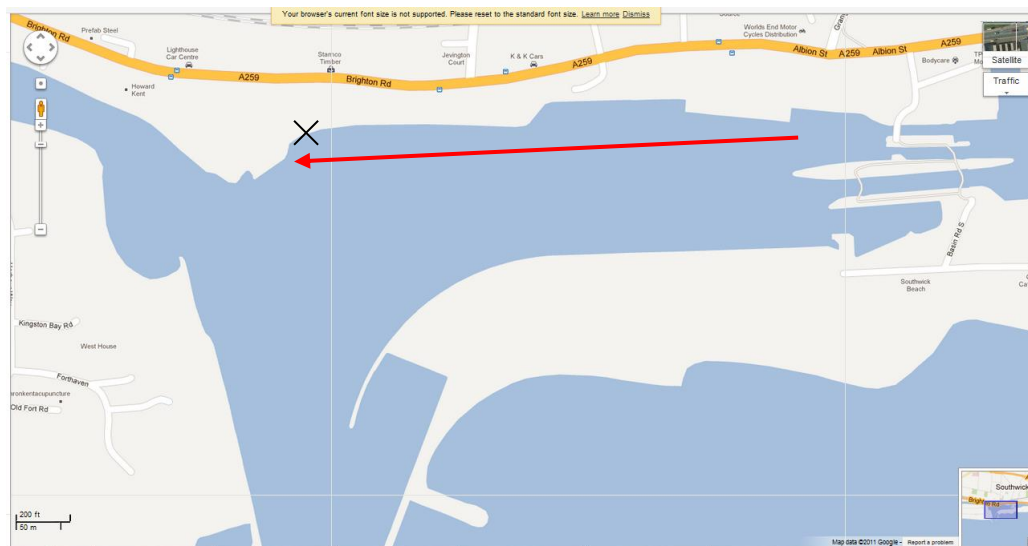


Shoreham Rowing Club open day 2016 – Method Statement - Event Description and time line.

Preparation:

Before the event

1. The tide times will be checked and the event scheduled in order to run from 9.00 until 3.30pm. With high tide at 12.00pm, care will need to be taken to ensure that boats are kept well away from the shipping lane.
2. To ensure safety, keep an eye on boats on the water and to watch out and alert to any potential dangers a safety boat will be employed in the harbour at all times when boats are on the water.
3. Weather – the weather forecast will be monitored during the week preceding the event and if adverse weather seems certain then the event may be cancelled.
4. Boats – the condition and water worthiness of all boats to be used will be checked prior to the event.
5.
 - a. The race course is defined as – the red line
 - b. The boating point is defined as X



On the morning of the event:

6. The weather conditions will be checked at 0700 and the final decision on the event running will be made by the Safety Officer
7. Participants arrive from 08.30 and the draw is made to decide crews.
8. The Race Marshall and Safety officer check the boats and choose 6 boats to be used for racing.
9. The race marshal and safety officer check the launch and ensure it is in good condition.

During the event

10. The safety boat in the form of the club launch takes to the water first. A second safety boat will be positioned at the end of the course (the head of the arrow above) to watch for incoming vessels.
11. The safety boats and a third official on the shore will be equipped with radios and be in constant communication during the event. The safety officer and race Marshall shall maintain a listening watch on VHF channel 14 throughout the event so that they may react to incoming/out going vessels.
12. Before a race starts the safety boat at the end of the course will give a go ahead to the start boat to confirm that the course is clear and will remain so for the duration of the race (estimated at 3 minutes max.)
13. The races will take place between **three/four boats at a time** – Crews will be encouraged to wait on the beach and be ready to swap into and out of boats efficiently – saving time.
14. The races take place between 2.00pm and 4.00pm – the total number of races depends on the number of entrants. There are **never more than 6 races**.
15. All boats will be off the water by 4.00pm.
16. Boats are checked and cleaned, area is cleaned and litter collected.