

Rowing Victoria

2017-18 Information for Clubs & Schools



This document aims to assist clubs and schools with the information regarding the process of entering regattas and new members in Rowing Manager for the purpose of regatta entries. If you have any queries regarding this, please contact regattas@rowingvictoria.asn.au

Please note that Rowing Victoria moved from ROMS to Rowing Manager in December 2015.

REGATTA TIMELINE

- ✓ For most regattas, the **entries close** on the Sunday evening at midnight prior to the regatta. Exceptions to this rule are Head of the Yarra, Head of the Schoolgirls Regatta, APS Heads of the River and National Championships. Check the regatta information page on the RV website for updates.
- ✓ **Details of Entries** are available on the RV website through the "Regattas" and then "Calendar & Results" link which will redirect you to the specific regatta webpage on Rowing Manager.
- ✓ **Non events lists** are published online on the Monday prior to each regatta – clubs have the opportunity to change crews affected by non events to other events without penalty. This must be completed by the Wednesday prior to the regatta at 9am (to avoid incurring a fine).
- ✓ **Ineligible crew lists** are published (where necessary) on the Monday prior to each regatta – clubs have the opportunity to change crews to another event without penalty. This must be completed by the Wednesday at 9am prior to the regatta (to avoid incurring a fine).
- ✓ Updated crew details will be available on Rowing Manager. If you request a change, it must be requested via email to regattas@rowingvictoria.asn.au by 9am Wednesday prior to the regatta.
- ✓ A **draft timetable** will be published by Tuesday morning prior to the regatta on the specific regatta webpage.
- ✓ The **final timetable** will be published on the Wednesday prior to the regatta.
- ✓ Clubs must ensure they check the draw which will be posted at the regatta and available online the day of the regatta to confirm any changes to the program. The schedule should not, but sometimes does alter slightly from what is published on the RV website regatta webpage.

ELIGIBILITY

- ✓ Only rowers with a current state competitive membership who have accepted the Membership Terms will be able to be entered into a regatta.
- ✓ System Administrators can allocate rowers memberships via Rowing Manager (Membership Renewals).
- ✓ Rowers will be unable to be allocated a competitive membership without a verified DOB in Rowing Manager.
- ✓ Coaches must also have a current membership and coach accreditation with Rowing Victoria – if they are not a current competitive member, they should be allocated an Officials/Volunteers Membership (no cost).

SEAT FEES

- ✓ Seat fees are payable on all entries submitted via Rowing Manager proceeding the close of entries.
- ✓ Entries can be deleted from Rowing Manager prior to the close of entries without penalty (a delete entry button appears next to all entries that you have submitted).

LATE ENTRIES

- ✓ Late entries will only be accepted through Rowing Manager in accordance with the rules, where a lane is available and only up until 9am on the Wednesday prior to the regatta.
- ✓ The late entry fine is 100% of the seat fee and will be charged regardless of any reason.
- ✓ Please advise your club members not to directly contact Rowing Victoria for late entries. This will avoid unapproved charges to the club.

SCRATCHINGS

- ✓ Any crew scratched after the close of entries will only be liable for the seat fee.
- ✓ All scratchings must be processed on Rowing Manager prior to 2.30pm the Friday prior to the regatta.
- ✓ Any crew scratched after 2:30pm on the Friday (or last working day) prior to the regatta will incur a \$100 fee. These must be submitted to the regatta secretary at the regatta in order to avoid a non appearance fee.
- ✓ Scratchings on medical grounds will not be fined only if the scratching form has been signed by the first aid officer on the day of the regatta (or a doctors certificate is provided with the scratching form of emailed to regattas@rowingvictoria.asn.au by 12 noon on the Monday following the regatta.

CREW CHANGES / SUBSTITUTIONS

- ✓ Crew changes should be processed on Rowing Manager prior to 2:30pm on the Friday prior to the regatta. After this point they should be processed at the regatta (submitted to the regatta secretary).

Please note that no late entries, crew changes or scratchings will be accepted via phone or email, they must be processed on Rowing Manager to ensure the club can control all entries and is not charged for unauthorised entries.

NON APPEARANCES

- ✓ Non appearances at a regatta will incur a \$200 fee
- ✓ Crews where there is a breakage of incident which prevents them from rowing should alert an official or the President of the Jury on the day to avoid this fine.

REGATTA SCHEDULING

- ✓ Preset orders will be strictly adhered to.
- ✓ Start time will be generally be 8am. A 7am start will only be implemented in extreme circumstances.

PRE-SET ORDERING

- ✓ See document “Pre-set Order Guiding Principles” also on the **Regattas** page of the RV website.
- ✓ Also see the *Summary of the 2017-18 Event Pre-Set Orders* on the **Regattas** page of the RV website.

ENABLING ROWERS TO ROW IN MULTIPLE EVENTS AT REGATTAS – GENERAL PRINCIPLES

- ✓ Clubs should consider which events will be possible to double up into in any regatta.
- ✓ It is not possible to enter events that are consecutive in the pre-set order *OR* within five events of each other.
- ✓ There are 3-5 minutes between races at any given regatta (a minimum of 3mins at Yarra, Geelong, Footscray, Essendon; 4mins at Bendigo, Hamilton, Mildura, Wentworth; and 5mins at Carrum, Nagambie and Ballarat).
- ✓ Consideration at the point of entry must be given to what may or may not be possible and the following factors should be taken into account: boat types, distance of course, experience of the crew.
 - For example a very experienced A grade sculler isn't going to require as much time to double up into an eight than a beginner sculler doubling up into a double scull
- ✓ As there are so many factors which effect individuals, it is not possible for RV to put limitations on entries at the point of entry to assist with this process.
- ✓ Where necessary, RV will allocate breaks in the program, or “non-events” to create space although only where clashes occur between events *that are deemed possible as per the pre-set order*.

CREW LISTS, NON EVENTS AND INELIGIBLE CREW LISTS

- ✓ Crew lists are available through Rowing Manager via the calendar page on the RV website.
- ✓ Non Events and Ineligible crew lists will be available under the documents section of the regatta webpage on the Monday prior to the regatta.
- ✓ All clubs/schools entered should check this and proceed to contact regattas@rowingvictoria.asn.au to request changes to their events/crews by 9am Wednesday. Changes will not be made unless requested.

COMPOSITE ENTRIES

- ✓ The entry fee of any composite crew (only allowed as per the RV Rules) will be the responsibility of the club who enters the crew through Rowing Manager. Any late entry fees will also be charged to this club.

CLUB TRANSFERS

- ✓ Transfers (including most interstate transfers) are actioned via Rowing Manager.
- ✓ The transfer process can be initiated by either club although needs to be approved by both involved clubs.
- ✓ RV will not be involved in the transfer process unless issues arise.
- ✓ Where there is a delay in a transfer, the first point of contact should be the other club involved.
- ✓ Where clubs wish to affiliate a rower who has previously been a member at a school only, the club should enter the rower into Rowing Manager as per a new rower – RV will then link the existing record to the club.

AUTHORISATION OF ENTRIES

- ✓ All entries made by general club members (enabled by allocating a member as a “regatta entry system user”) will need to be checked and authorised by a club administrator in Rowing Manager prior to the close of entries.
- ✓ **Unauthorised entries will be deleted from the system at the close of entries.**
- ✓ The club will set the time for “close of entries” for general club members who do not have system administrator access. The Club Administrator will then be required to accept or reject all general club member entries.

COXSWAINS & COACHES

- ✓ Coxswains will not be able to be entered into a regatta unless they are accredited on Rowing Manager.
- ✓ Coaches must also be accredited on Rowing Manager to be entered as a coach of a crew at a regatta.

BOAT RACE OFFICIALS

- ✓ All clubs entered into a regatta (even one event) may be allocated a level 1 Boat Race Official position.
- ✓ These positions will be allocated and a roster will be published on the Wednesday prior to the regatta.
- ✓ A fine of \$200 is payable if the Boat Race Official position is not fulfilled.
- ✓ Special shift requests should be able to be accommodated although must be emailed by 9am the Monday prior to the regatta.

EMERGENCY CONTACTS

- ✓ All clubs and schools will be required to identify a “regatta day emergency contact” person for every regatta.

Summary Regatta Timeline:

| Time Line | |
|---------------------|--|
| Sunday 12am | Entries Close – all entries in Rowing Manager at this point in time are charged an entry fee |
| Monday am | Ineligible Crews List Published |
| Monday am | Non Events List Published |
| Tuesday am | Draft Schedule Published |
| Wednesday 9am | Last changes accepted (late entries, swapping events) |
| Wednesday am | BRO Roster Published |
| Wednesday midday | Final Schedule Published |
| Friday 2:30pm | Last scratchings and substitutions accepted by RV office |
| Monday post Regatta | Entry fees invoiced to clubs |

All days are in the week leading up to the regatta.

This occurs for all regattas unless otherwise advertised and for the Head of the Yarra, Head of the Schoolgirls and the APS Heads of the River.

For further information please refer to the [Rowing Victoria Rules](#) via the ‘About’ page of the Rowing Victoria website. There is also a number of FAQs and helpful documents on the [Regattas](#) page of the Rowing Victoria website.

All correspondence regarding entries should be done via email to regattas@rowingvictoria.asn.au where a response will be provided in a suitable timeframe.

User-guides and FAQ for Rowing Manager Entries can be found at:

<https://www.rowingmanager.com/?help=entries>