



# Australian Capital Territory Rowing Association

## Hosting a Regatta

### Program Preparation

The Association will prepare the official program for the regatta. However, a representative of the host club is required to attend the Draw Night on the Tuesday evening immediately preceding the regatta to:

- Assist the Hon Recorder to conduct the final draw.
- Make arrangements for collection of the final draw for printing.

### Printing the Program

The host club is responsible for the printing of the official program and its dissemination to competitors, officials and spectators on regatta day. For a normal point score regatta at least 40 programs should be produced:

- 9 copies to Boat Race Officials at the finish line for jury meeting one hour before the start of the first event.
- 1 copy to the announcer above the finish line 45 minutes before the first event.
- At least 30 copies for distribution or sale to the public and competitors. Clubs may wish to impose a nominal charge on the programs to cover costs.

Clubs may sell advertising space in the program, however, they should check with ACTRA to ensure that other sponsorship commitments are not breached.

### Boat Race Official Support

The host club is responsible for providing adequate numbers of volunteers to assist the BROs in the smooth running of the regatta. Volunteers are specifically required for:

- Marshalling of boats in and out of the water
- Scorers
- PA announcer

The host club may also need to provide back up speedboats and boat drivers. Contact the Boat Race Official Coordinator – Kevin Mongan on 625859719(H), or e-mail to: [mongans@ozforces.com.au](mailto:mongans@ozforces.com.au) – as early as possible to determine such requirements.

## **Presentations**

The Association will provide ribbons (medals for Championship events). The host club is responsible for arranging their presentation to first, second and third place getters during the regatta.

## **Catering**

The host club for the regatta is responsible for catering on the day. Suggested BBQ requirements are appended.

There are two groups of people that need to be catered for:

1. **Spectators:** catering for the spectators is an excellent way for the club to raise money during the regatta. It is recommended that a stall be set up near the finish line. Please bring additional rubbish bins to place near your catering area, as there are insufficient public bins at the venue to cope with a full regatta.
2. **Boat Race Officials:** The host club is responsible for providing refreshments for the BROs. At least one sandwich (or equivalent) and one drink is required for each BRO. There are usually around 18 officials. These refreshments need to be provided around 10.00-10.30 am, at the finish line.

## **Public Address System and Announcer**

The host club is responsible for arranging an announcer and organising the Public Address facility for the regatta. PA equipment will be provided by the Association and will be available at the finish line at least 45 minutes prior to the first race. The host club should provide chairs, table and appropriate protection from the weather.

## **Help Line**

If you have any further queries or need help, contact Nick Hunter on 0412 268 753(mob), or e-mail to: [Nick.Hunter@ausport.gov.au](mailto:Nick.Hunter@ausport.gov.au).

# Requirements for Regatta Catering

## Equipment Requirements

- Tent for BBQ
- BBQ
- Camp stove (or equivalent) for heating water (for tea and coffee)
- Gas
- Tables
- Signs – including price lists
- Money floats
- Extra Garbage receptacles
- Volunteers to work

## Sample Catering Requirements

### Menu

Tea, coffee, cold drinks, steak and sausage sandwiches, and fresh fruit. Cakes and slices are an optional extra.

### Food to Order

- 10 kilograms of sausages
- 5 kilograms of steak
- 1 large bag of onions
- 20 loaves of bread
- 10 cases of drinks (coke, diet coke, lemonade, lemon squash and water)

### Extras

Tomato and BBQ sauce, napkins, tea, coffee, sugar, milk, stirrers, ice, ice box, gloves, plastic cups, cooking utensils for BBQ, cutting board, garbage bags.