

## Regatta Review

*Please complete and return to Rowing Victoria within 2 weeks of your regatta being staged.*

Rowing Victoria will use the information provided in this document to improve your regatta along with general RV regatta processes.

- 1) Your input will be combined with the competitor feedback, regatta referee and regatta statistics reports enabling us to look objectively at all activities and improve in future years
- 2) Feel free to include any additional information to support your review.  
E.g. copy of regatta flyer, newspaper articles, details of course or venue improvement planning, comments made by competitors or clubs direct to your committee members
- 3) Please also provide a copy of your program to RV (by mail to the office or PDF to email)
- 4) Please provide a copy of your regatta income and expenditure statement
- 5) Once the review has been conducted a summary of issues and actions will be provided to hosts *if required*. Competitor feedback and the referee report will be provided to regatta hosts as requested
- 6) Regatta Hosts are welcome to discuss the outcomes of the regatta review with the relevant RV staff members

# Review

## Venue

### On water:

Were all course set-up requirements met based on the 'Course Specific requirements'?

**Yes / No / NA (Circle relevant or delete)**

### **Comments:**

### Off water:

Was regatta secretary/control accessible and signed? **Yes / No / NA**

Were the provided toilets cleaned and monitored regularly? **Yes / No / NA**

Were there adequate changing facilities? **Yes / No / NA**

Was there enough room for clubs to rig and manoeuvre boats? **Yes / No / NA**

Were bow number/weigh-in locations accessible and well organised? **Yes / No / NA**

Were launching areas swept and safe throughout the regatta? **Yes / No / NA**

### **Comments:**

### Competitor and Public Safety/Comfort:

Were amenities well signed (particularly first aid, toilets, parking etc.)? **Yes / No / NA**

Did the public address system reach spectators and competitors satisfactorily? **Yes / No / NA**

Was the first aid station/tent well located and accessible to all? **Yes / No / NA**

Was there a plentiful supply of drinking water available to regatta attendees? **Yes / No / NA**

Did you develop satisfactory venue specific safety briefing/notes as required (including Risk Management/Communications Plan)? **Yes / No / NA**

### **Comments:**

### Promotion

Did you develop a regatta flyer? **Yes / No / NA**

Did you email flyer to RV for website posting? **Yes / No / NA**

Did you distribute to clubs via the member contact lists on the RV website? **Yes / No / NA**

Did you generate any media/news articles as a result of your event? (Please include) **Yes / No / NA**

Did you incorporate the specified inclusions required by RV in your regatta program? **Yes / No / NA**

**Comments:**

Boat Race Officials

Did you provide regular snacks, drinks, lunch and post-regatta refreshments for the boat race officials and volunteers? **Yes / No / NA**

Was there suitable sun protection in terms of shading and sunscreen supplied for officials?  
**Yes / No / NA**

Was there a discrete room/area nominated for the boat race official jury meeting post regatta?  
**Yes / No / NA**

Were adequate umpire boats supplied?  
**Yes / No / NA**

Were these to the required specifications?  
**Yes / No / NA**

Were starting structures safe, clean and functioning?  
**Yes / No / NA**

**Comments:**

Describe the relationship between Regatta Secretary and Referee.

**Comments:**

Presentations

What was the type of prize awarded? \_\_\_\_\_

Was the prize equivalent to or in-excess of the seat fee? **Yes / No / NA**

Were the medals/pots engraved with event name or description? **Yes / No / NA**

**Comments:**

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Catering

Were staff who handled food, qualified with 'Safe Food Handling' certification? **Yes / No / NA**

Were healthy options provided at the canteen? **Yes / No / NA**

**Comments:**

Dealings with Rowing Victoria Office Staff

Feel free to make comments on any of the following: regatta application expression of interest and application process, course visit by Field of Play Director, course specifications, pre-set orders and event inclusions, posting of regatta crew lists and results, equipment supply, review process, level of support, resources manual etc.)

**Comments:**

Dealings with Statutory Bodies

Feel free to make comments on your dealings with Marine Safety, Parks Victoria; Local Council, completing forms etc.

**Comments:**

General

**Comments:**

Improvements/considerations for following years:

**Comments:**