



SCHOOLGIRL ROWING DUTY STATEMENTS

Secretary School and Boat Coordinator - MLC

1. Receive and pay monies on behalf of IGSSA Schoolgirl Rowing
2. Prepare and present a financial report for each rowing meeting
3. Receive nominations from each school (2, 1 JTC) for a pool of boat drivers.
4. Conduct an orientation course for boat drivers prior to the commencement of the season.
5. Organise the required number of drivers for each regatta.

Draw - PENRHOS

1. Receive nominations for each regatta
2. Verify that nominations are on the correct forms and comply with Guidelines Rules and Regulations (names provided)
3. Conduct the draw
4. Verify the draw with the consultation school and Executive Officer
5. Verify the draw with Rowing WA Officials
6. Distribute the draw to schools and the Executive Officer
7. Seed Head of River 1st VIII Race from centre lanes

Programmes and Consultation School – PLC

1. Print and distribute 1 page draw programs for each of regattas 1-4 as follows:
 - 5 bundles of 80 (1 for each of the IGSSA/JTC schools to be delivered)
 - 1 bundle of 150 for the clubhouse for distribution by the host school
2. Print and distribute 1500 Head of the River Regatta Program as per Guidelines specifications
3. Provide support to the “Draw school” to clarify concerns with nominations as per Guidelines specifications
4. Verify the draw before publication to schools

Computing of Results – PERTH COLLEGE

1. Receive event results from Rowing WA officials at each regatta and provide a printout of event results and final tally for:
 - the announcer
 - publication on the clubhouse doors during the regatta
 - distribution to each IGSSA/JTC school at the completion of the regatta
 - Executive Officer
2. Distribute the pennant at the conclusion of each of regattas 1-4

3. Provide an electronic copy of the results each regatta for publication on the Rowing WA website and to the West Australian for Publication
4. Maintain a Season Tally of regattas in order to determine:
 - Consistency pennants – output these weekly for IGSSA/JTC and ExO
 - Season Trophy
5. During the Head of the River Regatta prepare the announcer's results documents with:
 - Winner for each event
 - Names of crew in that event
 - Consistency pennant winner for that event
 - Regatta Tally (Wendy Zuideveld Trophy)
 - Season Tally (Schoolgirl Rowing Season Trophy)

Trophies/Cox Course/Media – ST HILDAS
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1. Collect the trophies from the previous year's winners and prepare for HOR regatta presentations (polish and transport to the regatta)
2. Organise and liaise with schools for the provision of a Coxswain Course prior to the seasons commencement
3. Send out the results of each regatta to The West Australian and Sunday Times (these must be formatted correctly for them to be published)

Videotaping Finishes/ Bow Number Distribution at Regattas- JTC

1. Video the final stages of each event should there be a need for a photo finish or in the event of a protest
2. Maintain a copy of each regatta until after the end of the season.
3. Distribute Bow numbers at start of regatta and collect the fee for the bow numbers from Non-IGSSA schools. Return the deposit at end when Bow number returned and give any monies to Secretary school for banking

The Executive Officer

1. Correspond with the following groups to assist with IGSSA Schoolgirl Rowing:
 - City of Melville : notify of regatta dates, permission to use Apex Reserve.
 - Armadale Re-Development Authority : Champion Lakes
 - Non – IGSSA schools and clubs to invite them to compete in regattas. Distribute Nominations Forms and Guidelines. Keep a record of permission letters relating to these schools and competitors
 - Canning Bridge Senior Citizens Centre and Meals on Wheels to advise of regatta dates and request permission to use parking.
2. Record, maintain and distribute records of meetings.
3. Liaise with Rowing WA officials.
4. Liaise with Media in lead up to Head of the River Regatta.
5. Report to IGSSA Principals on the activities of rowing.