A GUIDE TO HOSTING A REGATTA

ROWING
New South Wales

Contents

OVERVIEW

This Regatta Manual is provided to clubs and schools to give an overview of the guidelines required for efficient planning and delivery of local regattas.

All regattas should be conducted under the auspices of, and according to the Rules of Racing, Laws of Boat Racing and By-Laws of Rowing New South Wales (Rowing NSW) unless otherwise specified by the Board of Directors.

Details of these Rules can be found on the Rowing NSW website at
https://www.rowingnsw.asn.au/beginners/documents-and-policies

In addition, all affiliated Regattas must comply with:

- Play by the Rules
- NSW Maritime Safety Regulations

1. PRE-REGATTA PLANNING

1.1 Application to Host a Regatta

A club or school must complete an 'Application to Conduct a Regatta' form which can be found here. The form should then be emailed to Owen Nix, Regatta Operations Manager at owen@rowingnsw.asn.au.

Application forms must be received prior to the following rowing season on 30 June. For example, if you are applying for a regatta to be held during the 2021/2022 rowing season, you must submit the application prior to 30 June of 2021.

1.2 Organising Committee

It is recommended that an organising committee is formed to help spread the load of roles and responsibilities required. This may include but not limited to the following duties.

Role	Responsibility
Chairperson	Oversees the whole of regatta day operations
Event and volunteer logistics	Oversees and coordinates before, during and post-regatta logistics and liaises with volunteers.
Financial secretary	Monitors income and expenditure
Publicity and marketing	Oversees publicizing and marketing the regatta
Safety, welfare and risk management	Reviews the Competition Safety Plan and makes decisions on regatta safety throughout the process whilst coordinating with the President of the Jury.
Catering	Coordinates catering for regatta day/s for all volunteers and contracted staff.
Equipment and boat organisation	Organises and communicates equipment and boat park operations i.e. trailer park allocations / passes etc.

1.3 Regatta Type & Race Events

The type of regatta will determine what race events will be offered. Will you be hosting a multi-lane or side-by-side regatta, head racing or sprint regattas?

In specifying which regatta type you will host; it is then important to ascertain the regatta events that will be offered i.e., school events, underage events, masters events, etc. In addition to age, you will also need to consider boat classes to offer. Is it a big boat regatta (quads, fours and eights) or will you have all boat classes on offer? The Rowing NSW Regatta Operations Manager can assist with identifying suitable race events for your regatta.

1.4 Local Authorities and Clearances

For many regattas, the appropriate level of approvals from Waterways and local authorities such as local Councils is required.

Waterways

Aquatic licences and approvals are important to obtain when conducting a regatta. This ensures that the event is posted on the Roads and Maritime Service (RMS) website and benefits the community by promoting the event being conducted on the waterway.

Exclusive use approvals are rare and mean that any other recreational or commercial vessel may not enter the competition course. The application process for exclusive use is much more detailed and costly.

Metropolitan regattas – Rowing NSW obtains aquatic licences for all regattas at the adoption of the beginning of the season.

Regional regattas – Clubs, Schools and Associations hosting regattas in regional areas should apply for their licence to conduct the regatta from their regional Waterways authority.

Local Councils

Depending on the size and scale of the regatta, local authorities may need to be contacted to assist and advise on logistics and operations of your event. Even if the regatta does not impact local traffic, considerations need to be made about the following:

- Boat trailer storage
- Boating areas
- Parking availability
- Spectator management
- Boat rigging area

A local council event licence may also be required if you are planning to use any reserves or similar areas which may impact on the usual activities of the public.

1.5 Entry Fees

The minimum default Club, School and Championship seat fees are applied automatically to all regatta events; however, the default seat fees can be over-ridden using the 'Set Custom Fees' option with any individual regatta on Rowing Manager.

The seat fees for each season are detailed at the beginning of the season.

Rowing NSW obtains the regatta entry fees through Rowing Manager where host Clubs and Schools are then required to submit a tax invoice for their share (50%) of the regatta entries on the following basis:

- For entries of club and school seats at their regattas; $7.25
- For entries of seats at regattas conducted at SIRC; $10

This does not include CDRA, AAGPS and NRRA regattas.

1.6 Gear & Equipment

Regatta organisers should ensure they have the necessary equipment on hand to be able to run a regatta (a gear checklist can be found in the Appendix). Rowing NSW offer 'regatta equipment hire' for a fee and information about how to hire this equipment can be found here: Rowing NSW Regatta Equipment Hire Request Form.

Umpire Boats

Ideally **four (4)** speed launches of suitable standard (three umpires rostered and one in case of breakdown) should be available to conduct the regatta. Recommendations for use of Umpire Boats are outlined below:

- Umpire boats must be available at least 45 minutes prior to the scheduled starting time of the regatta.
- The launches should be of sufficient size and power to accommodate the driver, timekeeper and umpire STANDING (flat floor) and capable of 20 knots.
- Have an adequate supply of fuel and oil available and appoint an experienced person responsible for refueling and any unforeseen maintenance and repairs.

Weigh-In Equipment

For lightweights and coxswains, ensure there is a weigh-in register and weighing machine that is made available in a suitable area offering privacy. The location of weigh-ins needs to be clearly communicated to athletes so the process can be as efficient as possible in the case of lightweight events.

Trophies

Prizes such as trophies, medals, ribbons or similar should be presented to the winning crew/sculler of each event. When divisions are contested, prizes should be provided for each division. Allow sufficient time for the ordering of prizes and any engraving, labelling etc. It will be necessary to estimate the number of prizes based on the predicted number of events. The Rowing NSW Rules of Racing now provide for money prizes to be awarded to Clubs and Schools (not the competitors) for races or point score wins.

1.7 Regatta Promotion

A notice calling for entries can be placed on the Rowing NSW website at least two weeks prior to the close of entries with specific event information. Other means for promotion can include but are not limited to:

- Event posters (digital or hard copy)
- Direct communications (eNewsletters)
- Social media
- Website marketing

1.8 Entries / Draw

Entries from Constituent Members may only be lodged by authorised officers of clubs and schools who will be annually allocated website access passwords. Entries will close at 5:00pm on the date published on the Rowing NSW Regatta Calendar.

Only current Rowing NSW Competing Members (Metropolitan Competitor, Regional Competitor, Metropolitan Junior, Regional Junior, AAGPS Junior and Single Regatta Licence) shall be allowed to enter approved regattas.

All entries are completed via Rowing Manager. The draw for each Rowing NSW regatta will be developed by the Regatta Operations Manager who will post the draw to the website and update the draw upon the close of late entries. Further updated versions may become available up until the competition day.

AAGPS regatta draws are developed by the AAGPS and placed on the Rowing NSW website.

Regatta Secretary Services

Clubs and Schools hosting regattas will generally be required to use the Regatta Pro 7 (RP7) software to manage their regatta. A pre-configured RP7 regatta file is normally supplied by the host association that contains all entries, races and lane draw. Training can be arranged with Rowing NSW on how to use this software.

Download RP7 Regatta Management Software

1.9 Boat Race Officials and Volunteers Rostering

Boat Race Officials (BROs) and volunteers are the backbone of the sport of Rowing and regattas simply can't run without their support. BROs usually register their availability for upcoming regattas through Rowing Manager. A few days prior to the regatta (normally Wednesday), Rowing NSW will email the regatta organiser a list of names that are available, their contact details and working with children checks (if required). It is then the responsibility of the regatta organiser to communicate directly with the BROs and volunteers any essential regatta information such as specific meeting times, special parking arrangements and catering.

Rowing NSW recognises that Clubs and Schools may have internal volunteers such as boat drivers, timekeepers and commentators that can also assist.

The minimum number of BROs to be able to run the regatta in a fair, reliable and safe manner varies for each regatta but approximately six (6) BROs is an ideal number for many regattas in NSW. For larger regattas at SIRC and at other major regional regattas, between seven (7) and ten (10) BROs are ideal.

BROs and volunteers do their best to be able to assist at all regattas throughout the season, however, Rowing NSW are always on the lookout for more volunteers to call upon. Please visit the Rowing NSW Volunteer page for more information on how your members can help.

1.10   Safety & Risk Management

Heat Management Plan

The responsibility for assessing and managing the risks to athletes, officials and volunteers associated with competition (and training) in conditions of high temperatures and or other adverse conditions rests with the athletes themselves, their Schools, Clubs, coaches and parents for those who may be under the age of 18. The Interim Rowing NSW Heat Management Policy can be found here – Rowing NSW Heat Management Policy.

<u>Risk Management</u>

The [Rowing NSW – Risk Management Plan](#) can be downloaded from the Rowing NSW website. The plan provides the risk management framework; the regatta host should complete the risk management action plan within the document prior to the regatta.

<u>Medical</u>

Host Clubs and Schools are responsible to provide both on-water and on-shore First Aid personnel that hold a current First Aid Certificate. These individuals should be able to swim and have a willingness to get in the water in case of a rescue situation. They are there to provide on water rescue coverage and deliver patients in need of medical attention.

It is best for the host Club and School to keep the First Aid certificates on file prior to the regatta.

<u>Working With Children Check</u>

It is imperative for all regatta volunteers to obtain a Working with Children Check (WWCC) prior to the regatta day as it is an NSW Government requirement for anyone in paid or volunteer child-related work in NSW. It is the responsibility of the host Club or School to verify the WWCC details of anyone they engage in regattas with junior competitors. It is recommended Clubs and Schools keep the certificates on file for future regattas.

1.11 Regatta Communications

Upon submitting entries, Clubs and Schools can register the details of their team manager or other designated contact for the regatta. Regatta hosts can then use these contacts to communicate any up-to-date event information or last-minute changes.

1.12 Regatta Programme

A regatta programme can be produced for regattas. The regatta programme can include but is not limited to:

- Notice to competitors
- List of club officers, organising committee, Boat Race Officials and volunteers assisting with the regatta
- Course map
- Listing of the competing clubs/schools and their racing colours
- Include a list of the races, their programmed start time and distance (generated by RP7)
- Regatta sponsors or partners

2. REGATTA DELIVERY

2.1 Laws of Boat Racing

The Rowing NSW – Laws of Boat Racing should be directly referred to when delivering regattas.

Regatta Hosts should familiarise themselves with the Laws of Boat Racing and relevant Rules and By-Laws of the Association to effectively conduct regattas and competitions. The Laws of Boat Racing further outline regatta regulations such as Duties of the Jury, event definitions and regatta processes and guidelines to ensure the orderly conduct of the event.

2.2 Boat Race Officials and Volunteers

Regatta managers are to ensure the following expectations are established throughout the event to accommodate for BRO and volunteer needs.

- Provide a suitable room or area in which the Boat Race Officials can meet prior to, during and after the regatta, which should afford some privacy in the case of protests or controversial matters.
- Set up a commentary position which provides excellent vision of the finish line and course with tables and chairs. The Judges area should be clearly separated from the public, especially where this is on land. Members of the public should not have access to this area.
- It is expected that refreshments and food will be regularly provided for Officials and volunteers throughout regattas. Lunch is to be provided at regattas where a lunch break is scheduled.
- Ensure there is also enough shade for stationary Officials i.e., shade umbrellas or similar and that sunscreen is made available.

To intercept any interruptions for the Judges, Referee and Commentators, volunteers should be available to handle general inquiries and post results on an easily accessible notice board.

2.3 Results

Your computer operator (with a computer and printer) should be accessible by the Referee to provide results, withdrawals and substitutions in the Regatta Program. Results sheets may be posted on the results notice board during the regatta. The Referee will require a finalised copy of results at the conclusion of the regatta for inclusion within the report.

At the conclusion of the regatta, email as an attachment a copy of the RP7Regatta Data File to results@rowingnsw.asn.au.

A public address system should be available to the Referee one hour prior to the commencement of the regatta. It should have sufficient power and coverage to be heard in the boat storage park, the launching area and the spectator area.

2.4 Safety & Risk Management

The safety procedures and risk management plan put in place should be checked and monitored prior to the regatta starting and during the regatta.

2.5 Presentations

An assistant should liaise between the Regatta Organiser and the Referee to resolve any problems that may eventuate during the conduct of the regatta and will advise results for trophy presentation.

Presentations can occur after each race or at the conclusion of racing.

3. POST REGATTA

3.1 Photos and Videos

Photos and video packages are a great way to showcase the regatta and generate engagement around the event and can also be placed on the Rowing NSW website. Photos may also assist with the regatta set up if new people take over.

3.2 Recognition

It's important to recognise the efforts of Boat Race Officials and volunteers who have assisted to make the regatta run. A thank you gift or other gestures will more than likely see the same people volunteer the following year.

3.3 Monitor and Review

Reflecting on the regatta through an event debrief is suggested to assist with planning in future years. Whether a success or a little disappointing it's often tempting to 'get on with it' and not give the proper time and attention to reviewing the regatta until it comes around again.

Some things you may like to consider include:

- Collect post-event attendee feedback from competitors, coaches, officials and supporters through the form of Google Forms or alike
- Review raw data i.e., entries etc.
- Analyse success with stakeholders

Appendix – NSW Regatta Course Limits

Special limits apply to various courses:

Venue	Coxed Crews & Scullers	Coxless Crews
Blackwattle Bay (Glebe, SUBC-W)	8	8
Hen & Chicken Bay / Canada Bay	8	8
Clarence River, Grafton	8	8
Clarence River, South Arm Maclean	6	6
Clarence River, South Grafton	8	6
Cockle Bay, Lake Macquarie (Hunter)	8	8
Cooks River, Arncliffe	3	3
Hastings River, Port Macquarie		
Hunter River, Berry Park	5 – 1750m 6 – 1000m	5 – 1750m 6 – 1000m
Iron Cove, Balmain	6	6
Iron Cove, Drummoyne	8	6*
Iron Cove, UTS Haberfield	8	6*
Iron Cove, Leichhardt	8	6*
Lake Glenbawn, Scone	8	8
Lake Malpas (Armidale)	6	6
Lane Cove River (North Shore)	6*	6
Lane Cove River (St Ignatius)	5	5
Lake Illawarra (Wollongong)	6*	6
Manning River, Taree	6*	6
Middle Harbour, The Spit		
Nepean River, Penrith (Nepean)	8	6
Nepean River, Penrith (Championship Course)	8	8
Parramatta River (Sydney)	8	6*
Richmond River, Coraki (Lismore)	6	5
Shoalhaven River (Nowra)	4	4
Sydney International Regatta Centre	9	9
Telegraph Point, Wilson River (Port Macquarie)	6	6
Throsby Creek, Carrington (Newcastle)	3	3
Tweed River, Murwillumbah	8	6

Denotes that the Referee has the discretion to increase by one the limit in exceptional circumstances.

*** The above Regatta Course Limits is to be used as a general guide.*

The below documents can be found at the link here:

https://www.rowingnsw.asn.au/competition/regatta-documents/

- Gear Checklist
- Regatta Operations Example Checklist
- Volunteer Roster Template