

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
- 1st person records onto program and takes money
- 2nd retrieves and replaces bow numbers
- 3rd retrieves and returns money

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Directions:

- Start of day
 - Ensure all bow numbers present
 - 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
 - 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.
 - Cross through the bow number alongside the competitor's event
 - Return deposit
 - Return bow number to allotted space
- End of day
 - Highlight any outstanding bow numbers
 - 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

Circle when bow number is collected

Cross when bow number and deposit are returned

Race 1 Heat 1 - FU214+				2000 M		8:00 AM
Progression: 1,2,3->Final; Rest->Eliminated				Actual Start Time:		
Lane	Crew	H'cap	Stroke/Sculler	Place	Time	Remarks
A1						
A2						
A3	01.05 Mercantile		Allegra Bain			
A4	01.03 Melbourne Uni		Ellese Chambers			
A5	01.06 Mercantile		Christie Madsen			
A6	01.08 Lauriston GS		Anita Schmidt			
A7						
A8						
Race 2 Heat 2 - FU214+				2000 M		8:06 AM
Progression: 1,2,3->Final; Rest->Eliminated				Actual Start Time:		
Lane	Crew	H'cap	Stroke/Sculler	Place	Time	Remarks
B1						
B2						
B3	01.02 Melbourne Uni		Jessica Hill			
B4	01.04 Melbourne Uni		Claire Bowtell			
B5	01.01 Ballarat HS		Amy Pollard			
B6	01.07 Lauriston GS		Lauren Wilson			
B7						
B8						

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