



Head of the Trent Regatta

Regatta Safety Plan 2024



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 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.

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 as well as the Regatta Central registration page.

This document is reviewed annually by the regatta organizing committee and is provided to any on site medical professionals.

While racing is underway there will be 12 stationary or roving safety boats, 6-7 Rowing Canada Umpires on course, at the Start, at the Finish and at both the Control Commissions (PRC and West Point docks) as well as several additional regatta appointed volunteers at the Start, Finish, canal Entrance & Exit, PRC (east) Docks and West Point (west) Docks.

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

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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 or volunteers will check for a secure bow ball, heel restraints, one-hand quick release and proper bow numbers. Any boats equipped with shoe-laces will be asked to remove them.

Coxes/Bow persons

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



- 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 details map please see Appendix #1

2.4 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.

There will be a hired EMT on site and will remain on the PRC side of the river. EMT will be clearly stationed at the front of the middle boat bay.

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** . Any transport of an injured person to hospital shall be carried out by emergency medical personnel.

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

Key Personnel

Medical Officer:	EMS hired, contact via control or mobile:	705 768-3878
Safety Officer:	Ken Hoard, contact via control	Contact control
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
Peterborough Rowing Club:	General Line	705 748-0462

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****In the event of an on water emergency please first contact the Regatta Medical Officer to ensure the appropriate resources 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 guide the crew back to the docks for added safety as they will be travelling against the flow of crews.

Once the race has started: if a crew or sculler has a collision or capsizes they may continue racing as long as they have not received assistance from a safety boat. 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 During race rules section (I 66-71)

Rowers must **STAY WITH THE BOAT** until a safety boat arrives to provide assistance. If the rowers are in the water, they should hoist their torsos over the hull of the upturned boat, to get as much torso out of the water as possible.

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, other storm conditions or remaining daylight hours place the participants beyond a manageable risk level.

The Chief Umpire 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 Chief Umpire will amend the racing schedule to maximize racing opportunities while taking into account the weather conditions, as per the Rule 9.6 in the RCA Rules of Racing. If there is a weather related change to the schedule beyond slight race delays the Chief Umpire and the Regatta Chair will call a coaches meeting to present a solution for the remainder of the regatta, which may include cancelling all remaining races.

2.7 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, 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 Chief Umpire and Regatta Chair or Safety Officer.

2.8 Instructions

Umpires are all provided with the Umpire Roles for Head of the Trent document (Appendix 2) Safety boat Drivers will have a copy or the HOCR safety boat Zones and Protocol taped in a waterproof sleeve to the bench seat of each safety boat.



A representative from each club is required to attend the remote ZOOM coaches meeting on Thursday October 3rd at 7pm. Links will be sent to all parties who submit entries through Regatta Central.

Competitors should all familiarize themselves with this document and the 2024 Head of Trent Regatta Rules document [at www.hotr.ca](http://www.hotr.ca) and Regatta Central

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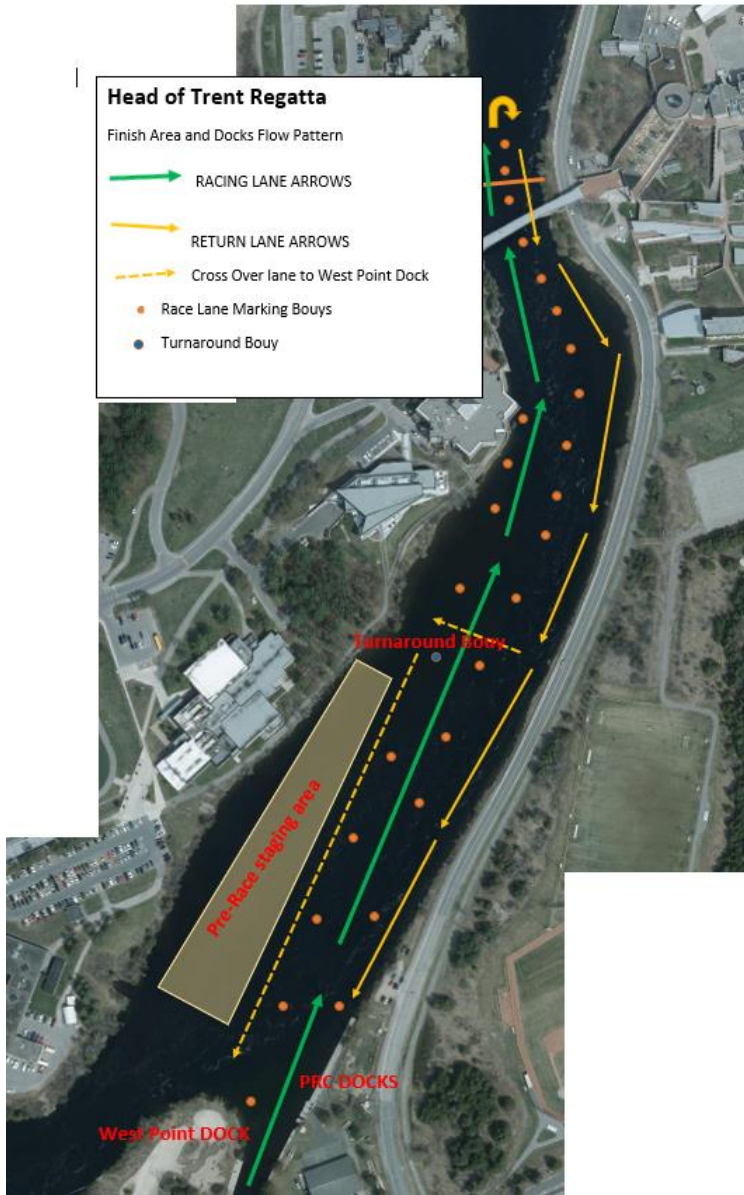
3. Communications

Umpires and Safety boats operators are provided with radios operating on a specified channel to be determined the morning of the regatta by the Regatta Chair. All radios should 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 it is suggested that cell phones are used 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 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.





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 can 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, careful not to impede any crews still racing on the course. In particular, they must follow the directions of the Marshal safely guiding them across the racing lane.

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 Docks do not cross over the line of markers that define the racing lane. Time penalties can be assessed if crews violate this rule (HOTR Rules - Section I returning to the dock)

Crews needing to cross the course to return to the West Point 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 sets out mitigation and procedures in relation to an emergency which represents a general threat to Regatta participants.

5.2 Responsibility

Responsibility for actions in the event of an emergency rests with the Chief Umpire in consultation with the Race Committee. These individuals will carry radios at all times.

Hierarchy of responsibility – contact in descending order

- a. Judy Sutcliffe (Chief Umpire) – 416-436-3115
- b. Neil Horne (Regatta Chair) – 705 -313-5790
- c. Jurgen Schubert (Regatta Chair) - 647-391-0954

5.3 Actions in the event of a medical emergency

The nearest radio equipped Race official on the scene take initial control and will assess the situation. (If necessary, he/she will call emergency services.) As soon as immediate life saving measures are in hand Race Control (Neil or Jurgen, if not aware) will be notified.

If emergency assistance is required on the water, the nearest safety boat will respond. For any other situation (obstacles, debris, etc.) normal radio protocol should be used.

The initial incident report for Safety, Safety, Safety should briefly include;

- What is needed (first aid or higher or safety boat).
- Location / stretch of river or bankside that the service is needed.
- What has happened.
- The number of casualties.
- The severity of injuries or illness.
- If racing needs to be suspended.

As soon as an incident is reported, all stations on radio are to minimise their communications. Absolute priority is to be given to those responding directly to the incident.

In the event of any accident or emergency beyond that detailed in the safety plan and outside the capabilities of the regatta first aid and safety facilities, the emergency services will be called using 911 by mobile phone.

Emergency services not familiar with the embankment and requiring detailed information about an incident location can contact Race Control for grid references & post codes.

Emergency Evacuation of Water

5.4 Initiating the weather Action Plan procedures:

The Chief Umpire and Regatta Chair meet to review the weather status – before the regatta, and during the regatta, as required, when notified conditions are changing for the worse.

The Weather Action Plan is set into action when:



5.4.1 The Chief Umpire and/or Regatta Chair determine that action is required to ensure safety. The required actions may include the following:

- a) Holding additional boats from launch and finishing the races on course, or:
- b) Immediately calling all crews off the water, or:
- c) Continuing to monitor weather and review additional data.

5.4.2 If action is required the following are the responsibilities of the Regatta Chair & Chief Umpire.

- a) Chief Umpire informs the jury (control commission, start line, race umpires, and finish) of the action plan. The Chief Umpire will also communicate the action plan to the Safety Boat director for safety boats on the water.
- b) The Regatta Chair informs the Organizing Committee of the action plan. The Regatta Chair ensures that a public announcement is made regarding the action plan.

5.5 Procedure for Evacuation from Water:

5.5.1 At the Starting Line:

- a) The Starter at the start will notify/announce to all persons in the starting area that they are to return to the launching area.
- b) The Starter will observe all crews at the start including warm-up area to ensure they have been informed of the plan and start heading back to the launching area. The safety boat at the start will follow the last crew back to the launching area.

5.5.2 Race Umpire/Marshalls and Safety Boats:

Safety boats will follow crews back to the launching area and will follow the last crew back to the launching area to be the last off the water.

5.5.3 At the Finish Line: Chief Finish Judge will monitor all crews at the finish.

5.5.4 At the Launch Docks or Area: Dock Marshals will ensure crews quickly exit launch area. During course closure, the Dock Marshal and on water Safety boats will direct crews to row past the docks to the open area between the docks and the Library corner. Crews will then peel out of the racing lane either to Port if returning to the West Point or Starboard if returning to the PRC docks. Crews returning from the finish will proceed with the standard return to dock flow pattern and cross over to the West point dock when instructed by the assigned cross over marshal.

5.5.5 Once all crews have been swept off the course by safety boats, announcements will be made on both side of the canal announcing that all crews are now off the water. If any coaches are still looking for a crew who has not returned they must immediately notify one of the control commission umpires.

5.5.6 In the event that a crew is still missing, the control commission umpire will notify the chief umpire and safety boats to start a second sweep of the course will be initiated.

5.6 Fire

If anybody discovers a fire at the regatta they should call 911, and ask for Fire Department. If the emergency may require the stopping of racing or general evacuation, he/she will inform the Regatta Chair, and Chief Umpire who will assess the situation and take appropriate action.



5.7 Equipment failure

Should there be a Radio failure during the event, Safety Boats and marshals etc shall use mobile phones & loudhailers to raise alarm, providing the radio is to be replaced hastily. If this is not possible Race Control (Neil or Jurgen) shall be informed and the issue should be resolved ASAP. In the event of Safety Boat failure during the event then this must be reported to Race Control straight away to consider if racing should be halted.

5.8 Floating Hazard

Any significant floating debris or “hazard” seen on the water shall be reported to Race Control (Neil or Jurgen) immediately, and the Chief Umpire notified. A Safety Boat shall be deployed to clear the water and if necessary the Chief Umpire may suspend racing.

5.9 Anti-social Behaviour

The Peterborough Rowing Club has approved the Safe Sport Policy. All participants are covered by all elements of this policy, in particular the Code of Conduct and Ethics. Any violations should be reported to the Chief Umpire immediately.

Additionally, any serious public disorder or violent behaviour shall be reported to Chief Umpire immediately. If necessary, racing shall be suspended and the police shall be called.

5.10 Terrorist Threat

Any news that could be deemed a serious threat to life should be reported to the Police immediately. Evacuation of any area believed to be in threat shall be organised in the first instance by RCA Umpires.

In the event that the Regatta Site needs to be evacuated, instruction will be provided over the loudspeakers to direct people where to proceed in an orderly fashion to reduce panic and harm.

6. Reporting of incidents

Any witnessed incidents should be reported to Race Control (Neil or Jurgen) for recording purposes.

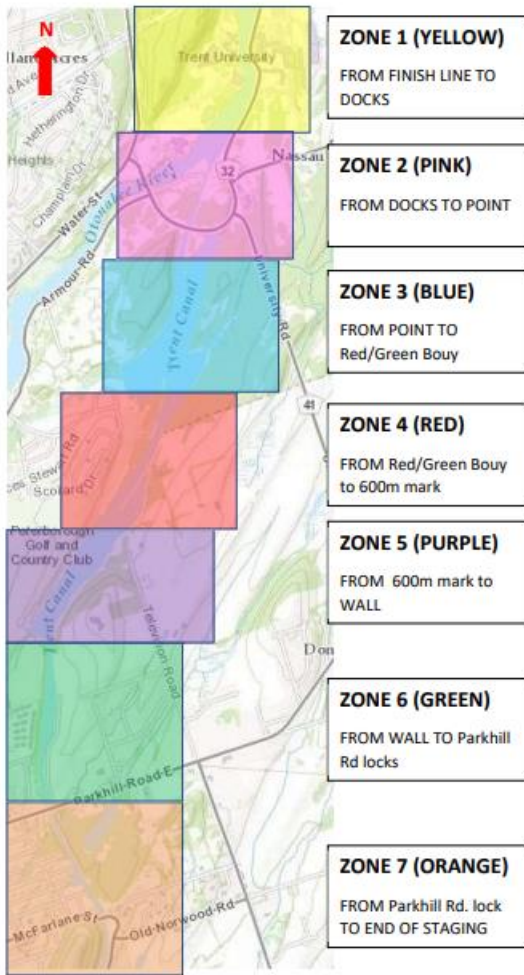
7. Emergency Services Access

Emergency vehicle access to the PRC boathouse is off of Nassau Rd. and access to the West Point is via Armour Rd.



HEAD OF TRENT REGATTA

ON WATER SAFETY ZONES



INCASE OF EMERGENCY

In the event of a Medical Emergency radio the Chief Umpire Judy Sutcliffe or call on Cell 416-436-3115. Judy will refer the issue, if appropriate, to the Medical Officer Ken Hoard or cell (705) 768-3878

For Medical Emergencies in Zone 1,2,3 all transportation of injured participants will be to the PRC docks on the East side of the River.

For Medical Emergencies in Zone 4, 5 & 6 the Medical Officer will advise on an exit point. Alternative Medical position is the Start at Parkhill Rd.

In an Emergency the umpire is in charge and will direct the safety boat assigned to the zone where the emergency is located. The 2 safety boats in adjoining zones to the North and South will also respond to the Emergency call.

Emergencies in Zone 1 or 7 will rely on assistance from umpires and volunteers at the Docks or Start area as well as their adjoining zone boat.

WHEN ROWERS ARE IN YOUR ZONE YOU MUST BE ALERT AND YOUR ENGINE RUNNING.

The Regatta Medical Officer will take over as the lead responder once the participant is on land at the docks. The Regatta Medical officer is the designated 911 caller, they will determine whether additional medical assistance is needed.

In the event of a non medical regatta related emergency such as weather or course obstructions contact Chief Umpire Judy Sutcliffe by radio or phone at (416-436-3115).



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 the Chief Umpire (416-436-3115) who will refer it to the REGATTA SAFETY 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 capsized 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. Judy Sutcliffe (Chief Umpire) – 416-436-3115
 - c. Neil Horne (Regatta Chair) – 705 -313-5790
 - d. 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 pfd 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. Umpires will have advised crews and communicated the suspension of racing, if there is a medical emergency requiring extraction
- 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 or EMS personnel will take over, if you are instructed to travel to the Start Line Extraction point, umpires and volunteers from the Start will assist until EMS arrives.

APPENDIX #2

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
- Ensure appropriate start procedure

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

Canal Exit

- 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 ~~foot~~ **footstop** for appropriate heel lift distance
- Check for one-hand release on ~~foot~~ **footstops**
- Re-check heel lift if crews have been refused at control commission
- Track crew numbers that leave the dock

Finish

- Ensure athlete safety
- Ensure appropriate finish procedure
- 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

Marshall 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