



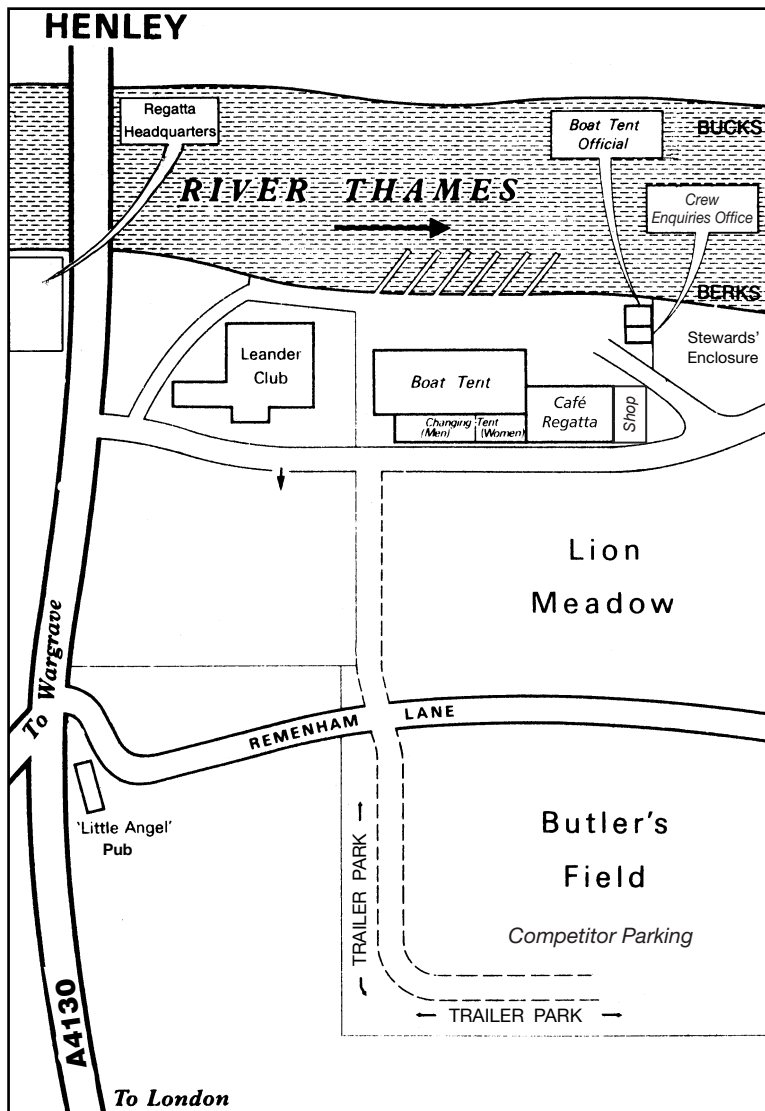
HENLEY ROYAL REGATTA 2023

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 (2023 Edition) are available to download from regattaentries.co.uk.

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

2. **COVID SPECIAL MEASURES**

Henley Royal Regatta reserves the right to expect all participants to adhere to a Regatta COVID Code of Conduct should this be necessary.

ARRIVAL

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

- The Boat Tent opens to crews on Monday, 19 June at 08:00.
- The Boat Tent Official's Office will be open daily from 08:00 to 20:00.
- There will be access to the Regatta site on Sunday, 18 June from 12 noon to 20:00 for the sole purpose of bringing boats to be used at Henley Royal Regatta into the Boat Tent. Training will not be permitted on that date.

The Boat Tent Official's Office is responsible for boat and oar rack allocation, boat numbers, temporary Environment Agency Licences, HRR identification stickers for boats and oars, and for all questions about boating and equipment.

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

The Crew Enquiries Office will be open at the following times:

- Thursday, 22 June to Sunday, 25 June from 09:00 to 17:00 (and throughout the Qualifying Races on Friday, 23 June)
- Monday, 26 June to Saturday, 1 July from 08:00 to 20:00
- Sunday, 2 July from 10:00 to the end of racing.

The Crew Enquiries Office is responsible for checking the names of competitors, for checking the weights of coxswains, for issuing competitor badges and car park hangers, and for all questions about the Regatta and racing matters.

5. **ARRIVAL AT THE REGATTA SITE AND CREW REGISTRATION**

When crews arrive at the Regatta site they must first report to the Boat Tent Official's Office to be allocated racks for boats and oars in the Boat Tent, to collect a boat number, and to purchase a temporary Environment Agency Licence (£10.00), if required.

Crews must also report to the Crew Enquiries Office on Saturday, 24 June, or as soon as possible thereafter, for the names of all competitors racing in the Regatta to be checked. All members of a crew must attend at the same time to verify, with identity documents, the details submitted on their entry and to collect competitor badges and car park hangers.

6. BOAT AND OAR RACKS

Boats and oars may not be delivered to the Boat Tent outside of the opening hours specified in Note 3.

A large entry means that the Boat Tent will be extremely crowded until after the Qualifying Races (Friday, 23 June).

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

Only boats and oars that are being used in the Regatta may be stored in the Boat Tent on racks pre-allocated by the Boat Tent Official. 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, 24 June. Each rack will be marked to show the crew number.

Any unauthorised boats or oars will be removed and placed on the ground at the back of Butler's Field.

Clubs that are knocked out of the Regatta will be asked to remove their boats and oars from the Boat Tent the same day.

All boats and oars **MUST** be removed from the Boat Tent by 20:00 on Finals Day, Sunday 2 July. Any boats and/or oars remaining in the Boat Tent will be removed after that time and placed on the ground in Butler's Field.

7. BOAT TRAILERS – UNLOADING AND LOADING BOATS, AND TRAILER PARKING

Boat trailers are no longer permitted to access the Boat Tent Area to unload and load, and will be directed to Butler's Field. Boats and oars may not be delivered to the Boat Tent outside of the opening hours specified in Note 3.

Clubs that are no longer in the Regatta **MUST** remove their trailers from Butler's Field the same day as their last crew is knocked out. This will be strictly enforced. Alternative trailer parking for the remainder of the Regatta will be available at Fawley Meadows if required. Arrangements for access to Fawley Meadows trailer park should be made through the Boat Tent Official's Office.

8. 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 from all crews as they come off the water.

Crews that gain qualification must re-claim their number from the Boat Tent Official on or after Saturday, 24 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.

9. 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/EA Boat Registration Scheme.

For boats not registered through this scheme, a limited number of licences will be available for purchase from the Boat Tent Official (£10.00 each). These are only valid from Friday, 23 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.

10. HRR IDENTIFICATION STICKERS FOR BOATS AND OARS

Every boat competing at the Regatta must display HRR identification stickers on both sides of the shell and on every oar or scull. These stickers can be obtained from the Boat Tent Official from Saturday, 24 June onwards, at the same time as a crew collects its boat number. The stickers must be applied as shown in Note 28, IDENTIFICATIONS ON RACING EQUIPMENT.

11. CAR PARK HANGERS AND COMPETITOR BADGES

These will be available for collection from 12 noon onwards on Saturday, 24 June. An accredited representative of the crew concerned (e.g. Coach, Captain) must be able to show proof of identity and will be required to sign for these items.

Free car parking is only available to crews competing in the Regatta who are obliged to drive to Henley in order to compete, and the number of hangers available is strictly limited. In other circumstances, car park hangers for Butler's or Green's Fields may be purchased, subject to availability, from the Badge Office in the normal way.

From Tuesday, 27 June, crews which have not collected these items will have difficulty entering Regatta land in a vehicle without a hanger

and gaining access to the Boat Tent Area where the Crew Enquiries Office is located.

Competitor badges give free admission to the Regatta Enclosure and to the Boat Tent Area.

MEDICAL SERVICES

12. MEDICAL CENTRE

The Medical Centre will be open from Friday, 23 June to Saturday, 1 July from 08:00 to 20:00 and on Sunday, 2 July from 10:00 to 20:00.

In addition to the above services, a Duty Doctor will be available during the Qualifying Races (Friday, 23 June) and on the six competition days during the hours of racing.

Medical cover is not available on site outside of the above times.

For any medical emergency ring “999” or “112” for an ambulance. If you make such a call, please advise the Boat Tent Official’s Office or the Boat Tent Umpires as soon as possible in order that the ambulance can be directed to the correct location.

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 08:00 to 18:30).

Dental treatment appointments can be arranged by telephoning: Blandy House, 29 Hart Street, Henley-on-Thames, Henley (01491) 573112.

13. HEALTH INSURANCE

Overseas Competitors are advised to ensure they have adequate Health Insurance to cover the provision of medical care in the United Kingdom.

14. SAFEGUARDING AND WELFARE

The Committee is dedicated to the safeguarding and welfare of children and adults at risk, 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 during the hours

stated on the Safeguarding & Welfare notice posted on the crew notice board. Outside of these times, in the case of an emergency dial “999” or “112”.

BOAT TENT FACILITIES

15. ACCESS TO THE BOAT TENT AREA

On the days of the Regatta, access to the Boat Tent Area is restricted to those people wearing either of the following badges: a Competitor badge, a Stewards' Enclosure Member badge, a Stewards' Enclosure Guest badge, a Regatta Enclosure badge, or any other official badge issued by Henley Royal Regatta.

16. BOAT AND OAR REPAIRS

During the Qualifying Races and on the six 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 Tent.

17. CHANGING FACILITIES

Access to the changing facilities is monitored by designated staff from Monday, 19 June. Coaches are responsible for supervising junior athletes using the changing facilities. From Saturday, 24 June, access to the changing facilities is restricted to Competitor badge holders and those who have the correct accreditation. There are shower cubicles in both the men's and women's changing rooms.

18. 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:

Sat, 24 June.....07:00 to 21:00	Thu, 29 June06:00 to 21:00
Sun, 25 June.....07:00 to 21:00	Fri, 30 June06:00 to 21:00
Mon, 26 June07:00 to 21:00	Sat, 1 July07:00 to 20:00
Tue, 27 June.....06:00 to 21:00	Sun, 2 July07:00 to 19:00
Wed, 28 June.....06:00 to 21:00	

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

19. CAFÉ REGATTA

Crews and their Coaches are reminded that Café Regatta provides hot and cold meals, snacks and drinks.

20. ERGOMETER ROOM

Ergometers are provided in an area at the rear of Bay P in the Boat Tent. These are only for use by competitors racing in the Regatta.

EQUIPMENT

21. 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.

22. HEEL RESTRAINTS

In all boats the foot stretchers, shoes or other devices holding the feet of the rowers shall be a type which allows the rowers to get clear of the boat with no delay in an emergency. Where shoes or other devices holding the feet will remain in the boat, each shoe or device shall be independently restrained such that when the heel reaches the horizontal position the foot will be released from the shoe. In addition, where laces, Velcro or similar materials must be opened before the rower can remove his feet from the shoes or other device, all such materials must be able to be released immediately by the rower with a single quick hand action of pulling on one easily accessible strap. Where shoes or other devices holding the feet will not remain in the boat, each shoe or device must be able to be released by the rower without using his hands or with a single quick hand action of pulling on one easily accessible strap or release device.

23. 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.

24. BICYCLES

To avoid damage to boats, a number of bicycle racks are provided near to the Boat Tent – 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 priority at all times.

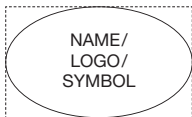
25. **INVASIVE PLANT AND ANIMAL SPECIES**

Please help stop the spread of harmful invasive plant and animal species by following the 'Check, Clean, Dry' principles. For more information, please visit <https://www.nonnativespecies.org/what-can-i-do/check-clean-dry>.

26. **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:-



27. **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.

28. IDENTIFICATIONS ON RACING EQUIPMENT

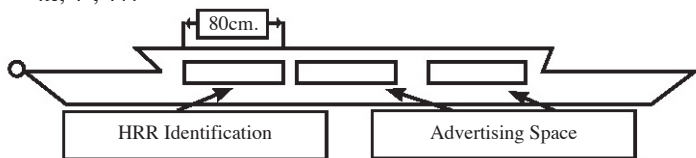
(a) Racing Boats

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.

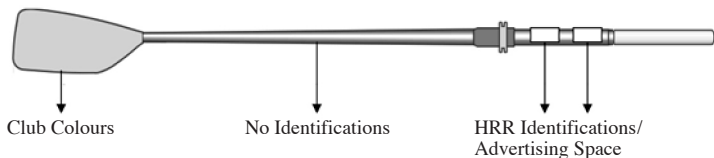
On a scull, a space of no more than 72 sq. cm. is reserved for Henley Royal Regatta Identification purposes.

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.

RACING

29. SAFETY

Please note the following important principles:

Lightning – HRR has adopted the British Rowing ‘30-30’ Rule.

In the event of lightning crews afloat should row to the Boat Tent to seek shelter. During racing crews should follow instructions given by officials.

Capsize – in the event of a capsize crews should stay with their boat and use it as a life raft, unless doing so results in greater danger.

Medical Emergency – a crew requiring medical attention after racing should make its way to the downstream boating pontoon closest to the Finish and the Medical Centre.

30. COXSWAINS

In accordance with Rule 28, coxswains must attend the Crew Enquiries Office to be weighed on each day of competition, not later than one hour before their first race (and normally between two hours and one hour beforehand).

Coxswains obliged to carry deadweight shall collect the required deadweight from the Crew Enquiries Office before going afloat for

each race.

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

31. NAMES & SUBSTITUTIONS

Any alteration to names and any substitutions **MUST** be notified to the Crew Enquiries Office in accordance with Rules 16 and 17.

32. QUALIFYING RACES

The Qualifying Races (Rule 20) will be Timed Races and will be held on Friday, 23 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 (hrr.co.uk) on the evening of Sunday, 18 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.

33. THE DRAW

The Draw for heats and stations will take place in the Town Hall, Henley-on-Thames at 12 noon on Saturday, 24 June. The results of the Draw will be published via the website (hrr.co.uk), when available.

34. 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. This should be submitted to the Committee via the Crew Enquiries Office as soon as possible and, in any event, not later than:-

(a) For races on Tuesday: by 12 noon on Saturday, 24 June, after this time no further requests will be accepted.

(b) For races on Wednesday, Thursday, Friday, Saturday or Sunday: 17:00 on the preceding day.

Where a crew racing later in the evening would need to make a Race Time Request if it wins its heat, it should submit the form earlier in the day (before its race and before the 17:00 deadline) as a contingency.

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

The final programme for Tuesday's racing will be posted on the crew

notice board by 10:00 on Sunday, 25 June. It will also be posted on the Regatta website (hrr.co.uk).

The Wednesday, Thursday, Friday, Saturday and Sunday programmes will first 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 posted on the crew notice board and on the Regatta website (hrr.co.uk) as quickly as possible.

35. 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.

36. 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 who must be able to show proof of identity and will be required to sign for the tickets.

Holders of launch tickets must be at the appropriate Umpire's launch bay at least 25 minutes before the starting time of that race.

37. 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.

38. 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 receiving a warning.

39. **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.

40. **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 World Rowing 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) All coaches, competitors and clubs are reminded of the possible sanctions imposed by the Qualification and General Rules in respect of unsporting conduct.

REGATTA SUNDAY

41. **CHURCH SERVICE**

The Regatta Service will be held in the Parish Church on Sunday, 2 July at 09:30. Competitors and supporters are very welcome.

42. **PRIZEGIVING**

All winning crews are asked to assemble in the Stewards' Enclosure behind the Fawley Stand not later than 16:45 on Sunday afternoon, 2 July.

Prizewinners should wear club blazers or similar Regatta dress.

Supporters (including children under 10 years) who do not have Stewards' Enclosure badges may attend the Prizegiving Ceremony, however, they **MUST** be in possession of an official Regatta badge. They can gain admission from 16:45, when the formal dress code in the Stewards' Enclosure will be relaxed.

