



## SOUTH AFRICAN SCHOOLS' ROWING CHAMPIONSHIP 2017 Schools Task Allocation

Rowing Schools rotate duties each Championship Regatta in catering for rowers and spectators with meals as well as servicing Spectators, VIP's , Officials, Coaches and rowers in the most commendable and unique way. The 2017 duty list is as follows:

Activity	Club	To Do List
VIP Lunch on Sunday	King Edward VII	Prepare Venue including tables and serve meals and drinks and wine. Approximately 80 lunches on Sunday (no charge to VIPs). Tea/coffee (no eats) during the day on Sunday (no charge to VIPs). Serve VIPS's. R30 per person to be paid to school by SASRU.
VIP and official Parking	Parktown	Man gate for VIP and Officials entry.
Bacon and Egg Rolls – Breakfast, all days.  Hamburgers/Pregos – Full day on Friday, Saturday and Sunday.  Officials Breakfast and Lunch.	King Edward VII	<ol style="list-style-type: none"> <li>1. Breakfast and lunch for officials, life-savers and SASRU staff needs to be supplied by the school</li> <li>2. Supply all ingredients, cook and serve.</li> <li>3. Agree prices with SASRU.</li> <li>4. Friday is a full day so this stand needs to be fully functional.</li> <li>5. Pay R7 500 to SASRU.</li> <li>6. Petty Cash to be supplied by school.</li> <li>7. SASRU staff will have coupons but the school will not be reimbursed in respect of supplies to Officials (aprox 60 on duty/day), Lifesavers (aprox 6pd)</li> </ol>
Public Bar and Officials Drinks on Friday, Saturday and Sunday.	St John's	<ol style="list-style-type: none"> <li>1. Drinks to officials &amp; life-Savers need to be supplied free by the school</li> <li>2. Petty Cash to be supplied by school.</li> <li>3. Pay R15 000.00 to SASRU.</li> <li>4. Bar to remain open for 2 hours after last race each day. The school will not be reimbursed in respect of supplies to 60 officials &amp; lifesavers. The officials must be supplied with at least 2 free drinks in the pub at end of each day.</li> </ol>
Pimms Stand	Assumption	<ol style="list-style-type: none"> <li>1. Petty cash to be supplied by school.</li> <li>2. Pay R4 000 to SASRU</li> </ol>

<p>Coldrink Sales.</p> <p>Friday, Saturday and Sunday.</p>	<p>St Stithians</p>	<ol style="list-style-type: none"> <li>1. School to supply coldrinks and water.</li> <li>2. School to sell.</li> <li>3. Organise 2 x Mobi Cans; 1 x Freezer truck; and Regatta Banners from ABI.</li> <li>4. Ice for the Mobi Cans will need to be sourced.</li> <li>5. ABI will consider some sponsorship, Discuss with Regatta Convenor.</li> <li>6. Pay R7 000 to SASRU.</li> <li>7. Free waters &amp; Cold drinks to be supplied to officials and lifesavers. Aprox: 180 waters &amp;180 cold drinks per day.</li> <li>8. SASRU staff will have coupons.</li> <li>9. 18 free still waters to be supplied per day to Drug Free Sport.</li> <li>10. 20 free still waters to be given to lifesavers for dehydrated rowers at start of regatta and then per day.</li> </ol>
<p>Entrance Gate, (Includes Main, VIP, Trailer parking &amp; St Albans gates)</p>	<p>Parktown</p>	<ol style="list-style-type: none"> <li>1. All takings handed to SASRU.</li> <li>2. Sell tickets and hand out regatta programs.</li> <li>3. 20% of gate takings to be given to school manning the gate.</li> <li>4. Gate Duty will be required for the full three days.</li> <li>5. Also man VIP gates &amp; parking.</li> </ol>
<p>Sweet, Crisps, Popcorn, Tea Pancakes</p>	<p>St Benedicts</p>	<ol style="list-style-type: none"> <li>1. Pay R1200 to SASRU.</li> </ol>
<p>Memorabilia Sales – T-shirts etc.</p>	<p>Jeppe</p>	<ol style="list-style-type: none"> <li>1. SASRU to supply all memorabilia, quantity agreed with SASRU.</li> <li>2. Only SA Champs logo to be used.</li> <li>3. SASRU to approve all Memorabilia before being ordered.</li> <li>4. 50% of profits will go to SASRU, 50% to school.</li> <li>5. Remaining profits and stock to SASRU.</li> </ol>
<p>Jetty Duty</p>	<p>St Stithians</p>	<ol style="list-style-type: none"> <li>1. Confirm with Officials what assistance they require.</li> <li>2. No blades to be left on jetties.</li> <li>3. Need 6 parents in Marshall Bibs, provided by school</li> </ol>
<p>Medals and Trophies at Winners Jetty</p>	<p>St Johns</p>	<ol style="list-style-type: none"> <li>1. Presentation of medals and trophies at the winner's jetty after each final excluding Opens final. (Fri / Sat and Sun).</li> <li>2. Ensure that engraving on all trophies has been done before the Event in December; SASRU to pay cost;</li> <li>3. Sort out all medals; ties and scarves for the event.</li> <li>4. Medals, Scarves, pins and Ties to be supplied by SASRU.</li> <li>5. Tables supplied by school.</li> </ol>

Sunday Main Prize Giving	St John's	<ol style="list-style-type: none"> <li>1. Presentation table to be setup on Sunday.</li> <li>2. Collect and clean trophies before regatta.</li> <li>3. Set up SASRU banner.</li> </ol>
Prize Giving	SASRU Committee	<ol style="list-style-type: none"> <li>1. Master of ceremonies needs to be organized.</li> <li>2. Presentation agenda to be setup &amp; speakers organized.</li> <li>3. Gifts for VIPs to be organized and billed to SASRU (if any).</li> </ol>
Regatta Programme	Mondeor	<ol style="list-style-type: none"> <li>1..20% of profits to SASRU;</li> <li>2..All content approved by SASRU;</li> <li>3..Certain content supplied by SASRU;</li> <li>4..Min 2 500 copies</li> </ol>
Trailer Parking	Parktown	<ol style="list-style-type: none"> <li>1. Ensure that all trailers are parked considerately so as to accommodate as many trailers in the area as possible.</li> <li>2. This task needs to start on Thursday.</li> </ol>
Motor Boats & fuel	Holy Rosary	<ol style="list-style-type: none"> <li>1. All Officials Motor Boats need to be setup and ready each day.</li> <li>2. Ensure that petrol filled up as required.</li> <li>3. Purchase 350L fuel, plus 2 &amp; 4 stroke oil.</li> <li>4. Source 6 Motor Boats for the Officials from the schools.</li> <li>5. Launch boats every morning at 6:45</li> <li>6. Petrol tanks to be kept full.</li> <li>7. Petrol to be purchased &amp; will be refunded by SASRU</li> </ol>
Location – Mark out spectator area.	St Albans	<ol style="list-style-type: none"> <li>1. This task needs to be completed on Thursday.</li> <li>2. Demarcation tape and steel pegs to be supplied by School.</li> <li>3. School seating plan to be supplied by SASRU.</li> <li>4. Signs supplied by SASRU</li> </ol>
Flag Pole Control	Mondeor	Raise flags on Saturday and Sunday and ensure safe keeping.
Race Results and Programme Updates	<b>SASRU</b>	Four scholars not participating in the regatta are required to assist the team.
SASRU Tent	Kim / Les.	Collection of Schools Entry Fees and monies for sale of entry tickets and task monies.

- MiC to send an email: [paulc@law.co.za](mailto:paulc@law.co.za) by 27/1/17 confirming that they will do the task.
- SARSU will have certain Vendors on site for the event. Please ensure that you don't duplicate what these vendors are selling i.e. Café Pronto; Biltong; Chip n Dip and Photographer.

- If you wish to do school fund raising other than the task that you have been allocated SASRU approval needs to be given. This includes raffles etc.
- Entry fees and fees for tasks must be paid by no later than 3 days after the event.
- The cost of food and drinks to officials, staff, and life-savers must be borne by the school that gets allocated the task.
- Schools MAY NOT erect tents/marquees larger than 3m x 6m or higher than 3m without written permission from Lesley Hutchins at [lesley.hutchins@bcx.co.za](mailto:lesley.hutchins@bcx.co.za), there will be an additional fee charged. Rowers from schools ignoring this rule will not be allowed to participate in the regatta until the tent/marquee is removed.

**Lesley Hutchins/ Kim Breet: Regatta Convenors**