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

**2020, Saturday March 21**

**Rowing Tasmania Roles and Responsibilities**:

1. Liaise directly with the Organising School Delegate and the Regional SATIS Administrative Officer (Barb)
2. Manage all entries and production of programme. This task is presently undertaken by Julian Joscelyne (regatta secretary) (Julian confirmed)
3. Record results – in conjunction with SATIS Tech Officer
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 skips, change room and toilet facilities
7. Provide canteen facilities
8. Provide all officials. Boat drivers will be coordinated by Peter George through RT.
9. Provide a site map
10. Host pre-event briefing if deemed necessary.

**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 (Barb and SOC Organiser + LCGS & SPC)
2. Send SATIS rowing schools delegate contact details to Julian Joscelyne (regatta secretary) (Barb)
3. Provide a copy of the current rules and regulations of the Head of the River to the appropriate personnel at Rowing Tasmania
4. Produce Programme Cover – request names of officials from RT (Barb/SOC in conjunction with Rob Prescott and Julian Joscelyne)
5. Organise SATIS Shield Scorer (Adrian Broughton)
6. Book Medical Edge Australia 7.30 a.m. till half hour after last event (Barb)
7. Arrange appropriate media alerts and coverage (Barb) Examiner, Mercury & Advocate
8. Distribute parking permits to schools – 1 x delegate, 1 x principal, 2 x rowing personnel (Barb)
9. Determine numbers of vehicles needing temporary access (request from school delegates by 12/3)

create a “drop off zone” for trestles and platters etc

A barricade will be placed in the appropriate location

Vehicles will be able to drop and turn only – not remain parked in the area

1. Distribute all regatta information (in conjunction with organising school’s delegate –(Barb /SOC)
* 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 (Barb)
2. Assist with set-up on day before regatta from approx. 12.30pm 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) – this should be electronic
5. Deliver updated shield scores to delegates from each school every 1 ½ hours (Emma and Barb)
6. Provide pins for results to be posted up on Reeconian building (Barb)
7. Arrange presentation at completion of regatta (Barb & Emma)
8. Pay invoices related to running regatta – Medical Edge, Canteen, Rowing Tas
9. Arrange lunches for officials and volunteers
10. Collate scratchings on the day & distribute fines to schools
11. Scratchings should be managed by the Regatta Secretary and his assistants

**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. (SOC) – ON A ROTATION 6.30-9.00am & 9.00-11.00am
2. Ensure marshals are aware of site map and where designated parking is for officials, Principals, buses, First Aid etc. (SOC)… make copies for distribution
3. Assist with set-up on day before regatta from approx. 1.00 pm to collate boat numbers (All)
4. Assist with set-up on day of regatta from approx. 7.30 am (All if required)
5. Distribute all regatta information in conjunction with SATIS Administrative Officer
* Copy of programme – ensure font size is large enough (150)
* 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 150 programmes to sell at office for $2 each (SOC)
2. Arrange boat holder roster for 2000m start (SOC)
3. Organise a suitable Announcer/commentator (SOC)
4. Boat Number distribution (SOC) Roster organised by SOC
5. Arrange communication system (x4) (eg walkie talkies and to include an RT official in this)…Organising School/Barb, Rowing Tasmania, Scratchings & First Aid
6. Try to source volunteer doctors to assist MEA if necessary) – Barb to collate list for MEA
7. Supervise the collection of rubbish at end the completion of regatta – (all)
8. Host school to purchase thank you gifts (drinks) for RT officials and commentators. (SOC)

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