

10th Charles Hicks Challenge – Organiser’s Briefing

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Notes for All Helpers

Race Control: Bill Hansell: 07946 758754

 Benji Hansell 07800 521815

Are you on the 10th CHC Race Control WhatsApp group and are you monitoring it (particularly important for Turn/road marshals)?

Is the Race Controller’s mobile number in your contacts on your phone?

If you’ve got a fluorescent jacket, please bring it along.

The Canal Centre function room will act as race control and kitchen.

9am – Function room available

10-11am – Check-in

11am onwards – Starts

See specific duties for your role below...

Any and all first aid requirements, incidents, accidents, inform Race Control. First aid kits are at start/finish, Turns A and B and the road crossing.

Helper Contact Details

Name	Contact	Notes	Mobile Phone
Brian Gandy	brian@gandy.be	OK	07972 484603
Murray Jones	murray.jones@tesco.net	OK. Needs to be at centre	07757 504147
Lis Coleman	busy.lissie@hotmail.co.uk	OK. Centre only	07852235967
Bill Hansell	w.p.hansell@gmail.com	OK	07946 758754
Richard Somerset	richard.somerset@ntlworld.com	OK	07736 347109
Wanda Hansell	wanda.hansell@googlemail.com	OK	07903 840406
Brian and Anne Biffin	brian.biffin@gmail.com	OK	
Ray Rasmussen	rayras003@gmail.com	OK	
Benji Hansell	benji.hansell@outlook.com	OK	07800 512815
Debbie Carpenter	debbie.jane.carpenter@gmail.com	OK	07748 498940
Richard Boreham	richard.boreham@ntlworld.com	OK	07801 839621
Liz Murnaghan	liz.murnaghan@ntlworld.com	OK	07985 072275

Summary of Duties

Computer	1	Bill Hansell
Telephones	1	Bill Hansell
Catering	1	Benji Hansell
	2	Liz Coleman
	3	
	4	
Check-In	1	Richard Somerset
	2	Wanda Hansell
Starter	1	Brian Gandy
	2	Ray Rasmussen
	3	
Timers	1	Brian Gandy
	2	Ray Rasmussen
	3	
Results Runners	1	Murray Jones
	2	
Car Parking		Murray Jones (if necessary)
Trailblazer		Liz Murnighan
Event Safety		Bill Hansell
Sweeper		TBD
Quartermaster		Brian Biffin
Accounts		Bill Hansell
Number boards		Bill Hansell
Kit/Boat Check		Murray Jones

Tow path (on lock flight)		Richard Somerset
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Turn A (Runway's End) Marshals	1	Debbie Carpenter
	2	Anne Biffin

Road Crossing (Ash Lock) Marshals	1	Brian Biffin
	2	Richard Boreham
	3	

Turn B (Deepcut Lock 24) Marshals	1	Wanda Hansell
	2	

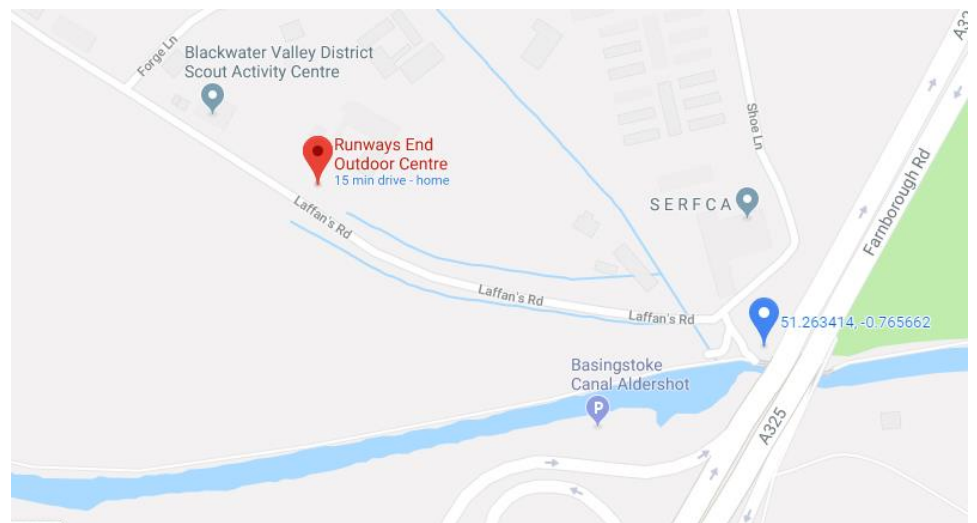
Turn A, B and Road crossing Marshals

Equipment	<ul style="list-style-type: none"> • First Aid Kit • Space blanket • Water bottle • Fluorescent jacket(s) • Throw line • Signage • Mobile phone(s) • Notepad and paper • Start List
Before you leave Race Control	<ul style="list-style-type: none"> • Ensure your mobile is programmed with Race Control's number • Ensure you are on the '10th CHC Race Control' WhatsApp group and you are monitoring it. • Ensure all the above equipment is in your car or about your person. • Let Race Control know you have left (verbally, on WhatsApp or by phone) • Leave so as to arrive and set up before the first crews go through (first starts 11am).
When you arrive and have set up	<ul style="list-style-type: none"> • Let Race Control know you have arrived and set up (on WhatsApp or by phone) • Advise Race Control of any changes to the turn/crossing procedure you deem necessary (turn short due to fishermen, roadworks etc.)
As boats come through	<ul style="list-style-type: none"> • Give firm but courteous advice to paddlers as they approach • Note the paddler's number and time of turn/crossing. • Use WhatsApp intermittently to photograph the list of paddler's turn/crossing times and send it back to Race Control. • Any retirees, immediately transmit boat number (and names if possible) to Race Control. • Any incidents (capsize, injury, adverse interaction between crew and public, rule breaking), immediately report to Race Control. • In emergency, i.e. a life-threatening incident, call 999 immediately before informing Race Control. • Inform Race Control before you return.
Locations	<p>Blue markers show turn/crossing position on maps.</p> <p>Road Crossing – Ash Lock (Lock 29)</p> <ul style="list-style-type: none"> • Free parking on Farm Road • Road is moderately busy – please use fluorescent jackets at all times



Turn A – Runway’s end:

- Limited parking at the turn
- Recommend that boats come under the A325 bridge and turn immediately after.



Turn B – Lock 24

- Very limited parking on Gapemouth road immediately before the railway bridge.
- Walk up Brunswick road (closed to public) to Lock 25.
- Turn right the walk 200m to lock 24.
- Paddlers must paddle between all locks
- Turn is as close to Lock 24 as possible.



Sweeper and Locks Patrol

Equipment	<ul style="list-style-type: none">• Bicycle• Space blanket• Water bottle• Fluorescent jacket(s)• Mobile phone
Before you leave Race Control	<ul style="list-style-type: none">• Check your bicycle is in working order.• Ensure your mobile is programmed with Race Control's number.• Ensure you are on the '10th CHC Race Control' WhatsApp group and you are monitoring it.• Ensure all the above equipment is on your bike or about your person.• Let Race Control know you have left (on Whatsapp, verbal or by phone).
As you cycle/patrol	<ul style="list-style-type: none">• Give firm but courteous advice to paddlers in distress or retired• Any incidents (capsize, injury, adverse interaction between crew and public, rule breaking), immediately report to Race Control.• Ensure paddler welfare: warm, hydrated, uninjured.• Liaise with extrication plan.• In emergency, i.e. a life-threatening incident, call 999 immediately before informing Race Control.• Inform Race Control before you return.

Check-in/Race Control Assistants

Equipment	<ul style="list-style-type: none">• Bill' computer (USB tethered to his mobile)• Printer• Paper printout of competitor's details• Number boards• Medals
Process at check-in	<ul style="list-style-type: none">• Check details per paddler on the paper printout.• Add in blank fields and amend as necessary.• Check BCU cards.• Take £5 day ticket fee if necessary.• Give the paddler(s) their number board corresponding the serial number on the paper printout.• If the crew needs its kit checking (novice crews), tell them to get it checked by the marshal prior to starting.• If a crew turns up on the day, encourage them to enter online but take the entry manually if necessary.• In slower time, update the details per paddler on the computer.
As Race progresses	<ul style="list-style-type: none">• Runner will bring start, split and end times in as race progresses.• Update times on the computer and calculate durations and cross check with Starter/Timer.
At end of race	<ul style="list-style-type: none">• Collect number boards• Hand out medals• Give out informal times to entrants

Starter/Timer & Runners

Equipment	<ul style="list-style-type: none"> • Signage (START and FINISH signs) • Two timing mechanisms (synchronised) • List of entrants • Pop-up Gazebo • Table and chair • Large supply of pencils and rubbers
Process	<ul style="list-style-type: none"> • Traditional hare-and-hounds timing: Start, Split, Finish • Supply interim information ad. Hoc. Via runner back to Race Control. • Inform Race Control of any incident, no show, retirement at split etc.

Caterers

Equipment	<p>Supplies for the following:</p> <ul style="list-style-type: none"> • Tea, coffee, hot chocolate, squash and biscuits • Paddler's food • Polystyrene cups
Process	<p>Paddler's and Helper's food to be as follows:</p> <ul style="list-style-type: none"> • As many beverages as they like • Piece of fruit • Soup and roll <u>or</u> pot noodle • Packet of crisps • Chocolate bar <p>Spectators can have beverages for a small (optional) donation (50p suggested) but do not withhold for lack of funds/inclination.</p> <p>Food left over, encourage people to use it up but only after all competitors and helpers have been fed and watered.</p> <p>Anything left that will keep, put in the BCCC kitchen for general use/consumption.</p>

Kit/Boat Check

Equipment	<ul style="list-style-type: none">• Large stick
Process	<p>Station yourself at the get-in/earth mound.</p> <p>Liaise with check-in to identify novice crews and div 9-7 crews.</p> <ul style="list-style-type: none">• All the above must have buoyancy aids• Novice crews must have emergency gear (see paddler's briefing) <p>Please also keep an eye out for anything that is obviously amiss with any crew or boat:</p> <ul style="list-style-type: none">• Inappropriate clothing• Loose nuts!• No footwear <p>A polite, 'have you checked your rudder'?...Got your drinks?...How's your buoyancy?...Will be very helpful. A light touch but if something is obviously seriously amiss, don't let it go.</p>

Car Parking

Equipment	<ul style="list-style-type: none">• Large stick
Process	<p>None, unless the entries get above 40 (which I don't think they will).</p> <p>Otherwise, Murray to wave the big stick at people as they arrive.</p>

Quartermaster

Equipment	<ul style="list-style-type: none">• Large stick
Process	<ul style="list-style-type: none">• Keep an eye on the barn and defend with said implement above.• Make a note of anything lent to a poor blighter who forgot something.• Completely spring clean such that even the smallest insect would find nowhere to nest.