

**2025 Mahinapua Hotel South Island Masters Championship Regatta  
25th April – 26<sup>th</sup> April 2025**

**Safety Plan Document**

**Event Contacts**

**Regatta Contacts:**

- **Regatta Control:** Kevin Strickland: 021706 617
  - **Chief Umpire:** John O'Connor: 0272486010
  - **Safety Officer:** Peter Midgley: 0274 389 595
  - **Event Contacts**
  - **Event Secretary:** Catherine Kapple :0277226898
  - **Event Coordinator:** Peter Midgley :0274 389 595
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**Actions to be Taken Prior to Regatta**

1. **Snags and River Hazards**
  - Identify snags and lake hazards.
  - Remove if possible, or document and buoy for race day.
2. **Buoys in Lake**
  - Place buoys in the lake to separate racing crews from boats heading up to the start.
3. **Launch & Retrieval Ramps**
  - Inspect ramps and ensure they meet required standards.
  - Make improvements if necessary.
4. **Roster Creation for Umpire and Safety Boats**
  - Chief umpire to create a roster, in collaboration with the Safety Officer .
  - Plan for **4–5 boats** and **8–12 people** on the water during the event.
5. **Fuel for Umpire Boats**
  - Fuel tanks to filled in the designated refuelling area
6. **Qualified Safety Boat Operators**
  - At least one person in each boat must have completed the “Club Safety Boat Operator” course (RNZ Coastguard Boating Education).
7. **Safety Bags in Boats**
  - All boats to ensure the following items are present and in good condition:
    - First Aid kit
    - Knife

- Paddle
- Anchor and line
- 8 x PFD life belts (minimum)
- Bailer
- Grab line (at least 15 m in length)
- Torch
- Simple handholds on boat
- Engine cutout lanyard
- Sound signalling/warning device (200 m range) e.g., whistle or megaphone

#### 8. First Aid Attendance

- The Event Coordinator to arrange First Aid attendance at Regatta Control.
- Ensure emergency phone numbers are lodged with Regatta Control.

#### On the Day

##### 11:00 (One Hour Before First Race)

**Chief Umpire** to brief:

- Umpires
- Safety Boat Drivers

##### 11:30 Safety Briefing:

A representative from **each participating club** must attend. A roll call will be taken. The Club Representative must report back to competitors to ensure river and racing rules are adhered to, including:

#### Hazards

- Shallow water
- Submerged debris (e.g., trunks, branches)
- Oncoming boats
- Natural bends of the course
- Other hazards identified prior to racing

#### Navigation Procedures

##### 1. Proceeding to the Start

- Crews must keep to the Stroke side of the Lake within the buoy line indicated.
- This is the rower's right when heading **upstream** from the Jetty

##### 2. After Launching

- Row at least **200 metres** before stopping (e.g., to put on socks).

### 3. Before the Race

- Proceed **past** the Start and report to the **Marshall**, at least **5 minutes** prior to race start time.
- Enter the Start area from the bank and slowly tap into the start lane, in order, at least **2 minutes** before start time.

### 4. Listening to Instructions

- Coxswain/crew member must listen closely to the Marshal or Starter when instructed.

### 5. After the Race

- Row **beyond** the finish line ( Jetty )
- Proceed back to the receival bank.

### 6. Steering Responsibility

- Crews are responsible for steering their own course.
- Umpires will assist if necessary to prevent or avoid collisions and/or obstacles.

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## Rowing Skiff Inspection

Each rowing skiff is to be inspected for correct installation of:

- Bow balls
- Bow coxswains – bulkhead to assist exit from prone position
- Approved Life Jackets available for all coxswains
- Heel restraints
  - (Note: Maritime NZ: Heel restraints assist rowers to release their foot in an emergency.)
- All hatches and plugs/bungs in place
- Rudder, lines, and fins
- Lane number holders

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## Launch Procedure

### 1. Oars

- Stack oars on the bank.
- Keep the path to the launch area free of oars.

### 2. Speed of Launching

- To speed launching and departure:
  - All boats to enter **bow first** with gates open.
  - This ensures the programme runs on time.

### 3. Lane Numbers

- Coxswains must ensure their boat has the **correct lane number** before launching.
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#### In Case of Capsize / Collision / On-board Medical Emergency

- **The Umpire following each race** will be the **main Safety Boat**.
  - If a skiff capsizes or a collision occurs, conduct an **immediate head count**.
  - Instruct rowers to **stay with the boat**.
  - Umpire Boats following the race and the Safety Boat must **proceed to the incident** and offer assistance.
  - The **first boat on the scene** takes charge, directs other helpers, and nominates a person to call emergency services if required. When the Safety Boat arrives, the Safety Officer takes over.
  - **Ensure the motor is in neutral** upon arrival to avoid propeller injury to persons in the water.
  - **Contact Start and Finish** line officials and Regatta Control with details of the incident and location, requesting further assistance if necessary.
  - If required, the First Aid Officer must be ready to:
    - Travel to the scene by boat
    - Prepare for rowers to be brought to the launch ramp
    - Call emergency services as needed
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#### General Reminders

- Test the **public address system** to ensure proper operation.
  - **Umpire / Safety Boat crews** must check before leaving the bank that their boat has:
    - **Full fuel tanks**
    - A set of flags (1 × Red, 1 × White)
    - **Safety bag** (stocked)
    - Understanding of the **ROLE of the UMPIRE and SAFETY BOAT** care
  - All Officials and Coxswains **on the water** must wear appropriate **life jackets**.
  - Ensure **Safety Bags** are loaded into principal Umpire / Safety boats before leaving the shore.
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#### 12 :30 (15 Minutes Before First Race)

- First roster of **Umpire and Safety Boats** to be **on the water**.
  - Marshalling boat to be in place **behind the Start Line** to ensure crews are lined/stacked and ready to move safely onto the start line.
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## 12:30 (Start Time of First Race)

- Refer to the race programme for the **racing schedule**.
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### ROLE of the UMPIRE and SAFETY BOATS

Safety is of **prime importance** for both roles. In the event of an on-water incident, both parties are to provide assistance and ensure the safety of those in difficulty before proceeding with other duties.

- The **Chief Umpire's boat** is the **main Safety Boat**.
- If a Safety Boat and an Umpire Boat arrive at an incident together, it is the **Safety Boat's role** to provide assistance, with the Umpire Boat assisting if called upon.
- Once the risk is removed, both parties can continue with their duties.

### General Guidelines

1. Provide your **cell phone number** to Regatta Control.
  2. Direct all regatta-related calls to **Regatta Control** for appropriate coordination.
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### Umpire Boats

- Races should be conducted **with safety in mind**.
  - **Course guidance** must be given if there is **any risk** to crew or equipment.
  - Use a **white flag** to indicate the direction for a boat to steer to avoid collision/obstacles.
  - Verbal instructions are permitted to avoid an incident.
  - Course guidance is **optional** for fairness reasons during racing (but prioritize safety).
  - **2 Umpire boats** follow each race until at least the 500 m mark or until the race Umpire signals the 2nd boat is no longer required.
    - **1st boat** continues to follow the race to the finish line.
    - **2nd boat** exits the course and returns to behind the start line.
  - Where possible, position your boat **behind the slowest crew** but close enough that you can observe all crews and be heard if you need to issue instructions.
  - Make notes of **anything that happens** in a race you are observing—clashes, steering calls, etc.
  - When returning up the course, **stay to the middle**.
  - Come to a **full stop**, staying still before turning off the course for an oncoming race.
  - Boats are to **rotate up the course**, stopping at **500 m intervals** to provide assistance as required.
  - Umpires assist crews into the start area **under direction of the starters**.
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### Safety / Commentary Boats

- Must remain **out of the way** of boats racing or proceeding to the start.
- Expected to **patrol** at under **5 knots** within the allocated 100 m section.
- May exceed 5 knots **only** in an **emergency**. (Speed creates wash for rowing boats—minimize this.)
- **PFD life belts** in Safety Bags are to be used in an emergency for any person in the water who needs flotation assistance.