

# **Hosting A Regatta - Canning**

Duties required: Clubhouse First Aid  
Safety Boat Attendant  
Sound System Assembly  
Catering (Morning Tea, Raffle, Cake Stall, Sausage Sizzle)

## **First Aid**

A nurse and first aid kit is required in the clubrooms and a doctor in attendance for the duration of the regatta. Suggested time for attendance is 8.00am – 1.00pm.

If unable to secure volunteer services, you can use Medi-Temp ph 9474 2343.

## **Safety Boat Attendant**

The safety boat will be launched from the Sculling Academy under the Rowing WA clubhouse. The Host school shall provide a suitable person for the Safety Boat. Equipment will need to be checked (fuel, radio, vests, etc). You will be required to assist with the launch of this boat.

During the regatta the vessel is to provide support on the water in the event of an injury or capsise. Should this occur, the boat is to retrieve students from the water and/or assist with the towing of the boat to the shore. The attendant needs to be bronze medallion qualified and is required to assist students into the boat and render initial first aid.

The boat can be located at Deep Water Point and called to position (by radio) by the Referee. At the conclusion of the regatta the boat will be returned to the clubhouse.

## **Car Park Attendant**

The car park is to be blocked off for each regatta. The entrance is to be monitored from 5.30am to 8.30am.

The following personnel are to be admitted:

Perth College boat trailer and one support vehicle  
Bunbury boat trailer and one support vehicle  
Rowing WA Executive Officer  
Freedom of the River coordinator  
10 Rowing WA officials  
2 computing personnel (Perth College)  
1 video person (JTC)  
IGSSA Executive Officer

Any additional at the discretion of the Executive Officer.

## **Sound System**

An announcer will be in attendance for all regattas. (Brian Tonkin: Aquinas College 9450 0600, brian.tonkin@aquinas.wa.edu.au). Tanya will confirm with him the week prior to the event. The speaker system is to be put on the Penrhos balcony prior to the commencement of the regatta. Liaise with Rowing WA to gain access to the equipment.

Remove at the conclusion of the regatta.

## Catering

The host school is required to provide food and drinks for sale to the general public and school personnel.

The host school is responsible for providing refreshments (free of charge) for the Rowing WA officials in the umpires box and out on the water (boats and pontoon) during the regatta. An additional plate should be provided after the regatta for their debriefing. For those in boats, please provide:

- a thermos of hot water and tea/coffee
- a lunchbox of goodies
- cups and teaspoon

The key to the clubrooms is available on Friday so that items can be delivered early. Please ring Pierre Pognault (Rowing Executive Officer) 9364 3905 to arrange collection.

Clean kitchen and toilets and maintain throughout the regatta.

Decorate clubrooms (NO TAPE ON PAINTED SURFACES)

A quantity of Programs will be delivered for distribution to schools and the general public.

ARAWA Facilities: Hire of the Clubrooms includes the use of the following items:

3	Large Urns	5	Bins (large round type)
1	Microwave Oven	2	Ovens – (1 large, 1 small)
1	Double fridge	1	Single fridge
16	Trestle tables	150	Chairs
1	Mop and Bucket	1	Vacuum cleaner

All other **Equipment** needs to be transported by the host school. Suggested items include:

2 lge	Coffee percolators (urn type)	4 lge	Silver jugs
200	Cups and saucers	150	Disposable cups (some lids)
200	Side plates	1000	Disposable napkins
3	Insulated serving jugs	200	Disposable plates – small (50 stall)
6	sugar bowls	100	Disposable plates – medium (stall)
6	small milk jugs	100	Disposable teaspoons (and holder)
6	Thermos flasks (for umpires)	6	Disposable food containers (umpires)
6	serving trays	10	Sauce bottles (squeezeable)
4	Cutting Boards	8	Tongs (4 kitchen 4 BBQ)
4	Kitchen knives	4	Buttering knives
8	Egg Slices (4 kitchen 4 BBQ)	4	Tablespoons
1	Gladwrap (caterers pack)	1	Alfoil (caterers pack)
2 box	Matches	1	bucket
1 box	Price labels (for cake stall)	2	Black Pen (for cake stall)
qty	Aprons	6	Money containers
15	Tablecloths	2	Detergent
20	Tea towels	20	Garbage bags
6	Sponges	6 rolls	Paper towel
1	Spray and Wipe	6	Toilet Rolls (in case ARAWA run out)
1	Plug size 9	1	Vacuum cleaner
1	Broom	1	Dustpan and Brush
4	Extension cords	6	power boards/double adaptors
4	Eskies (transport/soft drink)	4	BBQ/oven trays
2	BBQs	3	gas bottles

### Suggested Quantities of Food

150	Cakes		Sandwiches
150	Softdrinks	300	Sausages
50	Bottled water	300	Long Rolls
1kg	Milo	100	Round rolls
200	Teabags	10kg	Bacon
2kg	Ground Coffee	8 doz	Eggs
100g	Instant Coffee	1 catering	Tomato sauce
2kg	Sugar	1 catering	Mustard
12	2 litre milk	8kg	Onions
10doz	Scones	2 tins	Jam
1 litre	Cream (&beater)		Cooking Oil
2 tubs	Butter/Margarine		Ice

**NB Additional quantities may be required for the Head of the River Regatta**