



Request for Quotes For Regatta Venues for Row Ontario regattas

In 2026, Row Ontario is planning to host the following regattas and is seeking quotes from venues interested in having Row Ontario host any or all regattas at their facility.

2026 Date(s)	Regatta	Course
June 13	Tony Biernacki Sr. Memorial regatta	1,000m
July 12	RowOn Masters Championship regatta	1,000m
July 18 & 19	RowOn Championship regatta	2,000m
October 30	Ontario University Development regatta	2,000m
October 30 & 31	OUA Rowing Championships	2,000m

Requirements of a venue

There are several things a venue **MUST HAVE** to qualify to host one or more of these regattas.

- A true Albano buoy system with buoy spacing every 10m is preferred. The minimum lane width shall be 13.5m. The minimum acceptable number of buoy lines is seven, for six racing lanes.
 - Traffic and warm-up patterns shall be clearly marked with large buoys, as directed by the Chief Umpire.
 - Equipment/facility to allow for proper alignment of crews by the judge at the start:
 - Start pontoons (ideally with adjustable fingers). An absolute minimum requirement is that, in each race, the boat bows can be aligned evenly. The start pontoons, therefore, would need to be designed to accommodate this requirement. A proper sighting device would need to be provided for the judge at the start/aligner.
 - A starter's tower (with shelter) located above and behind the start line.
 - A light system, in conjunction with the audio system, is preferable over an audio only system.
 - Power and wireless internet access at the start tower, or with the aligner, for the timing team.
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- Six (6) operational umpire boats, including gas & all required safety gear (wakeless launches preferred)
- Up to eight (8) operational safety boats, including gas & all required safety gear (zodiacs style preferred). If unable to provide, identify a club near the site where Row Ontario can rent safety boats. Safety boats will be required for both practice time and use during the regatta.
- Docks
 - At minimum 130m of docking at primary launch and recovery site area. All 130m shall be, available for launching and returning racing shells.
 - Hot-seat dock, or a plan to accommodate hot-seating crews on the primary launch and recovery dock
 - Dock access at the finish line for medical personnel
- Sheltered area for weigh-ins
 - If a tent, must have 4 tent walls
 - 3 tables with 2 chairs each
 - 2 calibrated scales + 1 calibrated scale for coxswain dead weight. Weight readings must be in metric.
 - Sand for coxswain weight, as well as bags and tape
 - Master weights to verify scale calibration
- Access to a multi-level finish tower for timing team and finish line judges. In the finish tower, access to power and ability to hardwire internet to the timing system.
- Sheltered and clearly marked areas for medical personnel in the designated participant area (boat park) and at the finish line. Medical services tents must be clearly marked, and include a gurney, table and five chairs, as well as appropriate medical supplies and adequate capability to serve athletes e.g., cooler for water/ice.
- Sheltered area with power for Control Commission.
- Clearly identified areas, to be restricted to designated individuals (at minimum, weigh-in area, umpire jury meeting area, other confidential meetings (e.g. protests, anti-doping, etc.) and Regatta Office).
- Communication Services:
 - Access to high-speed internet for safety, medical and weather information, and communication between the Regatta Office and timing/results team. Ideally, access to hard-wired telephone system between Control Commission, the Start and the Finish.

- Public Address system covering the control commission and designated participant area. If not the same, also a Public Address system covering the finish area.
 - Portable radios required, allowing free communication between the start, finish, control commission, dock master, results/timing team, regatta office, safety boats, Regatta Chair and Chief Umpire. Radios must be able to transmit the full length of the regatta site. If not able to be provided, at minimum, the venue shall provide a local contact for radio rentals.
 - Designated area to post land and on-water traffic patterns.
- Sanitary Facilities, Washrooms & Waste Management
- Adequate sanitary facilities (e.g., hand wash stations) and washrooms at the start, finish and any dock areas
 - Adequate sanitary facilities (e.g., hand wash stations) and washrooms at any designated participant and spectator areas
 - Adequate garbage cans and recycling, if applicable, in all designated areas
- Equipment Storage
- Adequate space for trailer parking (approx. 25 trailers) with adequate storage space for boats and oars (i.e., space around each trailer, boat and/or oar racks)
 - Safe and secure storage for all regatta equipment and assets
- Parking
- Adequate parking facilities for participants, volunteers, trailers, and spectators.
- Food & Beverage Services
- Coffee and breakfast snacks for the umpires each morning of the regatta
 - Bagged lunches for regatta volunteers, umpires and staff, or, at minimum, a local contact where such can be sourced.
 - Ideally, at least 2 food vendors for spectators, coaches and athletes.
- Security
- Fully trained night security staff from a recognized security company, who understand their responsibility to provide security to boats and equipment belonging to member clubs
- Volunteer recruitment
- Secure all volunteers necessary for the safe and efficient running of the regatta, excluding umpires. The numbers below represent the number of volunteers required per shift (expect two shifts per racing day).
 - 6 Boat Drivers for Umpire Boats

- 6 – 8 Boat Drivers for Safety Boats
 - 6 Boat holders
 - 2 timers for the start, who are trained and comfortable using Crew Timer
 - 1 Finish Assistant, who is trained and comfortable using Crew Timer
 - 2 Weigh-In Assistants
 - 4 Control Commission Assistants
 - 1 Dock Marshall
 - 1 Volunteer Coordinator
 - 1 Runner – gas, food, etc.
 - Adequate Parking staff/shuttle drivers (if required) for all designated parking areas
 - At minimum 2 medical personnel (Must be on-site 60 minutes prior to the first race each day and remain on site until all crews have returned to the dock following the last race of each day.)
Note medical staff are required in two locations -in the designated participant area and at the finish line
 - Adequate Back-up Personnel for all positions described above
- The above does not include human resources to support the necessary set-up/opening and tear-down/closing of facilities etc. required above.

Note: In any instance where the regatta is delayed due to inclement weather, host volunteers shall be available to allow racing to continue until sunset each racing day.

Risk Management & Safety

- The venue shall ensure that the competition venue is compliant with RCA Event Sanction and Safety policies, procedures and guidelines.

Lead contact

- Someone who will represent the venue and can speak with authority, who will attend RowOn regatta organizing committee meetings as necessary.
- Someone (ideally the same individual) who has the authority to and will be on-site during the regatta to address any concerns or issues that arise throughout the regatta.

Responsibilities of Row Ontario

Compliance & Insurance

- In consultation with the host, will complete the Application for Regatta Sanction
 - In consultation with the host, will request the Certificate of Insurance from RCA, naming the host and any other required parties e.g., municipality
 - Shall ensure that all competitors are registered with Row Ontario and RCA and meet all other competition eligibility criteria
- Regatta Officials and Umpires
 - Appoint the Chief Umpire, Regatta Chair and Chief Timing Officer
 - Recruitment and travel expenses for umpires, Regatta Chair, Chief Timing Officer and other Regatta Administrative personnel
- Regatta Administration
 - Develop the list of events for the regatta and the progression system for racing
 - Distribute entry information, the regatta draw, and regatta results.
 - Collect entries and entry fees
 - Supply and distribute medals
- Correspondence & Communications
 - RowOn Domestic Rowing Manager will provide the necessary information to the venue.
 - Approve any communication provided to the public for the purpose of promoting the regatta e.g., invitations to dignitaries, media releases
 - Produce a summary of entries and number of participants, as well as a summary of results

Vendors & Sponsors

- Row Ontario reserves the right to sell vendor space and sponsorship rights to all their regattas. If the venue has leads or wishes to bring in a sponsor/vendor, this shall require prior approval of the CEO of Row Ontario.

Quote Submission Requirements

The deadline to submit a quote is **Friday January 16th, 2026**. The aim is to have decisions made by no later than February 28th, 2026.

All quotes shall include;

- Details of how the host will be able to fulfill the facility obligations listed above and a detailed breakdown of the costing of each service.
- Proposed payment schedule, with room to negotiate.
- Name and contact information of the lead contact for the venue.

Please submit a PDF of your quote to Kate Savage – kate@rowontario.ca.

Venue Rental Agreement

Once selected through this Request for Quote process, the selected venue(s) will be required to sign an agreement with Row Ontario, outlining the responsibilities of each party and timelines to ensure a successful delivery of the regatta(s).