



# NOVA P A R K S

Northern Virginia Regional Park Authority

5400 Ox Road, Fairfax Station, VA 22039 | 703-352-5900 | Fax: 703-273-0905 | [www.novaparks.com](http://www.novaparks.com)

## Regatta Application

The Regatta Application is designed as a request for special use of Sandy Run Regional Park, and to gather specific information about your rowing event. NOVA Parks is committed to making every event a safe and successful operation and staff will assist you throughout the planning process. Please make sure all fields are filled out completely so that the permit and any associated paperwork can be completed correctly and in a timely fashion.

## Regatta Information

Name of Regatta: \_\_\_\_\_

Date requested: \_\_\_\_\_

Approximate time of first race and of last race: \_\_\_\_\_

Dates and times requested for set up/take down: \_\_\_\_\_

Special Considerations (rain dates, second choice, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Regatta Sponsoring Organization: \_\_\_\_\_

## Competitor Information (CHECK ALL THAT APPLY)

### Groups

- ☐ Youth
- ☐ Adult
- ☐ Club
- ☐ College
- ☐ Masters

### Craft

- ☐ 1-Person Shell
- ☐ 2-Person Shell
- ☐ 4-Person Shell
- ☐ 8-Person Shell

### Event Type

- ☐ Regatta
- ☐ Dual Meet
- ☐ Tri Meet
- ☐ Scrimmage
- ☐ Other

Projected Number of Competitors: \_\_\_\_\_

## Parking Information

Projected number of vehicles: \_\_\_\_\_

Projected number of boat trailers: \_\_\_\_\_

Projected number of busses: \_\_\_\_\_

Projected number of car toppers: \_\_\_\_\_

Are you charging a fee for parking? ☐ Yes ☐ No

Parking fee structure: \_\_\_\_\_

\_\_\_\_\_

Parking Point of Contact (POC): \_\_\_\_\_

*The parking point of contact is one person responsible only for parking management on the day of the event and can be contacted directly by park staff during the event.*

POC e-mail: \_\_\_\_\_ POC phone number: \_\_\_\_\_

#### **Vendor Information:**

Are one or more of the following going to be sold? (Proof of Product Liability Insurance and/or Health Department permits required)

☐ Food ☐ Beverage ☐ Souvenir ☐ Merchandise ☐ Other

How many vendors are participating in your event? \_\_\_\_\_

*Vendor fee is \$250 per vendor per day payable to NOVA Parks.*

#### **Regatta Contact Information:**

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone number: \_\_\_\_\_

#### **Applicant signature:**

I have read the 2023 Sandy Run and Bull Run Marina Regional Parks Management and Operations Plan and agree to abide by all rules, regulations, and policies contained within.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The information contained in the *Regatta Guidelines and Permit Application* is intended to assist regatta sponsors in planning a successful event at Sandy Run Regional Park. The popularity of rowing as a competitive sport results in tremendous visitation and impact on the park.

Park staff are available to assist in establishing a logistical and management plan, to help connect regatta organizers with other individuals or companies that may assist with their regattas, and to serve as an experienced resource for organizing regattas. Please contact the Park Manager at 703.966.3882 if you have questions regarding the guidelines or completing the application.

### **Section 1 – RULES AND OPERATING PROCEDURES**

Regattas are limited to a maximum of 2,000 individual competitors (rowers & coxswains) per regatta. If regattas allow double (or more) rowing by an individual the regatta is limited to 1,750 individual competitors with a maximum of 2,400 total entries or competitors. Regatta sponsors have a responsibility for public safety and for creating a positive environment for competitors and spectators and must be prepared to resolve potential logistical issues related to their regatta.

Regatta sponsors are required to give coaches, participants and spectators advance notification of the following:

- Alcoholic beverages are prohibited
- Open flames, grilling, and chuck wagons are not permitted in the park
- Pets are not permitted in the park on regatta days
- The speed limit on Van Thompson Rd is 25 mph. Parking is never permitted on Van Thompson or Hampton Roads
- The speed limit in Sandy Run Regional Park is 15 mph.
- Regatta activities, including warmups and jogging, are restricted to the park boundaries
- Swimming in the reservoir is prohibited
- Violation of park rules may result in disqualification from the regatta and ejection from the park

### **Section 2 – COMPLIANCE WITH LAW**

The Northern Virginia Regional Park Authority (NOVA Parks) requires full compliance with all federal, state, and local laws, regulations, and Park Authority rules and regulations.

The regatta sponsor may not exclude anyone from participating in, nor deny anyone the benefits of those activities and opportunities afforded by the camp, or otherwise subject anyone to discrimination because of a person's race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, or disability. The regatta sponsor must provide reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act.

### **Section 3 – INSURANCE**

The Regatta Sponsor will indemnify, protect and hold harmless NOVA Parks from all claims, demands, actions, causes of action, injury to persons and liability of every kind and nature for their respective

activities at and use of the Facility, unless attributable solely to the negligence or willful misconduct of NOVA Parks, its employees, contractors or representatives.

Without limiting its liability, the Regatta Sponsor shall secure and maintain a minimum of \$2 million in general liability insurance covering on-water and on-land activities and product liability insurance, naming NOVA Parks as additional insured. NOVA Parks shall be provided with certificates of insurance verifying coverage prior to the commencement of any regatta related activity.

NOVA Parks shall require all other users to provide similar indemnification and insurance in the event such users conduct practices, regattas, or related events at the Facility.

NOVA Parks shall insure its buildings and other property at the Facility as it deems necessary and appropriate, but assumes no responsibility for the care and safety of private property stored or used at the Facility, belonging to the Regatta Sponsor its members and invitees, or others.

#### **Section 4 – WATER USE PERMITS**

The Fairfax County Water Authority and the Virginia Department of Game and Inland Fisheries have jurisdiction over the Occoquan Reservoir, the former to ensure quality of water supply and the later to protect fish, waterfowl, and other wildlife. Special permits are not required by these agencies for the conduct of regattas. Fairfax County Water Authority regulations require gas engines be lower than 10HP and prohibit swimming or entering the water.

#### **Section 5 – SCHEDULING OF A REGATTA**

Approval and scheduling of regattas at Sandy Run Regional Park are at the sole discretion of NOVA Park's authorized representative, the Park Manager at Sandy Run Regional Park. Requested dates are not guaranteed until the application is signed by the Regatta Sponsor and Park Manager.

#### **Section 6 – PARKING AND TRAFFIC**

The Facility has limited space for boat storage, trailer parking, participant parking, and grandstand access. **Regatta sponsors are required to exercise measures that will reduce traffic impact on the park and local community.** Listed are measures regatta sponsors should implement to reduce traffic impact:

- Encourage carpooling and/or busses for participants and spectators
- Securing off site parking and providing a shuttle to the park, if necessary
- Arranging for local law enforcement to monitor illegal parking and speeding on Van Thompson Rd.
- Issuing parking passes or tickets
- Restricting the number of participants
- Restricting the number of events/entries
- Conducting regattas over a two-day period

The Facility can accommodate approximately 500 vehicles and 24 trailers on site.

Regatta sponsors must provide road monitors and parking personnel. NOVA Parks will determine the number of personnel needed, based on the type of event and the anticipated number of participants and spectators. As a guideline the regatta sponsor will need to provide at a minimum, one main parking supervisor who serves as a point of contact, and four parking attendants. Offsite parking arrangements will require more volunteers.

Regatta sponsors may collect parking fees onsite, but NOVA Parks will require additional volunteer staff provided by the regatta to ensure efficient fee collection. Sponsors should consider methods for prepaid parking.

NOVA Parks is not responsible for providing parking supervisors or parking staff for regattas. Adequate parking volunteers are required and are the sole responsibility of the regatta organizer. Park staff is available to assist with any issues or logistical concerns that arise during the regatta, and is available to meet with the parking supervisor and volunteers prior to the regatta to provide an overview of the process.

#### **Section 7 – GRANDSTAND AND FINISH LINE**

Road access to the grandstand and finish line areas is restricted to authorized vehicles only. Event vendors, officials, shuttles, and emergency vehicles are allowed to use the road and limited parking subject to NOVA Parks approval. Foot traffic and bicycles are prohibited on the grandstand road during regattas.

Regatta sponsors are encouraged to provide professional and insured shuttle vans to the finish line to accommodate those that may need assistance.

#### **Section 8 – EMERGENCY SERVICES**

The need for on-site police (other than those already specified) and fire rescue services will be determined by NOVA Parks after consulting with the regatta sponsor and Fairfax County emergency service personnel. If additional services are required the cost of these services will be assumed by the regatta sponsor.

NOVA Parks works closely with the Fairfax County Police and Fire Departments during large events. If the event does not need on-site service, or the regatta sponsor chooses to hire private service providers, appropriate Fairfax County agencies must be notified.

#### **Section 9 – TOWING SERVICE**

If rain or wet conditions are anticipated before and/or during an event, the regatta sponsor must provide an on-site towing service for disabled or stranded vehicles.

#### **Section 10 – PORTABLE TOILETS**

Toilet facilities are limited in Sandy Run Regional Park. Regatta sponsors are required to reimburse NOVA Parks for portable toilets and servicing needed during regattas. Portable toilet fees are calculated

after the regatta and based on the monthly fee for the portable toilets, divided by the number of regattas held during that month.

### **Section 11 – TRASH COLLECTION**

NOVA Parks will place additional trash receptacles around the park prior to regatta events and will be responsible for general litter pickup and emptying of trash cans during the regatta. Teams participating in the regatta are expected to clean their areas and dispose of their own trash bags in the dumpster. The regatta sponsor is expected to collect and dispose of their own trash in the dumpster. The dumpster is located on the far side of the B Lot, along the wood line.

### **Section 12 – THE RACECOURSE**

Equipment and materials used to construct the Occoquan Reservoir racecourse are the property of the Virginia Scholastic Rowing Association (VASRA). Regatta sponsors must receive expressed permission from the VASRA to utilize the course and special support equipment. VASRA can be contacted at [www.vasra.org](http://www.vasra.org).

### **Section 13 – SALE OF FOOD, BEVERAGES, AND SOUVENIRS**

Retail sales of food, beverages, and souvenirs may be conducted by regatta sponsors or outside vendors, unless prohibited by NOVA Parks. NOVA Parks reserves the right to approve all outside vendors and to collect a fee from vendors. The vendor fee for the 2023 season is \$250 per vendor space per day.

Vendors are required to have \$2 million general liability insurance and \$1 million per occurrence. Regatta sponsors should obtain a copy of the vendor's insurance certificate verifying correct insurance limits.

Regatta sponsors are responsible for obtaining any and all permits and/or licenses required by local, state, or federal law, and for paying all applicable taxes and fees.

The Fairfax County Health Department requires a permit for food service operations. For information contact: 703-246-2411 or visit <https://www.fairfaxcounty.gov/health/fairfax-county-health-department>

### **Section 14 – FEES AND CHARGES**

Fees and charges are to be paid within 30 days of completion of the regatta or event. Final payment cannot be calculated by the park until the regatta sponsor submits documentation that provides evidence of the number of regatta competitors and the total amount of registration fees collected.

Additional charges may be applied, depending on the level of involvement by NOVA Parks and other organizations supporting the event. Payments must be in US currency by cash, cashier's check, business check, or credit card, and made payable to NOVA Parks.

Resident User Groups who sponsor regattas at Sandy Run include VASRA, George Mason Women, George Mason Crew Club, and Occoquan Boat Club.

## **FEE STRUCTURE**

Base fee for regattas, dual, and tri meets and scrimmages that charge an entry fee for competitors:

- Resident User Group (organizations housed at Sandy Run Regional Park) Regattas:
  - 15% of total entry fees
- Other User Groups:
  - 20% of total entry fees

Base fee for regattas, dual and tri meets and scrimmages that **DO NOT** charge an entry fee for competitors:

- Resident Users: \$100 per team
- Other User Groups: \$175 per team

All regatta sponsoring groups pay a Facility Fee of \$4 per rower in addition to base fees.

Vendors

- All events: \$250 per vendor space per day

Portable Toilets:

- Regattas are billed a share of the portable toilets based on the total cost for the month divided by the number of regattas held that month.

## **Section 15 – EXCEPTIONS TO REQUIREMENTS**

NOVA Parks recognizes that some events create less impact on the park and community, and that regatta sponsors have varied experience regarding event operations. In the interest of providing the most effective and cost efficient management of the event, NOVA Parks may waive some of the requirements expressed within these Guidelines.