

J. B. SHARP REGATTA ORGANISATION AND ADMINISTRATION

1. Book the BRO equipment with RNSW. We need a **minimum** of 8 two way radios. Make sure that it is all charged and working properly particularly the starters PA. Some spare stopwatches also never go astray. Arrange pick up and return.
2. Arrange access to the boatshed; Boat Race Officials meeting place and judging position from 7.00 am and have the regatta equipment ready for the officials.
3. The Committee will provide the PA system and RNSW the computers, printer, wireless broadband etc. The host must provide a table, chairs and power points for the computers and PA. Owen Nix will provide programme sheets, registered sculler and handicap lists for officials and the marshal.
4. Book a commentator (Barry [0419 618 988] or someone else) well in advance.
5. Provide shelter for the judges and commentators.
6. Provide a notice board for the regatta program scullers/handicap lists and results.
7. The regatta requires a minimum of 4 speedboats with licensed drivers (3 reasonably sized and stable so BRO's can stand safely and perform rescue duties if required). One can be a tinny for **very competent people that the host club will provide to marshal races**. This is important for the regatta to run on time and smoothly.
8. Organise a team to setup the course (need to start early 7.00am latest). Arrange in advance to borrow and return the marker buoys from Drummoyne. If a starter's boat and judge's boat are to be used make sure that they are arranged well in advance and moored not later than 8.00am.
9. Have at least 2 people at the finish to help with judging etc. It is most desirable to have another volunteer video all finishes to assist the judges and referee with sculler/crew identification.
10. A pontoon steward is necessary to minimise congestion. Refer to the protocol for Leichhardt pontoon.
11. Have refreshments (tea, coffee, water and food) available for BRO, Commentator & Convener from 8.00am to 12.30pm. Have it packed so they can take it with them.
12. Appoint a senior member of the club for the medallion presentations (Medallions are supplied by the Series Committee).