# **Rowing Victoria - Bow Number Instructions**



Instructions to be provided to Bow Number personnel at regattas Bow Numbers should be open *at least* 60 minutes prior to the first race

Bow numbers should not be left unattended at any time throughout the day

## **Equipment:**

- Bow Numbers (RV provide)
- Tables and chairs
- Pens
- Float (suggest \$200 in mostly \$10 and some \$20 notes)
- Signage indicating deposit cost (\$10)
- Programs (for competitors to read from)
- Sticky tape / scissors / blu-tack / staple gun / envelopes
- Radio (for queries, updates from regatta referee, secretary or operations)
- 'Start of regatta' draw sheets (gain 2x from regatta secretary)
  - One for marking
  - One for display
- Updated draw sheets (receive throughout the day with finals, etc.)

#### Location:

• Generally in the boat park - must be enclosed (building / tent with sides)

## Personnel required:

- Minimum of 2, 3 or 4 for big regattas with short race intervals
- 1<sup>st</sup> person records onto program and takes money
- 2<sup>nd</sup> retrieves and replaces bow numbers
- 3<sup>rd</sup> retrieves and returns money



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#### **Directions:**

## Start of day

- Ensure all bow numbers present
- o Ensure all equipment is on hand and radio to regatta operations works
- Ensure two copies of the draw are available
  - 1 x marking, 1 x nearby display for crews prior to approaching the desk

## Bow number distributing

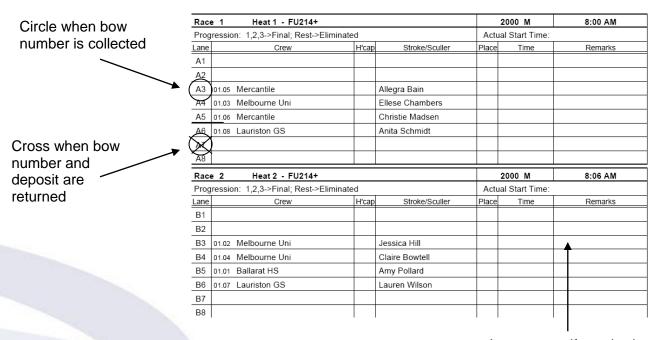
- Do not allow bow numbers out more than 1 hour before race time
- Ask competitor for event number, race time, representing club, name and boat type
- o Circle the bow number alongside the competitor's event
- Take deposit (only take \$10 notes, otherwise take larger amount as the deposit, record on sheet and put in envelope with person's name)

#### Return

- Ask competitor for event number, time, club, name etc.
- o Cross through the bow number alongside the competitor's event
- o Return deposit
- Return bow number to allotted space

### End of day

- Highlight any outstanding bow numbers
- o Radio to secretary / commentator to remind competitors to return bow numbers
- Count float
- Return float and bow numbers papers to regatta operations to return to RV



Insert notes if required, i.e. when someone has a deposit of more than \$10

When taking large notes, place in a labelled envelope, recording name, club and event Return full sum when bow number is returned