

Northern Regional Rowing Council  
Long Distance Sculling Series

Task Breakdown

Below is a general breakdown of the LDS organisation. The LDS co-ordinator is generally responsible for ensuring all the below happens although not necessarily for completing each task. There are a number of people who take on individual sub-roles and who are happy to continue doing so. The setup is generally split between the core team (co-ordinator, entries, results, comms, prizes) and per-venue local team who handle arrangements at each venue. The SBH competitions have separate organising committees but do typically share local teams and use common competitor/safety documentation to minimise confusion.

General

- NRRC meetings & AGM – 5 or 6 meetings a year. Present progress report at each and act as link between the wider Organising Committee and NRRC.

15 months before (July/August)

- Agree draft series dates for the following year. Races on tidal rivers will generally be 2 weeks apart. Need to consider the switch away from daylight savings time. The order of visiting venues changes year on year.  
Submit to regional competition calendar co-ordinator for national roll-up.

10 months before (December)

- Update British Rowing Almanack details for each competition secretary and entries secretary.

12 to 6 months before

- Discuss changes to series rules, events offered, victor ludorum etc.
- Keep host clubs in the loop and identify any issues that need addressing ahead of time.

4 months before

- Host clubs and wider team meeting.
- Agree who is arranging what (safety, first aid, toilets, radios/loudhailers, race day logistics etc).
- Discuss competition documentation and plans. Most documentation is built on the previous year but this needs revising in line with best practices and the previous years wash-up notes. The host club typically takes the lead on producing the documentation for an individual competition.
- Agree events offered, VL rules, etc. ready for drafting poster.
- Appoint Race Committee Chair for the series (could be for individual races but we tend to have one for the whole series).
- Agreed milestones/deadlines for documentation etc. Remember that there are 6 sets of documents to revise/review so it needs to be spread out over a period of time.

1-2 months before

- Submit documentation to regional water safety advisor for review. Deadline is 4 weeks before competition date.
- Submit poster and any local rules to regional umpiring committee for review/approval before publishing.

### 1 month before

- Prepare BROE for opening. Ensure competition details are correct. Check that events are setup as per the poster and that entry fees are set correctly.
- Monitor entries, close, draw, race (see below).
- Ensure prize arrangements are in place ready for ordering a week before each competition.

### Post series

- Post race – gather immediate feedback.
- Post series – gather series feedback and combine with post race feedback.
- Present series prizes at NRC AGM.
- Track expenditure, ensure bills get paid via the NRC treasurer.

### Entries/competition train

- Suggest a rolling entries train with each competition spaced 1 week apart for opening, closing, draw etc.
- Opening on Sunday (race minus n weeks) afternoon seems to work well for most clubs. It avoids peak rowing and work times to give club administrators a decent chance to get entries in.
- Formally closing entries on Saturday evening (race minus 1 week) after the previous weeks racing allows clubs to make changes to crew lineup based on results for that day.
- Sunday/Monday (race minus 5/6 days) entries team discusses entries and determines which crews to accept.
- Sunday/Monday discuss prize groupings with prize co-ordinator. This ties in with what entries to accept but can be seen as a separate operation.
- Sunday/Monday/Tuesday provisional draw.
- Sunday/Monday/Tuesday allocate crews to boating locations (primarily the Tyne race).
- Monday – initial weather assessment for race day.
- Monday – final prize order.
- Tuesday fix draw and allocate crew numbers – crew number order placed with Stacy before lunchtime at the latest. Make sure Stacy confirm receipt of order – also best to contact them before the series to let them know that the whole series is coming!
- Tuesday finalise boating locations and boating times.
- Tuesday/Wednesday publish draw – note it is strongly suggested to only publish once boating locations and times are fixed so that there is no excuse for any crew not having seen the details for their crew.
- Note we work on the basis of getting the draw right first time. There are very few reasons for requiring a change to the start order and doing so causes confusion for the race day/timing teams.
- Wednesday – weather assessment update – if required make sure that team are briefed for making decisions later in the week.
- Thursday/Friday number packs. The courier delivers numbers from Stacy some time Thursday/Friday. Durham ARC have been kind enough to look after the numbers and make up the packs in the past few years – suggest you ask them nicely and they are likely to help going forward!
- Friday – ensure prizes have arrived.
- Friday – pre-race day assessment. Arrange a time to get the team together (include series coordinator, local coordinator(s), race committee chair, safety advisor, communications at a minimum) to discuss a go/no-go. Midday is a good time to review so that announcements can be made before tea time.
- Friday – update draw with known scratchings, produce printouts for officials (this will often be done by the local co-ordinator).
- Saturday – race day weather assessment.

- Saturday – ensure team is setup and ready. Final go/no-go with team and then briefings.
- Saturday – racing – not discussed here.
- Saturday days – post race – results to comms team (often sent to them by the timing team)
- Sunday/Monday/Tuesday – follow up racing results queries.
- Tuesday/Wednesday – submit results to BROE. Note do not submit earlier than Tuesday to allow time for results queries to filter through. It is much easier to correct results before BROE is finalised.
- Post race – update victor ludorum – often we have only produced results for this at the NRC AGM but there is a general desire to produce this earlier.