



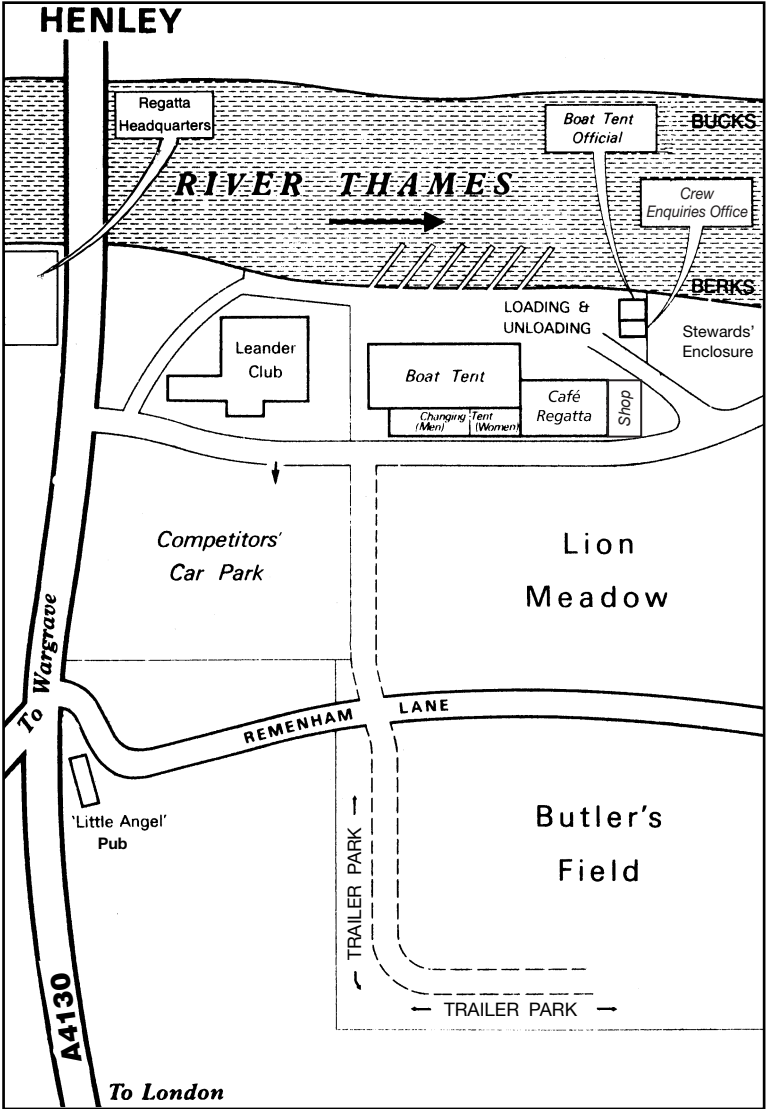
HENLEY
ROYAL REGATTA
2018

NOTES AND INSTRUCTIONS
FOR COMPETITORS AND COACHES

For the Committee of Management

Regatta Headquarters
Henley-on-Thames


Secretary
Henley Royal Regatta



1. **CONDITION OF ENTRY**

The Henley Qualification and General Rules (2018 Edition) is available to download from www.regattaentries.co.uk

Their acceptance is a condition of entry and all competitors should be acquainted with them.

2. **BOAT TENT OFFICIAL'S OFFICE (See plan on page 2)**

On Friday, 22nd June the Boat Tents are officially open to crews. The Boat Tent Official's Office will be open from 8.00 a.m. to 8.00 p.m. daily, to allocate racks in the Boat Tents and to deal with all questions about boating and equipment. Boats may not be delivered to the Boat Tents outside of these hours.

3. **CREW ENQUIRIES OFFICE (See plan on page 2)**

The Crew Enquiries Office is responsible for checking the names and weights of competitors, for issuing competitors' badges and car park labels and for all questions about Regatta and racing matters. This Office will be open at the following times:

Thursday, 28th June to Sunday, 1st July, 9.00 a.m. to 5.00 p.m. (and throughout the Qualifying Races on Friday, 29th June)

Monday, 2nd July, 9.00 a.m. to 8.00 p.m.

Tuesday, 3rd July, 9.00 a.m. to 7.00 p.m.

Wednesday, 4th July to Saturday, 7th July, 8.00 a.m. to 8.00 p.m.

Sunday, 8th July, 10.00 a.m. to the end of racing.

4. **ARRIVAL AT THE REGATTA SITE**

When crews arrive at the Regatta site they must first report to the Boat Tent Official to be allocated a rack in the Boat Tents, to collect a boat number and to purchase a temporary Environment Agency Licence if required.

They must also report in due course to the Crew Enquiries Office for the names and weights of all the crew members to be checked (from Saturday, 30th June onwards) and to collect competitors' badges and car park labels (from Monday 2nd July onwards).

For more details on these requirements, see below.

For information about medical services, see the back pages (Note 38).

5. **BOAT RACKS**

Because of the size of the entry, the Boat Tents will be extremely crowded until after the Qualifying Races (Friday, 29th June).

The Boat Tent Official may have to allocate racks on a temporary basis until these races have been completed.

A final rack allocation will be made after the Qualifying Races and will be posted on the Crew Notice Board by 12 noon on Saturday, 30th June. Each rack will be marked to show the crew number.

6. LOADING AND UNLOADING BOATS

Trailers may only enter the Boat Tent Area with the specific approval of the Boat Tent Official and only when there are sufficient people available for unloading.

The trailers must then immediately leave the Boat Tent Area and be parked in Butler's Field – close together and back against the hedge. Only boats that are being used in the Regatta may be stored in the Boat Tents. Any unauthorised boats will be removed and placed on the ground in Butler's Field.

Please note that boats may not be delivered to the Boat Tents outside of the opening hours as specified under Note 2.

All boats MUST be removed from the Boat Tents by midnight on the Finals' Day, Sunday, 8th July. Any boats remaining in the Boat Tents will be removed on Monday, 9th July and placed on the ground in Butler's Field.

7. BOAT NUMBERS

Rule 33 requires that every competing boat must carry an official number plate. This can be obtained from the Boat Tent Official. After the Qualifying Races the boat numbers will be collected in from all the crews as the boats come off the water.

Crews that gain qualification must re-claim their number from the Boat Tent Official on or after Saturday, 30th June.

The number plate must be carried on the bow of the boat in a standard number plate holder. These holders can be purchased from the Boat Tent Official for £5.00 each.

Number plates should be carried at all times, both training and racing.

8. ENVIRONMENT AGENCY LICENCE

Every boat competing or training at the Regatta must be licensed by the Environment Agency. If you are a British Rowing affiliated club, you must have registered and paid for your boat licence through the British Rowing/E.A. Boat Licensing Scheme.

For boats not registered through this scheme, a limited number of licences will be available for purchase from the Boat Tent Official. These are only valid from 29th June to the end of the Regatta. If a crew intends to train on the Henley Reach before this date then it must obtain the appropriate licence from the Lock-keepers at Hambleden or Marsh Locks.

9. NAMES, WEIGHTS AND SUBSTITUTIONS

The names and weights of all competitors (racing in the Regatta after the Qualifying Races) must be checked at the Crew Enquiries Office on Saturday, 30th June or as soon as the crew arrives in Henley. All members of a crew must attend for weighing at the same time. As crew members are weighed they will be asked to confirm the details of their name and initials.

Any alteration to names or to weights and any substitutions MUST be notified to the Crew Enquiries Office in accordance with the Rules.

Rule 16 Substitution,

Rule 17 Substitution on medical grounds,

Rule 27 Weighing of competitors,

Rule 28 Weighing of coxswains.

10. CAR PARK LABELS AND COMPETITORS' BADGES

These will be available for collection from Monday, 2nd July onwards. An accredited representative of the crew concerned must be able to show proof of identity and will be required to sign for these items, declaring status e.g. Coach, Captain.

Free Car Park labels for the Competitors' Car Park are only available to crews competing in the Regatta who are obliged to drive to Henley in order to compete, and the number of labels available is strictly limited. In other circumstances Car Park labels for Butler's Field may be purchased, subject to availability, from the Badge Office in the normal way.

From Wednesday, 4th July, crews which have not collected these items will have difficulty entering Regatta land in a vehicle without a label and in gaining access to the Boat Tent Area where the Crew Enquiries Office is located.

Competitors' Badges give free admission to the Regatta Enclosure and the Boat Tent Area.

11. QUALIFYING RACES

The Qualifying Races (Rule 20) will be Timed Races and will be held on Friday, 29th June. If a crew is required to compete in the Qualifying Races then its name will be included on a list that will appear on the Regatta website (www.hrr.co.uk) on the evening of Sunday, 24th June.

The provisions of Rule 41(n) are not applied to Qualifying Races except that no boat is permitted to follow a competitor.

Coxswains competing in Qualifying Races MUST be weighed at the Crew Enquiries Office before racing.

Bicycles will not be allowed on the towpath from the Boat Tent to the downstream end of the Regatta Enclosure.

12. ACCESS TO THE BOAT TENT AREA

On the days of the Regatta access to the Boat Tent Area is restricted to those people wearing Competitors' Badges, Stewards' Enclosure Members' and Guest Badges, Regatta Enclosure Badges and any other official badge issued by Henley Royal Regatta.

A small quantity of badges which give access solely to the Boat Tent Area are obtainable, subject to availability, free of charge to Competitors to give to their families and friends who do not have any other type of badge which would otherwise allow their admission. Crews requiring these badges should arrange for their accredited representative to obtain them from the Crew Enquiries Office.

13. CHANGING FACILITIES

Access to the changing rooms is restricted to competitors and supervised by designated staff. There is an open plan shower area in both the men's and women's changing room.

14. COXSWAIN'S DEADWEIGHT

In accordance with Rule 28 coxswains shall be weighed in on each day of competition, not less than one hour before their first race. Coxswains obliged to carry deadweight shall collect the required deadweight from the Crew Enquiries Office before going afloat for each race.

15. COXSWAIN'S LIFE JACKET

In accordance with Rule 28(e) coxswains must wear a suitable life-jacket at all times when on the water.

16. BOW BALLS

In accordance with Rule 30 every boat shall carry securely affixed to the bow a white protective ball, minimum diameter 4cm., in rubber or similar material fitted in a safe manner unless the bow is so constructed as to afford equivalent protection.

17. HEEL RESTRAINTS

In order to avoid accidents arising from capsizing, all boats must be equipped with stretchers or shoes which allow the competitors to get clear of the boat without using their hands and with the least possible delay. Heel restraints shall restrain the heel of the fixed shoe from rising higher than 7cm. at right angles from the footplate.

18. BOAT AND OAR REPAIRS

On the five racing days there will be a number of Boat and Oar Repair personnel on site. These service providers can be contacted via the Crew Enquiries Office. No noxious or flammable materials are to be brought into the Boat Tents.

19. BICYCLES

To avoid damage to boats, a number of bicycle racks are provided near to the Boat Tents – please use these racks whenever possible. All bicycles should be fitted with bells. Coaches who cycle on the towpath do so at their own risk and without the approval of the Regatta. Coaches are reminded that pedestrians using the towpath have the right of way at all times.

20. THE DRAW

The Draw for heats and stations will take place in the Town Hall, Henley-on-Thames, at 3.00 p.m. on Saturday, 30th June.

21. PROGRAMME ARRANGEMENT

Competitors who are unable to row at specific times for genuine reasons e.g. examinations, may fill in a Race Time Request Form for submission to the Committee via the Crew Enquiries Office as soon as possible and, in any event, not later than:-

- (a) For races on Wednesday: 10.00 a.m. on Sunday, 1st July. After this time no further requests will be accepted.
- (b) For races on Thursday, Friday, Saturday or Sunday: 5.00 p.m. on the preceding day.

A separate Race Time Request Form must be completed for each crew for each day of racing.

The final programme for Wednesday's racing will be posted on the Crew Notice Board by 2.00 p.m. on Sunday, 1st July. It will also be posted on the Regatta website.

The Thursday, Friday, Saturday and Sunday programmes will be displayed briefly outside the Secretary's Tent in the Stewards' Enclosure immediately after the last race on the preceding evening – they will then be printed and will be posted as quickly as possible on the Crew Notice Board.

Please check the Regatta website each evening – www.hrr.co.uk

22. DOUBLE ENTRIES

The Committee may, at its absolute discretion, decide upon the order in which Events involving double entries will be rowed.

The normal order of priority is as follows:-

8+; 4-; 4+; 4x; 2-; 1x; 2x.

No competitor may be entered for more than two events.

23. LEFT LUGGAGE AND RESPONSIBILITY FOR PROPERTY

It is a condition of entry (Rule 12) that clubs, competitors and coaches must be covered by their own third-party liability insurance with a limit of indemnity of at least £5,000,000 or currency equivalent. Henley Royal Regatta accepts no responsibility for loss or damage to boats, equipment or other articles whilst on Regatta property or elsewhere.

Competitors and others are strongly advised not to leave valuables unattended. Items may be deposited, at the owner's risk, with the attendants inside the Dressing Tent during the following times:

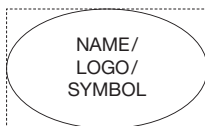
Wednesday, 4th July	6.00 a.m. to 9.00 p.m.
Thursday, 5th July	6.00 a.m. to 9.00 p.m.
Friday, 6th July	6.00 a.m. to 9.00 p.m.
Saturday, 7th July	7.00 a.m. to 8.00 p.m.
Sunday, 8th July	7.00 a.m. to 8.00 p.m.

after which time the room will be left open and unattended overnight. Any property unclaimed at the end of the Regatta will be disposed of at the end of July.

24. SPONSORSHIP AND ADVERTISING IDENTIFICATIONS

Identification and how it is measured

The area of the Identification is calculated by drawing vertical and horizontal lines at right angles to each other extended from the most extreme points of the name or symbol, or of the background colour if this covers a larger area. The area is therefore measured as a square or rectangle, for example:-



25. IDENTIFICATIONS ON CLOTHING

(a) Racing Shirt or equivalent

Sponsor Identifications may only appear within an Advertising Space. There shall be only one Advertising Space on each racing shirt and the Advertising Space may be no more than 100 sq. cm. in area.

The Identification of the Clothing Manufacturer may also appear once and may be no more than 20 sq. cm. in area.

(b) Headwear

Sponsor Identifications may only appear within an Advertising Space; no more than 50 sq. cm. is allowed.

The Identification of the Headwear Manufacturer may appear once in a position separate from that of the Advertising Space and may be no larger than 6 sq. cm.

(c) Shorts or equivalent

Sponsor Identifications may only appear within an Advertising Space and may not exceed 50 sq. cm. in area and may appear on one or both sides of the shorts, each side to be identical at no more than 50 sq. cm. each.

No commercial advertising will be allowed on any part of the racing clothing other than as has been indicated above.

26. IDENTIFICATIONS ON RACING EQUIPMENT

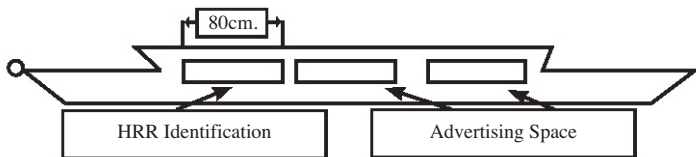
(a) Racing Boats

The first 80 cm. on each side of the shell in the section of the boat occupied by the rower(s) is reserved for Henley Royal Regatta Identification purposes, which may appear once on each side of the boat and be no more than 800 sq. cm. in size. Sponsor Identifications may only appear within an Advertising Space. Each Advertising Space on a boat may be no more than 800 sq. cm. in size.

Advertising Spaces allowed are limited by boat type as follows:-

1x, 2x, 2-	once each side
4x, 4-, 4+	maximum twice each side
8+	maximum 4 times each side

The example below shows the Identifications permitted on a 4x, 4-, 4+:-



In addition all boat types are permitted one Advertising Space on each of the bow and stern canvases.

The Identification of the Boat Manufacturer may be displayed once on each side of the boat with a maximum area of 100 sq. cm.

(b) Racing Sculls and Oars

No Identifications are allowed on the outboard section of the loom or shaft (that is, outboard from the collar).

On the inboard section of the loom or shaft (when measured from the attachment of the handle with the shaft to the collar) the following Identifications are permitted.

On a scull, a space of no more than 72 sq. cm. is reserved for Henley Royal Regatta Identification purposes.

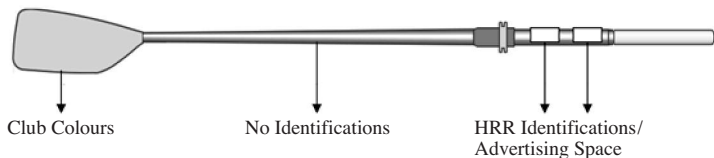
In the same area on the loom one Advertising Space of no more than 72 sq. cm. is allowed.

In addition the Identification of the Oar Manufacturer may appear once and may be no more than 60 sq. cm. in area.

On an oar, a space of no more than 100 sq. cm. is reserved for Henley Royal Regatta Identification purposes.

In the same area on the loom one Advertising Space of no more than 100 sq. cm. is allowed.

In addition, the Identification of the Oar Manufacturer may appear once and may be no more than 60 sq. cm. in area. The example below shows the Identifications permitted on an oar:



No commercial advertising will be allowed on any part of the racing equipment other than as has been indicated above.

27. **DRESS**
Rule 26 states that every competitor must wear a vest and shorts (or equivalent) as a minimum.
Competitors are also asked to observe this Rule in training.
28. **CAFÉ REGATTA**
Crews and their Coaches are reminded that Café Regatta provides hot and cold meals, snacks and drinks.
29. **CREW LOUNGE**
This is behind Bay R of the Boat Tent and is available for crews to wait and relax before their race. Competitors' Badges must be worn.
30. **ERGOMETER ROOM**
Ergometers are provided in an area at the rear of Bay E in the Boat Tent. These are only for use by competitors racing in the Regatta.
31. **LAUNCH TICKETS**
A limited number of launch tickets for supporters may be collected from the Boat Tent Official and are normally available one hour before the first race each day.
The ticket holder becomes the guest of the Umpire of the race and there is no charge for the ticket.
Launch tickets should be collected by an accredited representative of the crew concerned who must be able to show proof of identity and will be required to sign for the tickets, declaring status, e.g. Coach, Captain, etc.
Holders of launch tickets must be at the appropriate Umpire's launch bay at least 25 minutes before the starting time of that race.
32. **DAMAGE ON THE WAY TO THE START**
A tool box containing basic tools and a selection of spare parts is kept in the Start Judges' Tent on the Start Line throughout the Regatta.
Tools that are borrowed must be returned to the Start Judges before the crew which has used them begins its race.
A pontoon will be moored to the towpath bank below the Start to give access to any boat which may need emergency repairs or adjustments.
33. **AT THE START – RULE 41(a)**
The attention of competitors is particularly drawn to Rule 41(a).
There is no Crew Marshal at the Start, nor any call-up system for crews to come on to the Start.

Crews must be attached to the stakeboats at the correct time (2 minutes before the advertised time of the race) in accordance with Rule 41(a), or risk disqualification or being awarded a False Start.

34. **STARTING PROCEDURE – RULE 41(b)**

When an Umpire is starting a race but a crew is not ready, the coxswain or the steersman should raise a hand to indicate this.

Where coxed boats have the coxswain in the bows, the hand is not visible to the Umpire; in such cases the bowman should raise a hand.

35. **CONDUCT OF RACES**

Competitors are notified that Rule 41 which governs the conduct of racing at Henley differs both from the British Rowing Rules of Racing and the F.I.S.A. Rules of Racing. In particular:-

- (a) Interference is not defined, but is left to the Umpire's decision.
- (b) There is no obligation upon the Umpire to warn a crew that it is out of its proper course before disqualifying it for interference.
- (c) Unsportsmanlike behaviour during or at the end of races is not acceptable. The Stewards will not hesitate to apply sanctions against crews which behave badly.

36. **CHURCH SERVICE**

The Regatta Service will be held in the Parish Church on Sunday, 8th July at 9.30 a.m. Competitors and supporters are very welcome.

37. **PRIZEGIVING**

All winning crews are asked to assemble in the Stewards' Enclosure behind the Fawley Stand not later than 4.45 p.m. on Sunday afternoon.

Prizewinners should wear club blazers or similar Regatta dress.

Supporters who do not have Stewards' Enclosure badges may attend the Prizegiving. However they **MUST** be in possession of an official Regatta Badge (either Competitors', Regatta Enclosure or Boat Tent Area). They can gain admission from 4.45 p.m.

38. **MEDICAL AND FIRST-AID SERVICES**

From Friday, 22nd June to Thursday, 28th June and for Saturday, 30th June and Sunday, 1st July.

For a genuine medical emergency ring "999" for an ambulance.

For the treatment of minor injuries please visit Townlands Memorial

Hospital, York Road, Henley-on-Thames or call (01865) 903755 for advice.

Non-urgent appointments with a doctor can be arranged by telephoning:

The Bell Surgery, York Road, Henley-on-Thames
Henley (01491) 843250 (Monday-Friday 8.30 a.m. to 6.30 p.m.)

Dental treatment appointments can be arranged by telephoning:

Blandy House, 29 Hart Street, Henley-on-Thames
Henley (01491) 573112

The Boat Tent Official has a telephone.

For Friday, 29th June and from Monday, 2nd July to Sunday, 8th July.

In addition to the above services First Aid will be provided in the Medical Tent next to the Crew Enquiries Office. Doctors and Paramedics are on duty during the days of the Regatta.

The Medical Tent will be open from 30 minutes before the first race until 30 minutes after the finish of the last race each day.

Sports Injury Clinic

This is located in the Medical Tent near to the Crew Enquiries Office and will be open from Sunday, 1st July until Sunday, 8th July.

For opening hours each day see the notice posted on the door of the Medical Tent.

39. SAFEGUARDING AND WELFARE

The Committee is dedicated to the safeguarding and welfare of children and young adults, ensuring that the Regatta's procedures reflect statutory responsibilities and established best practice.

Any concerns regarding safeguarding and welfare should be communicated to the Welfare Team on 07806 767435.

40. HEALTH INSURANCE

Whilst many competitors from overseas have access to free medical treatment in the United Kingdom, all are advised to ensure they have adequate Health Insurance if such reciprocal arrangements do not exist.

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THE COURSE

