

SITE SETUP TEAM

Car Park Setup (Friday)

Catering Setup (x3)

Gazebo Setup (x2)

Sign/Blade Rack Setup (x2)

WHAT TO DO

Set up the equipment specified below, and *ensure its removal and safe storage at the end of racing.*

WHERE TO DO IT

Car park setup in the top field. Catering setup in the catering area. Gazebo setup in catering area and finish enclosure. Sign/blade rack setup in boatyard and finish enclosure.

HOW TO DO IT

Car Park Setup (Friday) - Rope off the field on Friday to indicate where trailers may turn safely into parking area. Place signs on A4 to designate competitor and spectator parking.

Launches – get launches out of West Wing and moor to bottom of last downstream raft, and advise Safety Adviser when done so she/he can check the launch safety requirements are met.

Catering Setup – Put up tents required by catering as a matter of priority. Move tables and chairs to catering area if required; run extension leads from boathouse to catering; fill water tanks from tap in UBBC boathouse; assist in setting up BBQ and the food stalls.

Gazebo Setup – Put up the gazebos next to the catering area (for competitor shelter). A final gazebo needs to be put up in the finish enclosure, upstream of the club.

Sign/Blade Rack Setup

1. Place trestles in Control Commission
2. Place blade racks near rafts – two downstream near the large tree; two upstream of the hard standing, near the fixed blade rack
3. Hang notice boards below the ACRC/MNK boathouse balcony
4. Secure black bin liners to posts in both car park fields, near catering tents and on fence near finish
5. Remove kissing gate upstream of SRC site
6. Using hazard tape, chairs or cones (or a combination thereof) partially block access to catering area from the railway tunnel to prevent boats and blades being carried through.
7. Write 'First Aid Access ONLY Beyond this Point' on the whiteboard inside the clubhouse.
8. Deploy signage as outlined below

SIGNAGE DEPLOYMENT

Sign	Location
Map of Site (2)	Wall beside catering tent and notice board below ACRC/MNK balcony
Fours This Way	Chair at pond end of Control Commission, with arrow pointing to the right
Eights This Way	Chair at pond end of boat check area, with arrow pointing to the left
First Aid	Double door leading into changing/gym area
Boats and Blades Only	Gate leading into Darrell's field by railway bridge (only required if we use the field)
Private Land (4)	All gates leading into upstream narrow boat gardens

Rowing Race in Progress (2)	Tow path either side of SRC site
Secretary and Registration	Chair in front of clubhouse door, or on left-hand glass door
Spectators Keep Right	A4 end of railway bridge
No Entry for Spectators (2)	Chairs at upstream end of MNK boathouse
Members Only (2)	Double door leading into changing/gym area and exterior glass door
Officials Only	Attach to bottom of the stairway leading to the clubroom using rope, in preparation for it to be put in place after registration is closed. Do not actually string it across – just set it up so it can be done later.
Stern First	In car park, at the point where boats are leaving the trailer field to proceed to Control Commission