

POCKET GUIDE

SYDNEY AUSTRALIAN
ROWING
CHAMPIONSHIPS
18 - 24 MARCH 2024



Welcome

Welcome to the 2024 Australian Rowing Championships (ARC) at the famous Sydney International Regatta Centre, home of the Sydney 2000 Olympic Games. I'm delighted to have you on the team as we prepare to see more history unfold over the coming week.

This may be your first ARC, or you may be a familiar face among the ranks of loyal and passionate volunteers who have contributed so much to this historic event. I trust you will enjoy each other's company, be a guide and support and enjoy the great racing out on the water as the best of school, club and elite rowers take to the lake.

Every sport in Australia relies on the generous support of volunteers. I can take that a step further; you are the beating heart of the ARC, and on behalf of Rowing Australia, our athletes, spectators, officials, partners and key stakeholders, I thank you for choosing to share your time with us. Your friendly faces make the ARC one of the country's greatest national championships across any sport.

Your wellbeing remains our priority. Make sure you take the chance to familiarise yourself with all emergency, health and safety procedures and protocols. As a member of our event team if you have any questions.

Our sport has so many stories to tell and I invite you to play your part. Be sure to share your experiences, memories and moments to social media and use the hashtag #ARC24.

Thank you once again. And enjoy the week.

Sarah Cook OLY
Chief Executive Officer, Rowing Australia

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PART 1

EVENT

OVERVIEW

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1. GENERAL EVENT INFORMATION

1.1 ARC 2024

The Australian Rowing Championship features a week-long regatta with the nation's best rowers competing in over 100 events. This includes the Australian Open Rowing Championships, Australian Open Schools Rowing Championships and the King's and Queen's Cups Interstate Regatta where athletes from across the country compete to be crowned the best in the country in their respective boat classes.

The ARC is an annual event which is held in different host states annually. In 2024, the ARC will be held at the Sydney International Regatta Centre in Penrith. The event has been held previously at the below locations:

- 2023 ARC – Champion Lakes Regatta Centre, Western Australia
- 2022 ARC – Nagambie Lakes Regatta Centre, Victoria
- 2021 ARC – Lake Barrington International Regatta Course, Tasmania

Prior to 2020, the event was formally known as the Sydney International Rowing Regatta and was held annually at the Sydney International Regatta Centre in Penrith. We are very excited, after 5 years to once again be back and hosting the event in Sydney!

In 2025 Tasmania will be the host at the world-renowned Lake Barrington course. This will be the first time the ARC has been there since 2021.

Anyone can compete at ARC, there is no qualification to attend the event. There is a selection element for international teams linked to some events.

Events on offer are categorised as School, Under 17, Under 19, Under 21, Under 23, Open or Para.

The ARC is a great opportunity for athletes from neighbouring nations to compete at a high level and get some excellent racing experience.

Vietnam, Thailand and Singapore will be joining us for the ARC in 2024, bringing roughly 30 athletes to compete in the event.

A great history of the Australian Rowing Championships is available through the website: www.rowinghistory-aus.info
<http://www.rowinghistory-aus.info/>

1.2 Rowing Australia

Rowing Australia is the event organiser of the ARC.

It is Rowing Australia's vision *"To be the world's number one rowing nation and Australia's leading Olympic sport."*

Our vision is powerful and unambiguous. It provides a common goal that unites the entire Australian rowing community. Achieving our collective vision will require Australian rowing to lead the world across all of its activities, from sustained international success, to its vibrant and inclusive community, its high-quality events, right through to the safe, fun and healthy participation opportunities it provides for all Australians.

In order to achieve our vision, Australian rowing will focus on success across the three elements of its collective mission:

- 1) Win more Olympic gold medals
- 2) Build rowing's public profile and financial strength
- 3) Attract, satisfy and retain more participants and partners

Incorporating the theme of this year's Australian Rowing Championships (ARC) as "Path to Paris," this focus embodies a significant stride not only for the athletes but also for the sport and its volunteers. This theme underscores the journey towards the

Paris Olympics and Paralympics, highlighting the ambition of Rowing Australia to excel on the international stage and fulfill its vision of becoming the world's number one rowing nation and Australia's leading Olympic sport. "Path to Paris" serves as a rallying cry for the entire Australian rowing community, emphasising the importance of unity, dedication, and hard work in achieving excellence. For the sport, it means a commitment to leading the world across all activities, enhancing its international success while fostering a vibrant and inclusive community. For volunteers, it represents an opportunity to contribute to a legacy of excellence and be part of a journey that goes beyond national achievements, aiming for global recognition and success. This theme not only encapsulates the aspirations for Olympic and Paralympic gold medals but also embodies the drive to build rowing's public profile, financial strength, and attract more participants and partners, ensuring the sport's growth and sustainability.

1.4 Event Site

The 2024 ARC will be held at the Sydney International Regatta Centre (SIRC), Penrith NSW. The SIRC is 44km west of Sydney Olympic Park, Homebush Bay, about one hour's drive from Sydney's central business district.

Formerly a sand and gravel quarry, the site has undergone extensive restoration works by the Penrith Lakes Development Corporation. The Centre is the first stage of the Penrith Lakes Scheme - a major project to build a metropolitan regional park offering 2,000 hectares of public recreation space including seven lakes. When the project is complete, the lakes together will equal the distance of the Sydney Harbour Bridge to Sydney Heads.

Environmental considerations have been given utmost priority during the Centre's design. Native aquatic plants and Australian bass fish have been added to the lakes to help maintain the ecosystems, wetlands have been established to provide natural

habitat to water birds, and more than 30,000 native trees and shrubs have been planted to ensure the area’s regeneration is continued. The rights and responsibilities for management of the SIRC rest with NSW Office of Sport .

1.5 Event Dates and Times

Event dates and hours of operation

Activity	Start	Finish
Pre-event training	Sun 17 March, from 7am	Sun 17 March, 7pm
Volunteer briefing	Sun 17 March, from 2pm	Sun 17 March, to 3pm
Event (competition)	Mon 18 March, from 8am	Sun 24 March, by 3.30pm

On-water training

Competitor training

Training on the course during competition days shall be from 6.45am until 15 minutes prior to the first race of the day, and from approximately 15 minutes after completion of the last race of the day.

- Outgoing pontoons will be closed at 6:00pm with all crews to be off the water, including the back lake, by 6:30pm

Training on the warm up lake

On-water rescue services (water safety) will be on the water at all training and competition times.

Training on the warm-up lake is not allowed during competition periods, and boats without a bow number will not be allowed on the water at these times.

Gate opening/closing times on competition days

Opening times
Gates open at 6am for competitors
Gates open at 7am for spectators
Closing times
Gates close to spectators ½ hour after the last race
Gates close to athletes and accredited personnel at 7.30pm
Venue must be vacated by all athletes and accredited personnel by 8pm

Based on the provisional race schedule, the following races will be held each day. Race numbers and start & finish times are subject to change following the close of entries. Coaches and athletes should be instructed to check draws and current schedules available online and at the venue.

Monday 18 March	Race 1 from 8.00am	Race 102 from 5.30pm
Tuesday 19 March	Race 103 from 8.00am	Race 205 from 5.35pm
Wednesday 20 March	Race 206 from 8.00am	Race 277 from 3.50pm
Thursday 21 March	Race 278 from 8.05am	Race 396 from 6.15pm
Friday 22 March	Race 397 from 8.00am	Race 473 from 5.35pm
Saturday 23 March	Race 474 from 8.00am	Race 561 from 5.45pm
Sunday 24 March	Race 562 from 7.45am	Race 608 from 3.20pm

For the final race schedule, go to <https://arc.rowingaustralia.com.au/>.

1.6 Event Schedule

The following table details the 2024 ARC competition event and race summary.

Event	Mon 18 Mar	Tues 19 Mar	Wed 20 Mar	Thurs 21 Mar	Fri 22 Mar	Sat 23 Mar	Sun 24 Mar
Australian Open Rowing Championships							
Heats	X	X	X	X	X	x	

Repechages		X	X	X	X	X	
Semi-Finals			X		X	X	
Finals				X	X	X	X
Australian Open Schools Rowing Championships							
Heats				X	X		
Repechages					X	X	
Semi-Finals						X	
Finals							X
SIRR Sprint Rowing Championships							
						X	
King's and Queen's Cups Interstate Regatta							
							X

1.7 Functions

- **“Learn and Load” presented by Drive Extended** – On Wednesday March 20 at 5:30pm. Rowing Australia will host this event to highlight the online series “The Drive Extended” as well as being a pathways opportunity for schools. There will be a free Pasta Night for attendees and it will be held outside the Lakeside Restaurant. Registrations are available online at arc.rowingaustralia.com.au
- **“Women in Rowing” Breakfast** - Thursday March 21 at 8:00am in the ROWunion Marquee will feature a panel discussion celebrating the amazing achievements of Women in sport. The Panel features Sarah Cook, CEO of Rowing Australia, Heather Garriock the Founder and CEO of Game Face Pro Nikki Ayers Australian Paralympic Rower, Suzy Balogh OAM OLY Fomer Olympic Shooter and Alexandra Viney Australian Paralympic Rower.

- There will be a **VIP Hospitality Function** hosted at the Lakeside on Sunday 24 March 2024, 9:30am – 4:00pm. Guests and VIPs attending the Rowing Australia VIP Hospitality Lounge are provided with a complimentary event accreditation and parking pass to the P1 car park as well as food and beverages. This function is INVITE ONLY.
- The **Volunteer Thank You Function** will take place on Sunday, March 24 at approx. 4:00pm near the grandstand. More information will be provided about this closer to the date.

1.8 Regatta Village

The Australia Rowing Championships welcomes a number of traders into the Regatta Village and Boat builder area.

Traders in the Regatta Village include:

- **776BC** - Event Sponsor supplying a range of apparel
- **Bolle** – Rowing Eyewear
- **Bonsoy** - RTDs - Sparkling Coconut Waters / Merchandise
- **Bont** – Rowing Shoes
- **Elements Float Health Spa** - Float Therapy Infrared Sauna Therapy Oxygen Therapy Compression Massage Redlight Therapy
- **Gotcha4Life** – Foundation supporting Mental Health Fitness
- **RivalFit** – Rowing Apparel
- **The Regatta Shop** – Official Event Merchandiser
- **Rowing Australia** - Indoor & Coastal Rowing Activation
- **Pontoon Sports** – Rowing Apparel
- **Sport Republic** - Rowing inspired jewellery and accessories
- **Wex Werx** – Athlete LED, Reflective Safety Vests

Builders in the Boat Park include:

- **Croker Oars** - Oar repair and servicing

- **Perfect Balance Rowing** - Swift rowing boats, Filippi rowing boats, Against rowing shoes, Coxorb electronics, Braca rowing oars, rowing trestles and other rowing accessories
- **Rowfit International Pty Ltd** - Supply and display of rowing spare parts
- **Rowgear** – Rowing components and equipment
- **Sykes** - Providing ergs for training
- **WinTech Racing Australia** - Service of rowing boats and oars and the sale of spare parts for the boats should they be required.

2. VENUE ACCESS AND TICKETING

Please refer to maps at the end of this guide.

2.1 [Venue Address](#)

Gate B, Old Castlereagh Road, Penrith NSW 2749

2.2 [Accreditation](#)

Entry to the ARC event is via a valid accreditation pass or event ticket. Accreditation is issued to all athletes and to approved support staff and coaches. Accreditation is also issued to workforce including staff, volunteers and key contractors and service providers. During the event, Accreditation will be issued from the Accreditation Office located on the south side of the course next to the site office.

Staff and volunteer sign in and sign out is taking place at the Site Office. Please ensure you sign in when you arrive for your shift and sign out before leaving the site. You will be provided with accreditation when you sign in and you must return to the Site Office before concluding your shift.

2.3 Car Parking

Car parking for the event is free. Car parking for all workforce including volunteers and contractors will be in P3, P4 and P5 on the Southern Bank including bump in/out and event periods.

Selected and approved; VIP's, key staff, exhibitors, traders and accessible parking will be located on the island in car park P1, by official parking pass only.

- P1 – VIP, Staff & Trade Staff – By Permit Only
- P3 – Staff, Volunteers & Competitors, General Public
- P4 & P5 – Competitors, General Public
- P6 – Boat Trailers.

2.4 Transport

TAXIS

All taxis to drop off and collect from the turning circle at P3.

BUSES

Internal – between the Island and the Southern Bank car parks

- There will be an internal shuttle buses running from the car parks to the Island from Monday 18 March until Sunday 24 March. The shuttle will start at 7.30am each morning and run until 6pm each night with the exception of Sunday where the last shuttle will be at 4.00pm.
- If there are elderly, frail or persons with special needs who require assistance between the Island and the Southern Bank car parks, there are some golf buggies available to assist. To arrange this, please contact Event Control via radio or phone (0487 753 163).

External – Penrith Station to the venue

- There will be an event shuttle bus running from Penrith Station (Northern side) to Sydney International Regatta Centre on Friday 15 through to Sunday 24 March.

- See schedule below.
- The bus will drop off in the turning circle on the Southern Bank in front of the ticket box and main entrance.
- The bus will pick up at the venue from the Bus Stop on the roadway at the bottom of the P1 Car Park on the Island and return patrons to Penrith Station.

Volunteer Shuttle between Penrith Station and the site

- There will be a volunteer shuttle operating between Penrith Station (northern side) and the Site Office
- The volunteer shuttle will operate between 6.30am and 7pm.
- The shuttle is picking up volunteers at specific times at Penrith Station. Please make sure you [register](#) for the times you require the volunteer shuttle. The link is <https://www.revolutionise.com.au/rowingaus/events/225844/>
- The volunteer shuttle will return to Penrith Station on a need basis when volunteer shifts finish. It will leave from the Site Office.

TRAINS

Trains will be running from Penrith Station (about 6km from the venue) at regular intervals as per Transport NSW Sydney Trains timetable.

Please visit transportnsw.info or call 131 500 for information and timetables.

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Penrith Station / Sydney International Regatta Shuttle Service

Friday, March 22, 2024

Saturday, March 23, 2024

Sunday, March 24, 2024

Buses Departing Penrith Station	Buses Arriving Sydney International Regatta Centre	Buses Departing Sydney International Regatta Centre	Buses Departing Penrith Station	Buses Arriving Sydney International Regatta Centre	Buses Departing Sydney International Regatta Centre	Buses Departing Penrith Station	Buses Arriving Sydney International Regatta Centre	Buses Departing Sydney International Regatta Centre
7:15am	7:30am	7:30am	7:15am	7:30am	7:30am	7:15am	7:30am	7:30am
8:00am	8:15am	8:30am	8:00am	8:15am	8:30am	8:00am	8:15am	8:30am
9:00am	9:15am	9:30am	9:00am	9:15am	9:30am	9:00am	9:15am	9:30am
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17:00pm	17:15pm	17:30pm	17:00pm	17:15pm	17:30pm	16:00pm	16:15pm	16:30pm
18:00pm	18:15pm	18:30pm	18:00pm	18:15pm	18:30pm			

Sydney International Regatta Internal Shuttle Service

Monday, March 18 2024 - Thursday March 21, 2024 (12 seater)

Internal Shuttle Service to Work as directed from 0730am till 18:00pm daily on contiuous loops.

Friday, March 22, 2024 (50 seater)

Internal Shuttle Service to Work as directed from 0730am till 18:30pm

(No Service 12:00pm - 12:30pm / 15:40pm to 16:00pm)

Saturday, March 23, 2024 (50 seater)

Internal Shuttle Service to Work as directed from 0730am till 18:00pm

(No Service 12:00pm - 12:30pm / 15:40pm to 16:00pm)

Sunday, March 24, 2024 (50 seater)

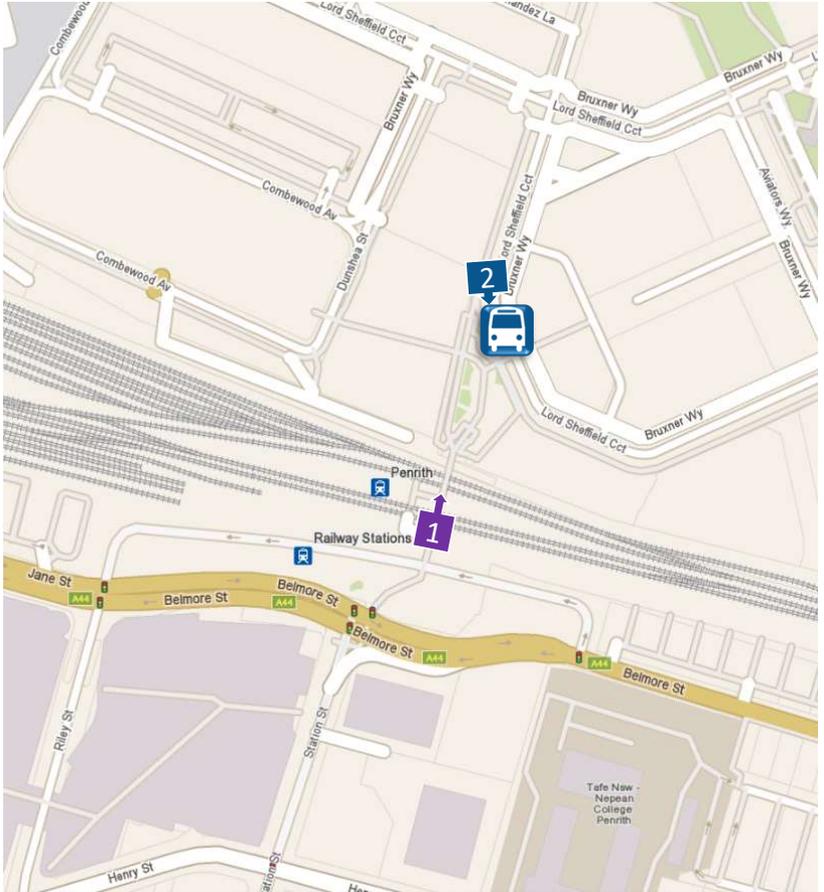
Internal Shuttle Service to Work as directed from 0730am till 16:00pm (No Service 12:00pm - 12:30pm)

Weekend Internal Shuttle Service provided by:



Volunteer Shuttle Service

PICK-UP FROM PENRITH STATION



Volunteer Shuttle Bus Location

1. Exit station north bound towards Lord Sheffield Circuit
2. Shuttle Bus Pick-up point (Lord Sheffield Circuit)

2.5 Accessibility Requirements

If an accessible patron needs assistance or is unable to travel from the Main Entrance to the spectator area, please contact Event Control via phone **(0487 753 163)** or radio and they will organise a shuttle to transport the patron.

Accessible parking: entry to the venue for persons with accessible needs and valid accessible parking permit should be through Gate B. Accessible parking will be in the P1 car park in marked spaces, with overflow available in P3.

Accessible seating: located on western side of Grandstand next to VIP area.

Accessible toilets: all standard venue toilets. e.g. Grandstand, boatsheds, southern bank toilet blocks.

2.6 Ticketing

The ARC 2024 is a ticketed event. Tickets are managed by Ticketmaster and can be bought from Ticketmaster agencies via the event website, Ticketmaster website and phone. Tickets will be scanned or torn at the main entrance on the Southern Bank. For on the day purchase, a box office will be located in the venue on the Southern Bank near car park P3.

Please note: General Admission allows entry into the event. There are no restrictions on seating with the exception of the VIP area and all are allowed to sit in the Grandstand

Ticket prices can be seen below:

Category	Date	Price
General Admission (per day)	Monday 18 - Wednesday 20 March	\$26

General Admission (per day)	Thursday 21 – Saturday 23 March	\$37
General Admission (per day)	Sunday 24 March	\$54
Family Passes	Monday 18 - Wednesday 20 March	\$55
Family Passes	Thursday 21 – Saturday 23 March	\$85
Family Passes	Sunday 24 March	\$118
General Admission (weekend pass)	Saturday 23 – Sunday 24 March	\$82
Season Passes	GA Weekly Pass	\$215
Season Passes	Family Weekly Pass	\$470
Season Passes	Family Weekend Pass	\$182
Season Passes	Open Schools Event Pass	\$150
Children 6 & under	Monday 18 - Sunday 24 March	FREE
Car Parking	Monday 18 - Sunday 24 March	FREE

2.7 Food and Beverages

Food and beverages can be purchased from the public catering food court which is located behind the Grandstand. There is no ATM facility on site.

The Lakeside restaurant is a venue which is licensed and therefore BYO is not permitted. The ROWunion Marquee will be located on the eastern side of the Grandstand at the top of the hill and will operate from on Wednesday 20 March to Sunday 24 March.

The public bar within ROWunion will operate from the following times:

- Wednesday 20 March – 11am to 6.30pm
- Thursday 21 March – 11am to 6.30pm
- Friday 22 March– 11am to 6.30pm
- Saturday 23 March – 11am to 6.30pm
- Sunday 24 March – 10am to 4.30pm

2.8 Key Locations on Venue

- **ADMINISTRATION** – Athlete Services is located in Boatshed 1 [ISLAND MAP J5]
- **ATM.** No ATMs are available on site
- **ATHLETE WARM UP** – Boat shed 6 [ISLAND MAP J7]
- **ATHLETE WEIGHING** – Boat shed 3 (west end) [ISLAND MAP J5]
- **BOATSHEDS** are located at the eastern end of the Island.
 - Boat Shed 1: Athlete Services
 - Boat Shed 2: Large Boat Weighing
 - Boat Shed 3: Athlete Weighing (west)/ Small Boat Weighing (east)
 - Boat Shed 4: Athlete First Aid & Physio (west)/ Bow Numbers (east)
 - Boat Shed 6: Athlete Warm-Up Ergos [ISLAND MAP J5-7]
- **BOAT BUILDERS.** Located on the Village Green in front of the Boatsheds. [ISLAND MAP H5]
- **BOAT RACKS.** Located on the Village Green and around the Boatsheds [ISLAND MAP G5 and as per map]
- **BOAT WEIGHING** – Located in Boat shed 2 (big boats) and the east end of Boatshed 3 (small boats) [ISLAND MAP J5]
- **BOW NUMBERS** – Bow numbers are available from the east end of Boat Shed 4. No deposit is required. [ISLAND MAP J6]
- **EVENT CONTROL.** Located in the Site Office and is responsible for monitoring all radio communication on CH 1 & 2. If

unattainable by radio communication, phone **0487 753 163** All First Aid and other incidents are to be reported to event control who will then communicate the information on to the relevant personnel.

- **EVENT SITE OFFICE.** Located in a temporary structure near Gate A (access via Gate B) by the Ticket Office. This is where all contactors and volunteers sign in as well the collection/allocation of equipment. [SIRC MAP D9]
- **FIRST AID.** Located at the Medical Centre past the Finish Tower and in Boat Shed 4 (For athletes).
- **LOST AND FOUND** - All lost and found property must be registered at the Site Office during bump in and out, and at the Information Desk (Island Map Ref: E8) during the event. Lost property will be consolidated from the Information Desk to the Site Office daily.

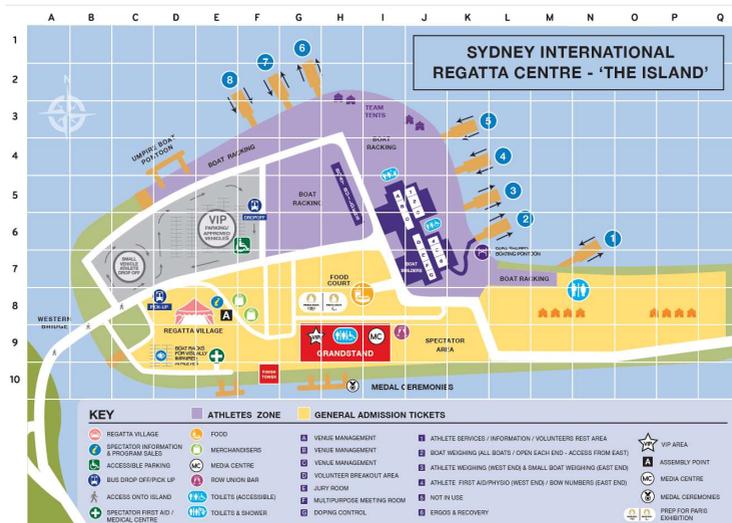
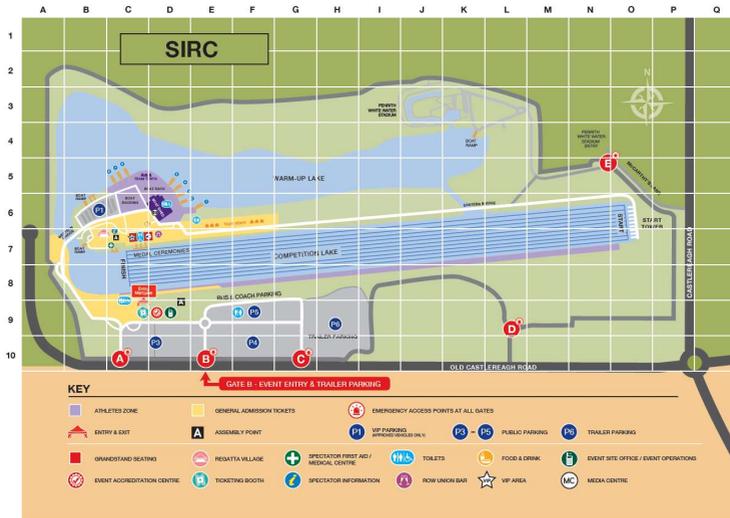
Please direct all persons to these locations for reclaiming of property.

Unclaimed items will be turned over to venue management at the conclusion of bump-out.

- **LOST PERSON** - If any child or person that is missing or lost should be reported as soon as possible, to Event Control via radio or phone (**0448 753 163**) if you do not have a radio). Obtain as much information as you can, e.g. name, gender, appearance, clothes and last seen location. The location for all lost persons to be reunited is at the Event Information Tent in the Regatta Village (Island Map Ref: E8). Once a person has found/reunited please inform Event Control immediately.

- **MAIN PUBLIC ENTRY** Located on the Southern Bank, patrons must have a valid ticket or accreditation pass to enter the event. [SIRC MAP C8]
- **MERCHANDISE.** Official Australian Rowing Championship merchandise is located in The Regatta Shop marquee on the western side of the Grandstand in the Regatta Village. [ISLAND MAP D/E 8/9]
- **PAY PHONE.** No pay phones are available on site
- **PHYSIOTHERAPY** – Boatshed 4 (west end) [ISLAND MAP J6]
- **SECURITY.** Security and Venue Staff (RSA personnel and Parking Marshals) for the event and will operate from the Venue Office near Gate A. [SIRC MAP B9]
- **TEAM TENTS.** Located either along the Eastern Hill or North of the boatsheds along the edge of the water. Only team tents with marked and allocated sites are allowed to be erected. Enquiries about purchasing a tent site should be directed to the Site Office. [ISLAND MAP H/J 2/3]
- **TOILETS.** Located in various locations around the venue. Please be considerate of others and DO NOT SMOKE in these toilets.
 - Two permanent toilet blocks on Southern bank (Pavilion toilets and Boatsheds).
 - Portable toilets are located at Team Tents (Eastern Hill). Baby change areas are located in the Southern Bank toilet blocks and the Accessible toilets located behind the Grandstand.
- **TRADE EXPO.** Located on the Western Hill next to the Grandstand, in the Regatta Village [ISLAND MAP D/E 8/9]

- **VENUE MANAGEMENT OFFICE.** Located within Gate A and secondary office above Boatshed 3. Contact number – 02 4730 0000 [ISLAND MAP J6]
- **VIP.** The Rowing Australia VIP Hospitality Lounge will operate from the Lakeside restaurant (top of the Grandstand [ISLAND MAP G9] on Sunday 24 March 2024 only



3. OPERATIONAL GUIDELINES

All athletes and competitors are encouraged to follow safe health practices, including washing hands regularly and wearing footwear at all times when not competing. Any serious health issues including sickness should be reported to the Medical Centre past the Finish Tower.

3.1 Working On Site

Volunteers should attend the volunteer briefing to ensure all important information is covered. Your coordinator will also brief you daily and you should always follow the directions from your coordinator and all RA staff. They will be recognisable by their Navy T-shirts.

- Please make yourself familiar with the location of all entry, service and emergency gates on site, and refer to the correct name and/or number, particularly in the case of an emergency. Please, where possible, use coordinates reference in the site map.
- Please use your initiative and pick up any litter while walking through the venue. Advise staff in the Site Office if bins are full and need replacing or if toilets are not clean and/or needing supplies. Latex gloves will be available in the Site Office. If any areas require cleaning or restocking, please contact Event Control via radio or phone **(0448 769 283)**
- The sale of any goods, or collections by charities other than those authorised by ARC Management is not permitted within the event precinct.

Please report any of the above occurrences or suspicious behaviour immediately to the Site Office or via radio to Event Control. If the subject matter to be reported is of a sensitive nature, please request that the Site Manager comes to you rather than

broadcasting the details via radio or calling them on a mobile phone.

3.2 Occupational Health & Safety (Work Health and Safety)

Please observe all WH&S standards and NSW WorkCover guidelines including:

- **all volunteers and staff have to wear covered footwear when on shift.**
- only operate equipment or machinery if you are authorised and properly trained/licensed to do so,

Rowing Australia and SIRC promote a smoke free workplace. ARC 2024 is also supporting the 'Smoke Free Event' and 'SunSmart' principles. If you absolutely must smoke, please find a place out of public view in one of the designated smoking areas.

Due diligence and 'duty of care' requires everyone involved to be committed to carry out their legal duties, assess the risks and hazards within the site on an on-going basis and take all reasonable precautions with respect to those risks to prevent harm.

Hazards are anything with the potential to harm you, property or the environment. Hazards arise from the working environment, use of equipment and substances, poor work design, systems or procedures and behaviour. Controlling the risk from hazards reduces injuries. If you identify any risks or hazards, please inform the Site Office immediately.

Manual handling includes lifting, lowering, pushing, pulling, carrying, holding or restraining objects. Use mechanical aids if possible. Never move anything that is too heavy or awkward for you. Use correct lifting techniques.

3.3 Important Phone Numbers

ARC Event Management understands it is sometimes difficult to contact a staff member. Please consider the following:

- Always leave a message, including date, time and nature of your call
- Send a SMS outlining your enquiry and stating your name
- If you are unable to reach a specific staff member, please contact the Volunteer Coordinator so we can follow up for you.
- If you are in doubt about who is the best contact, please call the Volunteer Coordinator who will be able to advise.

ARC Management – On Site (from Tuesday 12 March 2024)

ROLE	CONTACT NO.
Site Manager	0452 272 977
Event Control	0487 753 163
Emergency/Medical (event period)	0448 058 521
Volunteer Coordinator	0437 099 721
SIRC Venue Management	02 4730 0000

All staff and volunteers will be issued with a list of key ARC phone numbers.

3.4 Lost and Found

All lost and found property must be registered at the Site Office [VENUE MAP D9] during bump in and out, and at the Information Desk [ISLAND MAP E8] during the event. Lost property will be consolidated from the Information Desk to the Site Office daily.

Please direct all persons to these locations for reclaiming of property.

Unclaimed items will be turned over to venue management at the conclusion of bump-out.

3.5 Lost person

If any child or person that is missing or lost should be reported as soon as possible, to Event Control via radio or phone (**0487 753 163**) if you do not have a radio). Obtain as much information as you can, e.g. name, gender, appearance, clothes and last seen location. The location for all lost persons to be reunited is at the Event Information Tent in the Regatta Village (Island Map Ref: E8). Once a person has found/reunited please inform Event Control immediately.

3.6 Emergency and Incident Response Procedures

Although it is difficult to outline procedures that take into account every possible scenario this section aims to provide directions to assist in the event of an emergency or unexpected incident. First Aid will be provided throughout the whole event, including bump-in and bump-out.

During the event it is important that you do not call 000 unless specifically requested to do so by the Site Manager, Event Control, First Aid or Security. If a member of the public has advised you that they have contacted 000, please advise Event Control immediately.

Please be aware that you may be asked to assist by meeting an Ambulance or other Emergency Services vehicle at a designated Emergency Access Gate and to guide them to a specific location so please familiarise yourself with key locations using the map provided. All emergency vehicles will be directed to enter through Henley Drive (unless otherwise specified), then directed to the required area.

Types of Emergencies

Most incidents/emergencies that occur on site at ARC are first aid, missing people, weather or security related. Some examples of an incident or emergency could be:

The first response to the above emergencies is always the same:

- Contact Event Control by radio or phone (if this is not possible SIRC Venue Management on 02 4730 0000)
- Provide details of the incident including the type, urgency and location

These actions are the most important part of dealing with any emergency as, once this information has been reported to Event Control, the ARC Management Team will respond in accordance with the ARC Emergency Response Plan and will organise the necessary assistance and guidance to deal with the incident.

Handling Emergencies

Discovered by staff member:	Discovered by others
<ul style="list-style-type: none">● EVACUATE – move persons away from any immediate danger● ISOLATE – Deploy staff to prevent persons entering dangerous area● COMMUNICATE – Inform your supervisor / Event Control on radio or phone (0487 753 163)	<ul style="list-style-type: none">● Stay calm● Wait for Instructions from your supervisor● Stay off radios unless required● Survey area for any potential issues● Report any non-normal situations

Please record accurate details on the incident and complete an incident report. Following any incident, including medical emergencies, damaged property and lost and found persons, an Incident Report Form must be completed/returned to the Site Office.

A person reporting an incident or emergency may also be:

- Asked to provide additional information

- Requested to assist with the incident
- Required to provide a written incident report

Incident Report Forms can be obtained from the Site Office (near Gate A)

FIRST AID / INCIDENT RESPONSE

EVENT CONTROL

Radio – On all Channels

Phone – **0487 753 163**

Venue on 02 4730 0000

Remain calm and provide the following detail;

- **Your location** - Siting reference to a nearby landmark (i.e. grandstand) or grid reference from map provided
- **Exactly what has happened** - (i.e. First Aid required or incident)
- **Details of the injury** (if relevant) and how it happened.
- **Where possible please gather the following information:**
 - Patients age, gender and any medical history
 - Whether the patient is awake/conscious, breathing and if there is any serious bleeding or chest pain.
 - Details of the injury and how it happened

Remain online while Event Control organise a response.

Closest Hospital is Nepean Hospital, Derby Street, Penrith

If required evacuate to assembly areas:

- Western Hill – behind the scoreboard [ISLAND MAP C7]
- Southern Bank – cycle path – adjacent to hardstand [ISLAND MAP D9]

Fire Extinguishers

Fire extinguishers and fire hoses will be located in the following areas: Event Operation Control (Kitchen), Finish Tower (Bottom Floor), Finish Tower (1st Floor), Finish Tower (2nd Floor), Boatsheds 1-6, Boatshed Function Room, Seminar Room, Drug Testing Room (Kitchen), Medical Hut, Start Tower, Timing Huts (Aligners Hut, 500m, 1000m, 1500m, 1800m) Southern Side of Breezeway, Northern Side of Boatsheds, Outside Canoe Store, Between VMO & Meeting Room, Between Drug Testing Room & Walkway Bridge, and Next to Male toilets behind the grandstand.

How to use a Fire Extinguisher

- Pull out safety pin
- Press top handle and aim at the base of the flames
- Sweep side to side, under the flames

3.7 Communications and Event Control

The preferred method of communication on site during ARC will be via radio using multiple radio channels. When the use of a radio is not possible, or inappropriate, mobile phones may be used.

RADIO CHANNEL	TALKGROUP TITLE	FUNCTIONAL GROUPS
Channel 1	Field of Play	Jury/Umpires, On-Water Rescue, On-water Safety, Medical Centre, Ambulance, Athlete First Aid, Marshalls
Channel 2	Event Operations	Boat Park, Spectator Services, Info Booths, Accreditation, Ticketing, Car Parking, Time Keeping
Channel 3	Presentations	BMA, Ceremonies Manager, Ceremonies Volunteers, Commentators

RADIO CHANNEL	TALKGROUP TITLE	FUNCTIONAL GROUPS
Channel 4	Medical Talk	Talk channel for On-water Rescue, Medical Centre, Ambulance and Athlete First Aid – to ensure medical issues once reported are discussed on a private line
Channel 5	Talk	General discussion channel for all user groups to ensure extended discussions do not hold up operations channels
Separate Network	SIRC	Venue Staff, Venue Contractors

Radio Networks

The following two-way radio network talk groups will operate for this the ARC 2024 event:

‘Event Control’ is the designated control point that will monitor all ARC 2024 radio communications and log the details of incidents and emergencies on relevant radio channels. During an incident or emergency situation, the rostered Event Control officer will liaise with the relevant emergency service agency representative/s.

ARC Event Control’s primary purpose is for the provision of safety, emergency and general operational information between the event team, the workforce including staff, volunteers, contractors, security and first aid.

3.8 Using a Radio

When issued a radio, it is part of your role to **monitor radio communications** and keep the radio safe (it is recommended that you secure it to your belt and clip the microphone to your collar so

that you know where it is and so you can hear important messages).

Ensure your radio is set to the correct channel prior to use and the following protocol should be followed by all users of radios:

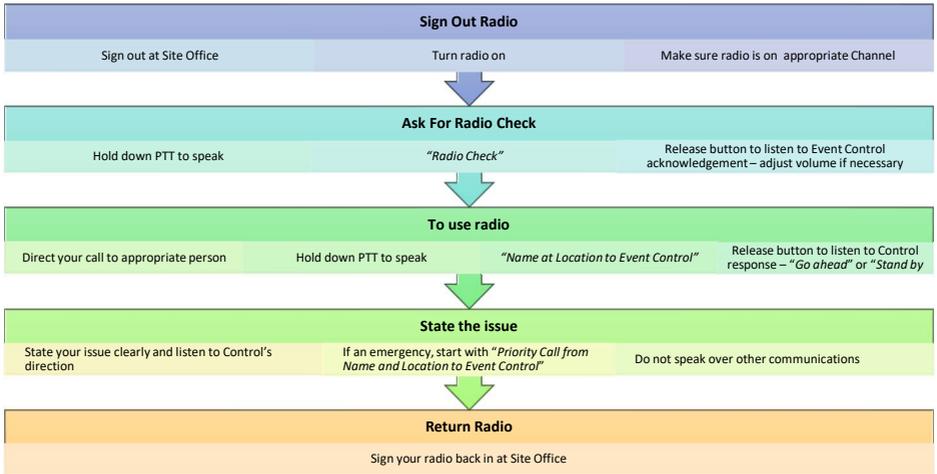
- All radios are numbered and must be signed out at the Site Office on arrival for the start of a shift or visit and signed back in at the completion of a shift or visit, or at the end of each day, depending on the role and location.
- Ensure the use of designated call signs and approved terminology. If unsure of your call sign, check at the Site Office when collecting a radio. Generally, a call sign will consist of your name, location and/or role.
- To communicate, push-to-talk (PTT) and hold to speak. Don't speak immediately, always wait 2-3 seconds then send your message. Release the button to receive.
- Complete a radio check as soon as the radio has been issued to ensure that the radio is functional, turned on, on the correct channel and at a suitable volume.
- Always listen to ensure calls are not missed.
- Keep the radio in a safe place at all times and, where possible, keep out of hearing of the public.
- All operators should listen before talking on the radio to ensure that another transmission is not interrupted.
- Transmissions should be clear, concise and informative. Shouting into the microphone will distort the words.
- The term 'Standby' implies to please wait while information is being obtained.
- The phrase 'All Stations Standby' means do not transmit until ARC Event Control or their delegate gives the all clear.

- All transmissions will be received and heard by others including, on some occasions, members of the public, therefore, personal views, inappropriate language and offensive remarks are not tolerated.
- Information of a confidential or sensitive nature should not be discussed over airways. Event Control is to be advised that a personal visit is required or that a phone call is necessary.
- Report any damage or misplaced radios immediately to the Site Office.
- All radios will need to be placed in chargers overnight.
- Where your radio fails or you cannot make the call over the radio for other reasons, the Event Control number is **0487 753 163** (this is not for public distribution).
- For missing persons, collect details of name, age, description, last seen location before calling ARC Control with the details. Where someone makes a report to you looking for a missing person, ensure that you get their mobile phone details or insist that they report to Information marquee every 15 mins.

Priority Call

The words 'Priority Call' should precede any call where an emergency, first aid or safety issue is being reported e.g. 'Event Control this is Gate A, Priority Call, First Aid assistance required'. Once a priority call has been made all other radio users on the channel should refrain from any radio communication until Event Control has confirmed normal radio usage can be resumed.

Be aware that members of the public may overhear communications



3.9 Communicating with Visitors

With over 30,000+ visitors expected to attend the ARC, you will be required to deal with a variety of people of varying nationalities, personalities and disabilities including visitors with;

- Vision Impairments.
- Hearing Impairments.
- Mobility Impairments.
- Intellectual Impairments.
- English as an Additional Language or Dialect.

Please ensure that you;

- Are polite and courteous at all times.
- Are considerate and patient. Take time to try to understand the needs of each individual.
- Offer assistance and ask if assistance is required. If assistance is required of a sensitive nature, contact the Site

- Manager or Event Control via phone.
- Look directly at the person with whom you are speaking.
- Do not shout.
- Be mindful of your attitude. Do not be condescending or patronising.
- Make instructions clear and concise and avoid complex sentences.

Offensive Communication

Offensive communication is not acceptable. Treating all customers politely and equitably will improve the overall standard of customer service and help remove barriers in communication.

Complaints

All visitor comments, including complaints, criticisms and suggestions are important. If an irate or disgruntled visitor confronts you, subtly steer them away from the main counter/gate to minimise disruption.

- Listen to the person's complaint and ensure you advise them that ARC Management value their feedback.
- Invite the person to complete a Feedback Form that can be located at the Event Information Tent in the Regatta Village (Island map ref. E8). It is preferable for the information to be recorded in their words. The actions of focusing on writing calms the person down and can reduce anger, frustration etc. If the person does not want to write it down, you should document the incident/issue. Attempt to obtain a contact name and address to enable ARC Management to respond.
- If you consider that the incident/issue requires immediate attention report to Event Control or your supervisor.
- Thank the person for taking the time to pass on any information or feedback and advise them that the details will be forwarded to ARC Management.

- Do not physically restrain or touch any visitor.

Visitor Feedback

Regardless of whether the feedback is positive or negative, all feedback is useful to assist ARC Management with developing and improving the delivery of ARC. Please invite visitors to complete a Feedback Form (available at the Info Booth and Athlete Services). Remember to always thank visitors for their feedback, comments and support.

3.10 Dealing with the Media

ARC and Rowing Australia have approved protocol that must be followed when dealing with media enquiries.

- No staff/volunteers are to talk to any media
- All media enquiries must be directed to **Nick Jones** (**media@rowingaustralia.com.au**) or via 0467 637 737
- If Nick is unavailable, please contact Event Control.
- Only event accredited media are to be permitted on site.
- The Media Centre will be located in the eastern side of the Grandstand.

PART 2

VOLUNTEER

ROLES &

FAQS

SYDNEY AUSTRALIAN
ROWING
CHAMPIONSHIPS
18 - 24 MARCH 2024



1. VOLUNTEER TEAM

Volunteers will assist the event in various roles to ensure the event is running smoothly for competitors and that spectators have a great experience.

We have divided roles into 4 different teams:

1.1 Spectator Services Roles

Volunteers will assist with controlling entry and exit points at the event such as checking tickets and accreditation and providing general information and directions to spectators to ensure spectators have a great and safe experience.

If you enjoy engaging with people and providing customer service and making people smile, these roles are for you.

1.2 Rowing Related Roles

Volunteers will assist in roles that help us run the competition effectively and ensure competitors have a great experience. Rowing related roles include handing out bow numbers, time keeping, boat holding, presentation and victory pontoon assistance.

If you love rowing, you will enjoy these roles. Knowledge of the sport and competition is beneficial but not essential.

Boat Holder

The Boat Holder supports fair and orderly boat racing by holding boats and follow instructions of the aligner at the start of each 2000m race.

Boat Park Assistant

Monitor and control the entry, unloading, storage and exit of boats and boat trailers within the ARC boat park.

Bow Number Officer

Provide and implement a system for the distribution and return of boat bow numbers.

Timekeeper

Ensure accurate timing of races at the specified distances.

Timekeepers work within a small team to time keep as required at the 500m, 1000m, 1500m and race finish.

Presentation Assistant

Assists in the smooth running of medal presentations and presenters and keeping the ceremony area under control.

Presentation Tray Holders

Assists with holding the trays of medals on the presentation pontoon at victory ceremonies and ensures the correct medals are handed to the appropriate athletes.

Victory Pontoon Assistant

Assists with boat holding at victory ceremonies and ensures smooth rotation of boats approaching and leaving the victory pontoon area.

1.3 Operational Roles

Volunteers will assist in roles that support a smooth running of the competition and related services. This includes roles such as media assistance, site office assistance, driver, Boat Park Assistance, Runner and coordinating printing and distributing information.

Driver/All-rounder

The Driver/All-rounder assists operations by driving a minivan and transporting people as required. Drivers need to have a full driver's licence and be confident in driving a 12-seater vehicle.

Drivers will also assist with general admin and runner tasks when not driving.

Site Office Assistant

Assists the Site Office and is the first point of contact for Volunteers and Service Providers.

Catering Assistant

Assists the Catering Manager and helps organise the breakfasts and lunches for the event.

Print and Distribution Assistant & Runner

This role will cover both print and distribution as well as general Runner duties. Print & Distribution duties will be required before and after racing, the Runner role will be required during racing (depending on the race schedule but between 8am and 5pm).

1.4 Specialised Roles

There are a number of specialised roles that are undertaken by staff, contractors and volunteers which require specific qualifications and/or experience. These include:

- Technical Tower Staff
- Boat Driver
- Athlete Services and Administration
- Commentators
- Officials

Project Team Coordinators

Coordinators are responsible for the co-ordination of their specific area. This includes liaising with event officials, other coordinators and supervising a team of volunteers for their specific area to ensure a smooth running of the competition and event.

2. FREQUENTLY ASKED QUESTIONS.

We have prepared an FAQ section with the most common questions. If you have more questions, please get in touch with the

Volunteer Team on 0437 099 721 or volunteers@rowingaustralia.com.au. We are here to help.

2.1 Questions

My friend/family member and I would like to volunteer together, can we?

Please select your shifts through the online system together. If you have difficulties with this, please contact the volunteer team.

Will I need to complete a Working with Children check?

A valid NSW Working with Children Check (or interstate equivalent) may be required for some volunteer roles. Volunteers in these roles will be contacted with further information.

Do I have to wear my ARC volunteer uniform?

Yes, the volunteer uniform (t-shirt and cap) is required to be worn for the duration of each shift. Enclosed shoes must be worn.

Can I watch the competition for free if I volunteer?

Yes, volunteers are welcome to come early, or stay after their shift to spectate. For example, if your shift is in the morning, you may stay for the remainder of the day at no cost.

Are volunteers covered by insurance?

Yes, Rowing Australia provides Voluntary Workers Accident Insurance cover for volunteers assisting with the event.

What qualifications and experience do I need?

Volunteers come from a range of backgrounds and age groups and are united by a love of the outdoors, enjoy interacting with people, have an interest in rowing and sport, and an eagerness to learn and be a part of the event Team. All applications will be considered.

What training will I need to do?

To ensure volunteers have the necessary skills and information to perform their assigned roles effectively, an onsite briefing will take place on Sunday 17 March at 2pm onsite. The training will include information about the event, roles and operational requirements.

A brief onsite induction will be conducted at the start of each shift with your project team leader. Event information will also be available in digital format.

I have volunteered before; do I still need to do the training?

Yes, training is compulsory for all volunteers. Each event is different in experiences, expectations, processes and procedures. It is important for the entire event workforce, including volunteers, staff and contractors, to be appropriately informed to be able to perform their allocated tasks and responsibilities, and to understand all current emergency procedures.

What will I be given to enable me to perform my role?

You will be provided with a volunteer uniform, an accreditation pass, a printed manual as well as briefing sessions and cheat sheets where relevant.

You are required to wear your uniform and accreditation pass at all times for the duration of your shift. You will also be provided with onsite support during the event to enable you to perform your role with confidence and to the best of your ability.

You will be provided with any equipment required to perform your role effectively. If you feel like you are missing any information, please contact the volunteer team.

What if I need to cancel?

If you need to cancel at any time after you have registered, you will need to notify the Volunteer Coordinator as soon as possible to enable a replacement to be organised. Please call 0437 099 721.

Can I take a break during my shift?

Yes, you are not expected to do the whole shift without a break. Volunteers will be given reasonable breaks when needed.

Your supervisor on the day will discuss breaks with you at the start of your shift. Please communicate to your supervisor if you have any specific requirements or require additional breaks.

I've changed my address/phone/name, what should I do?

You can update your details in the volunteer portal at any time. Alternatively, send your change of details to us as soon as possible, by email to volunteers@rowingaustralia.com.au.

HELP, my question wasn't answered here!

It's OK, we're here to help with any other questions that you might have.

Please send your question by email to volunteers@rowingaustralia.com.au, or contact the Volunteer Team directly on 0437 099 721.

PART 3

CONTACT

AUSTRALIAN
ROWING
CHAMPIONSHIPS



1. CONTACT CHANNELS

1.1 Website

- The event website is www.arc.rowingaustralia.com.au
- The program is free to download online via the website.
- Daily Draws can be found on the event website:
Competitors > Daily Draws
- Daily results sheets and a link to live results can be found on the event website: Competitors > Results > ARC Results – 2024

1.2 Social Media

To interact on social media during the event please use the following channels and hashtags:

- YouTube
Rowing Australia will be posting video content via its YouTube channel (www.youtube.com/RowingAustraliaOfficial).
- Live Streaming (Broadcast)
Rowing Australia will be live-streaming racing the entire week with HD streaming on Friday 22nd March (morning session), Saturday 23rd (morning session) and Sunday 24th March via its website (www.rowingaustralia.com) and the event website (www.arc.rowingaustralia.com.au).
- Twitter
@RowingAust using the hashtags (where appropriate) #ARC24
We'd love to see your behind-the-scenes photos from #ARC24
Snap and share your pics @RowingAustralia
#ARC24
#volunteer
#teamwork
#ilovesydney

- **Facebook**
The event Facebook page is www.facebook.com/AusRowingChampionships - please feel free to use relevant hashtags. The RA Facebook page will also provide updates and imagery which is www.facebook.com/RowingAustralia
- **Instagram**
The Rowing Australia Instagram account will post images throughout the event, using relevant hashtags. You can follow the Instagram account @RowingAustralia_ You can tag RA in your Instagram posts using @RowingAustralia and use relevant hashtags e.g. #ARC24

2. COMPLAINTS

Regardless of whether the feedback is positive or negative, all feedback is useful to assist ARC Management with developing and improving the delivery of ARC. Please invite visitors to complete a Feedback Form that can be located at the Event Information Tent in the Regatta Village (Island map ref. E8). Remember to always thank visitors for their feedback, comments and support

As an alternative, feedback can be directed to info@rowingaustralia.com.au

3. ROWING AUSTRALIA CONTACT DETAILS

**outside event times*

Rowing Australia

Telephone: 02 6100 1115

Email: info@rowingaustralia.com.au

Website: www.arc.rowingaustralia.com.au

Postal Address

Rowing Australia

PO Box 7147
Yarralumla ACT 2600

ARC 2024 Address:

Sydney International Regatta Centre
Gate B
Old Castlereagh Road
Penrith NSW 2750

PART 4

TERMS &

CONDITIONS

AUSTRALIAN
ROWING
CHAMPIONSHIPS



1. ARC 2024 CONDITIONS OF ENTRY

Any person who enters this venue agrees to be bound by the following conditions:

1. Rowing Australia Limited ("RA") management reserves the right to refuse entry.
2. Patrons are admitted into the venue at their own risk.
3. RA will not be held responsible for any damages to, loss or theft of a patron's personal property.
4. Alcoholic beverages may not be taken into or from the venue. Smoking is only permitted in the designated smoking areas.
5. Patrons must not have in their possession at the venue any item that has the potential to cause injury or public nuisance, nor any other item deemed unsuitable by RA.
6. Patrons causing a disturbance or refusing to comply with requests from RA staff or their representatives may be evicted from the venue.
7. Dogs must be on a leash.
8. Drones are not permitted at the event.
9. Patrons are bound by the rules and policies of RA, which are available at www.rowingaustralia.com.au
10. Patrons must comply with the Ticketmaster Purchase Policy, which is available at www.ticketmaster.com.au/h/purchase.html

2. SIRC VENUE CONDITIONS OF ENTRY

Venue Regulations

The purpose of these Regulations is to:

1. Prevent any damage to the Sydney International Regatta Centre ("Venue");
2. Protect visitors from suffering any physical injury or harassment while at the Venue; and
3. Notify of risks in engaging in recreational activities at the Venue.

The co-operation of all visitors is sought to preserve and protect the Venue for the enjoyment of all. The following is a list of activities that are prohibited at the Venue.

IF ANY VISITOR CARRIES OUT ANY OF THE LISTED PROHIBITED ACTIVITIES, THEY WILL BE ASKED TO LEAVE THE VENUE IMMEDIATELY AND MAY BE REPORTED TO NSW POLICE.

Strictly prohibited activities

Within the Venue, the following activities are strictly prohibited:

- Use of indecent, obscene, insulting or threatening language or images;
- Being intoxicated;
- Being in possession of or under the influence of illicit drugs;
- Behaving in an offensive or indecent manner;
- Smoking and e-cigarettes (except where designated smoking areas are provided)

- Failing to comply with a reasonable request or direction from a Venue authorised person;
- Depositing any domestic or industrial waste;
- Leaving any litter except in the litter receptacles provided;
- Polluting any waterways;
- To drive, ride or park any vehicle including motor vehicles, bicycles or rollerblades on any grassed or landscaped area unless so directed by a Venue authorised person;
- To drive or park on any pathways without prior approval from a Venue authorised person;
- To drive, ride, park or act in a manner contrary to any signs;
- Abandoning any vehicle;
- To damage, destroy or remove any grassed area, tree, plant or other vegetation;
- To dig any soil or deface any rocks;
- To damage, destroy or remove any building, structure or equipment;
- To capture, annoy, injure, kill or otherwise interfere with any animal;
- Interfering in any way with any habitat;
- Causing a nuisance through the use of radios, music players or any other broadcasting equipment;
- Protesting and exhibiting protest banners that are offensive to other users;
- To play or practise golf, archery or any activity that might be hazardous to others;
- Lighting a fire or using barbeque heat beads (N.B.: The use of portable gas cooking equipment is acceptable on the southern side of the Venue. Permission is required to set up on the Island);

- Discharging fireworks unless authorised to do so for a recognised event;
- To carry, discharge or otherwise have within one's possession or control any firearm or any other weapon including knives;
- Camping or residing within the Venue;
- Throwing rocks into the lakes;
- Entering areas that are fenced off, locked or closed to the public;
- Obstructing an authorised person from performing his/her duties;
- Riding a skateboard or motorised scooter anywhere within the Venue; or
- Having any items made of glass – please note that (with the exception of in the restaurant) the Venue is a glass free zone. Venue management reserve the right to check bags as a condition of entry.

Activities that are prohibited without the Venue's permission

In addition, the following activities are strictly prohibited within the Venue without prior written permission from Venue Management:

- The collection of money;
- The sale or hire of any goods or services;
- Conducting amusements, entertainment, venue tours, personal training or performances;
- Participation in, or organisation of, any protest, march, demonstration or public meeting;
- The display or distribution of any advertising or political material;

- Commercial filming (whether cinematic or video) or photography;
- The erection of any structures such as marquees, awnings etc;
- The distribution or use of balloons or stickers;
- To erect, place or affix any banners or signage within the Venue or on any Venue infrastructure;
- The use of any public address system including a hand-held megaphone;
- Bringing any animals, other than dogs, on to the site;
- Bathing, wading or swimming in the lakes;
- Sailing, rowing or paddling any water craft in the lakes;
- Fishing in the lakes;
- Teaching any person how to drive a car or ride a motorcycle;
- The operation of motorised model aircrafts, boats or cars; and
- Conducting any kind of survey of visitors to the Venue.
- Conditions of Boat Usage: Any person in control of a boat (except racing shells) on SIRC waterways is required to:
 - a. be licensed to do so; and
 - b. complete a SIRC “Conditions of Boat Usage” form before using the boat; and
 - c. comply with the conditions listed on the “Conditions of Boat Usage” form.

Life jackets: Approved life jackets are to be worn by drivers and all passengers whilst using boats (except racing shells) on SIRC waterways.

Attention dog owners

Dogs are only permitted in the Venue if the following conditions are satisfied at all times:

- Dogs must be on a leash;
- Dogs must be kept under control;
- Dogs are prohibited from wading or swimming in the lakes;
- Dog owners must collect their dog's faeces and deposit them in the receptacles provided;
- Dogs are prohibited within the restaurant; and
- Cyclists, roller bladers, and vehicle drivers must not lead or be towed by dogs.

Speed limits

- The speed limit for all motor vehicles is 20kph.
- The speed limit for cyclists and roller bladers is 15kph.

Motorists

Motor vehicles at the Venue:

- Must remain on sealed roads and be driven in accordance with all signs;
- Must be parked in designated parking areas in accordance with signs, not on any other areas including any grassed areas, unless directed by a Venue authorised person; and
- Must not be used to tow or push roller bladers or cyclists.

Cyclists

All cyclists must:

- Wear a helmet;
- Obey the direction indicated on travel signs (i.e. anti-clockwise on the cycle track);
- Keep to the left of the cycle track unless overtaking;
- Not hang on to any motor vehicle to be towed or pushed.

Roller bladers and roller skaters

All roller bladers and roller skaters must:

- Wear a helmet;
- Use the pedestrian track;
- Keep to the left of track unless overtaking;
- Give way to pedestrians;
- Not hang on to any motor vehicle to be towed or pushed.

Risk warning to all visitors

- Visitors may suffer injury or death as a result of participating in any recreational activities at the Venue. Visitors participate in recreational activities at the Venue at their own risk.
- The SIRC has unfenced access to the Lakes as well as cycle and pedestrian paths that at times are used by vehicles. Parents are required to supervise children at all times.

3. ARC EVENT PARTNERS

Rowing Australia would like to thank its generous partners for supporting the 2024 Australian Rowing Championships, and making this important event for the rowing community possible.

HOSTED BY



STRATEGIC SPONSOR



COUNCIL PARTNER



PRINCIPAL PARTNER



MAJOR PARTNER



EVENT PARTNERS



PART 5

FORMS &

MAPS

AUSTRALIAN
ROWING
CHAMPIONSHIPS



1. Incident Report Form

INCIDENT/ACCIDENT CATEGORY (mark as appropriate)

<input type="checkbox"/> Missing Person	<input type="checkbox"/> First Aid	<input type="checkbox"/> Bomb Threat
<input type="checkbox"/> Noise Complaint	<input type="checkbox"/> Fire	<input type="checkbox"/> Suspicious Person/Item
<input type="checkbox"/> Crowd Incident	<input type="checkbox"/> Emergency Evacuation	<input type="checkbox"/> Intoxication
<input type="checkbox"/> Theft/Robbery	<input type="checkbox"/> Emergency Services required	<input type="checkbox"/> Unauthorised Activities
<input type="checkbox"/> Damage – Accidental	<input type="checkbox"/> Slip/Trip/Fall Incident	<input type="checkbox"/> Hazard Identified
<input type="checkbox"/> Damage – Malicious/Criminal	<input type="checkbox"/> Other (please specify) _____	

DETAILS OF INCIDENT/ACCIDENT

Date:		Location:
Time:		
Reported by:	Name: Telephone No:	Address:
Description of Incident/Accident (continue over page if required): _____ _____ _____ _____ _____		

DETAILS OF THEFT/DAMAGE/OTHER

Were Police called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did they attend? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Police Officer:	
Contact Station:	Telephone No:
Details of Theft/Damage (continue over page if required): _____	

DETAILS OF PERSON INVOLVED/INJURED

Person involved:	Name:	Address:
	Telephone No:	

DETAILS OF INJURIES & TREATMENT

Was First Aid required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of First Aid Officer:
Was an Ambulance requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the person go to Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Hospital:		
Details of Treatment (continue below if required): _____ _____ _____		

DETAILS OF ANY WITNESS OR OTHER PERSON INVOLVED

Name:	Telephone No:
Name:	Telephone No:
Name:	Telephone No:

ADDITIONAL/OTHER INFORMATION

_____ _____ _____ _____ _____ _____
--

DETAILS OF PERSON INVOLVED/INJURED

Person involved:	Name:	Address:
	Telephone No:	

DETAILS OF INJURIES & TREATMENT

Was First Aid required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of First Aid Officer:
Was an Ambulance requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Did the person go to Hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Hospital:		
Details of Treatment (continue below if required): _____ _____ _____		

DETAILS OF ANY WITNESS OR OTHER PERSON INVOLVED

Name:	Telephone No:
Name:	Telephone No:
Name:	Telephone No:

ADDITIONAL/OTHER INFORMATION

_____ _____ _____ _____ _____ _____
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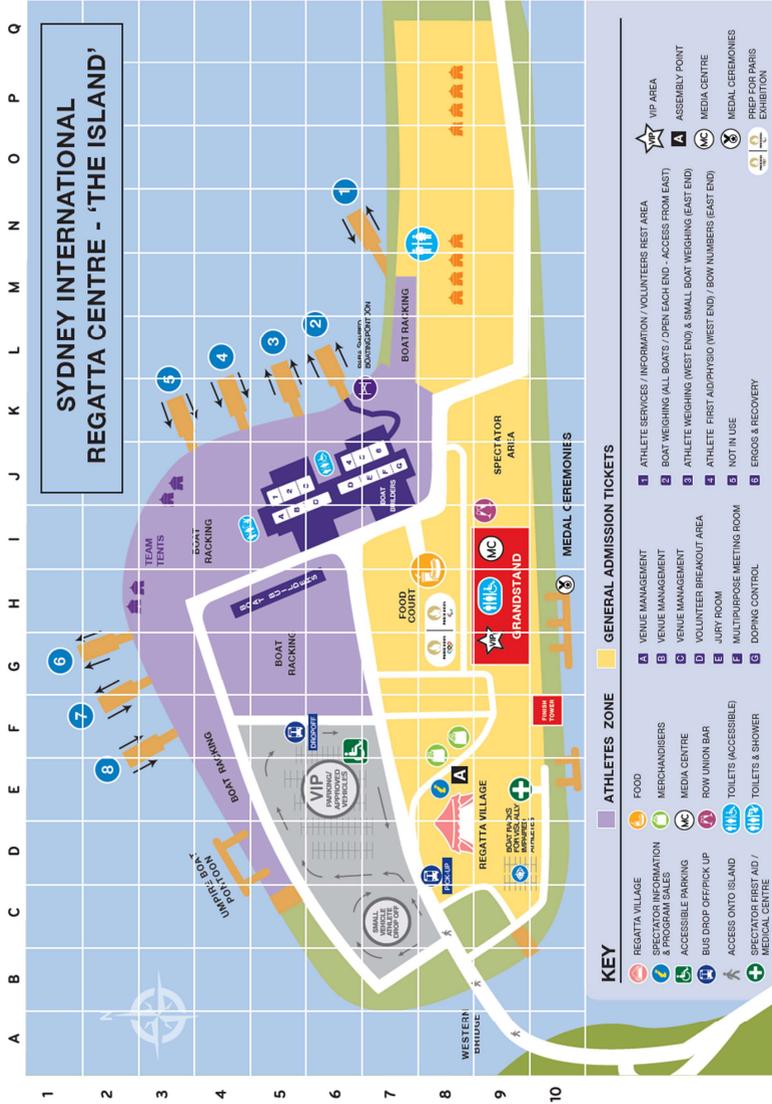
2. Rowing Terminology

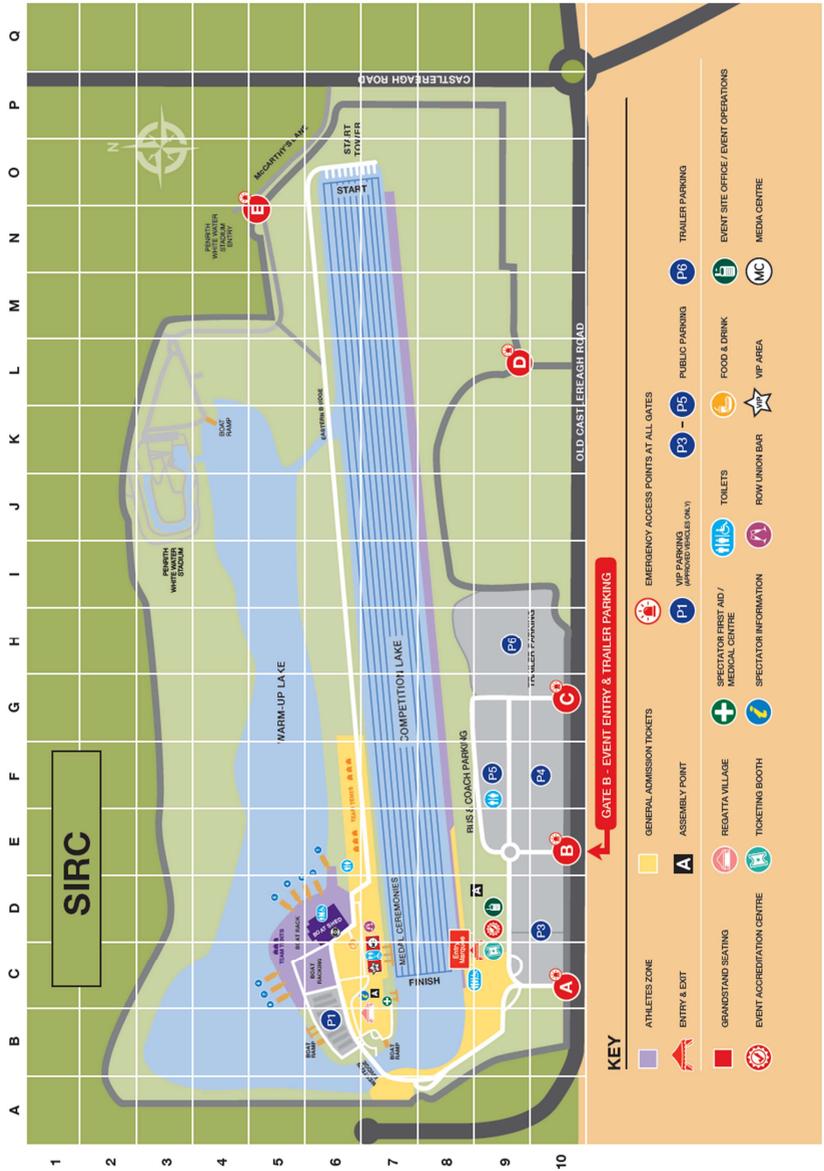
Boat Types/ Event Naming		
1x	Single Scull – 1 sculler	Boats where each rower has two oars each.
2x	Double Scull – 2 scullers	
4x	Quadruple “Quad” Scull – 4 scullers	
4x+	Coxed Quadruple “Quad” Scull – 4 scullers plus cox	
2-	Coxless Pair - 2 rowers	Boats where each rower has one oar each.
4-	Coxless Four - 4 rowers	
4+	Coxed Four - 4 rowers plus cox	
8+	Coxed Eight - 8 rowers plus cox	
U17	Under 17 years of age	Calculated on the 31 st of December of the year of competition.
U19	Under 19 years of age	
U21	Under 21 years of age	
U23	Under 23 years of age	
Open (O)	Open to all competitors.	
Para	Para events open to competitors with an eligible impairment and have been formally classified according to the Rowing Australia Para Rowing Competition Regulations.	
Club	Club events are open to competitors who are members of the same club, have not in the past year been selected for a Senior or U23 National team, and are not at Jan 31 nominated for a Senior or U23 National team.	
Sprint	Events contested over 500 metres.	
Rowing Terminology		
‘Back it’	To row in reverse to manoeuvre the boat to a desired position.	
Backsplash	Water splashed back towards the bow by the blade as it enters the water.	
Blade/Spoon	The part at the end of the oar which goes into the water.	
Bow	The front end of the boat. The first part of the boat to cross the finish line.	

Bow Ball	A 5cm rubber ball fitted to the bow of the boat as a safety device. A compulsory fitting.
Bow Number	A alpha-numeric number that each racing crew has attached to their bow to identify their race (the alpha) and their lane number (the numeric).
Bow Seat	The rower closest to the front or bow of a crew boat when looking towards the bow.
Bowside	The right or starboard side of the boat when looking towards the bow.
Catch	The catch is the front end of the stroke where the oar is placed into the water
Catching a Crab	A "crab" is when the oar gets stuck in the water and impedes the progress of the boat.
Check it	Is when the crew, or some members of the crew put their oar into the water and hold it still to stop the boat from moving
Collar/Button	A wide plastic ring placed around the sleeve of an oar. The button stops the oar from slipping through the oarlock.
Cox Box	A brand name, but also a common term used for a speaker system that the coxswain uses to be heard throughout the boat. It can also show stroke rate, boat speed and time etc. to the coxswain.
Coxswain or Cox	The person who is responsible for steering a coxed boat and making race calls to the crew. Not all boats have a cox. The cox may either sit in the stern of the boat or lie down in the bow of the boat. The cox faces the direction the boat is going.
Distance	All races except Sprint events are over the Olympic distance of 2,000 metres.
Drive	The part of the stroke where the oar is in the water
Easy or Easy Oar	To stop rowing
Ergometer, Ergo or Erg	An indoor rowing machine.
Event Progression	Each event will be conducted over several rounds, the number of which varies depending on the number of entries. Most commonly a heat, repechage, semi-final, and final. Most events use elimination rounds to whittle down to A and B Finals, with the exception of the School events, which have Finals for all crews.

Feather	When the oars are turned so the blade is parallel with the water
Finish	The end of the drive where the oars are released from the water.
Foot Stretcher	Apparatus for holding the feet firmly in the boat.
Lightweight	Lightweight rowers need to meet certain weight requirements to race.
Rating	The number of strokes taken per minute.
Recovery	The part of the stroke where the oar is out of the water, when the rower is moving forward to the catch. The beginning of the stroke.
Repechage	Races in which the best-placed of those who failed to win heats compete for a place in the final or semi-final.
Rigger	An attachment to the side of the boat which holds the oar.
Sculler	A rower who rows with two oars, one in each hand.
Seat number	A rower's position in the boat counting up from the bow. In an eight, the person closest to the bow is "bow," the next is 2, followed by 3, 4, 5, 6, 7 and finally "stroke."
Slide	Runners on the deck of each seat that guide the wheels of the rower's seat during the stroke.
Splits or Split time	A way to describe a boat's pace by measuring the time it has taken a crew to row a specified distance. Usually expressed as time/500m.
Square	When the blade is at right angles to the water.
Stern	The rear end/back of the boat. Last part of the boat to cross the finish line.
Stroke	The entire cyclical movement of the oar going through the water, finish and recovery and going back in again.
Stroke Seat	The rower closest to the stern of the boat.
Strokeside	The left or port side of the boat when looking to the bow.
Sweep	Rowers who row with one oar/boats where each rower has one oar.
Wash	The wake from another boat.
Washing out	A technical fault where a rower's blade comes out of the water during the drive, rather than being held in the water for leverage through the entire drive.

3. Venue Maps





PART 6

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ROWING
CHAMPIONSHIPS



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