



# HOSTING BSRA REGATTAS

Updated February 2024

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## Thank-you Rowing Support Groups

Thank you for taking on the role of Host school for the BSRA regatta season.

We are very appreciative of the tremendous job each Host school provides in making these regattas such 'standout' events in atmosphere and culinary delight.

We are very aware of the huge effort that is required to affect this. See the following document for information on all aspects of the hosting role, it aims to assist organisers of the Host School for the BSRA regatta season to identify what categories to include to increase your fundraising potential.

Each week a different school hosts our regattas and brings their own distinct 'flavour.' A critical element from an event perspective, is the consistency of what is offered, so that participants can rely on what will be available and what will not, to manage their race preparation. If there is inconsistency, then each school/participant starts to cater for themselves and that means a reduced revenue for all of you.

Please make catering pre-orders available to schools at least 1 week prior to your event.

1. Boarders
2. Coaches
3. Spectator hospitality tent (to discourage self-catering). Include a message when you send out your pre-order to express your interest in providing for the spectator tent so that they do NOT self-cater)

Please familiarise yourself with the maps on the Wyaralong page of the website which show the site and the landscape. This will help you understand the location in relation to the information provided.

If you have any further questions, please contact your school coordinator or me at [matt@bsra.org.au](mailto:matt@bsra.org.au)

Additionally, there is Regatta Information available on the BSRA website that will provide further information [www.bsra.org.au](http://www.bsra.org.au) and the FAQ's.

## Relevant Contacts

**Matt Marden** – BSRA Executive Officer ([matt@bsra.org.au](mailto:matt@bsra.org.au))



## BSRA / Host School Regatta Partnership

### Obligations for operational delivery

Host Schools contribute to the regatta in the following way:

1. Catering elements - on BOTH headlands (maps - Appendix C and D)
2. Catering for the Officials and Volunteers.
3. Pre-orders and borders vouchers
4. Program – content and PDF for lead up regattas and printed version HoR only.
5. Parking - management payment collection (Program HoR distribution).
6. Shuttle bus and Host school car passes
7. Pennants – provision (not Head of the River)
8. Boat holders - for the start pontoon - see program for number of entrants
9. Commentator – provide a commentator (preferably two)

See [Appendix E](#) - Competitor Headland waste - collect your bins from the competitor headland skip area and return at the end of the regatta.

See [Appendix F](#) -Spectator Headland waste – collect your bins from the Ring Road area and return at the end of the regatta.

Head of the River (HoR) only – all of the above roles (except #7 and 9 - Pennants and Commentator)

1. Principal Morning tea catering and service
2. Catering for the medal ceremony personnel x 3
3. Boat holders at the medal ceremony x 3 (rotate the shifts)
4. Program printing and distribution



## 1. Catering Elements

Two catering areas are required at BSRA regattas - (the spectator headland and the competitor headland) this means that a duplication of resources is required. Maps of the Headlands are [Appendix C and D](#). Each week a different school hosts our regattas and brings their own distinct 'flavour.'

A critical element from an event perspective, is the consistency of what is offered, so that participants can rely on what will be available and then will not be tempted to manage catering internally. If there is inconsistency, then the uncertainty creates the need for each School/ Participant to start catering for themselves and that means a reduced revenue for all of you.

### Tent

Each host school provides their own catering tent, but Rowing Queensland has a tent for you to hire. 20 metres x 10 metres at \$150 for the hire.

You will need to contact Claire or Michelle at Rowing Queensland to arrange (they will invoice you):

- **Claire Jansen** – Rowing Queensland Events Manager ([events@rowingqld.com.au](mailto:events@rowingqld.com.au))
- **Michelle Loveday** – Rowing Queensland Administration ([admin@rowingqld.com.au](mailto:admin@rowingqld.com.au))
- 07 3842 1200

The dimensions for the catering site footprint are:

Flat area 20 x 12m and Slight down slope 20 x 3m = Total area 20 x 15m

### Coffee

The BSRA now organises the coffee cart. Host schools are not required to arrange the coffee. This was unanimously agreed by the member schools in 2020. The provider is Christie Gulley from The Rich Pour ([christie@therichpour.com.au](mailto:christie@therichpour.com.au))

[Appendix C](#) is a copy of the pre order form for your schools.

### Menu

If you would like to promote your menu, supply your artwork to EO for advertising on BSRA website

### Rowers against Rubbish

Please note that Wyaralong (the Queensland State Rowing Centre – QSRC) is now a venue that is very conscious of waste. There is to be no unnecessary packaging. Please use paper bags and paper products for packaging:

- No cardboard boxes/clams
- No polystyrene
- No menu items that require excess packaging that increases the waste component after consuming



## 2. Catering for Officials and Volunteers

Provide breakfast, morning tea and lunch for the officials and boat driving volunteers.

The BRO's will come to the catering tent and choose their own breakfast and morning tea. Please provide a bag/package that is easily transportable.

A representative BRO will arrange the coffee and the lunch order, quantities, timing and location for delivery (if required).

Please advise the catering team to expect the BRO's, at the Competitor Headland at approximately 7:00am.

- They will collect both breakfast and morning tea from the competitor headland (in the same visit).  
A BRO will place an order (including numbers) with the host school at the spectator headland (?) for the lunch requirements. I think she does this at the spectator headland catering tent.
- The BRO's will arrange the quantity and delivery time of the lunch. The regattas change each week. Your catering tent will be approached and communicated the relevant timings and quantities for that day. Sometimes the lunch is post regatta and sometimes we have a lunch break inserted in the program. It changes.

### **Some of the finer detail:**

- Breakfast choices will consist of something like a coffee and a bacon and egg roll/wrap
- Morning Tea choices will consist of a muffin or cake, a piece of fruit and a drink (a selection of soft drink and water).
- Lunch should consist of (wrap/burger/sandwich, and a selection of water and soft drink)
- Coffee tab will be organised by the EO. BRO/Officials coffees removed from takings. RQ/BRO people can access this as required. (RQ/BRO shirt being the identifying feature).

There are:

- Approx 10 Boat Race Officials – Breakfast and morning tea collected from comp headland – lunch delivered to finish line caravan
- 5 volunteer drivers - Breakfast and morning tea collected from comp headland (with BSRA food voucher to verify)
- 2 first aid on water Breakfast and morning tea collected from comp headland (BSRA food voucher to verify)
- 3 Rowing Queensland personnel (identifiable with RQ shirt)
- 1 BSRA personnel (EO) (identifiable with food BSRA voucher)



### 3. Pre-Orders

Pre-orders assist the schools in supplying nourishment to their boarders, supporters, staff, volunteers. This is also a critical way for schools to ensure that their boarders are nourished.

An example of three separate pre order forms is as follows:

- Boarders
- Coaches
- Spectator hospitality tent (to discourage individual school self-catering). Include a message when you send out your pre-order to express your interest in providing for the spectator tent so that they do NOT self-cater)
- Coffee

Pre-orders should be made available to schools at least the Monday prior to your event. Schools have asked that they be kept separate for invoicing purposes please. We hope that this system will work better than the voucher system, and it allows for us to have the orders ready by a certain nominated time for collection by the schools/spectators.

Please issue this request pre regatta to the relevant school contacts (send to me [matt@bsra.org.au](mailto:matt@bsra.org.au) if you don't have the emails) noting that all orders to be returned by [insert date week or so before your event].

See Appendix A for the pre order forms example.

### 4. Program

The program for spectators at all lead-up regattas will be in **digital format**. You are required to send the PDF to [matt@bsra.org.au](mailto:matt@bsra.org.au) the Tuesday or Wednesday before your regatta. It will be posted online on the BSRA website. Please include the photography policy on the website. The Draw will also be added by the EO when available (usually Wednesday).

Each Host school is required to organize this PDF program for their regatta. It is a great opportunity to promote your school and the art department usually has a big influence.

The Head of the River is a BSRA regatta despite a member school hosting. The program represents 9 schools and is considered a memento. There is no need to have a hard copy program, digital is sufficient but if it is a good quality it can be printed out by those wishing to obtain one. There are also ALL programs going back to BSRA inception kept on the website. The BSRA suggest that if you print copies, you limit quantity to pre ordered. The BSRA will need to add some critical event information to your program. Please email [matt@bsra.org.au](mailto:matt@bsra.org.au) for this information. The cost will be \$5 or \$10 for parking only (please check with BSRA for final \$\$ on this).

The number of programs is usually around the same number of carparks. Wyaralong has CP2 (300 car parks), CP3 and 4 (150 car parks), CP5 (120 car parks), CP6 (gravel road, no Ferrari's, Porches etc, 350 car parks) CP7 (400 parks).



## 5. Parking

Parking is pre-paid as of 2021. It has been set up by the EO and available on the BSRA website for your event 1 week prior (also on the home page). Please send me your RSG bank details and I will deposit this into your account.

Tickets for pre-paid parking are available for purchase until 6am of the morning of the regatta. So that spontaneous decisions to attend can be accommodated, BUT.... It is expected that people will purchase before arrival so that they don't hold up traffic by purchasing at entry. IF there is a behaviour of purchasing at the gate and therefore holding up traffic or creating a hazard, then prepay will be turned off on the Friday. People presenting on Head of the River with no ticket will be sent away.

FYI - disabled parking – basically they can't park on Meebun Ring Road as in past years because it limits the shuttle access and makes the area too tight. Disabled parking options in Parking area 5 or 6 so that they can board a shuttle and be taken straight to the best drop off area. If the disability is such that they cannot board a shuttle (i.e. confined to a wheelchair). The drop off point is at Parking area 3 and the path there is very good. Let me know if there are any queries here.

At the lead up regattas a school may charge \$5 for the parking at Wyaralong as a fundraising opportunity (program is digital). At the **Head of the River**, it is also digital as of 2023 and upto the host school if they wish to provide a hard copy program. Parking fee is \$5 or \$10 (to be decided with BSRA).

The host school provide four personnel to operate the parking payment (recommend 4 people). Arrive at 6:00am at the RQ office on the competitor headland for a briefing, to commence the parking attendance at 6:15 NO EARLIER. Wear high visibility vests and use lights. Volunteers should line up along the verge see [Appendix G](#) so that cars can be attended swiftly and moved on. Tickets should be sitting on the dashboard can be inspected. There is a priority to get the athlete buses through so please do not chat to every car that comes in.

Often parents are dropping off their daughter to participate in the regatta. In 2023 RQ have permitted drop off at the competitor headland via a pullover section. It is for a swift drop off only, it is not for the driver to get out and help get bags. Rowers should be able to this themselves. Parents/carers must then drive on to car park 3, 4, 5 or 6 to park. Dropping off at the competitor headland can upset the traffic flow and cause unnecessary delays, so please encourage drivers to be thoughtful here and act accordingly.

Some of the parking operational detail:

- The set up for parking usually commences around 6am with a safety briefing at the RQ shed near CP2 at 6:00 with someone from RQ or the EO of the BSRA.
- High Vis vests and flags will be supplied
- A sign that states DIGITAL PROGRAM AND PREPAID PARKING, will be supplied by BSRA so that drivers are prepared
- Traffic controllers will manage traffic – you just inspect the prepaid ticket and move them on quickly with care of the pedestrian crossing (moved in 2023).
- Where a car has a FREE parking permit you can still charge them for a program at the HoR (should not exceed \$10).
- RQ personnel and professional traffic management will set up parking markers before each event.
- If you have 4 people at the point of inspection it should move quickly. The time delay is actually people not knowing where to go and asking directions, not the inspection process.
- I have maps on the website to explain and have encouraged all schools to direct their stakeholders to the maps on the website to familiarise themselves with the area.





- ALL 4 parking assistants inspect tickets and ensure pedestrians can cross the crossing safely. See [Appendix G](#) for map.
- 1 person at the entrance to P2 to allow access to the Coaches passes and the Principals/VIPS.
- 2 people to check the prepaid tickets on the dash
- 1 person on the pullover area should someone need to fiddle with their phone to show their ticket, because they haven't printed it out.
- Please use confident hand signals of stop and go.
- The options for car parking map is attached here in [Appendix B](#).
- When there is a huge line up of cars please do not chat just tell the drivers to follow the traffic controllers' instructions.
- At the Head of the River, it is recommended you supply about 900 programs. We need to discuss how to distribute the programs when the cars have pre-paid parking cost for both is \$10 total.

## 6. Shuttle Buses and Host School Car Passes

**The shuttle service** is run by the BSRA and operates as soon as the relevant car park is opened. You can get a shuttle from your car park consistently at peak times and every 15 minutes in the down times. The shuttle runs for 30 minutes after the last race. Usually (approx. 1:30pm). Please ensure you are on the shuttle if required. The buses are also the transport for the competitors and the BSRA is directed not to hold them up on their return journey home.

**Host School Car Passes** are available to your school from the EO of the BSRA via your Rowing Coordinator.

Car passes on the Spectator Headland:

- As a host school you have hard copy access passes.
- The quantities of excess cars are managed so that shuttle services can operate
- The ring road needs to be clear for disabled parking and the shuttle bus service to operate.

Car passes on the Competitor Headland:

- As a host school you have access passes
- We try to minimize as much as possible the traffic on the competitor headland. Other vehicles include a maximum of two trailers for each school, ten service vehicles (ergos, tent, etc)
- We also need to facilitate parking for all the Boat Race Official's on this headland
- And allow for the movement of equipment from the RQ shed



## 7. Pennants in the lead up regattas (BSRA provide for Head of the River)

Host schools provide pennants and certificates for the place getters at the lead up regattas.  
Numbers required are based on the table below.

Pennants and certificates should be dated and should have the event notated (e.g. Year 8 4th Quad)  
Both pennants and certificates should be provided in individual A4 envelopes per event and per place, so the successful school's name can be written on the envelope and easily distributed by the volunteers.

Bow number and pennant distributors in the lead up regattas is a role performed by St Hilda's

The pennants and certificates should be given to the personnel distributing the bow numbers before the start of the regatta.

Pennants are awarded for 1st place

Certificates are awarded for 2nd and 3rd place

The approximate numbers are based on the following projections for the season (as at 23 April 2021):

Table Event	1st (Penn)	2nd (Cert)	3rd (Cert)
<b>Sculls</b> Year 8, 9, 10, 11, 12 None for coach	5	5	5
<b>Year 8 quads</b> 9 Divisions 5 Girls 1 Coach	54	54	54
<b>Year 9 quads</b> 9 Divisions 5 Girls 1 Coach	54	54	54
<b>Year 10 quads</b> 4 Divisions 5 Girls 1 Coach	24	24	24
<b>Four</b> 1 Division 5 Girls 1 Coach	6	6	6
<b>Eights</b> 3 Division 9 Girls 1 Coach	30	30	30
Totals	173	173	173



## 8. Boat Holders

9 boat holders (See open 8+ event numbers to determine if 9) are required to meet at the finish line tent approx. 40 minutes prior to the eight's races. You will be transported via an umpire launch to the start pontoons. This role is performed twice during a regatta. Please check the draw for timings.

## 9. Commentators

Each school must supply a commentator. Ideally it would be two commentators.

How to put together a good commentary package for a regatta.

Hopefully this will be of assistance to all the schools and will deliver a better product at the regattas.

The ideal commentary team is based on pairs of commentators at all times. They may swap over at intervals, like cricket commentators do, or just run straight through like in rugby and soccer.

- In each pair, one is the **Regular commentator** or caller, and the other is the **Colour commentator**.
- The caller just gives a run down on what is happening, e.g. "500m into the race, all the crews have settled into their race rhythm, with Stuartholme striking 32 leading by half a length from Brisbane State High School striking 31."
- The **Colour** commentator's job is to bring some specialist insight to the commentary and explain things to the listeners. The interplay between the two might go like this:
  - CALLER: "Halfway through the race, Stuartholme maintain a lead of half a length over their nearest rivals, but second place is now claimed by St Aiden's, who have moved up from fifth place to second. Rachel, what do you think about this move from St Aiden's?"
  - COLOUR COMMENTATOR: "Bill, the thing about the St Aiden's crew is the speed and precision of their catches. They are going into the water so much quicker than everyone else, and that means they have minimal check on the boat at every catch. Over 200 strokes, that makes a lot of difference."
- During the course of a 2,000m race, the commentators should ideally try to name the members of each crew, or at least the leading crews, and this can be interspersed at different points on the race.
- This is not professional sport, but junior sport, so it's best to keep the commentary positive, even when one crew might be hopelessly outclassed, and lag the field. That's when the commentators might ask for a round of applause for the last crew to cross the line or praise them for sticking at the task even though they have been beaten by more proficient rivals. We want these kids to keep coming back.
- Plan out what you are going to say before each race and keep screaming to a minimum.
- A 2,000m race will take six to eight minutes, and a 1,000m race at least four minutes, so there is no reason to rush the commentary. Most importantly, you don't want to talk all the time, as this becomes really irritating in the spectator tents.
- Try to add some interviews with home school coaches or rowing captains to bring some more 'colour' to the event.
- Have fun!



## Hosting for the Head of the River

All of the requirements for the lead up regattas (minus pennants) are relevant for the Head of the River plus the following:

1. Principal Morning tea catering and service
2. Catering for the medal ceremony personnel x 3
3. Boat holders at the medal ceremony x 3 (rotate)
4. Program information
5. Bins (see [appendix E and F](#))

### 1. Principal Morning Tea

The host school is requested to supply snacks and refreshments to the VIP area (location determined closer to the date)

- A hot water urn should be available with a selection of tea and coffee, sugar and milk throughout the day or a coffee and tea order taken.
- Light snacks (biscuits, cakes etc) should also be available for about 30 servings.
- At 10.15am, a morning tea should be provided for a Principals' and VIP's function. Please be as creative as you wish but at the minimum a selection of sandwiches should be available for approximately 30 people.
- Every hour or so please have a person visit the VIP function area to ask if anyone in attendance would like a brewed coffee. These should be obtained from the coffee vendors
- 40 programs should be delivered to the tent for the VIP's

The BSRA supplies a 6 x 6 metre marquee and 2 x trestle tables for this function.

Please forward an account for these services to the Executive Officer for payment to Matt Marden ([matt@bsra.org.au](mailto:matt@bsra.org.au)) (The expectation is around \$350)

### 2. Catering for the medal ceremony volunteers/personnel

Please supply a snack and plenty of water first thing in the morning to the medal ceremony personnel and a lunch at the appropriate time. Approx. 5 people rotating.

### 3. Boat Holders at medal ceremony location

Medals are awarded to the first three boats across the line. These boats will pull up to the medal presentation area and whilst receiving their medals the boats will have to be secured. Please supply personnel for this role. Many other schools offer to help in this area so if you are flat chat trying to get volunteers to fill catering jobs etc, then we can talk closer to the day and relieve you from this requirement.

Please be aware that people holding the boats will get their feet wet. It's fun.. but wet. ☺



#### 4. Program for Head of the River (HOR)

At the Head of the River, the BSRA will provide some of the content for your school to design the Event Program. You must incorporate the draw. Contact me for this [matt@bsra.org.au](mailto:matt@bsra.org.au)

*Please be aware that the program is not only representing your school but the other nine schools.*

Sale, printing (or digital), and distribution are being reviewed in 2024.

For your information:

Host schools for the Head of the River DO NOT need to supply pennants or medals. Medals for the Head of the River is for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place and are supplied by the BSRA. They will be delivered to the regatta on the day. Trophies will also be on display.

**Starting the host preparations from scratch...**

An important consideration when hosting a Regatta, is your available human and physical resources. These are to be matched with the site, your theme and the expectations of the BSRA and Rowing Queensland. Set yourselves clear goals, keep it simple and professional, so it is achievable and have some fun.



## Rowing Support Group - Hosting Regatta Logistics

Action Items Primary	Action Items Secondary	Timeline	Responsibility	Completed Yes/No	Comments
<b>Establish Working Party</b>					
	Collect previous Working Parties manuals, Schools sales data etc				
	Meet with previous members				
<b>Confirm BSRA and Rowing Queensland expectations</b>					Refer to BSRA Handbook
	Establish theme and design				
<b>Source and confirm available Support Crew</b>					
	Numbers Skill sets Responsibilities				
<b>Source and confirm available equipment at a school level</b>					
	Marquees				
	Trailer				
	Utility				
<b>Set menu</b>					
	Packaging				
	Price points				
<b>Set Bakery lines</b>					
	Packaging				
	Price points				
<b>Source Raffle prize/s</b>					
	Price point				
<b>Source external Vendors</b>	Coffee Vans x 3 Slushy Van				
<b>Set BSRA food and beverage requirements</b>					From BSRA Handbook
	Set up packing list of requirements				
<b>Establish required equipment</b>					
	Marquees				
	Tables				
	Refrigeration				
	Cooking – frying, heating, BBQing				
	Service – Hot and cold food holding				
	Small service equipment				
	Provision for waste		BSRA		
	Wash up		BSRA		
<b>Establish ordering list</b>					
	Perishables				



	Non-perishables				
	Equipment				
	Deliveries				
<b>Site layout</b>					
<b>Communication strategy</b>					
	To Support Crew				
	To BSRA				
	To visitors				
<b>Marketing strategy</b>					
	Program				
	Menus				
	Banners				
	Posters				
	General signage				
<b>Sales strategy</b>					
	Set Price Point				
	Eftpos				
	Cash Floats				
<b>Action Items Primary</b>	<b>Action Items Secondary</b>	<b>Time line</b>	<b>Responsibility</b>	<b>Completed Yes/No</b>	<b>Comments</b>
<b>Establish Roster</b>					
	Bump in				
	Overnight security				
	Car Park				
	Cooking				
	Service				
	Visitors				
	BSRA				
	Cash handling				
	Cake Stall				
	Wash up				
	Concierge				
	Bump out				
<b>Bump in and Bump out considerations</b>					
<b>Contingency Plan</b>					
	Insurances				
	Breakdowns				
	Last minute pick ups				
<b>Collect sales data</b>					
<b>Establish a manual for next time</b>					



## Appendix A.1 – Pre Order Food Template

### REGATTA CATERING PRE-ORDERS



[ YOUR SCHOOL ] Regatta  
[ DATE ]

Host School Crest

Contact: [ YOUR MAIN CONTACT ]  
Email: \_\_\_\_\_  
Mobile: \_\_\_\_\_

SCHOOL:	
Order contact person:	Email: _____ Mobile: _____
Invoice contact person:	Email: _____ Mobile: _____
Collection contact at regatta:	Mobile: _____

BREAKFAST				
Item	Price	Sauce preference	Quantity	Time
Bacon & egg burger	\$10	<ul style="list-style-type: none"> <li>▪ Tomato</li> <li>▪ BBQ</li> </ul>		
Sausage sizzle	\$4	<ul style="list-style-type: none"> <li>▪ Tomato</li> <li>▪ BBQ</li> </ul>		
Home bake	\$5	<ul style="list-style-type: none"> <li>▪ Banana bread/ protein bar</li> <li>▪ Cookies/ brownies</li> </ul>		
Fruit	\$2	<ul style="list-style-type: none"> <li>▪ Watermelon</li> <li>▪ Apple</li> </ul>		

LUNCH				
Item	Price	Sauce preference	Quantity	Time
Bacon & egg burger	\$10	<ul style="list-style-type: none"> <li>▪ Tomato</li> <li>▪ BBQ</li> </ul>		
Hamburger with salad	\$12	<ul style="list-style-type: none"> <li>▪ Tomato</li> <li>▪ BBQ</li> </ul>		
Cheeseburger	\$10	<ul style="list-style-type: none"> <li>▪ Tomato</li> <li>▪ BBQ</li> </ul>		
Sausage sizzle	\$4	<ul style="list-style-type: none"> <li>▪ Tomato</li> <li>▪ BBQ</li> </ul>		
Green burger	\$9	<ul style="list-style-type: none"> <li>▪ Mayo</li> </ul>		
Home bake	\$5	<ul style="list-style-type: none"> <li>▪ Banana bread / protein bar</li> <li>▪ Cookies / brownies</li> </ul>		
Fruit	\$2	<ul style="list-style-type: none"> <li>▪ Watermelon</li> <li>▪ Apple</li> </ul>		

DRINKS				
Item	Price	Flavour preference	Quantity	Time
Water	\$4	<ul style="list-style-type: none"> <li>▪ Still</li> <li>▪ Sparkling</li> </ul>		
Soft drinks	\$5	<ul style="list-style-type: none"> <li>▪ Coke</li> <li>▪ Coke zero</li> <li>▪ Solo</li> <li>▪ Fanta</li> <li>▪ Lemonade</li> </ul>		
Powerade	\$6	<ul style="list-style-type: none"> <li>▪ Yellow</li> <li>▪ Red</li> <li>▪ Blue</li> </ul>		

**\*\*COLLECTION FROM COMPETITOR HEADLAND CATERING TENT\*\***





## Appendix A.2 – Pre Order Coffees

The BSRA now organises the coffee cart. Host schools are not required to arrange the coffee. This was unanimously agreed by the member schools in 2020. The provider is Christie Gulley from The Rich Pour [christie@therichpour.com.au](mailto:christie@therichpour.com.au)

Christie from The Rich Pour will contribute 15% from main set up and 8% from coaches set up of the takings on the day of your event to your RSG on the Thursday following your event (she only does payments on Thursdays). Christie just needs bank details to deposit this. [christie@therichpour.com.au](mailto:christie@therichpour.com.au)

Christie will send a season pre order jot form to you all prior to regatta commencement. Find here the form for preorders

<https://form.jotform.com/211997945533065>

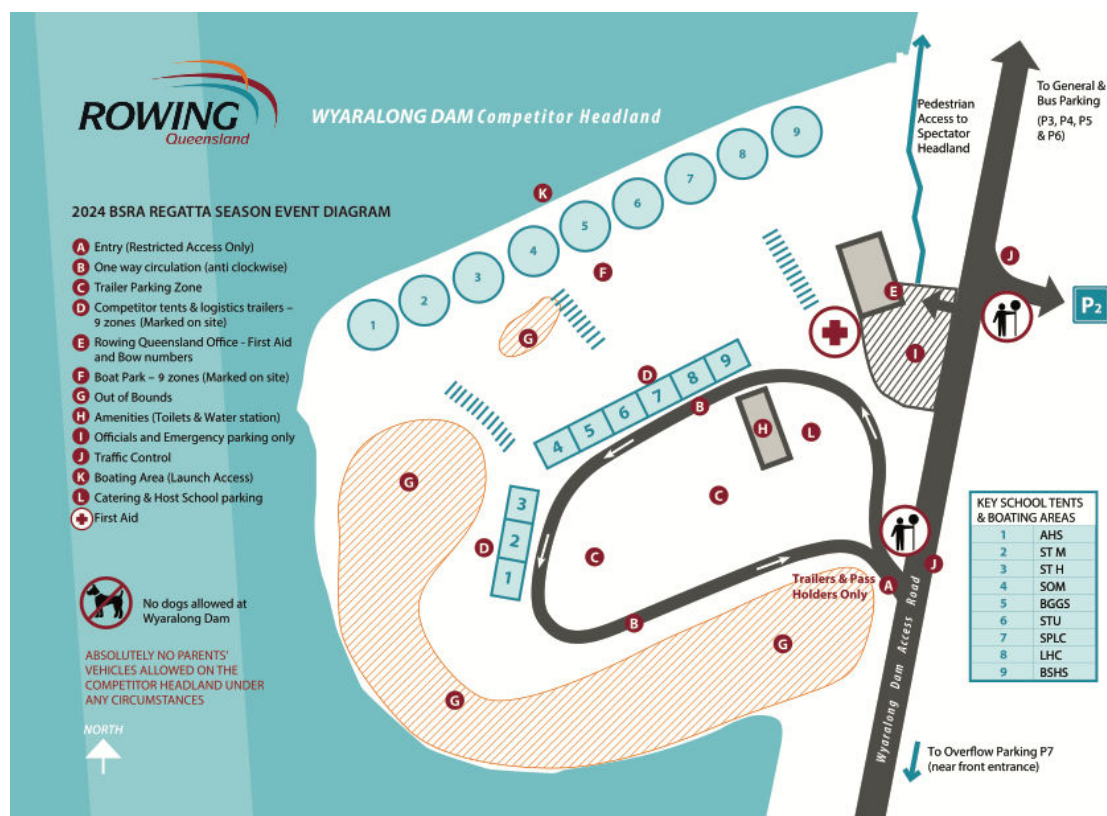
BOOKING LINK + INSURANCE DOCS - <https://linktr.ee/therichpour>



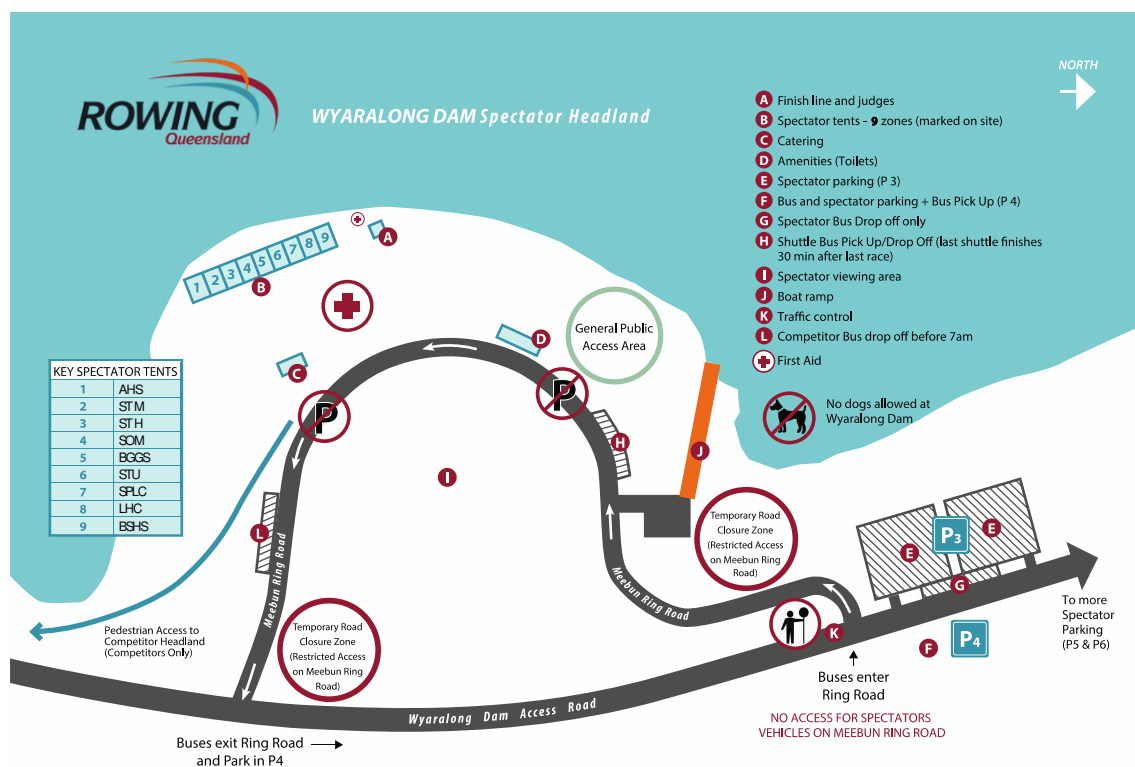
## Appendix B – Available Carparks Map



## Appendix C – Competitor Tent Allocation

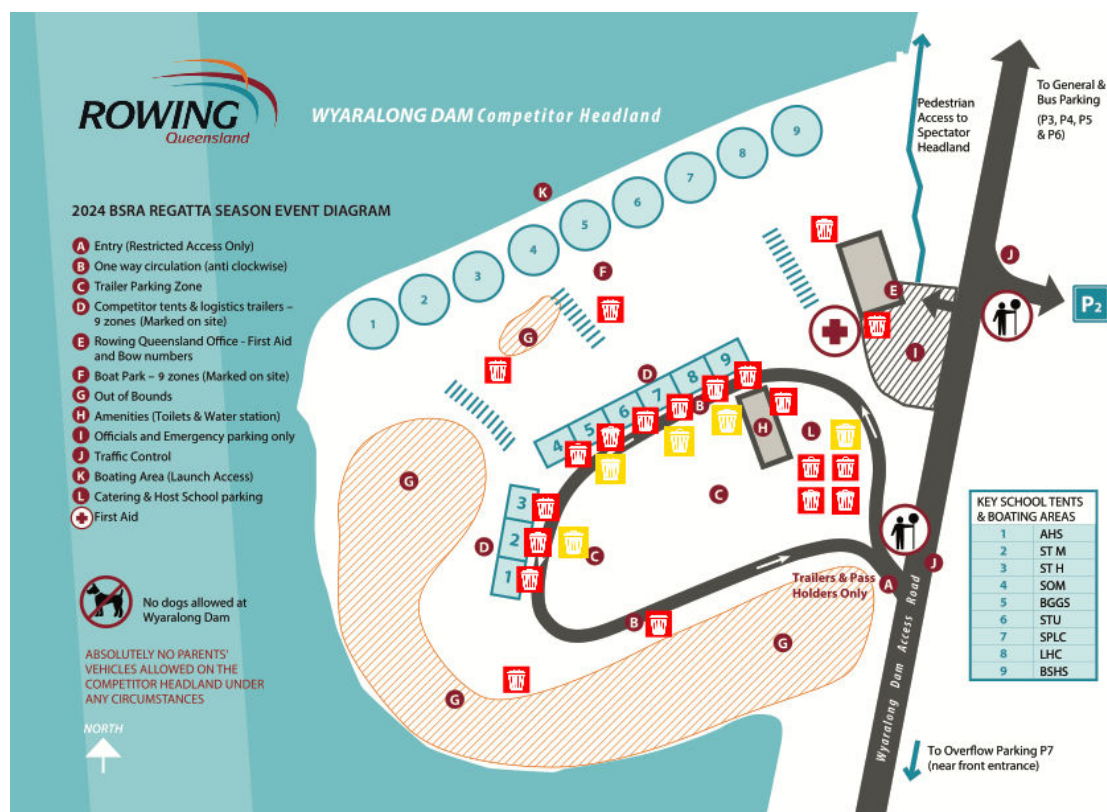


## Appendix D – Spectator Tent Allocation

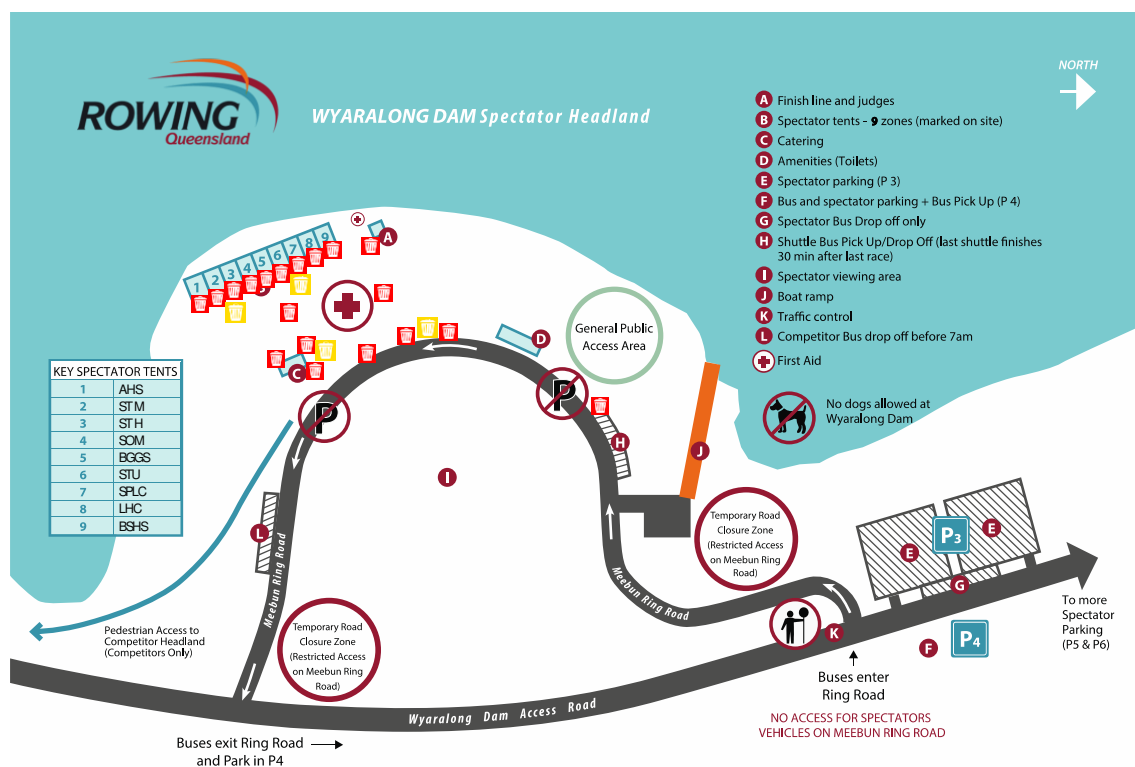




## Appendix E – Bins Competitor

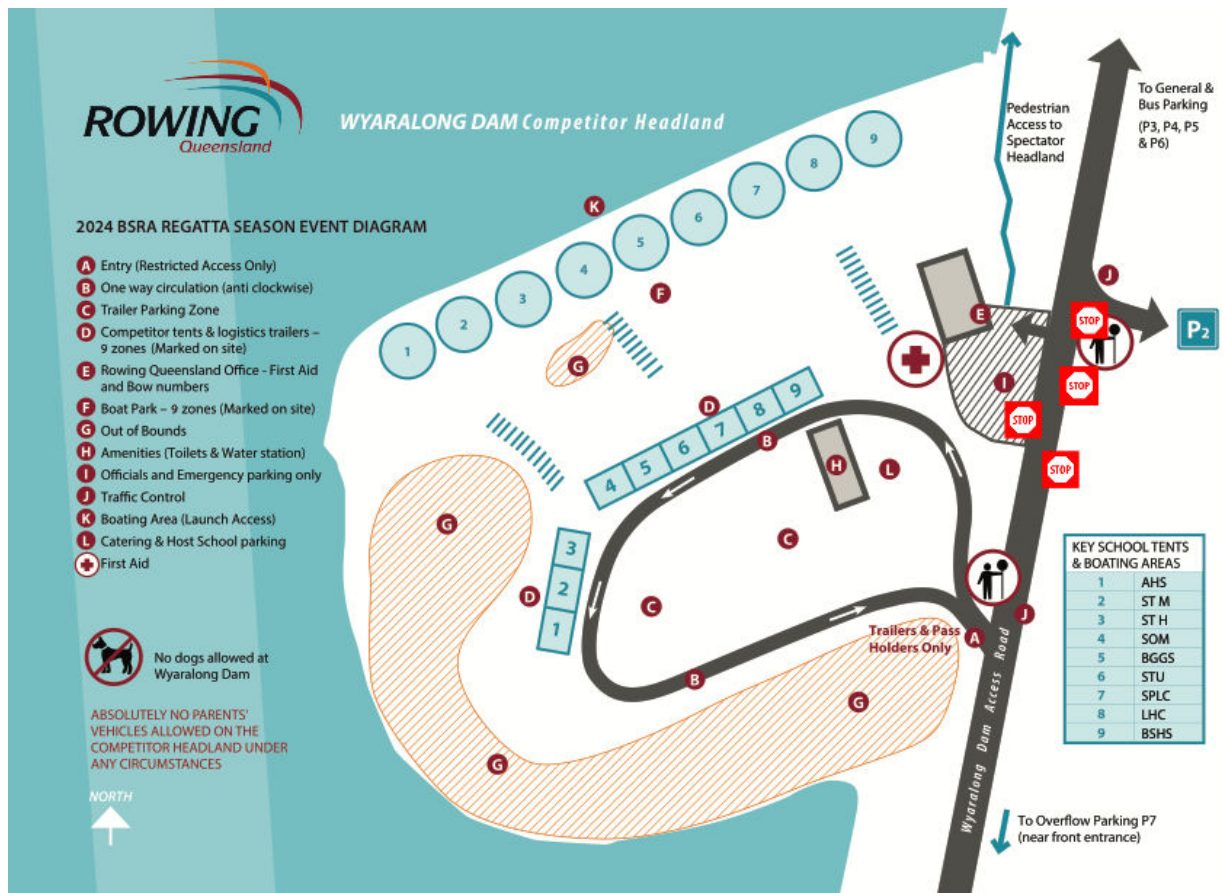


## Appendix F – Bins Spectator



## Appendix G – Volunteer Parking Prepay Attendants

(NB. Altered a fraction in 2023 because pedestrian crossing has moved a little)  
4x attendants at marked locations.



## Appendix H – Supplier List

Suggestions only:

### **Bakery Boonah Bakery**

Contact Jarrod

0410 639 647

[orders@arthurclives.com.au](mailto:orders@arthurclives.com.au)

### **C and M Productions**

Marquee, staging, catering hire

p: 07 5541 2444

f: 07 5541 2342

[cmprod@bigpond.com](mailto:cmprod@bigpond.com)

[www.candmproductions.com](http://www.candmproductions.com)

### **Bidvest**

Online Ordering

Contact Win

0407 172 621

### **Executive Distributors**

Rianna

07 4613 4455

[sales@exd.net.au](mailto:sales@exd.net.au)

### **StatPack**

1800 623 069

Disposable packaging

### **Equipment: Hire Bobs Hire**

Contact 07 5665 8800

[goldcoast@bobshire.com.au](mailto:goldcoast@bobshire.com.au) or [brisbane@bobshire.com.au](mailto:brisbane@bobshire.com.au)

### **Coffee - The Rich Pour – Christie Gulley – (organized by BSRA for all regattas)**

Contact [Christie@therichpour.com.au](mailto:Christie@therichpour.com.au)

They use 17 kilos of coffee at the lead up regattas 30 kilos at the HoR.

### **Rainbow Smash**

Contact Martin Brady 0419 705 575

Or Michele Gross - [marketing@rainbowsmash.com](mailto:marketing@rainbowsmash.com) 0424 541 735

They can provide (for a negotiated fee) cool rooms and generators.



## Frequently Asked Questions for Wyaralong

### *Water*

Q: What provision is available?

A: Drinking water at competitor headland is now available at the toilet facility.

There is no running water on the spectator headland. Tank water is available for washing up etc on spectator headland (RQ will give you keys to the tank water when you are setting up).

### *Host school parking*

Q: Can you confirm that our Supporters Trailer can be utilised and provision for parking will be made available for host schools on the spectator headland?

A: Each host school will receive the following parking passes:

Spectator Headland

Competitor Headland

There will be colour coded/numbered passes produced and distributed by your rowing coordinator.

Three cars from the host school only will be able to park on the Ring Road.

There are car passes for the host school on the competitor headland.

Parking generally is a first come first served basis and no parking will be reserved for you outside of these permits (loading zone passes will need to get general parking after loading/unloading. See the maps on the website to view the parking options. [www.bsra.org.au](http://www.bsra.org.au)

### *Unloading tents*

Q: How/where do supporter's tents get unloaded?

A: Whoever is tasked with this will unload on the Meebun Ring Road and park on the Competitor Headland. The trailers need to be parked by 7am before the competitor headland closes to traffic. It is closed at 7am until 8:30am.

### *Power*

Q: What is the arrangement for access to power?

A: Mains electricity is available on the Spectator headland

Coffee and slushie suppliers should be able to hook in to the RQ arrangements at each regatta. The competitor headland has a generator supplied for all your requirements (as at 2019).

N.B. Coffee and slushie providers may need to provide their own power (generator) for the Head of the River on the Spectator headland. Please confirm closer to the date.

### *Land size of catering areas*

Q: What is the land allocation for the catering tents?

A: Spectator Headland - Host school and HoR Catering Site Footprint

Flat area 20 x 12m - Slight down slope 20 x 3m - Total area 20 x 15m

### *Access times*

Q: When can we have access to set up?

A: Friday access midday. Our contractual agreement is for Saturday only. RQ are very kind to allow access for the necessary primary setup on the Friday prior to the regatta. 12 noon is the earliest.

Q: What time does the boom gate open on Saturday morning?

A: 6am

Q: When can boats arrive for weekly regattas and Head of River?

A: Anytime after Friday 12 noon – security is your own

Q: Are there two roads that can be used to access Wyaralong?

A: No. One access road. Traffic management is critical.



### *Camping and Security*

Q: What provisions are in place for security on the Friday night if set up on the Friday is allowed?  
Could we have a tent for overnight?

A: Camping has been banned for all but the host school (due to some poor behaviour). There is no overnight security provided. Gates to Wyaralong officially close at sunset and officially reopen the following morning at 6:00am This is to discourage hoons on the road overnight. Contact [matt@bsra.org.au](mailto:matt@bsra.org.au) or text me 0418 370 126 if you have problem. No fires.

### *Catering setup*

Q: Is there an expectation of two food outlets i.e, one for each headland at weekly regattas and HoR?

A: Yes, we need to provide consistency at each regatta. This way you will capture both competitor and spectator markets.

Recommend 1 x slushie (own power), the slushie man starts on the spectator headland and then repositions on the competitor headland around 11am.

2 x coffee – ORGANISED BY THE BSRA (Rich Pour 2 on the spec headland and 1 on the comp headland for lead up regattas and 3 on the spec headland and 2 on the comp headland for the Head of the River. Typically they go through 17 kilos in lead up regattas and 30 kilos at Head of the River. 6 staff at lead up regattas and 8/9 at HoR

(7am – 8:30 one on each headland and at 8:30am both join up on spectator headland or not depending on your preference)

Coffee can use the generator power on Comp headland. Please check for Head of the River.

### *Principal Morning Tea Head of the River*

Q: Who hosts the Principal morning tea at the Head of the River?

A: The BSRA hosts it (pays for it) but the school catering for the HoR supplies the catering and service for this function. This school is required to submit a quote to the BSRA to agree on the costs and the inclusions.

The BSRA supplies a 6 x 6 metre marquee and 2 x trestle tables for this function. Host schools can decorate beyond this.

### *Regatta Event Roles - Lead up and HoR*

#### *Boat driver/holder numbers*

Q: How many boat drivers are required?

A: This is NOT a host school responsibility. Numbers required at our regattas vary from week to week as an agreement!

Each school will organise boat drivers

These numbers will be confirmed each week on Thursday prior to the regatta

Q: Boat Drivers – how do boat drivers sign up?

A: Please distribute this link to your community

[Volunteer boat driver sign up and job description](#)

Q: Boat holder numbers – how many boat holders are required?

A: This is a host school responsibility. Nine or ten boat holders (depending on entries) are required weekly from the host school. They will meet at the finish line 40 minutes before the 3<sup>rd</sup> 8+'s races (twice during regatta's). As we can only take 6 people including the driver in Percy (umpire boat) – we will need to use other umpire's boats to get 3 x 2 boat holders to the start platforms, so the boat holders need to be on time to enable a briefing at the finish line.

### *How to manage pre-paid parking*

Q: What are the suggestions re road/ traffic management for parking?

A: There is one road in and one road out. This creates a HUGE problem in traffic management.

Volunteer requirement - to assist the flow of traffic in, directing the uninitiated, issuing programmes (HoR only),

Carpark volunteers will provide their own high visibility vests.





RQ or BSRA will conduct a roadside safety briefing at the entrance to the RQ headland. Parking pre-paid ticket inspectors will not commence at around 6am. Have your most authoritative person directing traffic and communicating with the group. If you have 4 people at the point of inspection it should move quickly. The time delay is actually people not knowing where to go and asking directions, not the inspection process. I have maps on the website to explain and have encouraged all schools to direct their stakeholders to the maps on the website to familiarise themselves with the area.

ALL 4 parking assistants inspect tickets see Appendix G.

- 1 person at the entrance to P2 to allow access to the Coaches passes and the Principals/VIPS.
- 2 people to check the prepaid tickets on the dash
- 1 person at the pedestrian crossing near the pullover area as some need to fiddle with their phone to show their ticket, because they haven't printed it out.
- Please use confident hand signals/BSRA supplied flags to indicate stop and go.

There are coaches FREE parking (in P2) and Principal FREE parking in P2.

At the Head of the River the parking area for the Principals and VIP's in P2.

### *Cost of Programs*

Q: what is the cost to obtain a program?

A: Lead up regatta programs are digital and available on the BSRA website it is therefore FREE. Programs are printed for the Head of the River (HoR) ONLY and combined with prepaid parking are a maximum of \$10.

Q: Should programs still be made available for sale at each Headland at the HoR?

A: I would think that just the spectator headland would require programs. It's up to the host school to decide this. If they purchase on the way in, there may not be a requirement. If people car share there may be a request for more than one program per vehicle. Prepaid parking is \$5 so the printed Programme should be \$5. The Head of the River Draw will be available on the website.

### *Cost of parking*

Q: How much do we charge for parking?

A: \$5 is the BSRA agreed price point for pre-paid parking at the lead up regattas \$5 for the HoR program (digital - the program represents 9 schools)

### *Merchandise*

Q: Who does the merchandise?

A: The school that is the current Chair of the BSRA is allocated the merchandise. Schools are NOT permitted to provide merchandise at BSRA regattas without the blessing of the merchandise allocated school. If you are hosting a regatta and have some merchandise – it should not conflict with the official merchandise collection. That is, do not design a t shirt and expect to sell it. If you have any merchandise to sell when hosting, please check with [matt@bsra.org.au](mailto:matt@bsra.org.au) to ensure it does not conflict. <http://www.bsra.org.au/index.php/merchandise/>



## Notes from a history of host schools

AHS 2022 regatta #2 - share quantities and summary from hosting regatta #2.

These are the quantities we went with (based off figures from when we hosted in 2019).

Yoghurt, Granola and Strawberries	100
Bacon and Egg Rolls	500
Haloumi Roll	150
Beef and cheese burger	600
Chicken and slaw wrap	300
Sausage in Bread	400

What we had leftover:

- 50 bread rolls (which tells me the number of bacon and egg, haloumi and beef burgers were pretty spot on).
- Bacon - but suspect our supplier banked on us putting more rashers in each roll (we used two but probably could have been more generous).
- Chicken - again, a lot of people were asking for chicken wraps, so suspect our supplier was more generous with estimated quantities per wrap than we were on the day - but could potentially have gone a bit lower on the wraps - 250?
- I think we threw out only about 6 or 8 yoghurt cups.

The day started much more slowly than previous years. But we did have the extended time period due to the races running later than normal, so we probably had an additional hour or so of sales.

We completely ran out of home baked goods - these are very popular.

We use MOCO as our food supplier as I am also very time poor. I am sure we could be more exacting about quantities and probably find better prices, but the convenience of simply sending through my menu + quantities, and then having MOCO source and pack everything into cold rooms for collection are a huge benefit. We split everything about 1/3 over at competitor side and 2/3 on spectator side. Yoghurt cups, haloumi rolls and sausages were probably the exception, with a little more demand on the competitor side.

We used Arthur Clives - a local bakery - for our bread (could only do GF sliced bread, not rolls). They delivered to the dam before 5.30 on Saturday morning, so everything was nice and fresh. We did have a number of GF rolls requested through pre-orders. I picked up GF rolls from Woolworths to cover these. I did stop at quite a few bakeries to try to source GF rolls, but it seems they are hard to come by. Any other requests for GF on the day, we just made up on GF bread. Arthur Clives bread is also dairy free (request through pre orders).

I got strawberries for yoghurt cups from Ollies Orange - a local fruit and veg shop. I did not order them - just stopped and picked them up on the Friday.



## BSHS regatta #4 2022

Thank you (as always) for your support on Saturday and all the days leading up to our host regatta. If our next host is after counts, below is an approximate for what BSHS sold off our menu. Hope this is helpful.

Item	QTY Sold
Bacon & Egg Burger	~600
Haloumi/Egg/Pesto burger	~125
Muesli/Yogurt	~70
Sausages	~400
Pulled Pork & Slaw roles	~425
Cheeseburgers	~400
Coke Zero	~100
Sprite	~120
Coke	~180
Water	~360
Sports Drink	~90
Homebake	No idea...sorry 😊

## Head of the River 2022

This is what we catered for. We basically sold all but a few sausages.

Other points.

We presold via trybooking \$3500 in presales to spectators/ parent. Would like to think that this could grow as would help further with payment and surge issues (see below). We also sold \$3500 to coaches borders (competitor /borders). Due to fees (which we absorbed to encourage people to use it) we did not sell drinks separately, but rather only included them in 'combo packages' ie. Burger plus drink . The fees are 50 cents per ' ticket'.

At HOTR there is a big rush and surge at the break post the grade 8 races.

We had problems with eftpos machines on the day, as did a number of other vendors. However the square machines held up well and saved us (together with preorders).

The soft drink number are educated guesses as we had lots of parent donations, and some kept coming on the day. We could have sold more water, but many then bought a soft drink or sports drink instead.

<b>All day items</b>	Cox Box Bacon & Egg	<b>\$8</b>	<b>1100</b>
	Rowghurt Cups	<b>\$5</b>	<b>50</b>
<b>Lunch (9/10am)</b>	Oarsome Chook Wrap	<b>\$10</b>	<b>400</b>
	Bow Burger	<b>\$10</b>	<b>650</b>
	Sausage & Onion in a Scull	<b>\$4</b>	<b>700</b>
<b>TOTAL</b>			<b>2900</b>
<b>SPLC DRINKS 2022</b>		<b>SLPC Price</b>	<b>SPLC Qty</b>
<b>Drinks</b>	Energy Drinks	<b>\$4</b>	200
	Coke	<b>\$3</b>	200
	Coke Zero	<b>\$3</b>	250
	Solo / Lemon	<b>\$3</b>	200
	Sprite	<b>\$3</b>	180
	Fanta / Sunkist	<b>\$3</b>	200
	Water	<b>\$3</b>	400
<b>TOTAL</b>			<b>1630</b>

