

Rowing ACT Regatta Hosting Guide



Program Preparation

The Association will prepare the official program for the regatta. Entries close ten days before the regatta, (Wednesday at 5PM) a draft draw is circulated to clubs on the Friday (8 days prior to the regatta). After final changes the program is distributed to clubs on the Monday prior to the regatta.

Printing the Program

The host club is responsible for printing of the official program/draw and its dissemination to competitors, officials and spectators on regatta day. For a normal point score regatta at least 11 final draws should be produced:

- 10 copies of the **FINAL DRAW** 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.
- Clubs may wish to print additional programs for distribution or sale to the public and competitors. A nominal charge may be applied to cover costs.
- Upon approval from the Rowing ACT Executive clubs may sell advertising space in the program; however clubs must ensure that other sponsorship commitments or limitations 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
- Commentator
- Bow number controller and medal distributor.
- Erecting traffic management signage on the bike path, signs are kept in the BRO trailer and need to be secured to bollards at both ends on the regatta site on the bike path to alert cyclists to the event in progress. Cable ties are provided .
- The host club will also need to provide two back up speedboats and boat drivers. Contact the Boat Race Official Coordinator – Geoff Northam on 0412 289 296 or e-mail to: geoffnortham@optusnet.com.au – as early as possible to determine such requirements.



Presentations

The Association will provide medals. The host club is responsible for arranging their presentation to first, second and third place getters during the regatta. This may be completed within the catering tent.

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.
2. **Boat Race Officials:** The host club is responsible for providing refreshments for the BRO's. 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 09.00 -09.30 am, at the finish line. Quantities required should be checked with the BRO coordinator in advance of the event.

Rubbish Handling

Hosts are required to provide additional rubbish bins to place near your catering area, as there are insufficient public bins at the venue to cope with a full regatta. Rowing ACT have arranged with the appropriate rubbish removal authority that rubbish will be removed only where it is bagged, sealed and place next to existing bins. Please insure you monitor the state of the venue bins to insure they do not over flow. It is recommended clubs insert bin liners in to venue bins to allow easy containment.

Public Address System and Announcer/Commentator

The host club is responsible for arranging an announcer/commentator. Please insure the commentator has sufficient knowledge of rowing to provide accurate reliable commentary. PA equipment will be provided and setup by the BRO's at least 45 minutes prior to the first race. The host club should provide the volunteer/s with chairs, a table and appropriate protection from the weather.

Help Line

If you have any further queries or need help please don't hesitate to contact James Hammond on 0406 376 666 or e-mail to: actra@rowingact.org.au.



Recommended Requirements for Regatta Catering

Equipment Requirements

- Tent for BBQ
- BBQ
- Gas
- Tables
- Signs – including price lists
- Money floats
- Extra Garbage receptacles and liners
- Volunteers to work

Sample Catering Requirements

Menu

Cold drinks, steak and sausage sandwiches, and fresh fruit. Cakes and slices are an optional extra.

Food to Order (quantities are recommendations only)

- 10 kilograms of sausages
- 5 kilograms of steak
- 1 large bag of onions
- 20 loaves of bread
- 6 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.

An arrangement has been made with the manager of the Coles supermarket at Curtin to supply food items at a discount and to take back full cases of soft drinks which are not used. The store manager is Mr David Cadden 6281 1877, 0408 034 393 email: coles.0735.manager@coles.com.au. The supermarket opens at 0700 on Saturdays. Orders are required by Thursday morning for pick up on Saturday morning which avoids the need for double handling and storage. Club catering coordinators are asked to speak to David Cadden and make arrangements with him well in advance. Bulk orders of perishables are available, but unused perishables cannot be returned. The supermarket is the most convenient one to the regatta course for pick-up and re-supply.



Arrangements made with David Cadden in October 2009 provide a 30% reduction on sausages (for example) over the standard shelf price, indicated price being \$3 per Kilo on a bulk order. The store has less discretion on dry grocery prices (soft drink etc).

Coffee vans can be arranged by Rowing ACT upon request.

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