

Regatta Secretary

Roles and Responsibilities

- Chair the DARC Regatta Committee.
- To be responsible for organising Open Events run by DARC.

Key Activities

- Work with DARC Regatta Committee and Club officers to organise the club run regattas and head races.
- Chair and arrange meetings , take minutes and issue agendas
- Ensure that all items are actioned and arrangements progress on time.
- Drafting and approval of programme of events and poster , safety plan and other documentation. Order necessary stationery , boat numbers , folders etc.
- Setting up and administering online entry system.
- Arrange and liaise – First Aid, Police, Ambulance service, other river users, Local Authority.
- Arrange Regatta Draw after closure of entries and correspond with competing clubs.
- Arrange set up of course including car parking, stake boats, start, finish and umpire stations and provision of equipment (radios, loud hailer etc.)
- Liaise with Controlling Umpire.
- Run the Regatta Control during the Event.
- Ensure that dates for events are agreed with Northern Rowing Council and British Rowing.
- Ensure that proper liaison is maintained with NRC and BR and appropriate returns and results are submitted on time.
- Ensure any accidents witnessed or heard about are correctly reported.
- Ensure the club rules and bye-laws are abided by.
- Ensure welfare issues are reported to the Welfare Officer