**SATIS Head of the River Organisation Checklist**:

**Rowing Tasmania Roles and Responsibilities**:

1. Liaise directly with the Organising School Delegate and the Regional SATIS Administrative Officer
2. Manage all entries and production of programme. This task is presently undertaken by Rod and Annette Dolbel (regatta secretaries)
3. Record results
4. Manage all facets of regatta and Lake Barrington International site
5. Manage site and peg out areas as required on day prior to and day of regatta
6. Provide rubbish bins, change room and toilet facilities
7. Provide canteen facilities
8. Provide all officials and boat drivers
9. Host pre-event briefing/meeting 1 hour before start with officials

**NSATIS/SSATIS Administrative Officers Responsibilities**:

The responsibility alternates between southern (4 years) and northern (2 years) schools & Administrative Officers.

1. Liaise directly with Rowing Tasmania officials
2. Send SATIS rowing schools delegate contact details to Rod & Annette Dolbel (regatta secretaries)
3. Request Chair of SATIS send a copy of the current rules and regulations of the Head of the River to the President of Rowing Tasmania
4. Produce Programme Cover – request names of officials from RT President
5. Organise SATIS Shield Scorer (spreadsheet, travel, accommodation, lunch etc) – (Pat Lee from The Friends School – 2014) (Adrian Broughton 2015)
6. Book Medical Edge Australia
7. Arrange appropriate media alerts and coverage
8. Distribute parking permits to schools – 1 x delegate, 1 x principal, 2 x rowing personnel
9. Collate drivers & rego numbers for vehicles needing temporary access
10. Distribute all regatta information (in conjunction with organising school’s delegate)

* Copy of programme
* Copy of programme cover pages
* General Information letter
* Copy of rules and regulations
* Personnel Form
* Entries guidelines
* Site Map
* Scratching form
* Change of competitor form
* Protest form
* Nomination form

1. Organise collection of trophies
2. Assist with set-up on day before regatta from approx. 10.30 am if required
3. Assist with set-up on day of regatta from approx. 7.30 am
4. Arrange results sheets to be transferred from Judges to scorers ( shield scorer to receive results first, then to individual results scorer)
5. Deliver updated shield scores to delegates from each school every 1 ½ hours
6. Provide pins for results to be posted up on Reeconian building
7. Arrange presentation at completion of regatta
8. Pay invoices related to running regatta – Medical Edge, canteen, Rowing Tas, Shield Scorer
9. Arrange lunches for officials/volunteers & those school personnel that require it
10. Collate scratchings on the day & distribute fines to schools

**Host school responsibilities**:

1. Provide at least 6 parking marshals 6.30 am – till 11.00 am, buses in set area. Marshals must wear High Viz vests.
2. Ensure marshals are aware of site map and where designated parking is for officials, Principals, buses, First Aid etc.
3. Provide a volunteer to collect scratchings from participating schools on the day which need to be phoned to the secretary
4. Provide personnel to collect results from judges to distribute to scorers and to place results on Reeconian window.
5. Assist with set-up on day before regatta from approx. 10.30 am if required
6. Assist with set-up on day of regatta from approx. 7.30 am
7. Host school to send representative to pre-event meeting @ 7.30 am.
8. Distribute all regatta information in conjunction with SATIS Administrative Officer

* Copy of programme – ensure font size is large enough (250)
* Copy of programme cover pages
* General Information letter
* Copy of rules and regulations
* Personnel Form
* Entries guidelines
* Site Map
* Copy of personnel form
* Scratching form
* Change of competitor form
* Protest form
* Nomination form

1. Print 250 programmes to sell in kiosk for $1 each
2. Print 20 A4 copies of programme for officials
3. Arrange boat holder roster for 2000m start
4. Organise a suitable Announcer/commentator (suggestions: Judy Muir, Mark Thomas, Mark Nicholson – RT – Robert Prescott to provide contact details)
5. Arrange a roster for Boat Number distribution
6. Arrange communication system (eg walkie talkies and to include an RT official in this)
7. Try to source volunteer doctors to assist MES if necessary)
8. Supervise the collection of rubbish at end the completion of regatta
9. Host school to purchase thank you gifts (drinks) for RT officials and commentators.

**Contacts**:

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