



Geelong Rowing Association (Incorporated)

**CHECKLIST FOR THE STAGING OF ROWING REGATTAS
ON THE BARWON RIVER
2016 2017 Rowing Season**

*For general use by the GRA and others as a tool to assist in the
staging of regattas on the Barwon River*

OCTOBER 2016

EXPLANATION AND STATUS

Rowing Geelong is the operating name of the *Geelong Rowing Association (Incorporated)*.

This *Regattas Checklist* document is prepared and distributed by *Rowing Geelong* as a tool to assist rowing clubs or schools proposing to host regattas on the Barwon River.

- It provides guidance.
- It is not a formal statutory or regulatory document.
- It is not an agreement document.

It is an evolving document that will be subject to change as need is identified by *Rowing Geelong*.*

The document can be read in conjunction with a separate agreement form master document that is for designating responsibilities and accountabilities to occur at individual regattas between host organisations and *Rowing Geelong*.

The document is structured under function category headings. Some functions such as the setting up of the Barwon River rowing course must be conducted by *Rowing Geelong* at cost to host organisations, as only *Rowing Geelong* has the experience, facilities and equipment for their conduct. Other functions may be contracted to *Rowing Geelong* to perform.

While *Rowing Geelong* has endeavoured to ensure the document is comprehensive, *Rowing Geelong* does not guarantee that all functions and activities are identified.

Rowing Geelong is not accountable for the interpretation or use of the document by others, or its accuracy at any point in time, as regulatory and statutory requirements that underpin the document may change periodically. It follows that any rowing club, school or other organisation intending to conduct regattas on the Barwon River needs to consult as required (eg: with *Rowing Victoria*, *Rowing Geelong*, *City of Greater Geelong*, *Victoria Police* and *Ambulance Victoria*) as needed to refine and/or ensure that all requirements are met in the staging of successful regattas.

Rowing Geelong is responsible only for the roles it is engaged by agreement to conduct. It is not accountable for activities that are their responsibility of others

Rowing Geelong will be pleased to discuss any matter in this document of its associated documents.

The document is to be posted on the *Rowing Geelong* Website at:

<http://www.rowinggeelong.asn.au/>

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President

Rowing Geelong

(Geelong Rowing Association (Incorporated))

6 October 2016

Document clearance

This document is cleared as follows

Person	Position	Document No	Document status	Date
Phillip Ryan	President, Rowing Geelong	161006rg	Draft	6 October 2016
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Introduction

Various Rowing regattas are conducted annually on the Barwon River. These are staged either by *Rowing Geelong*, or other host organisers.

The effective and efficient staging of regattas on the Barwon River is essential to enable rowing in Geelong to hold and enhance its position and status as a professionally organised sport, and to enhance the Barwon River as a key regatta venue.

Regardless of the Regatta and who is staging it, various roles need to be performed, and various activities must occur.

The following content in this document provides a checklist of activities that are required to achieve the above. For convenience the checklist is presented under the following heading categories.

Note:

- Categories marked with * are performed for all regattas on the Barwon River by *Rowing Geelong*)
- *Rowing Geelong* can be contracted by host organisations to conduct the other functions .

Rowing Geelong Executive*

Regatta Directorship

Overall regatta oversight and management.

Regatta Day Secretary

Programs development/printing and electronic event results/data entry in accordance with Rowing Victoria requirements.

Note: Regatta organisers do often supply their own Regatta Secretaries.

Rowing Reserve (on-land) set up/management

Set up of the rowing reserve, judges box, and operations (including hard-wired broadcasting infrastructure, siting of vendor and spectator tent/viewing arrangements, program sales, and award presentations, race officials' food distribution) within the reserve during the regatta.

Catering for Officials

Rowing Course Set-up/Operations*

Pre regatta set-up and post regatta removal of course markers and associated rowing course infrastructure.

Regatta Safety

On river

On land

Management of general safety and emergency procedures in accordance with the GRA Safety and Emergency Management Plans)

Other activities

Each of the above categories is sub-categorised into several of the following Stages

- Pre-regatta season
- Pre-regatta day
- Regatta day
- Post regatta day

1 Rowing Geelong

Prior to the regatta season the RG Executive will tend to the following matters.

a	Liaise with <i>Rowing Victoria</i> (RV), <i>City of Greater Geelong</i> (CoGG), and <i>Corangamite CMA</i> (CCMA) and <i>Marine Safety Victoria</i> (as required), to confirm the proposed staging regattas on the Barwon River, and associated organisational and procedural requirements.	
b	In early July, meet with other Barwon River User Groups with assistance of the RV's Victorian Rowing Regattas Schedule, to prepare the annual <i>Barwon River Events Schedule</i> for ratification by CCMA.	
c	Set the annual <i>Rowing Geelong</i> cost basis for services provided in staging regattas (by start of August annually).	
d	Review conditions under which vendors (non-profit making and commercial) should operate during regattas.	
e	Complete the RV annual <i>Regattas Staging Agreement</i> (between RV and RG).	
f	Address/complete any other governance, procedural, and legislative requirements relating to the staging of rowing regattas on the Barwon River.	
g	Review and update (as needed) the following documents relating to rowing generally and the staging of regattas on the Barwon River	
g1	<ul style="list-style-type: none"> RG Rowing Safety. Management Plan for Rowing on the Barwon River (including river use and Barwon River rowing precinct plans and maps. 	
g2	<ul style="list-style-type: none"> RG Barwon River Regattas Emergency Management Plan 	
g3	<ul style="list-style-type: none"> Barwon River Regattas Staging checklist. 	
h	Advise RG affiliate schools and clubs, of strategic and regulatory matters that require their attention prior to the commencement of and during the forthcoming rowing season	
i	Advise non-RG affiliated schools and organisations proposing to stage rowing regattas on the Barwon River of requirements and other matters that require their attention prior to and during the forthcoming rowing season. This will include but not necessary be limited to provision of the following:	
i1	<ul style="list-style-type: none"> RG costs for the forthcoming rowing season 	
i2	<ul style="list-style-type: none"> Current Checklist for the staging of rowing regattas on the Barwon River 	
i3	<ul style="list-style-type: none"> Agreement form for functions and activities required of RG in the staging of rowing regattas. 	
i4	<ul style="list-style-type: none"> Advice regarding any other relevant matters relating to the staging of regattas on the Barwon River 	
j	Any other procedural matters that require attention	

2 Regattas Directorship

This function needs to be performed by an experienced Regatta Director. RG can provide an appropriate person at agreed cost.

2.1 Pre-regatta season

Prior to the regatta season the following matters require attention by the Regattas Director.

a	Liaise with Rowing Victoria (RV), <i>Rowing Geelong</i> (RG), and Corangamite CMA (CCMA) to confirm regattas on the Barwon River, and associated organisational and procedural requirements.	
b	Assess infrastructure, goods and equipment requirements for the Barwon River regattas season.	
c	Assess the need for trophies and the procurement and cleaning/preparation of trophies as needed.	
d	Assess communications equipment and other infrastructure for effective operation.	
e	Assess and confirm security requirements. <i>(Usually required only for HoSG and Barwon regattas)</i>	
f	Assess and determine vendor needs (ie: which vendor categories are needed) for regattas.	
g	Establish with Geelong-based Rowing Clubs their rostering/scheduling for provision of services at Regattas <i>(Usually shared between Barwon and Corio Bay Rowing Clubs. One club caters and the other provides volunteers.)</i>	
h1	Be familiar with the contents and requirements of the <i>Rowing Geelong Regatta Safety</i> and <i>Regattas Emergency Management Plan</i> (NB: Refer RG Website)	
h2	Prepare a Regatta Emergency Management Plan appropriate for the hosted regatta (Can use RG's <i>Regattas Emergency Management Plan</i> as the model for this with appropriate name /personnel amendments.	
i	Assess/determine public toilet requirements for each regatta including the number of toilets needed, the need for hiring and placement of public toilets, and access (if permitted) to the facilities of the Barwon River-based Rowing Clubs and schools. <i>(Regatta hosts must discuss this function with RG in the early stages of planning for a regatta).</i>	

Note: RG can potentially advise on range and choice of vendors (including local Rowing Clubs) to provide various services. These vendors can be engaged via our Regattas Director subject to the Director role being contracted to the GRA). Vendor fees will pass to the Regatta Host.

2.2 Pre-regatta

Prior to a regatta various organisational matters require attention for smooth and efficient staging of the regatta:

a	Liaise with <i>Rowing Victoria</i> on procedural matters (including the provision of the RV 'Four Lane' regattas trailer, and its contents, including boat bow numbers, race officials' communications and other equipment), and any other associated matters relating to the staging of the regatta.	
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A1	<ul style="list-style-type: none"> Manage the pick-up/delivery of RV trailer (and electric charging of battery powered telecommunications assets contained within the trailer), and (if needed) pre-regatta storage at a secure location. 	
A2	<ul style="list-style-type: none"> Confirm communications equipment is fully charged and operative to serve the regatta needs. 	
B	Confirm parking requirements for the Regatta with Regatta hosts, including provision of parking/traffic control personnel at main reserve entrances (at base of Yarra Street, and Bob Morell Reserve (regatta spectator reserve)	
c	Finalise/secure vendor services required including vendor fees, including the allocation of operating spaces.	
D	<p>Liaise with rowing clubs that are to provide goods and services at the regatta including officials and volunteers lunches and Rowing Club Volunteers:</p> <ul style="list-style-type: none"> At least two (2) persons at Bow Number all day At least one (1) Course 'Runner' (with bicycle) to be available all day. 	
E	Arrange/confirm Regatta Announcers/broadcasters to operate from the Judges Box all day (for race calling and general announcements).	
f	Liaise with the Rowing Reserve Manager and the RG Rowing Course Setup/Operations manager to ensure review needs (including assessment of local telecommunications infrastructure) and readiness for staging of the approaching regatta.	
G	Liaise with the Regatta Day Secretary to review needs and readiness for staging of the regatta.	
H	Liaise with the RG Executive on any matters requiring attention by either party in the lead up to the regatta.	
I	Organise for pick-up/delivery trophies/awards (perpetual trophies, medallions etc.) or other awards.	

2.3 Regatta day functions:

a	Ensure 'subordinate' managers and Regatta Day Secretary are on site well (at least one hour) prior to start of regatta and that all 'systems' are in order.	
a1	<ul style="list-style-type: none"> Advise RV Regatta Referee of any course or land related matters with potential to implicate the safe/efficient staging of the regatta 	
a2	<ul style="list-style-type: none"> Advise RG Executive of any other matters issues relevant to the staging of the regatta). 	
B	Ensure that volunteers are stationed at vehicle entry points (at RG-designated time) to ensure that only appropriate/authorised vehicles gain entry to the precinct.	
C	Confirm with Rowing Course Set-up/Operations Manager , Rowing Reserve Manager , Safety Manager , and Regatta Day Secretary that all respective duties and functions are understood and tended to as required.	
	<p>Ensure catering is organised to include:</p> <ul style="list-style-type: none"> breakfasts for Officials, Lunch for all officials and volunteers including First Aid and LSV boats. 	

	<p>Breakfast: Egg and bacon, and water.</p> <p>Lunch: Salad Roll, cake, piece fruit and water.</p> <p>Snacks: Piece of fruit, and muesli bars.</p> <p>Water and snacks available at the finish tower and strategically placed at two (2) locations on the course. If there is no lunch break, provide morning and afternoon snack distributed around the course.</p>	
d	Manage resolution of any adverse issues (from above points) in collaboration with others as appropriate.	
e	Confirm receipt of vendor fees from regatta vendors.	
f	Confirm appropriate security arrangements are in place (for two-day regattas or separate regattas on successive days), including security of the Judges Box and the Rowing Reserves.	
g	Confirm return of all equipment (bow numbers and communications equipment) to RV Regatta Trailer.	
h	Confirm housing/return of RV trailer to RV or elsewhere as required by RV.	
i	Confirm return of all RG communications equipment to Judges Box.	
j	Liaise with RV Regatta Referee.	
k	Confirm locking of Judges Box.	

2.4 Post-regatta day functions

a	Confirm transmission of regatta results to RV.	
b	Manage return of RV regatta trailer (includes tally of equipment residing in the trailer (including bow numbers and telecommunications equipment) to rowing Victoria.	
c	Prepare post-regatta report on issues experienced during the regatta and requiring attention of the RG Executive (and others including Rowing Victoria, as appropriate).	
d	Meet with RG Executive as needed.	
e	Collate/Prepare regatta report as required by RV and RG.	

3 Regatta-day Secretary

This function must be performed by an experienced Regatta Day Secretary. RG can provide an appropriate person at agreed cost.

3.1 Pre Regatta Season

a	Confirm the effective operation of the regatta computer system.	
b	Organise regatta program printing arrangements to occur during rowing season, with selected printing/copying firm.	
c	Liaise with RV on computer programming needs (including program upgrade and skills upgrading) to ensure the RG programming and program management remains compatible with RV requirements.	
d	Collate checklist of materials, supplies and personnel assistance required to ensure that the <i>Regatta Day Secretary</i> role is conducted effectively and efficiently. (Identify needs to the <i>Regattas Director</i>).	
e	Liaise with the RG Regattas Director on the above matters and take action as determined to ensure readiness for regattas season.	

3.2 Pre Regatta Day(s)

a	Liaise with RV on the Monday preceding Regatta to confirm forward arrangements for the regatta.	
b	Obtain regatta entries and programming information from RV (mid-week prior to regatta), determine in collaboration with RV the number of programs required, and organise/manage the printing and collection of regatta programs* (See below for detail).	
c	NB: RV emails regatta programs on Wednesday preceding regatta day.	
d	Organise printing of Officials and spectators' programs for collection on day prior to regatta.	
e	Liaise with <i>RG Regatta Director</i> regarding the provision/display requirements, results, and other public information signage at or near the Judges Box and elsewhere as required.	
f	Download updated RP7 file (~15mb) by mid-afternoon on day preceding regatta using on-line link provided by RV, and review for any changes made since Wednesday's receipt of program from RV (eg: extra entries, scratchings, moved crews, combined heats, or extra races etc.).	
g	Check email for any emailed scratchings (check both on night before, and one hour before regatta start)	

3.3 Regatta Day

NB: Arrive at venue about 2 hours prior to regatta start time.

a	Ensure that signage (including race program and results, and other public information signage) is appropriately affixed to Judges Box and elsewhere as required.	
b	Prepare/print Judges' sheets for first and subsequent sessions.	
c	Record (in RP7 Computer Program) pre-regatta changes (eg: scratchings, name changes, officials update). (<i>Must be in place by one hour before regatta start for this</i>).	

d	Enter race results into computer (using <i>RP7 program</i>) as provided from race Judges, and as required by RV.	
e	Print program sheets and race results for fixing to notice boards at Judges Box and at Bow Numbers facility.	
f	Manage course 'runners' and any 'judges box assistant' personnel regarding the issuing of public information, and the timely/efficient delivery of programming and results information and any other necessary goods and services to race officials.	
g	Prepare and provide (<i>immediately</i>) scratching sheet to <i>Regatta Referee</i> on recording of any scratching.	
h	Maintain communication with <i>Race Judges and other Boat Race Officials</i> , and <i>Regatta Announcers</i> as required to meet the needs of the Rowing Officials and to ensure the efficient/effective conduct of the Regatta Secretary role.	
i	Advise the GRA Regatta Director of any issues impacting on the conduct of the Regatta Day Secretary role.	
j	Liaise with <i>Regatta Director</i> to ensure appropriate closure of duties.	

3.4 Post Regatta Day

a	Convey race results in electronic <i>RP7 format</i> (or another format if/as required by RV).	
b	Liaise with <i>Regatta Director</i> as required (by meeting, or in electronic form) to identifying any matters requiring the attention of RG or RV relating to the effective and efficient operation of the regatta just held, and for future regattas.	

** Notes:*

- For Barwon Regatta) provide RV with list of race names 2 weeks before regatta.

4 Rowing Reserve setup

Some functions under this category must be contracted to Rowing Geelong, for conduct by an experienced person.

4.1 Pre Regatta season

a	Liaise with selected cleaners to review season requirements.	
b	Organise for pick-up/delivery of trophies/perpetual cups from storage location.	

4.2 Pre regatta day

a	Confirm arrangements with cleaners (eg: times, access arrangements, provision of supplies including toilet paper etc.), including closure requirements at end of regatta.	
b	Set up portable boat storage racks as/if required	

4.3 Regatta day

a	Set up (as required) and test broadcast infrastructure. Rectify if faulty.	
b	Manage the set-up and pre regatta review of telecommunications infrastructure.	
c	Review operation of communications/broadcast equipment/infrastructure as needed.	
d	Assist with remedial action as required if communications equipment malfunctions.	
e	Ensure bow numbers are reviewed for recording of any missing numbers. Notify <i>Regatta Director</i> or <i>Regatta Referee</i> of any potential difficulties (eg: insufficient number of specific bow numbers).	
f	Ensure vendors/vendor sites are supplied with power and that vendors are appropriately sited and able to operate.	
g	Ensure presence of a person to answer public queries prior to and during event.	
h	Ensure regatta programs are delivered to nominated sales points.	
i	Manage distribution of food to race officials.	
j	Collect and collate returning one-off and/or perpetual trophies.	
k	Liaise with <i>Regatta Day Secretary</i> on management of regatta 'runners' regarding the conveyance of food, goods, and messages throughout the regatta venue as required.	
l	Collate the return and documentation of all required contents to the RV regatta trailer, and prepare trailer for return to RV. Report any missing equipment to Regatta Director (or RV as appropriate).	

4.4 Post regatta

a	Dismantle and store RG equipment.	
b	Report to Regatta Director on matters/incidents for attention.	

5 Catering for officials

5.1 Pre-Regatta day

a	Determine and order provisions for food and drink for regatta officials both on-course and in Judges Box, and confer with GRA Executive re -pick up and/or delivery of such supplies.	
b	Purchase required food and drink for officials' meals and snacks.	

5.2 Regatta Day

a	Prepare and package Officials' lunches and snacks.	
b	Deliver Official's lunches and snacks at appropriate times.	

6 Regatta Safety

6.1 Pre-regatta

a	Review/upgrade content and requirements of the relevant Regatta Emergency Management Plans .	
b	Prepare for implementation of above <i>Plan</i> including:	
b1	<ul style="list-style-type: none"> Familiarisation of content 	
b2	<ul style="list-style-type: none"> Identification of nominated personnel; <ul style="list-style-type: none"> Safety Officer First Aid Water Rescue 	
b3	<ul style="list-style-type: none"> Confirmation of required signage, Plan locations and access arrangements during regatta, and personnel location points <ul style="list-style-type: none"> Location of First Aid* Location of preferred ambulance access* <p>* Usually the same place – just east of Corio Bay boathouse.</p>	
b4	<ul style="list-style-type: none"> Print relevant safety and reporting forms for use during and after regatta 	

6.2 Regatta day

a	Ensure that copies of the relevant Regatta Emergency Management Plan are displayed and readily accessible in the RG Judges Box, the RG Boat Shed, and at the Bow Numbers facility	
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B	Ensure that a hard copy is copy is provided to each of the <i>Regatta Referee, Race Starter and Regatta Director</i> , and the <i>First Aid manager</i> (as contracted by RV).	
c	Ensure that the requirements of the RG <i>Regatta Safety and Emergency Management Plan</i> are in place for the regatta including :	
c1	<ul style="list-style-type: none"> • location of First Aid facility 	
c2	<ul style="list-style-type: none"> • un-obstructed Ambulance access provision to First Aid facility and on Rowing Reserve roads (eg behind Rowing Sheds from Corio Bay Rowing Club to Barwon Rowing Club) and under Moorabool Street Bridge etc.). 	
d	Direct safety and emergency management issues as they emerge and in accordance with the requirements of the RG <i>Regatta Safety and Emergency Management Plan</i> .	

6 Course Setup*

This is a Rowing Geelong function provided at cost to Regatta hosts. The function cannot be performed by other parties.

Main tasks associated with this function include the following:

6.1 Pre Regatta Season

a	Review condition of all land and water based rowing course infrastructure and equipment including the RG aluminium punt and outboard motor.	RG
b	Report pre-season needs to Regatta Director/ RG Executive.	RG

6.2 Pre Regatta

a	Liaise with <i>Regatta Director</i> to confirm readiness for course setup, and requirements as required/appropriate	RG
b	Set up Course mid-week before regatta.	RG
c	Confirm set-up to Regatta Director when completed.	RG

6.3 Regatta day

a	Ensure personnel availability for remedial action regarding any course setup matters that emerge during regatta.	RG
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6.4 Post regatta

a	Dismantle course as per timing agreement with RG	RG
b	Report any identified maintenance needs.	RG
c	Maintain equipment as per needs identified to and agreed by RG	RG

7 Other functions

To be prepared/added as identified.