

MAJOR EVENT NOTIFICATION FORM

This form should be used to notify the Harbour Authority of major events (see Code of Practice). It is to be completed and submitted to the Harbour Authority at the earliest opportunity but at least 7 days prior to the event.

Name of Organisation Hamble River Raid 2016
 Address: C/O 75 North End Road, Sholing, Southampton, Hants, SO19 8AF
 Tel. No...07921 651 264

Fax No or email address (for return of approval)
andy@hambleriverraid.com & ann@hambleriverraid.com.

Name of responsible person (race officer or event organiser)
 Annette Dyke, Annette freeman & Andy Cunningham.

Contact number during event. 07921 651 264

Name and/or nature of event. Hamble River Raid
 (Rowing, Kayaking, Canoeing & SUP race)

Date(s)/time(s) of event and estimated duration: 21st May, 13.00 hours
 (approx. 1 – 2 hours duration on the water)

Number of expected participants:150

Number of races (if applicable): 1 Race, staggered start, 7 classes.

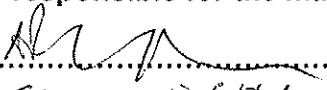
Number of safety boats in attendance. 7+

Type of craft involved: ...Rowing gigs, row boats, canoes, kayaks, SUP's .

Location of start and intended race areas (if applicable):Hamble Quay, up to Bursledon pool & return.

I/we confirm that every endeavour will be made to ensure that all boats that start the event will be accounted for at the end of the event and that, if in any doubt, the Coastguard will be contacted.

Hamble River Raid will organise and run this event in accordance with the "Code of Practice for Races, Events and Regattas on the River Hamble" and that Hamble River Raid is responsible for the management of all risks related to the event.

Signature:  Date: 16/02/2016

Print Name: CUNNINGHAM

Please complete and return this form to the harbour office either in person, by fax on 01489 580718 or by e-mail to harbour.office@hants.gov.uk at the earliest opportunity but at least 7 days in advance.

For internal use	Date time request received:	Request No:
Subject to the information stated in this notification remaining as accurate as possible and the responsible person adhering to the Code of Practice, permission is granted. (RHHA authorised person) Date.....Time.....		PERMISSION REFUSED (RHHA authorised person) Date.....Time.....

CODE OF PRACTICE FOR RACES, EVENTS AND REGATTAS ON THE RIVER HAMBLE

Section 3. 1

EVENT NOTIFICATION FORM

This form should be completed and submitted to the Harbour Authority at the earliest opportunity.

Details of Organisation responsible for organising the event:

Name of Organisation: Hamble River Raid Ltd

Person & Address to contact:

Andy Cunningham.12 Peartree Road, Itchen, Southampton, Hants, SO19 7GU

Annette Dyke.75 North End Road, Sholing, Southampton, Hants, SO19 8AF

Ann Freeman. 15 Astral Gardens, Hamble, Hants, SO31

Tel. No.: Andy Cunningham 07921 651 264

E-mail: andy@hambleriverraid.com

Contact No. during event: 079 2165 1264 or 07528 212744 (Annette)

Nature of event: Hamble River Raid. Rowing Race.

(e.g. Yacht race/regatta/rally/raft race/club event/rowing/youth training)

(completed annually for organisations such as Sea Scout training)

Date(s) of event: May 21st 2016 (or attach a list with dates and timings)

Number of expected participants: 150 people in 15 Gigs, plus, canoes, kayaks & SUPS . Number of races: 1 Race, several starts. Series of Small Row Boat Races off the hard afterwards for younger folk.


Type of craft involved: Bursledon Gigs, Kayaks, Canoes & SUPS.....

Location of start: Hamble Quay.....

Time of start(s): 13.00 hours.....

Intended race areas: As in the past. Hamble River. Exact same course as 2015.
(or draw a plan on reverse of this form)

I understand that Hamble River Raid will organise and run this event in accordance with the "Code of Practice for Races, Events and Regattas on the River Hamble" and that Hamble River Raid are responsible for the management of all risks related to the event.

Signature:  *Andy Cunningham*

Date: 16th February 2016

Print Name: Andrew Cunningham

On completion send this form to the Harbour Office.

RISK ASSESSMENT – HAMBLE RIVER RAID BEACH BAR 21st MAY 2016 organised by Hamble River Raid

Hazards identified	Persons at risk	Risk Factor	Measures required to control risk	Action to be taken	Date completed & signature
Slips, trips and falls	everyone* bar staff	low low	Regular inspections and appropriate signage where & when necessary As above	Put up signs	
Safe use of electricity	bar staff, performers, volunteers, stewards	low	If used, Qualified electrician used & RCDs where appropriate	Certified before use and checked throughout event	
Structures	everyone*	low	Marquee supplied and erected by experienced marquee erectors.	Inspected throughout and any problems reported to committee.	
People drinking too much	everyone*	low	Use experienced bar staff. Close the Beach Bar.	Not to sell alcohol to intoxicated persons	
Evacuation from confined area	everyone*	low	Exits/entrances (1.1 metre minimum width) to be kept clear	The Beach Bar closes at 19.00 latest. Put up signs	

.....(Assessor)

.....(Signature)(Date)

** for the purposes of the risk assessments "everyone" includes stewards, employees, volunteers, contractors, exhibitors, vendors, performers, members of the public, disabled persons, children and elderly persons, expectant mothers, local residents*

RECURRING EVENT NOTIFICATION FORM

This form should be used to notify the Harbour Authority of recurring events (see Code of Practice). It is to be completed and submitted annually to the Harbour Authority.

Name of Organisation: HAMBLE RIVER RACIS LTD
 Address: c/o 75 NORTH END ROAD, STOURMAY, SOUTHAMPTON
HANTS. SO19 8AF. Tel. No: 07921 651 264

Fax No or email address (for return of approval) andy@hamblewatersport.com

Name(s) of responsible person (race officer or event organiser) (see Appendix 1)

Name and/or nature of event: HAMBLE RIVER RACIS

(e.g. Yacht race/regatta/rally/raft race/club event/rowing/youth training) + PADDUM,

Date(s)/time(s) of event and estimated duration (see Appendix 1)

Number of expected participants: 150 +/-

Number of races (if applicable): 1 - 7 STARTS

Type of craft involved: 5195 / CANOES / KAYAKS + SUPS

Location of start and intended race areas (if applicable): HAMBLE QUAY -
TO BURSLEDON POOL - AND RETURN

I/we confirm that every endeavour will be made to ensure that all boats that start the event will be accounted for at the end of the event and that, if in any doubt, the Coastguard will be contacted.

"Name of organisation" HAMBLE RIVER RACIS will organise and run this event in accordance with the "Code of Practice for Races, Events and Regattas on the River Hamble" and that "Name of organisation" H.R.R. is responsible for the management of all risks related to the event.

Signature (see Appendix 1) 


Print Name (see Appendix 1) MR. CONNOR HAN

Please complete and return this form to the harbour office either in person, by fax on 01489 580718 or by e-mail to harbour.office@hants.gov.uk at the earliest opportunity.

For internal use	Date time request received:	Request No:
Subject to the information stated in this notification remaining as accurate as possible and the responsible person adhering to the Code of Practice, permission is granted. (RHH authorised person) Date..... Time.....		<p>PERMISSION REFUSED</p> <p>..... (RHH authorised person) Date..... Time.....</p>

Appendix 1

CONTACT DETAILS OF RACE OFFICERS / EVENT ORGANISERS

DATE/TIME OF EVENT	NAME OF EVENT	NAME OF RACE OFFICER/EVENT ORGANISER	CONTACT NUMBER DURING EVENT	* SIGNATURE
21/05/2016	HAMBLE BUSH RAIN	ANDY CONNORS	07921 651 264	
" " "	" " "	ANDREW DYKE	07528 212744	

* A signature is required to indicate that the race officer / event organiser will run the event in accordance with the Code of Practice, and understands and accepts that he/she is responsible for the management of all risks related to the event.

If any of the above information changes before the event the organiser will notify the Harbour Authority before the event commences.

**CODE OR PRACTICE FOR RACES, EVENTS AND REGATTAS ON THE
RIVER HAMBLE**

Section 4.1

RISK ASSESSMENT – RACES, REGATTAS AND EVENTS

Risk	Description of Risk	Risk level before control measures in place	Primary Control Measures and assets *	Risk level after control measures in place
Collisions	Participating boat with participating boat	H	1.1, 2.2, 2.6	M
	Participating boat with spectator boat	L	1.4, 1.6, 2.4, 2.5, 2.6	L
	Participating boat with cruising boat	M	1.4, 1.6, 1.9, 2.4, 2.5, 2.6	L
	Participating boat with commercial vessel	L	1.4, 1.6, 1.9, 2.4, 2.5, 2.6	L
	Commercial vessel with spectator or cruising boat	L	1.4, 1.6, 1.9, 2.4, 2.5, 2.6	L
	Spectator boat with spectator or cruising boat	L	1.4, 1.6, 1.8, 2.4, 2.5, 2.6	L
	Participating boat with structure/navigation mark	L	1.1,1.2,1.4	L
Grounding Capsize	Poor navigation	M	1.2, 1.3, 1.5, 1.7	L
	Rig or equipment failure	L	1.7, 1.8	L
	Capsize	L	1.7, 1.8	L
Boat Damage	Rig or equipment failure	L	1.7	L
	After grounding	L	1.7	L
Personal Injury	Man overboard	L	1.5, 1.7, 2.2	L
	Injury impacting on external rescue services	L	1.7, 1.8	L
Other Risks	High winds	M	1.5	L
	High waves	L	1.2,1.5	L
	Wash	L	1.4,1.5	L
	Fog, calm and drifting into obstructions	L	1.2, 1.5	L
	Weather/ Temperature/ Lightning/ Lack of wind	L	1.5	L
	Commercial movements	M	2.4, 2.5	L
	Diving operations	L	2.4, 2.5	L
Marine Civil Engineering Projects	L	2.4, 2.5	L	

L = Low Risk M = Medium Risk H = High Risk

CODE OF PRACTICE FOR RACES, EVENTS AND REGATTAS ON THE RIVER HAMBLE

Section 4.2

HAMBLE RIVER RAID 2016 CONTROL MEASURES

Planning

	Measures	General Comments	Specific comments, measures and assets
1.1	Limit competitor or participant numbers. Approx anticipated Competitors 150 in 50 boats. Comprising Row boats, Canoes, & SUP's	Match the race entry or participant numbers to safety boat capabilities and length of start line available for races.	For racing events, multiple starts should be employed to help reduce congestion at the start. YES, STAGGERED STARTS Safety boats must endeavour to keep in sight all vessels during the event, and to monitor other traffic transiting the river. Guideline for the ratio of participants to safety boats is a maximum of 15:1, dependent on level of competency of participants and weather conditions. 5 Safety Boats + situated along the course and double up at 'pinch points
1.2	Tidal prediction.	Assess strength of tidal stream and other associated conditions.	Strength of tidal stream can become a hazard. Be aware of wind against tide conditions. Lack of wind can enhance effects of tidal stream. 1 hour before Slack Water & Stand
1.3	Identify danger points on course.	Identify turning marks, danger points.	Safety Boats in attendance at identified danger points. Obtain clearance from the Harbour Authority to use spinnakers within the River if required. Map submitted & HM liaised with as in past years.
1.4	Vessel traffic information.	Before starting, confirm traffic situation with Harbour Office (by radio or telephone).	Advise Harbour Authority before start of event, either by calling Hamble Harbour Radio on VHF Radio Channel 68 (preferred), or by telephone (01489 576387). In the case of the latter, Hamble Harbour Radio will broadcast details of the event by VHF. Primarily telephone.
1.5	Weather forecast and monitoring.	Use of weather forecast information in deciding whether to proceed with event and monitoring conditions throughout the event.	Weather forecast available from Harbour Office. Within River Confines so only extreme conditions will prevent event proceeding.
1.6	*Briefing of race management personnel. *Manning.	Race Officer to brief safety boat crews and race committee in writing (if appropriate) and orally. Ensure adequate experienced and competent personnel available for race management. Safety boats must be crewed by 2 people, one of whom must be an appropriately experienced adult; the second may be a suitably competent person under instruction.	Standing Instructions and prepared aide memoires. Race officials must fully understand Standing Instructions and prepared aide memoires. Safety boat crews must be well briefed and fully understand their responsibilities. Race Officials/ safety boat crews must have adequate understanding of the ColRegs.
1.8	*Emergency and contingency procedures.	Establish and maintain an emergency action plan.	Emergency plan to be available to race officer/event organiser and understood by all involved in race or event management.

CODE OF PRACTICE FOR RACES, EVENTS AND REGATTAS ON THE RIVER HAMBLE

Section 4.2

1.9	Postponement / location of starting sequence	Postpone the race or event; change start line in the event of commercial traffic and/or large volume of traffic.	If the main fairway has a large volume of traffic, consideration should be given to postponing the race or event. The start will be co-ordinated with traffic state & Harbour patrol.
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Execution

	Measures	General Comments	Specific comments, measures and assets
2.1	Signing on for race	Organisers should have a robust procedure to enable competitors to sign on before the start of each race.	Wording of signing on document to include” Persons owning or in charge of the vessel are responsible for the vessel, its crew and the seaworthiness of such a vessel. The vessels safety equipment is serviceable and capable of carrying out its intended task. Insurance as specified is held.”
2.2	*Safety Briefing.	Written Safety briefings are to be prepared for competitors and safety boat crews.	In the case of a one-off event consideration must be given for a briefing to be issued to competitors unfamiliar with the River.
2.3	*Land side Management to include records of membership and other competitors details.	Current registration list available.	Emergency plan should include next of kin contact details for participants. Records should be available to race officer/event organiser if required. Family or friends may be used as a double check on returning boats. Yes.
2.4	Communications with other River users.	A watch on Channel 68 is to be maintained throughout the event.	Race Officer to monitor VHF 68 at all times during the event. Yes.
2.5	Right of way between racing and non-racing traffic.	International Regulations for the Prevention of Collisions at Sea (ColRegs) apply to racing and non-racing traffic, particularly in respect of vessels which may only safely navigate within the main channel or fairway.	Instructions must refer to the ColRegs . Ensure all competitors have a basic understanding of Col Regs. The primary race instructions state; Col Regs Apply, Competitors to keep clear of yachts and boats travelling upon the river, particularly sections traversing the river.
2.6	Finish Line Length	Matched to number/size and competency of competing boats.	Decision made by Race Officer and dependent on volume of traffic and weather/tide.
2.7	Retirement Monitoring	An appropriate system must be used to ensure that all participants are accounted for on completion of the event.	Safety boats must endeavour to keep in sight all vessels during the event. All Competitors sign off on completion.

ENTRY FORM AND SELF CERTIFICATION OF SEAWORTHINESS – GIG RACING

Section 3.4a

River Raid competing craft

OFFICIAL ENTRY FORM

ENTRY FORM AND SELF CERTIFICATION OF SEAWORTHINESS

Owner/Helmsman: _____ Crew Name (if under 16): _____

Address _____

_____ Post Code: _____ Tel No: _____

Email: _____ Name of gig _____

Maximum No. of crew (incl. skipper): _____

Date of Birth of Helmsman _____ Affiliation to which Club: _____

To be signed by Parents/Guardians if under 16 years of age. I accept responsibility for the safety of the above helm/crew.

I have read and fully understand the attached Disclaimer of Liability

Contact ashore: _____

Parents Signature: (for helm) _____ Parents Signature: (for crew) _____

I agree to be bound by the Racing Rules of Sailing, and the Regatta Sailing Instructions.

I have read and fully understand the attached Disclaimer of Liability **Entrants Signature:**

Skipper's Declaration:

I confirm that this boat is seaworthy and that it and all of its equipment is in good condition and fit for its intended

purpose. I also confirm that I am responsible for the safety of all those that come on board my boat and that I am

responsible for the conduct of the boat. I acknowledge that I will comply with all relevant legislation and the rules of racing that apply together with any rules imposed by the organiser of any event in which the boat participates.

Signature: Date:

.....

Print Name:.....

NOTES: Handicaps are at the discretion of the Race Committee.

Late entries at the Race Officers discretion.

****SPECIAL NOTE: All entry fees are donated to the Hamble River Raid to benefit local charities and groups.**