

2021/22 Rowing Victoria Regatta Host Staging Agreement

Name of Host Club / School / Association			
Hosts ABN:		Registered for GST (Yes or No):	
Regatta Name			
Primary Regatta Contact			
Best contact number			
Alternate contact number			
Email Address			
Mailing Address			

Regatta Secretary (to be included on website)	
Best contact number (to be included on website)	
Email Address (to be included on website)	

Safety Officer	
Regatta day contact number	
Medical Officer	
Regatta day contact number	

Regatta Date	
Regatta Venue	
Course distance	
Course category - 1, 2, 3, Head Race or School	

Host is Registered for GST		
Entry Fees: (incl. GST)		Recommended fees (incl. GST): (except Championships) * Cat 1: \$17.50 * Cat 2: \$15.50 * Cat 3: \$14.50 * School: \$10.00 (trophy provided)
<p>Rowing Victoria will issue tax invoices to Clubs and Schools that enter the regatta, and will provide the Host with a recipient created tax invoice for the entry fees. Rowing Victoria will issue a tax invoice to the Host for the oar fee, rescue and first aid levies and any other costs that it incurs in accordance with its rules and this agreement.</p> <p>Rowing Victoria will deduct the tax invoice from the recipient created tax invoice before distributing the net amount to the host.</p> <p>Hosts may seek approval for an increased seat fee from the RV CEO under Rule 54.</p>		
Host is Not Registered for GST		
Entry Fees: (exc. GST)		Recommended fees (exc. GST): * Cat 1: \$15.90 * Cat 2: \$14.10 * Cat 3: \$13.20 * School: \$9.10 (trophy provided)
<p>Rowing Victoria will issue invoices to Clubs and Schools that enter the regatta. Rowing Victoria will advise the Host of the number of entered seats and request an invoice so that the entry fee can be remitted. Rowing Victoria will issue a tax invoice to the Host for the oar fee, rescue and first aid levies and any other costs that it incurs in accordance with its rules and this agreement.</p> <p>Rowing Victoria will deduct the tax invoice from the Host's invoice before distributing the net amount to the host.</p> <p>Hosts may seek approval for an increased seat fee from the RV CEO under Rule 54.</p>		
<i>It is a condition of application that regatta committees accept their entries via Rowing Manager and use the approved regatta software of RV (RP7).</i>		

Rowing Victoria Course Categories & Venues				
Course Category	Course Requirements	Current Venues	Regatta Sec. Initial	Comments
Category 1	<ul style="list-style-type: none"> 2,000 meters from start line to finish line Minimum of 6 lanes Entire course fully buoyed Held start available Lanes are straight 1 Inflatable Rescue Boat with minimum 2 qualified operators per rescue boat 1 suitable power boat to be used to remove capsized boats from the course 	Nagambie Lakes Lake Wendouree, Ballarat		When course is fully buoyed
Category 2	<ul style="list-style-type: none"> 1,500 meters or greater from start line to finish line Minimum of 3 lanes Entire course buoyed every 100m or better Includes obstructions such as bridges Course encompasses slight corners i.e. not straight Minimum 1 Inflatable Rescue Boat with minimum of 2 qualified operators per rescue boat 1 suitable power boat to be used to remove capsized boats from the course 	Albert Park Lake* Barwon River* Carrum* Yarra River*		*When buoyed adequately
Category 3	<ul style="list-style-type: none"> Less than 1,500 meters from start line to finish line Greater than 2,000 meters from start line to finish line Maximum of 4 lanes, minimum of 3 Buoyed every 250m or better* Transit lane clearly buoyed for distance >2000m. Minimum 1 Inflatable Rescue Boat with minimum of 2 qualified operators per boat for distances <1500m Minimum 2 Inflatable Rescue Boats with minimum of 2 qualified operators per boat for distances >2000m 1 suitable power boat to be used to remove capsized boats from the course¹ 	Bendigo Dimboola Goulburn River Hamilton Horsham Murray River Maribyrnong River Rutherglen Yarra River Mitchell River		* Head races may seek exemption based upon other traffic management measures

Course Requirements
<p>Please note: in order for the Regatta Referee to permit your regatta to start, the items below MUST be in place 1hr prior to the advertised start time:</p> <ul style="list-style-type: none"> First Aid services or equivalent (First Aid will be booked by RV unless otherwise advised) Rescue Boat(s) through Rowing Victoria's preferred supplier (booked by RV as required) Umpires' boats of a minimum standard as specified Work Boat w/ driver. Portable toilets be available for officials and staff in remote positions for extended periods of time Course set up as required in the venue specifications

The Course must be in an appropriate condition for a regatta one week prior to the regatta start date. If this is not the case, nomination of an alternate regatta venue will be required.

Competition				
Area	Regatta Committee Tasks	Rowing Victoria Tasks	Regatta Host. Initial	Planned actions
REGATTA ENTRIES, DRAWS and SCHEDULES	Nil	<ul style="list-style-type: none"> Accept entries via RV approved online system (Rowing Manager) Produce & publish schedule Produce draw and provide in document to host Accept scratchings and crew changes and make changes until Friday 2.30pm prior to regatta. Ensure judges sheets are available Make BRO draws available 		
	<ul style="list-style-type: none"> Print BRO draws Print Judges Sheets Print crew change / scratching / objection forms for the regatta. Update scratchings and crew changes once final files passed onto host from RV 	<ul style="list-style-type: none"> RV will provide these documents to the hosts via email 		
TIMING	<ul style="list-style-type: none"> Provide 2 volunteers to run timing system, requires min 2 IPADS. This interfaces directly with RP7 which alleviates some of the load on the regatta secretary. 	<ul style="list-style-type: none"> RV will provide log in details and instructions on how to run timing at the regatta. 		

Publicity, Program & Sponsor Recognition

Area	Regatta Committee Tasks	Rowing Victoria Tasks	Regatta Host. Initial	Planned actions
PUBLICITY	<ul style="list-style-type: none"> Provide an A4 flyer for the regatta in .pdf or .doc Flyer to contain RV logo and logo of any RV sponsor. Provide RV with a "banner ad" for RV website scrolling front page Size: .jpeg and 940 x 420 px. 	<ul style="list-style-type: none"> Logos are available in the RV Regatta Host area of the RV website. RV will link the flyer onto the website regatta page to assist in promotion of the regatta. RV will publish acceptable banner ads on RV website. 		
	Contact local media (particularly regional & local press)	<ul style="list-style-type: none"> Media release template is available in the RV Regatta Host area of the RV website 		
PROGRAM	<ul style="list-style-type: none"> Ensure that the following are obtained and included in the regatta program: Rowing Victoria logo, RV sponsors, (available in the Regatta Host area of the RV website. Regatta (event) schedule Draw Rules of Competition List of Clubs & their colours List of boat race officials Regatta traffic pattern (map) Map of site showing placement of all amenities. Add covers, regatta specific sponsors, advertisements etc. as required. 	<ul style="list-style-type: none"> An electronic copy of the program including the following will be sent to the hosts on the Wednesday PM prior their regatta: Regatta (event) schedule Draw List of Clubs & their colours Rules of Competition List of Boat Race Officials A regatta program template is available in the Regatta Host area of the RV website. 		

Boat Race Officials

Area	Regatta Committee Tasks	Rowing Victoria Tasks	Regatta Sec. Initials	Planned actions
APPOINTMENT	N/A	<ul style="list-style-type: none"> Provision of licensed Boat Race Officials. Roster of Level 1 Boat Race Officials 		

CATERING	<ul style="list-style-type: none"> ▪ Breakfast ▪ Morning/afternoon tea (variety of snacks) ▪ Lunch ▪ Plentiful supply of drinks (particularly in hot weather) must have screw top lids. ▪ Catering for rescue and first aid staff. ▪ Morning or afternoon tea and drinks required for half day regattas. ▪ Morning/afternoon tea, breakfast, lunch and drinks required for full day regattas. 			
SUN PROTECTION	<ul style="list-style-type: none"> ▪ Shade provided for stationery BROs. Shade umbrellas or equivalent must be secured fixtures. ▪ Ensure sunscreen is available. 			
ACCOMMODATION	<ul style="list-style-type: none"> ▪ Provide accommodation for BROs if required (double header weekends, remote locations). This includes regattas where each day is hosted by a separate committee. In this case the cost should be divided between both hosts. 	<ul style="list-style-type: none"> ▪ RV will book as required and invoice Host unless otherwise specified 		
UMPIRES' BOATS	<ul style="list-style-type: none"> ▪ Depending on course (numbers noted on course specifications) ▪ Available one hour prior to start ▪ adequate horsepower (15hp minimum) flat bottom boats 			
COMMUNICATION PLAN	<ul style="list-style-type: none"> ▪ Provide the communications plan to the officials at the beginning of the day ▪ Sample available in regatta host documents on the RV website. ▪ Include first aid, referee, regatta secretary, regatta host contact, rescue, local hospital etc 			

Trophies & Medallions				
Area	Regatta Committee Tasks	Rowing Victoria Tasks	Regatta Sec. Initial	Planned actions
PERPETUAL TROPHIES	<ul style="list-style-type: none"> ▪ Any perpetual trophy associated with the regatta host club is the responsibility of the regatta committee. 			
RV PERPETUAL TROPHIES	<ul style="list-style-type: none"> ▪ Regatta Committee to organise collection and return of any perpetual trophy associated with RV 	<ul style="list-style-type: none"> ▪ Provide perpetual trophy 		
MEDALLIONS & TROPHIES	<ul style="list-style-type: none"> ▪ One medallion or other trophy for each member of a winning crew including division winners ▪ Alcohol, beer or wine glasses are not to be awarded for Under 17 events ▪ Awards must be engraved/ labelled and not less in value than the seat fee charged 	<ul style="list-style-type: none"> ▪ Rowing Victoria will provide medals for winners of school races. 		

Competitor & Public Safety (off water)				
Area	Regatta Committee Tasks	Rowing Victoria Tasks	Regatta Sec. Initial	Planned actions
SIGNAGE	<ul style="list-style-type: none"> ▪ Venue signage for competitors and spectators showing amenities, first aid, regatta secretary etc. 	<ul style="list-style-type: none"> ▪ Signage templates are available in the RV Regatta Host area of the website. 		

COURSE MAPS	<ul style="list-style-type: none"> Course maps (traffic) must be displayed in A2 format at regatta venue. This must be easily accessible for all competitors to view. 			
PROTECTION	<ul style="list-style-type: none"> Supply shaded areas for spectators and competitors 			
MEDICAL AID	<ul style="list-style-type: none"> Discreet area and signage for First Aid or other medical intervention Must have a private room, site office or tent (with walls). 	<ul style="list-style-type: none"> RV will book (our preferred first aid provider) unless you provide the details of your first aid provider being LSV, St Johns Ambulance, Red Cross, SES or similar. 		
RIGGING AREAS	<ul style="list-style-type: none"> Sufficient space for de/rigging of boats, trailer parking etc. Parking marshals and/or signage directing trailers to parking areas 			
LAUNCHING AREAS	<ul style="list-style-type: none"> Clean & swept of built up sediment to reduce slip 			
HYDRATION	<ul style="list-style-type: none"> Adequate supply of safe drinking water 			
AMENITIES	<ul style="list-style-type: none"> Adequate number of toilets cleaned at regular intervals during the day (1 toilet per 60 people) Clean, safe and easily accessible 			
SPECTATOR TENTS	<ul style="list-style-type: none"> Clearly mark and advertise where spectator tents are/are not allowed to set up. Provide details re local requirements to clubs and schools (pegging or weighting tents) 			
PERMITS	<ul style="list-style-type: none"> Obtain any relevant permits for the conduct of the event from relevant local authority or Statutory Body (i.e. Parks Vic, Local Council) Provide information and education to those who may be affected by the conduct of the event Provide additional regatta specific detail to RV sourced permits. 	<ul style="list-style-type: none"> Examples of risk assessment submitted as part of permits for regattas held at Geelong, Ballarat, Nagambie, Carrum and the Yarra are available in the Regatta Host Area of the RV website. RV will complete a permit application for events held at Geelong, Ballarat, Carrum and Nagambie. Regatta hosts are responsible for ensuring items covered in venue permits are covered (noise, waste management, traffic etc). RV will arrange COVIDSafe permits as per relevant guidelines. 		

Competitor & Official Safety (on water)				
Area	Regatta Committee Tasks	Rowing Victoria Tasks	Regatta Sec. Initial	Planned actions
WORK BOATS	<ul style="list-style-type: none"> All lane racing regattas must provide a minimum of 1 work boat and 2 personnel for the duration of the regatta. (1x driver, 1x assistant) The work boat is to provide assistance with non-urgent rescues which will allow rescue services to remain free to attend emergency rescues and prevent the need for racing to be suspended whilst rescue is out of position. Work boats must meet the following criteria. <ul style="list-style-type: none"> Soft walled boat (IRB) or have appropriate padding on the Gunnell to prevent damage to rowing boats. Contain adequate life jackets for the maximum capacity of the vessel. Fitted Prop Guard Alternatively, regatta hosts may request the use of a Rowing Victoria boat, subject to availability. It will be the regatta hosts responsibility to collect and return the work boat. 			

RESCUE	Option 1: <ul style="list-style-type: none"> ▪ Nil 	<ul style="list-style-type: none"> ▪ RV will book Rescue through an appropriate provider 		
	Option 2: <ul style="list-style-type: none"> ▪ Regatta hosts may use rescue and First Aid services other than Life Saving Victoria if the services meet the below requirements. ▪ On water personnel qualifications: <ul style="list-style-type: none"> - Bronze Medallion/Certificate II in Public Safety (Aquatic Rescue) - First Aid (FA) – (HLTAID003) - Advanced Resuscitation Techniques (ART) – (HLTAID007) - Victorian Marine License - Working with Children Check (WWCC) ▪ First aid personnel qualifications: <ul style="list-style-type: none"> - First Aid (FA) – (HLTAID003) - Advanced Resuscitation Techniques (ART) – (HLTAID007) - Working with Children Check (WWCC) ▪ Rescue vessel specifications: <ul style="list-style-type: none"> - Soft walled boat (IRB) or have - Contain adequate life jackets for the maximum capacity of the vessel. - Fitted Prop Guard - Has an engine capacity capable to traveling a minimum of 30km/h ▪ If a regatta host chooses to use an alternative to LSV they must notify Rowing Victoria at least two months prior to their regatta date. ▪ The regatta host must provide the contact details of all rescue/first aid personnel include proof of qualifications listed above. ▪ If on regatta day the regatta host fails to meet the agreed required standards, the regatta host will then be required to utilise LSV for a minimum of the next two years. ▪ If regatta hosts organise rescue &/ or first aid services which meet the required standard they will be expected to cover the costs of the services and RV will not apply the rescue and first aid levies. ▪ All rescue and first aid personnel (LSV or rescue alternative) must attend the President of the Jury pre-regatta briefing. 	<ul style="list-style-type: none"> ▪ 		
BUOYING	<ul style="list-style-type: none"> ▪ Safe, clearly marked and easily visible: ▪ Transit Lane/s buoyed at least every 50m ▪ Traffic Buoying as required. ▪ Course buoying in line with course specifications 	<ul style="list-style-type: none"> ▪ RV will provide course specifications in the regatta host area of the RV website 		
STARTING STRUCTURES (where applicable)	<ul style="list-style-type: none"> ▪ Held pontoon or overhead toggle as per course specifications, must be: ▪ Safe ▪ Clearly marked ▪ Easily accessible ▪ Fully operational 	<ul style="list-style-type: none"> ▪ RV will provide Course specifications in the regatta host area of the RV website 		

COURSE CLOSURES	<ul style="list-style-type: none"> Obtain relevant permits for the conduct of the event from relevant local authority or Statutory Body (i.e. Parks Vic or City Council) Assign personnel to manage the closure of the course to regular water traffic Notify non-competing rowers of course closure for training including times and dates. Notify other course users of regatta date and time One BRO/Volunteer to control the traffic management of the course. Details of sections to be closed to regular water way traffic MUST be clearly visible at ALL TIMES and be manned at ALL TIMES during regatta. Flag system on Maribyrnong and Yarra where there is not a full river closure. 	<ul style="list-style-type: none"> Provide assistance to Regatta Committee where required 		
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Bow Numbers + Equipment Trailer

Area	Regatta Committee Task	Rowing Victoria Task	Regatta Sec. Initial	Planned actions
BOW NUMBERS + EQUIPMENT TRAILER	<ul style="list-style-type: none"> Arrange collection from RV or other venue no more than 4 days preceding the regatta date (BROs are not able to assist with this task) Unaccounted numbers will be charged to the Regatta Host Club/School at \$10 (Incl. GST) 	<ul style="list-style-type: none"> Ensure that sets of bow numbers are complete Have equipment trailer available for collection from RV office, or alternate location for collection 		

Costs

Area	Regatta Committee Task	Rowing Victoria Task	Regatta Sec. Initial	Planned actions
COSTS	<ul style="list-style-type: none"> Arrange for payment of all costs which may include (but are not limited to): Boat hire Fuel for umpire boats Boat/Catamaran launching costs Buoying Building/venue hire River closure costs Permits etc. First Aid 	<ul style="list-style-type: none"> Invoice clubs and schools for entry fees in accordance with the RV Regatta Invoice Process outlined here. <p>Where the host club/association is not registered for GST, Clubs and Schools that are registered may need to add GST when passing entry fees on to their members.</p>		

Regatta Host Staff

Area	Regatta Committee Tasks	Rowing Victoria Tasks	Regatta Sec Initial	Planned actions
REGATTA VOLUNTEER	<ul style="list-style-type: none"> Staff to meet and maintain required standards. <p>Areas to consider include: Regatta Secretary (trained in RP7) Runners Timers x 2 Commentator Office staff Boat number staff Collection of entry fee at gate Traffic marshalling Program selling Catering Car Park attendants</p>			

COMPETITION MANAGEMENT	<ul style="list-style-type: none"> Regatta Secretary or an additional volunteer must be familiar with RP7. An instruction manual is provided with the regatta resource manual A test regatta can be provided to the host on request. Training is available by contacting the RV office RV may be able to put hosts in contact with a person able to run RP7 on the day at cost to be determined between host and RP7 operator. The host must provide crew change and scratching forms – available in the regatta host section of the RV website Results must be emailed back to Rowing Victoria at the conclusion of the regatta for inclusion on the RV website. Judges Sheets / Scratching and Crew Change forms must be delivered to Rowing Victoria at the conclusion of the regatta 	<ul style="list-style-type: none"> Assist clubs to ensure training and information on RP7 is available 		
INJURY	<p>See also competitor safety on / off water</p> <ul style="list-style-type: none"> Ensure an Emergency Management Plan and Incident Reporting Protocol is established to be followed on the day of the regatta and all volunteers and officials know of this procedure 	<ul style="list-style-type: none"> Incident report forms available from the RV website and Emergency Management Plan templates are available upon request 		
SAFE FOOD HANDLING	<ul style="list-style-type: none"> Canteen or catering supervisor must have appropriate certification in Safe Food Handling. Council Approval where required 			
CATERING	<ul style="list-style-type: none"> Price list clearly visible and a wide variety of healthy eating options available including: Fruit Juice Sports Drinks Fresh Fruit Vegetarian & Gluten-free options Low-fat food choices 			
ALCOHOL	<ul style="list-style-type: none"> Alcohol is not to be served at school regattas. Regatta Host to ensure that they have an appropriate and current liquor license Bar staff must have appropriate certification – www.liquor.vic.gov.au "Serving & Selling of Alcohol" (SSA) Some SSA course providers give substantial discounts to sporting clubs Low / no alcoholic drinks to be available where alcohol is served. 			

Regatta Risk Management Assessment

Area	Requirements by Regatta Committee	
<p>The host is required to ensure all areas outlined below are covered to ensure sufficient Risk Management outcomes are in place. Copies of these should be submitted to Rowing Victoria prior to the regatta.</p>		
COURSE TRAFFIC FLOW	<ul style="list-style-type: none"> How will traffic flow be managed? How will the pattern be communicated to competitors? Number of personnel required to manage the landing traffic 	<p>A Risk Management template is available in the RV Regatta Resources Manual and website. In most cases this is a part of the requirements for a permit to use a waterway.</p> <p>The Regatta Committee will then be required to complete the Risk Management Assessment taking into consideration the items listed in the columns to the left. Refer the examples used for regattas held at Ballarat, the Barwon, Carrum, Nagambie, the Maribyrnong and the Yarra in the RV Regatta Resources Manual on the website.</p> <p>As preparatory measures, the Regatta Committee may wish to start preparing plans for the items listed to the left.</p>
COMMUNICATIONS	<ul style="list-style-type: none"> What communication equipment will be used for Officials? What communication equipment will be used in the event of an emergency? What communication equipment will be 	

	used as a back-up for failed equipment?	
EMERGENCY PLAN	<ul style="list-style-type: none"> Where are the access points for emergency services? Where will rescue personnel be located? How will the location of First Aid and Rescue be communicated to competitors and non-competitors during the regatta? What is your Emergency Plan? (e.g. a flow diagram illustrating the sequence of events to be followed in an emergency situation) Who will be the Emergency Plan Coordinator on the day of the regatta be? (provide name & mobile) 	
COURSE INSPECTIONS	<ul style="list-style-type: none"> Who will complete the course inspections for debris and other dangers? When will the inspection be conducted? Who will notify the Regatta Referee that the course is clear for competition prior to regatta start? 	
SPECTATORS	<ul style="list-style-type: none"> What is the procedure to be followed for the serving of alcohol? Where will alcohol be served? Will this be a restricted area? What procedures will be in place to prevent spectators from entering / swimming the regatta course? 	

Name of Emergency Plan Coordinator* for the Regatta day: _____

Contact Telephone for this person during Regatta day: _____

* The Emergency Plan Coordinator **cannot** be a competitor.

Review Process				
Area	Regatta Committee Task	Rowing Victoria Task	Regatta Sec. Initial	Planned actions
REGATTA REVIEW	<ul style="list-style-type: none"> Complete the regatta review document and return to RV Provide an income and expenditure report of the regatta. 	<ul style="list-style-type: none"> Receive regatta report from President of the Jury Distribute regatta feedback survey to all competitors and coaches at the regatta Collate data and provide feedback to the Regatta Host in a timely manner 		
POST REVIEW	<ul style="list-style-type: none"> Host and RV to discuss areas for improvement and impact on review process for following year regatta allocation. 			

Name of Person completing this form:	
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2020/21 Rowing Victoria Regatta Host Staging Agreement

SIGNED for and on behalf of
Rowing Victoria Incorporated

Signature

Name: **Adam Harrison**
Title: **General Ma**
Address: Level 1, 31-33 Aughtie Drive,
Albert Park, VIC, 3206

SIGNED for and on behalf of

Signature

Name:
Title:
Address:

Signature of Witness

Print Name of Witness

Signature of Witness

Print Name of Witness

Please complete your banking details below

Account Name:

BSB No:

Account No: