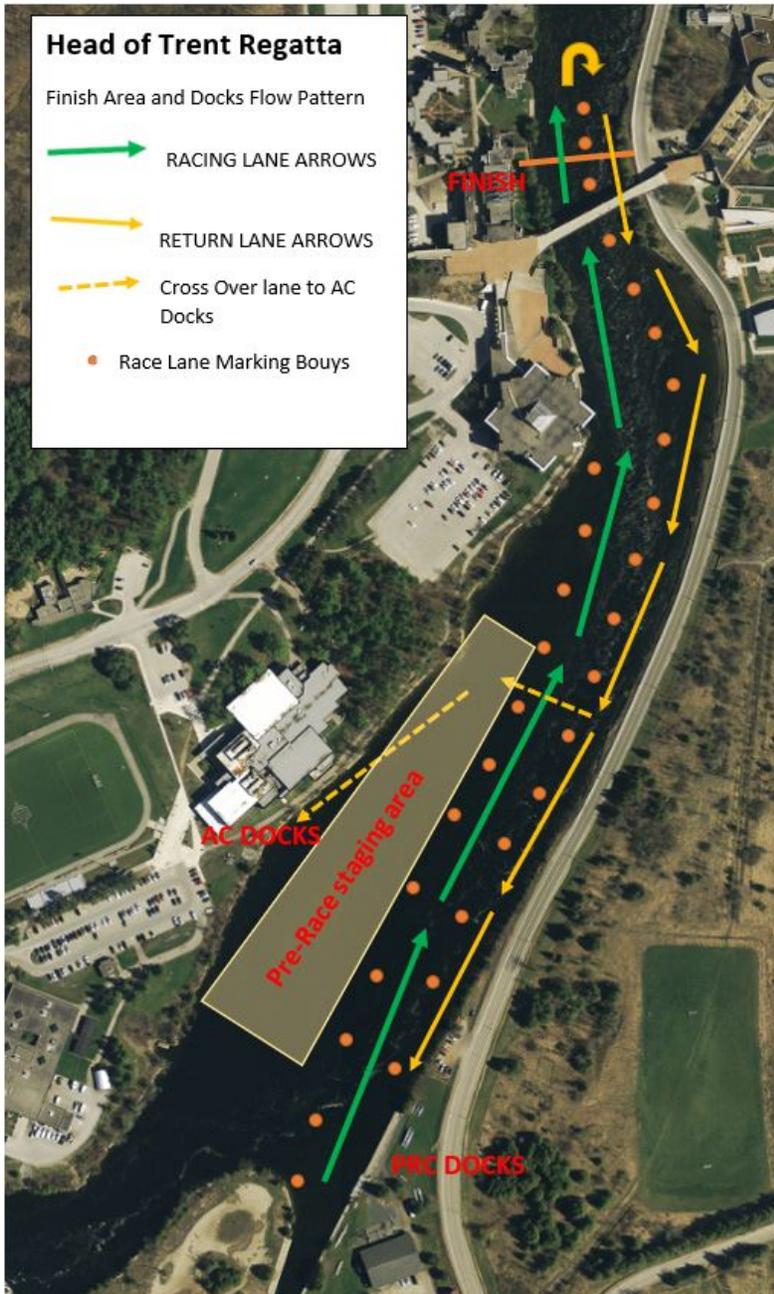
Safety boats are provided with radios operating on the same channel as Umpires. All radios will be pre-set and locked to the appropriate channel.

Radio etiquette shall be maintained at all times and only relevant event information shall be relayed by radio. For more complex conversations please use cell phones to allow radio channels to stay open for other emergency calls.

The third line of communications is through the amateur radio club personnel stationed at the Start, Finish, PRC docks, AC docks and the Pontoon Boat on course.

The PA system will be used to communicate with crews in the trailer compounds and Megaphones will be used on the course to communicate to crews.

4. Circulation Pattern for Finish Area and Docks



The Head of Trent course is designed to have crews only travelling in 1 direction at a time to reduce collisions and obstructions. Once the canal has been opened for Southbound traffic, crews may proceed towards the start line where marshals will be waiting to organize them in start order. Once all crews have arrived at the starting area the traffic flow pattern will reverse with all crews travelling Northbound towards the finish line. Once crews finish the race they must observe the well supervised flow pattern shown here as they return to the docks, being careful not to impede any crews still racing on the course.

It is very important that crews either waiting in the Pre-Race staging area or travelling along the East Bank of the river back to the PRC Docks do not cross over the line of markers that define the racing lane. Time penalties can be assessed if crews violate this rule (see HOTR Rules, section I: Race Instructions and Violations: Returning to the Dock, # 91-95)

Crews needing to cross the course to return to the AC (west bank) Docks must do so at the marshal stationed along the bank with the clear direction from the marshal to do so.

5. Emergency Action Plan

5.1 Purpose

This Emergency Action Plan details the steps to be taken in the event a regatta participant or spectator experiences a serious medical emergency or the regatta is affected by an emergency that requires Police, Fire or EMS response.

5.2 Responsibility

Responsibility for actions in the event of an emergency rests with the Race Committee (Regatta Chair, Chief Umpire, Safety Officer, Medical Officer and other delegated parties). These individuals will carry radios at all times.

5.3 Determining appropriate response

CODE BLUE – Regatta First Aid calls for service

- Small cuts, bumps, bruising
- Low speed impacts, slips and falls
- Sore muscles, blisters
- Exposure related issues

CODE RED – EMS must be called

- Victim is not breathing or was not breathing
- Victim is bleeding profusely
- Victim lost consciousness for any period of time
- Injuries occur to back, neck or head
- There is a major trauma to a limb
- Victim suffers cold water emergency
- Serious assault with or without a weapon
- Fire
- Any other situation at the discretion of the Charge Person on site at that time

5.4 Actions in the event of a medical emergency

Once a delegated regatta personnel arrives on scene they will follow the following steps:

CODE RED Situations-

- Send out a radio call that “Zone _ is responding to a CODE RED (HIGHER RISK), (give approximate location)” and ask for assistance
- Establish a safe and controlled area for you and the person in distress (if possible)
- Evaluate the severity of the medical emergency
- Check in via radio the status of the emergency with the Medical Officer and wait for direction
- If Radio signal is not working contact via cellphone
 - Ken Hoard (Medical Officer) – 705-768-3878
 - Neil Horne (Regatta Chair) – 705 -313-5790
 - Mike Nevills (Regatta Assistant) – 705-875-3887
- In the event of a **CODE RED** responders will be asked the following questions
 - Location
 - Numbers of casualties
 - Severity of the injuries
 - Status of breathing
 - Has the victim(s) lost consciousness
 - Approximate age and sex of the victim
 - Other potential risks to the victim
 - Do they recommend that due to the weather, racing needs to be suspended. This will be referred to the Chief Umpire for final decision.
- Medical Officer will make the call to EMS while responder works with other arriving responders to stabilize victim and await instructions for transport

CODE BLUE Situations-

- Send out a radio call that “Zone _ is responding to a **CODE BLUE** (First Aid), (give approximate location)” and ask for assistance
- Establish a safe and controlled area for you and the person in distress (if possible)
- Evaluate the severity of the medical emergency
- Check in via radio the status of the emergency to either call off other safety boats or alert the Medical Officer of the issue and wait for direction
- If Radio signal is not working contact via cellphone
 - Ken Hoard (Medical Officer) – 705-768-3878
 - Neil Horne (Regatta Chair) – 705 -313-5790
 - Mike Nevills (Regatta Assistant) – 705-875-3887
- Medical Officer will give instructions on how to provide get the victim the required care

5.5 Extraction points

In the case of a CODE RED situation where participant(s) need to be transported to a waiting EMS vehicle Zones #5,6 and 7 will all proceed to the DOWN RIVER extraction point, with CODE RED situations in Zones #1,2,3 and 4 will go to the RRC Docks.

Regatta Headquarters & PRC Docks

Peterborough Rowing Club

3599 Nassau Mills Rd, Peterborough, ON K9J 6Y1

Intersection of Nassau Mills Rd. and Pioneer Rd. on the East side of the Otonabee River

Athletic Centre Docks

Trent University

1650 W Bank Dr, Peterborough, ON K9L 1Z7

Intersection of Nassau Mills Rd. and West Bank Rd. on the West side of the Otonabee River

Down River Extraction site

Parkhill Rd North Parking lot

721 Canal Rd, Peterborough, ON K9L 1A1

Intersection of Parkhill Rd. and Canal Rd. on the East side of Trent Canal (North of Parkhill)

Appendix 1:

Umpire Roles for the Head of The Trent

Start (optional for Associates interested in experience)

- Ensure athlete safety
- Observe the different roles assumed by the volunteers - marshalling, calling to the start, documentation

Canal Entrance

- Ensure athlete safety
- Document crew numbers as they enter the canal
- Instruct crews that are in positions to pass, advise crew being passed to "give way"
- Compare numbers following each division

Mid Canal near bridge

- Ensure athlete safety
- tracking crew numbers as crews go by
- communicating with crews if there are any crashes (telling them to start or stop rowing, telling them they have permission to pass a stopped crew)
- Compare numbers following each division

Control Commission

- Ensure athlete safety
- Check bow balls
- Check each footstop for appropriate heel lift distance
- Re-check heel lift if crews have been refused at control commission
- Track crew numbers that leave the dock

Finish

- Ensure athlete safety
- Observe crews watching for potential collisions
- Give appropriate instructions to avoid collisions to crews moving up or down the rowing course
- Document in as much detail as possible any situation that could lead to a protest or a penalty

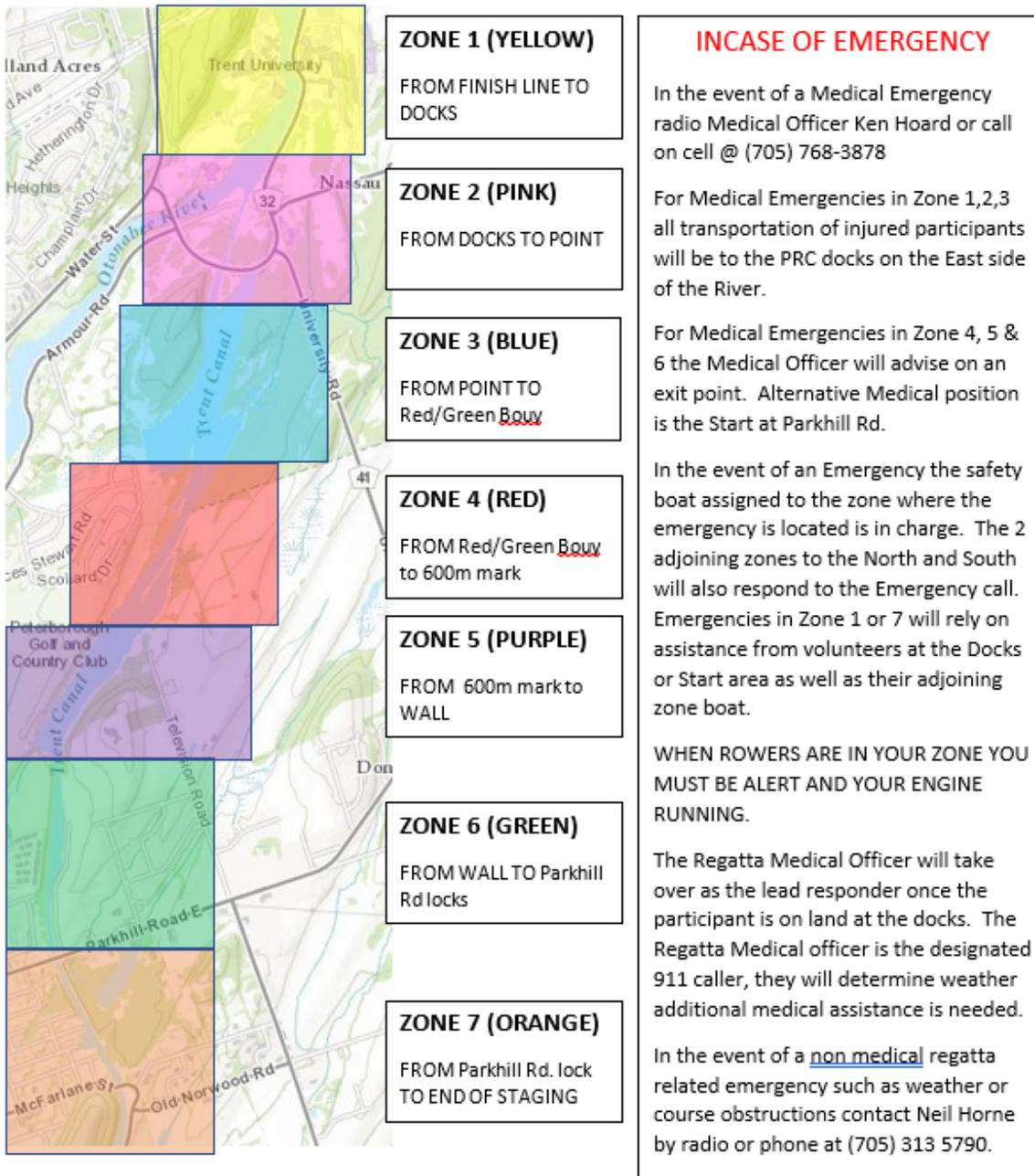
Marshal Roles

- Ensure athlete safety
- Observe crews watching for potential collisions
- Give appropriate instructions to avoid collisions to crews moving up or down the rowing course
- Document in as much detail as possible any situation that could lead to a protest or a penalty

Appendix 2:

HEAD OF TRENT REGATTA

ON WATER SAFETY ZONES



ALL SAFETY BOATS – should have a Megaphone, a radio, a cell phone, a First Aid Kit with Emergency Blankets, a 30 ft heaving line, bailer, paddle and 9 PFDs on board and accessible at all times

Head of the Trent Regatta Safety Boat Roles and Responsibilities

ALL MEDICAL CALLS FIRST GO TO REGATTA SAEFTY OFFICER by radio or call - Ken Hoard 705-768-3878

Alternate Emergency numbers:
Neil Horne cell phone number: 705 313-5790 Trent First Response phone: 705-748-1333

Safety Boat response Protocol:

Capsized single: -If the sculler can right the boat and get back in before you as the safety boat can get there they can continue to race
-If the sculler requires help, they cannot continue racing. See below.

Capsized boat: -Hail the rower to determine if they are conscious or not.
-If Conscious, instruct rower(s) to stay with boat.
-Radio other safety boats to alert them that there is a rower(s) in the water, and have them start alerting racing crews to be aware of the capsized boat.
-Make your way to the boat, using your Megaphone, announce to racing crews that there is a rower(s) in the water.
-Place coach boat to protect rower(s) from on-coming traffic.
-turn off the motor
-Have crew member(s) hold onto their boat, instruct rower(s) to climb into coach boat one at a time, closer to the stern (coach boat sides are lower at stern).
-Wrap rower in reflective blanket, first then other blankets.
-If there is no immediate medical danger Alert the pontoon boat, it will come and carry the boat and rower(s) back to the docks after the division ends.

If a ROWER IS **UN-CONSCIOUS** post capsize or a crew hails you for help due to an un-conscious rower.

Or any other **life threatening Emergency** follow these steps

1. Send out a radio call that "Zone _ is responding to a Code Red, (give approximate location) and ask for assistance"
2. Establish a safe and controlled area for you and the person in distress
3. Evaluate the severity of the medical emergency
4. Check in via radio the status of the emergency to either call off other safety boats or alert the Medical Officer of the issue and wait for direction
5. If Radio signal is not working contact via cellphone
 - a. Ken Hoard (Medical Officer) – 705-768-3878
 - b. Neil Horne (Regatta Chair) – 705 -313-5790
 - c. Mike Nevills (Regatta Assistant) – 705-875-3887
6. If instructed to transport to the PRC docks or Parkhill extraction point follow these directions
 - a. Remove the rower from the boat or water, you may need the crew to help remove the rower's feet
 - b. If the rower is in the water and you feel you can't get them in the boat until help arrives, just keep their head above the water (put a pdf over their head, so that it is supported out of the water)
 - c. If CPR is needed and you are capable to perform, do so until you arrive at the assigned extraction point
 - d. First priority is participant safety, leave any equipment where it is and focus on the person in distress
 - e. When driving the injured person back, have someone advise crews using their megaphone to move them out of your way and safely pass them eg. "Passing on your left/right, Emergency, sorry for the wake"
 - f. The goal is to get that person back to the **PRC docks or Start ASAP and Safely**. DO NOT be AFRAID TO DISRUPT RACING.
 - g. You may have to be careful running the canal, there is no safe way to pass so you may be waiting behind a crew.
 - h. Once at the dock The Medical Officer will take over, if you are instructed to travel to the Start Line Extraction point, volunteers from the Start will assist until EMS arrives.