

# Notes for Car Park marshals

Thank you for volunteering to help as a car park marshal at the Head Race. The role is very important to ensure the smooth running of the event and that the site is kept safe.

## Principle

The role is to control the access for trailers and cars to the rowing club and football club car parks. Only trailers, towing vehicles, cars carrying boats and British Rowing Umpire's cars are allowed into the car parks. All other cars/coaches must be redirected to find alternate parking. Normally we aim to cone off the lower parking spaces on the road and reserve these for umpire cars or cars carrying boats.

## Locations

It is helpful to position one person at the top of the road near the library . Cars can then be intercepted and asked to unload passengers and then sent away to park before they get down to the club. This prevents queues building up near the gates. Other marshals should stand by the gates to the club and direct traffic to park as planned. There will be a prearranged plan as to which club trailer goes into which car park.

## Football Club

Particular importance should be given to ensuring that the area of the football club car park being left for them to park in is kept clear and access is maintained. First thing in the morning the area allocated for trailers, cars carrying boats and officials's cars will be marked out with cones and tape. Generally everyone will have arrived for division one which is before any football club traffic will appear. The football club will have activities going on during the day which means cars will be arriving but they will have been told about the event and many will just be dropping people off. We expect that the football club will be providing their own marshal from 09.00am to after lunch. It is important to be polite but firm with drivers to ensure that they do not park if there is no room for them in the football club area. A letter will have been obtained from the football club which can be shown to drivers explaining the situation.

## Emergency access

We need to maintain access for emergency vehicles to both clubs.

## Continued Presence

Although the majority of competitors and trailers will have arrived before division one there may well be some arriving for later divisions. Also there will be boats being carried through the gates so it is important to maintain a marshal presence throughout the day.

## Parking plan

Before each race a parking plan will be circulated showing where club trailers and cars should be parked. We normally aim to position 5 trailers in the club car park and up to two others in the football club car park. At all times we aim to keep access for football club traffic to pick up/drop off. Please see below an example of the parking plan.

## PARKING PLAN FOR MSBH OCTOBER 2023



### ROWING CLUB CAR PARK

No towing vehicles. These all to drop trailers and park in football club.

Space 1: King's School Canterbury

Space 2: Ardingly or Globe

Space 3: Globe or Ardingly

Space 4: Bewl Bridge (bringing one large trailer and one small trailer)

### FOOTBALL CLUB CAR PARK

Towing vehicles can remain with trailers

Should be plenty of space for towing vehicles. There will also be several cars carrying boats on roofs plus the officials.