



SOUTH AFRICAN SCHOOL'S ROWING CHAMPIONSHIP 2012 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 2012 duty list is as follows:

Activity	Club	To Do List
VIP Teas and 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 head to be paid to school by SASRU.
VIP and official Parking	St Andrews School for Girls	Man gate for VIP and Officials entry only.
Bacon and Egg Rolls – Breakfast / Hamburgers – Full day on Friday, Saturday and Sunday. Officials Breakfast and Lunch.	King Edward VII	<ol style="list-style-type: none"> 1. Breakfast and lunch for officials, life-savers and SASRU staff needs to be Supplied by the school 2. Supply all ingredients, cook and serve. 3. Agree prices with SASRU. 4. Friday is a full day so this stand needs to be fully functional. 5. Pay R4000 to SASRU. 6. Petty Cash to be supplied by school. 7. SASRU staff will have coupons but the school will not be reimbursed in respect of supplies to officials, Lifesavers.
Public Bar and Officials Drinks on Friday, Saturday and Sunday.	St Andrews College (Bishops will do this task in 2013)	<ol style="list-style-type: none"> 1. Drinks to officials & life-Savers need to be supplied by the school 2. Petty Cash to be supplied by school. 3. Pay R15 000 to SASRU. 4. Bar to remain open for 2 hours after last race each

		day. the school will not be reimbursed in respect of supplies to officials, lifesavers
Pimms Stand	Holy Rosary School	<ol style="list-style-type: none"> 1. Petty cash to be supplied by school. 2. Pay R6000 to SASRU
Coldrink Sales. Friday, Saturday and Sunday.	St John's College	<ol style="list-style-type: none"> 1. School to supply coldrinks and water. 2. School to sell. 3. Organise 2 x Mobi Cans; 1 x Freezer truck; and Regatta Banners from ABI. 4. Ice for the Mobi Cans will need to be sourced. 5. ABI will consider some sponsorship, Discuss with Regatta Convenor. 6. Pay R7000 to SASRU. 7. Free waters to be supplied to officials and lifesavers. 8. SASRU staff will have coupons. 9. 18 free still waters to be supplied per day to Drugfree sport. 10. 6 free still waters to be given to lifesavers for dehydrated rowers at start of regatta and then per day.
Entrance Gate	St Andrews School for Girls	<ol style="list-style-type: none"> 1. All takings to SASRU. 2. Sell tickets and hand out regatta programs. 3. 20% of gate takings to be given to school manning the gate. 4. Pre-sale tickets excluded. 5. Gate Duty will be required for the full three days. 6. Man VIP gates & parking.
Sweet, Crisps, Popcorn/Tea Sales, Pancakes	Holy Rosary School	<ol style="list-style-type: none"> 1. Pay R1200 to SASRU.
Memorabilia Sales – T-shirts etc.	St Dunstan's	<ol style="list-style-type: none"> 1. SASRU to supply all memorabilia. 2. Only SA Champs logo to be used. 3. SASRU to approve all Memorabilia before being ordered. 4. 20% of takings will go to school. 5. Remaining profits and stock to SASRU.

Jetty Duty	St Benedict's	<ol style="list-style-type: none"> 1. Confirm with Officials what assistance they require. 2. All Officials Motor Boats need to have the fuel filled at all time. 3. Ensure that the fuel and oil levels on the bank are sufficient at all time. 4. No blades to be left on jetties. 5. Petrol tanks to be kept full. 6. Petrol purchases will be refunded by SASRU.
Medals and Trophies at Winners Jetty	St Georges Rowing	<ol style="list-style-type: none"> 1. Presentation of medals and trophies at the winner's jetty after each final excluding Opens final. (Fri / Sat and Sun). 2. Ensure that engraving on all trophies has been done before the event. 3. Sort out all medals; ties and scarves in preparation for the event. 4. Medals, Scarves and Ties to be supplied by SASRU.
Prize Giving	SASRU Committee	<ol style="list-style-type: none"> 1. Presentation table to be setup on Sunday. 2. Master of ceremonies needs to be organized. 3. Presentation agenda to be setup and relevant speakers organized. 4. Gifts for VIPs to be organized and billed to SASRU (if any). 5. Collect and clean trophies before regatta. 6. Set up SASRU banner.
Trailer Parking	St Andrews School for girls	<ol style="list-style-type: none"> 1. Ensure that all trailers are parked considerately so as to accommodate as many trailers in the area as possible. 2. This task needs to start on Thursday and Friday.
Motor Boats	Jamie Croly	<ol style="list-style-type: none"> 1. All Officials Motor Boats need to be setup and ready each day. 2. Ensure that petrol filled up as required. 3. Source Motor Boats for the Officials from the schools.
Location – Mark out spectator area.	St Albans	<ol style="list-style-type: none"> 1. This task needs to be completed on the

		Thursday before the event. 2. Demarcation tape and steel pegs to be supplied by SASRU. 3. School seating plan to be supplied by SASRU.
Flag Pole Control	Jeppe Boys	Raise flags on Saturday and Sunday and ensure safe keeping.
Race Results and Programme Updates	Paul Carstensen & student	Four scholars not participating in the regatta are required to assist the team (Runners by ??).
Manning SASRU Tent	Karen Fisher. Need to confirm if she requires assistance.	Collection of Schools Entry Fees and monies for sale of entry tickets and task monies .

NOTES:

- **Please contact Paul Carstensen for the full details of what each task entails.**
- **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 born by the school who gets allocated the task.**
- **Schools that are in arrears with monies owed to SASRU will not be allocated tasks.**

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