

USRowing NW Junior District Championship Bid Package 2011

NW Junior District Championships

USRowing holds a district championship each year in May for up to 1,100 athletes. The three-day regatta is one of USRowing's largest annual events. The event presents a great opportunity for economic impact for a host city, as well as increased visibility for the sport of rowing in the community. Given the importance of the competition, it is likely that athletes will be accompanied by family and friends adding to the economic impact to the area.

Site Selection

USRowing events department will oversee the bid process. USRowing staff, will make the final site decision. Please send the completed bid information to:

USRowing
c/o James Rawson
3553 W Raye St
Seattle, WA 98199
nwrowing@gmail.com

Rowing Club Partnership

Due to the management requirements listed in this package, the bid must be submitted in conjunction with a member organization of USRowing. USRowing's objective is to host a first-class district championship regatta that showcases local rowing opportunities within the surrounding communities.

Financial Information

USRowing will work in conjunction with the LOC to create a mutually agreed upon budget for the services rendered by the host organization. Please see LOC responsibility sheet for additional details.

The Sport of Rowing

The United States Rowing Association (USRowing) is the oldest national governing body for amateur sport in the United States, established in 1872. The association is responsible for the selection, training, and management of the national teams that represents the United States in international competition, including the Olympic Games. Rowing is not only an Olympic sport; it is enjoyed by men and women of all ages who row for fitness, competition, and fun. USRowing serves and promotes the sport on all levels of competition and participation. USRowing is made up of more than 14,000 individual members and over 1,000 clubs and organizations throughout the United States.

Bid Deadline and Requirements

The deadline for the 2011 USRowing NW Junior District Championship bid is Monday, April 5, 2010. The selection will be made by USRowing and announced to the region by June 14, 2010.

A hard copy and electronic file of the bid will be required. The proposed bid must include a detailed expense budget. The LOC Board of Directors or Executive Committee must sign off on the bid submitted to USRowing and designate a point person for all negotiations that has the authority to speak for the Board or Committee.

General Information:

Number of Participants: Approximately 1,100

Days of competition: 3 days; (Friday-Sunday)

Bid Date Available: May 13-15, 2011. Course needs to be open 2 days prior to the regatta for athlete practice.

Past and Current Cities:

2010 – Vancouver, WA (Vancouver Lake)

2009 – Vancouver, WA (Vancouver Lake)

2008 – Vancouver, WA (Vancouver Lake)

2007 – Vancouver, WA (Vancouver Lake)

2006 – Vancouver, WA (Vancouver Lake)

2005 – Vancouver, WA (Vancouver Lake)

2004 – Vancouver, WA (Vancouver Lake)

Entry Packet and Schedule: USRowing will be responsible for the regional championship regatta entry packet and schedule.

Current Sponsors: USRowing may designate national sponsors of the event. Communication with any national sponsor or supplier must be directed through USRowing. USRowing sponsors are automatically associated with all aspects of the event, including all printed materials, signage, PA announcements, etc. The LOC agrees not to enter into any direct negotiations with any potential sponsor until it has obtained USRowing's approval.

Budget for event: USRowing will work together with the LOC to create a budget.

Volunteer Needs: USRowing relies heavily on volunteer support for this event. It is necessary to have a strong and willing local organizing committee to co-host this event. The LOC is responsible for coordinating volunteers to adequately staff this event. USRowing will select the chief referee and the judge-referee jury for the event.

Approximately 15 referees will be utilized. USRowing will coordinate all event details with the referee corp.

Medical: The LOC is responsible for providing adequate medical staff for the event as well as all practice times.

Insurance: USRowing provides insurance for this regatta through the USRowing Registered Regatta Program.

Course Specifics: A 2,000-meter, fully-buoyed course with seven lanes, seven stake-boats, start platform/dock, and finish line tent is required. (See LOC responsibilities below)

Awards and Medals: USRowing will provide all appropriate medals and awards.

Hotel Space: The LOC is responsible for providing a list of affordable hotels (with contact information) near the venue to be included in the entry packet.

Vendor Area: USRowing will provide an opportunity for vendors to display their merchandise at the event. The venue must allow vendor space for a minimum of 5 10x10 tents.

Athlete Party: Optional. The LOC will incur all cost and all revenue from an athlete party or dinner.

Event Promotion: USRowing and the LOC will work together to promote the regatta through both local and national media.

Spectator/Athlete Amenities and Attractions: USRowing and the LOC will work together on identifying opportunities and venue specific locations for, including but not limited to, large television screens, elevated viewing platforms/bleachers, beer garden, hospitality tents, concessions, etc.

GENERAL RESPONSIBILITIES

USROWING RESPONSIBILITIES

1. Provide event contract.
2. Historical information, such as budgets, volunteer needs, course requirements, etc.
3. Facilitate communication between USRowing headquarters, Northwest Rowing Council and LOC.

4. Obtain pertinent entry packet information from LOC regarding venue, produce and distribute entry packets to member organizations.
5. Receive and process all entries, payments and volunteer fees, record changes and scratches as necessary.
6. Produce and distribute race schedule to member organizations.
7. Act as primary contact for club contacts, coaches and athletes regarding the schedule and entries.
8. Administer registration and check-in at the Regatta.
9. Provide the USRowing and Regatta Central websites to post information and updates.
10. Order, transfer and organize medals.
11. Referee provisions (housing and travel)
12. Selection of chief official by USRowing Referee Commission (input from the LOC is welcome)
13. USRowing staff housing and travel
14. Coordinate on-site results
15. Provide official documents to be used at the regatta, including results forms, weigh in forms, waivers, etc.
16. Manage relationship with Regatta Central for event registration and entries.
17. Provide daily schedule updates and manage weather contingencies with Chief Referee.
18. Verify with LOC that all trophies have been returned on Friday by the 5:00 pm deadline listed in the Entry Packet.

LOCAL ORGANIZING COMMITTEE RESPONSIBILITIES

USRowing will work with the LOC to create a budget specific to the site based on the following responsibilities.

1. Advance expense budget to help determine proper event fees.
2. Notification to USRowing (James Rawson) if expenses are higher than anticipated. Unauthorized expense increases are the responsibility of the LOC and may not be reimbursed by USRowing.
3. 2,000 meter six lane course and 7th lane with buoys on one side.
4. Maintenance of regatta course, tents and launches throughout the regatta.
5. Electricity, results computer and printer at the finish line tent.
6. Start tower and aligner's boat at 2,000 meter mark, if available to borrow.
7. All permits with the city, county, state, lake commission, etc.
8. All volunteer recruitment and management, with organized shifts for the following:
 - a. Stake boat holders, as required by the schedule.
 - b. Launch drivers and fuel.
 - c. 4-6 finish line timers, with one additional person assigned to the flag
 - d. 2 registration assistants (Friday only)
 - e. 3 Weigh-in assistants
 - f. 2 Control Commission assistants
 - g. 2 Dockmaster assistants (1 for launching, 1 for recovery)
 - h. 2 Awards Coordinators
9. Track regatta volunteer participation for rowing organizations. After the regatta, equitably manage volunteer fee donation payments to eligible rowing organizations.
10. Provide all restrooms and servicing of restrooms (8 portable toilets)

11. Public address system at starting line, launch area and race course side of venue, provided in the Regatta Box.
12. Announcer on all days of the regatta
13. 9 or 10 launch boats for referees and marshals and 1 reserved launch for emergencies.
14. Tent with 2 closed sides, 2 Tables and 4 chairs for USRowing regatta administration
15. Security Services, Thursday through Sunday, 4: 6:00 p.m. – 6:00 a.m. each day.
16. Parking plan and set up area for 22 trailers
17. Meals for referees and USRowing staff (to serve 20)
18. Food for volunteers
19. First Aid Station and trained volunteers
20. 10 Radios, provided in the Regatta Box.
21. 2 Digital Scales
22. Manage agreements with food concessions, and all other vendors (contracts, local permits, management, etc).
23. Traffic Pattern management and map
24. Awards Area
25. Finish-line-to-results-area communications, as provided in the Regatta Box.
26. Electrical Lines to Finish Line
27. 2 advance-trained Volunteers to handle Results Computer Software, printing and posting Results, etc.
28. Electricity to Regatta Headquarters for the Results Computer Software
29. Bow numbers (12 sets), as provided in the Regatta Box.
30. Handle local media inquiries and event promotion.
31. Water for volunteers, officials and on launches.
32. Event Liability Insurance Certificate for regatta through USRowing Registered Regatta program.

If you have any questions, please contact James Rawson at (503) 473-6239 or nwrowing@gmail.com.

Bids should be emailed to the address above, or mailed to:

*USRowing
c/o James Rawson
3553 W Raye St
Seattle, WA 98199*