

Regatta Planning

A RowOntario Presentation
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The Organizing Committee (OC) needs to be:

- a committed group of volunteers who are dedicated to the regatta;
- knowledgeable of the sport of rowing and the facilities of the site;
- prepared to carry out the responsibilities until post regatta.

Organizing Committee

Select a Regatta Chair from the OC

- Knowledgeable about regattas
- Knowledge of the RCA Rules of Racing
- Know the regatta site
- Organized and a clear communicator
- Not a participant in the regatta
- Be prepared to work hand in hand with the Chief Umpire

Organizing Committee



The OC must:

- Apply for Regatta Sanction
- Plan for a safe and fair event
- Plan for an athlete centered event
- Determine the events of the regatta and the capacity of the site to manage the events
- Select a Chief Umpire for the regatta
- Determine meeting dates and assign responsibilities

Organizing Committee



Roles of the OC:

Administration
Planning
Technical
Operations
Communications
Public Relations
Hospitality

Organizing Committee



- Administration

- Budget
- Booking, licenses, permissions
- Application for Regatta Sanction
- Traffic plan
- Signs
- Emergency communication/Inclement Weather Plan
- Insurance
- Regatta Office

Organizing Committee

- Planning

- Entries – on-line or paper?
- Website information is accurate and up to date
- Establish a communication system regarding regatta information. EARLY Communication is key.
- Create course maps, coach's information package, etc.



- Technical

- Regatta Site Plan
- Course Lay out
- Start and Finish area
- Control Commission
- Weather Monitoring

Organizing Committee



- Operations

- Security
- Concessions
- Volunteer food service
- Garbage removal and recycling
- Toilets and water
- On-site power needs
- Emergency services

Organizing Committee



- Communications

- Regatta Communication system
- Control Commission
- Draw Printing and Distribution plan
- Results Communication Plan

Organizing Committee



- Public Relations

- Accommodations
- Marketing and Promotions

Organizing Committee



- Hospitality

- Organize volunteers
- Medals Presentation plan
- Social events
- Volunteer recognition
- Ensure all protocols are established and followed

Organizing Committee

Consideration of the key points we have covered should provide you with a clear plan for a safe and successful regatta for athletes, coaches and spectators


Regatta Success



The Regatta Sanction document is required for any regatta conducted in Canada.

Also, it is an excellent guideline to ensure all important aspects of the Regatta are covered

Regatta Sanction

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- The Regatta Sanction document walks you through the process for application
 - Appendix 1 and Appendix 2 are required to be completed and submitted at least 15 business days before the regatta (always confirm timelines with ROWONTARIO)
 - Appendix 3 is completed after the regatta and sent with the completed checklist

Regatta Sanction



- Key points in Appendix 1

- All areas must be completed
- Exemptions to the RCA R of R must be clearly stated with the rule number and the reason for the exemption

Regatta Sanction



- Key points in Appendix 2

- All blanks must be completed in Column A
- There are **Mandatory** items and **Discretionary** items listed
- Column A will be checked by the Chief Umpire at the regatta and noted in Column B for compliance. It will be used as part of the Chief Umpire's report.
- Copies of Traffic Maps must now be submitted with applications. Maps should clearly indicate position of safety boats.

Regatta Sanction



- Key points of Appendix 3

- Completed by the Chief Umpire after the regatta and submitted to RowOntario
- Used to inform the next regatta by the same club or organization

Regatta Sanction



Questions?

Regatta Planning