

## SOUTH AFRICAN SCHOOLS' ROWING CHAMPIONSHIP 2019

### 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.

TASK	Classification & Description	2019	2020	2021	2022	2023	Requirements
<b>VIP Lunch on Sunday</b>  <b>Operational Times:</b>  <b>Sunday 12:30 serving</b>	NON-PROFIT	BB - agree	Germiston,				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 VIP'S. Clear Venue R30 per person to be paid to school by SASRU. Flowers or table decorations to be utilised on the prize giving table.
<b><u>Food Stall</u></b>  <b>Bacon and Egg Rolls – Breakfast, all days.</b>  <b>Hamburgers/Pregos – Full day on Friday, Saturday and Sunday.</b>  <b>Officials Breakfast and Lunch.</b>  <b>Operational Times:</b>  <b>Friday / Saturday - 06h30 to end of days racing</b> <b>Sunday - 06h30 to an hour before final race</b>	PROFIT	BB - agree	Germiston,				Breakfast and lunch for officials, life-savers and SASRU staff needs to be supplied by the school. Supply all ingredients, cook and serve. Menu items and prices need to be in consultation with SASRU. Friday is a full day for participants so the stand stand needs to be fully functional. Pay R7 500 to SASRU. Petty Cash to be arranged and supplied by school. SASRU staff will have coupons but the school will not be reimbursed in respect of supplies to Officials (approx 60 on duty/day), Lifesavers (approx 6pd). SASRU 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. Officials food to be distributed by 07h00 before the go onto the water. If gazebos are used by the food area these must be taken down before Sunday prize giving to allow for seating on the field.

<p><b>Public Bar and Officials Drinks on Friday, Saturday and Sunday.</b></p> <p><b>Operational Times:</b></p> <p><b>Friday - 10h30 to an hour after racing</b>  <b>Saturday - 10h30 to 2 hours after racing</b>  <b>Sunday - 10h30 to 2 hours after racing</b></p>	PROFIT	Assumption - agree	St Dunstans, Jeppe			<p>Drinks to officials &amp; life-Savers need to be supplied free by the school.  Petty Cash to be supplied by school.  Pay R15 000.00 to SASRU.  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.  SASRU needs to approve any after hour functions that are organised by the school.</p>
<p><b>Pimms Stand</b></p> <p><b>Operational Times:</b></p> <p><b>Friday / Saturday and Sunday - 10h30 to 1 hour after racing</b></p>	PROFIT	St Marys - agree	St Albans,			<p>Petty cash to be supplied by school.  Pay R4 000 to SASRU.  Stand to remain open until the end of racing on Saturday and Sunday  Two supply at least 2 free drinks in the pub at end of each day to those officials who request.</p>
<p><b>Cold Drink Sales.</b></p> <p><b>Friday, Saturday and Sunday.</b></p> <p><b>Operational Times:</b></p> <p><b>Friday / Saturday and Sunday - 08h00 to end of racing (with the exception of the Officials requirements)</b></p>	PROFIT	St Stithians - agree	BB			<p>School to supply and sell cold drinks and water.  School to organise 2 x Mobi Cans; 1 x Freezer truck;  Storage of supplies is responsibility of school.  Pay R7 000 to SASRU.  Free waters &amp; cold drinks to be supplied to officials and lifesavers.  Approx: 180 waters &amp; 180 cold drinks per day.  SASRU staff will have coupons.  18 free still waters to be supplied per day to Drug Free Sport. This may be increased dependent on Drug Free Sports requirement.  Free still waters to be given to lifesavers for dehydrated rowers as required. School requested to follow up during the day to see if stock needs to be replenished.  Drinks to be supplied to Officials etc. by 07h00 in the morning before they go on the water.  Team to follow up with Officials in all areas at the event to ensure their requirements are met (Breakfast, Mid-day, Lunch and Mid Afternoon).  If gazebos are used a these must be taken down before Sunday prize giving to allow for seating on the field</p>

<p><b>Entrance Gates, (Includes Main, VIP, Trailer parking &amp; St Alban's gates)</b></p> <p><b>Operational Times:</b></p> <p><b>Both Gate needs to be manned from 06h00 to an hour before end of regatta.</b></p>	PROFIT	Germiston Agree	Assumption, St MArys			<p>Both Gate needs to be manned from 06h00 to an hour before end of regatta. Control access at both gates, sell tickets and hand out regatta programs. Provide a cash float for all three days. All takings to be handed to SASRU (20% of gate takings to be given to school manning the gate.) Control entry for VIP's and Officials. Ensure that all trailers are parked considerately so as to accommodate as many trailers in the area as possible. For purposes of safety, the trailer parking needs to be manned the entire weekend. SASRU will supply credit card machine or SnapScan to reduce cash intake. SASRU investigating pre-sale webtickets and advise closer to the event.</p>
<p><b>Sweet, Crisps, Popcorn, Tea Pancakes</b></p> <p><b>Operational Times:</b></p> <p><b>Friday / Saturday - 10h00 to end of racing</b> <b>Sunday - 10h00 to a ½ hour before prize giving.</b></p>	PROFIT	SJC - agree.	Jeppe			<p>Pay R1200 to SASRU. SASRU 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. If gazebos are used in this area these must be taken down before Sunday prize giving to allow for seating on the field</p>
<p><b>Memorabilia Sales – T-shirts etc.</b></p> <p><b>Operational Times:</b></p> <p><b>Friday / Saturday and Sunday - 10h00 to end of racing event each day.</b></p>	PROFIT	St Dunstans - agree	HRS			<p>SASRU to supply all memorabilia, quantity agreed with SASRU Storage of merchandise is the schools responsibility. Sign off of quantities delivered needs to be sent to SASRU. Only SA Champs logo to be used. SASRU to approve all Memorabilia before being ordered. 50% of profits will go to SASRU, 50% to school. Remaining profits and stock to SASRU. SASRU will supply credit card machine or SnapScan to reduce cash intake. If the school wishes to use their own credit card machine a end of day takings slip needs to be supplied to SASRU. If the school wishes to include merchandise other then supplied by SASRU this needs to be approved. If the school wishes to take orders to be delivered after the event this is the responsibility of the school.</p>

							If gazebos are used in this area these must be taken down before Sunday prize giving to allow for seating on the field Remaining Stock levels to be discussed with SASRU on Sunday morning to review the days pricing.
<b>Jetty Duty</b>  <b>Operational Times:</b>  <b>Friday / Saturday / Sunday - 07h00 to end of racing</b>	NON PROFIT	Paired with cold drinks - St Stithians agree	Paired with cold drinks	Paired with cold drinks	Paired with cold drinks		1. Confirm with Officials what assistance they require. 2. No blades to be left on jetties. 3. Need 6 parents in Marshall Bibs, provided by school
<b>Medals and Trophies at Winners Jetty</b>  <b>Operational Times:</b>  <b>Friday / Saturday - 11h00 to ½ hour after racing depending on race time table for the day.</b> <b>Sunday - 11h00 to 1 hour after racing depending on race time table for the day.</b>	NON-PROFIT	Assumption Paired with Bar	HRS				Trophies, medals, ties to be collected prior to the event. Trophies to be sorted per day per days requirements. List of the events and trophy names to be supplied by SASRU. Storage of trophies during the event are the responsibility of the school. Presentation of medals and trophies at the winner's jetty after each final excluding Opens final. (Fri / Sat and Sun). Ensure that engraving on all trophies has been done before the event in December; SASRU to pay cost; Sort out all medals; ties and scarves for the event. Medals, Scarves, pins and Ties to be supplied by SASRU. Trophies to be delivered back to SASRU after the event. Sunday school to man Winners Jetty and Prize Giving table (extra resources required).
<b>Prize Giving</b>  <b>Operational Times:</b>  <b>Sunday - 12h00 until 1 hour after the event.</b>	NON-PROFIT	Assumption - agree	HRS				Presentation table to be setup on Sunday. Master of ceremonies needs to be organized. Presentation agenda to be setup & speakers organized. Gifts for VIPs to be organized and billed to SASRU (if any). Collect and clean trophies before regatta. Set up SASRU banner. Ensure all trophies have been returned by the schools after photos.
<b>Regatta Programme</b>	PROFIT	HRS - agree	Saints				20% of profits to SASRU; All content approved by SASRU; Certain content supplied by SASRU; Min 1 000 copies Revenue generated through advertisements

							SASRU will arrange for design and printing of the programs. School to work with SASRU appointed designer. Printing Deadlines to be adhered to for content.
<b>Motor Boats &amp; fuel</b> <b>Operational Times:</b> <b>Friday / Saturday / Sunday - 06h45 and as required by the Officials</b>		St Marys - agree Paired with Pimms.  Bennies supply motorboats, St Marys fuel.	St Albans				All Officials Motor Boats need to be setup and ready each day. Ensure that petrol filled up as required. Purchase 350L fuel, plus 2 & 4 stroke oil. Source 6 Motor Boats for the Officials from the schools. Launch boats every morning at 6:45 petrol tanks to be kept full. Petrol to be purchased & will be refunded by SASRU
<b>Venue &amp; Spectator areas - mark out.</b> <b>Wednesday</b>		Sean McCann					This task needs to be completed on Wednesday. Demarcation tape and steel pegs to be supplied by School. School seating plan to be supplied by SASRU. Signs to be supplied by SASRU
<b>Flag Pole Control</b> <b>Friday before event</b> <b>Sunday after prize Giving</b>		St Albans - agree	St Marys				Raise flags on Saturday and Sunday and ensure safe keeping.
<b>Race Results and Programme Updates</b>	SASRU						Four scholars not participating in the regatta are required to assist the team.
<b>SASRU Tent</b> <b>Operational Times:</b> <b>Friday / Saturday / Sunday - 07h00 to end of event</b>	Kim / Les.						Running of the Regatta Collection of Schools Entry Fees and monies for sale of entry tickets and task monies. Officials Gift hand out. Drug Free Sport VIP Hosting Press Hosting All school queries. Officials Requirements attended to. Management of Students

**NOTES:**

1. MiC to send an email: paulc@law.co.za by 3/12/18 confirming that they will do the task.
2. SASRU 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.**

- 3. If you wish to do school fundraising other than the task that you have been allocated SASRU approval needs to be given. This includes raffles etc. A percentage of profits will be requested by SASRU for fund raising tasks.**
- 4. Entry fees and fees for tasks must be paid by no later than 3 days after the event.**
- 5. The cost of food and drinks to officials, staff, and life-savers must be borne by the school that gets allocated the task.**
- 6. 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.**

#### **PRE-REGATTA TASKS FOR SASRU COMMITTEE**

- 1. Fencing outside regatta area needs to be completed by the weekend preceding.**
- 2. Security needs to be in place from preceding Monday.**
- 3. Grass to be mowed. This includes the grass inside the trailer park area.**
- 4. Honeysuckers to empty septic tanks before the event.**
- 5. Mobile toilets to arrive on site by thursday.**
- 6. Additional bins to be sourced from Enviroserve**
- 7. Medals must be ordered from Country Wide.**
- 8. ATM to be arranged.**
- 9. Marquee should be one that does not include centre poles.**