**General Principles**

1. The aims of the marshalling teams are
	1. to provide safety lookout, e.g. for crews who are moving too fast in the marshalling zones
	2. to sort the crews into order in the location set out in the plan for each colour group
	3. to ensure that the middle of the canal is kept clear to allow the free passage of boats moving to their marshalling location
	4. to encourage crews not to stop in the marshalling areas unless there is congestion or until they have reached their stopping point
	5. speak to coxes / strokes of coxless boats in a calm but authoritative manner using concise commands to state what action you want them to take
2. There are six teams identified by colour on the marshalling plan. Team leaders should collect the correct colour jackets for their team, running orders, megaphones and a radio before leaving the boathouse.
3. Team Leaders should report the cabin for a briefing, scheduled each day for 9:15 (Div 1) and 12:45 (Div 2). They should gather their team and ensure there is transport available to leave 90 minutes before the start of each division.
4. On reaching your location, you should assign a range of crews to specific individuals and walk through the instructions set out below to ensure there is a common understanding of what should happen and when over the next 45 minutes or so.

**Green Group**

You will (mostly) be dealing with Novice, J14 and J15 doubles. They will be the second group to race in each division over the shorter course and start after the fours & quads. Your marshalling station is on the boathouse bank upstream from the shorter start heading away from the boathouse along the Beeches straight.

The boats with the lower numbers should be closest to the start line and the boats with the higher numbers closest to Dochgarroch. Boats should face into wind (which should mean they don’t spin until just before they start – this will be confirmed at the marshalls’ briefing)

Your boats will be among the last to arrive but you can help the overall process by letting boats know that they are entering the marshalling area and providing an initial guide of how far they have left to go before they need to stop.

Your group should

1. Encourage boats to slow down (but keep moving slowly) as they go through the short start line
2. Remind them to keep to the middle of the canal and overtaking is not allowed
3. Before your crews arrive let crews know where to aim for if they are looking lost or have stopped
	1. Orange group – “You still have 700m to go, continue toward the Dochgarroch Lock”
	2. Blue group – “You will find your marshalls around 300m after the next bend”
	3. Pink group – “Go round the next corner and look out for the pink marshalls”
	4. Red group – “Move to boathouse bank and your marshalls will be just before the next corner”
	5. Yellow group – “Move to city bank and wait for further instructions”
4. When your crews arrive say hello so they know you are in charge then let them know where they should stop, e.g. “Crew 23 pull in 2 lengths after Crew 21”.
5. As the area fills up you may need to ask crews to make way for new arrivals.
6. Please ensure that crews do not drift back towards the boathouse by reminding them to row on and maintain their position as the need arises
7. It does not matter if some crews are out order – this can be fixed later as the crews move to the start line
8. Crews should be close and parallel to the bank but if there is insufficient room some overlap is OK, provided that there is room in the middle of the canal for other boats to pass. You may need to remind crews to stay close in every few minutes.
9. Keep them in place until the Start umpire announces that it is time to strip off before the start.
10. Starting from the boat closest to Dochgarroch (i.e. the one with the largest bow number in the group), instruct the boats to move out to the centre of the canal and start to move towards Dochgarroch. The aim is to have this group behind the Yellow Group that are spinning at the same time.
11. When the lead boat (i.e. the one with the smallest bow number) is behind the last of the Yellow group, start spinning your boats.
12. This will result in a line of boats in the centre of the canal ready to go.
13. In order, tell each boat to start moving down to the Start Umpire – remind them that they should not build their speed until instructed to do so by the Umpire. You should take care to avoid gaps between crews and also calm down those who are too keen and want to go too fast. Remember that crews will be affected by adrenaline and may not be taking due care of their surroundings so we need to keep a look out for them.
14. This is where crews that are out of order can be sorted into the correct racing order.
15. When your crews have started, please walk down the canal and offer assistance to the Orange group.