



NORTHERN VIRGINIA REGIONAL PARK AUTHORITY
Sandy Run Rowing Facility
Regatta Guidelines and Permit Application

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. **Regattas are limited to a maximum of 2000 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 (rowers & coxswains). Regatta sponsors have a responsibility to public safety and enjoyment, and must be prepared to resolve the many logistical problems related to crowds and vehicular traffic.**

The park staff is available to assist in establishing a management plan, to help obtain necessary permits, and to serve as an experienced resource for organizing the regatta. Please contact Sandy Run Regional Park at 703/690-4392.

The attachments are considered a part of the *Regatta Guidelines and Permit Application* and include the following:

1. Sandy Run Rowing Facility Rules and Procedures
2. Map of Occoquan Reservoir Race Course

Section 1 - SCHEDULING OF REGATTA

Approval and scheduling of events at Sandy Run Regional Park are at the sole discretion of the Northern Virginia Regional Park Authority's authorized representative, Park Manager James Short. Permit applications must be received 60 days prior to the event to allow adequate time for planning and processing.

Only one regatta should be scheduled during any two-day period. However, an individual regatta may be conducted over several days to reduce crowd and vehicular traffic impact on the park.

Section 2 - RULES AND OPERATING PROCEDURES

All events must be conducted in strict accordance with the *Sandy Run Rowing Facility Rules and Procedures* (attached). Failure of regatta sponsors to enforce compliance may result in cancellation of activities. Participants or spectators who violate park rules may be ejected from the park.

Regatta sponsors are required to give participants advance notification of the following:

- Alcoholic beverages are prohibited.
- Speeding in the park or on roads leading to the park is prohibited.
- Training is restricted to areas within the park and is prohibited on roads leading to the park.
- Violation of park rules may result in disqualification from competition and ejection from the park.
- Pets are not allowed in the park on regatta days.

Section 3 - COMPLIANCE WITH LAW

The Northern Virginia Regional Park Authority requires full compliance with all federal, state, and local laws and all regulations and orders of the Park Authority affecting events and activities at Sandy Run Regional Park.

Accordingly, the regatta sponsor must not exclude anyone from participating in, nor deny anyone the benefits of those activities and opportunities afforded by the regatta, or otherwise subject anyone to discrimination because of a person's race, color or national origin.

The regatta sponsor must provide reasonable accommodation to persons with disabilities, in strict accordance with the Americans with Disabilities Act. For information, contact:

Park Authority ADA coordinator
703/352-5900

Section 4 - INSURANCE

Regatta sponsors must provide evidence of having secured a minimum of \$2 million in general liability insurance covering all on-water and on-land activities and \$2 million in product liability insurance, naming the Northern Virginia Regional Park Authority as additional insured. Product liability insurance will only be required for sale of food, beverage or souvenirs.

Regatta sponsors will indemnify, protect and save harmless the Park Authority 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 the Park Authority, its employees, contractors or representatives.

Section 5 - VISITATION

Sandy Run has limited space for boat storage, trailer parking, participant and spectator parking, and grandstand viewing. **Regatta sponsors may be required to exercise measures that will reduce traffic impact on the park and community.** Listed are measures regatta sponsors should implement to reduce traffic impact:

- Car pool for participants
- Bus participants
- Car pool for spectators
- Bus spectators from satellite parking
- Issue tickets or parking passes
- Restrict number of participants
- Restrict number of events/entries
- Conduct regatta over two-day period

Check with park staff when trailers and teams can enter the park prior to the event.

Section 6 - PARKING

Sandy Run Regional Park can accommodate approximately 500 vehicles on site. Fewer spaces actually may be available depending on the number of trailers, buses and other large vehicles at the event. **Regatta sponsors are encouraged to promote events that will not exceed the parking capacity.**

Regatta sponsors must provide road monitors and parking personnel, unless otherwise provided by the Park Authority. The Park Authority will determine the number of personnel needed, based on the type of event and the anticipated number of participants and spectators. The Park Authority uses the charity-based organization, the Knights Of Columbus (KOC) for parking, directing traffic and fee collectors. At a minimum, the regatta sponsor would need the KOC as supervisors to instruct the sponsors parking personnel unless park management deems the event too small for the need of KOC. The KOC will supervise, direct, park and collect parking fees (see section 15 on fees).

A minimum parking fee of \$10.00 per vehicle may be collected at regattas by the regatta sponsor, with fifty percent of the total receipts retained by the regatta sponsor and the remainder payable to the Park Authority. (Exceptions must be approved in writing by the Park Authority prior to the event.) The regatta sponsor must provide a change bank for KOC to use. The amount will be determined to the size of the event. If the regatta sponsor does not collect a parking fee, the Park Authority may collect and retain all receipts.

Upon written approval of the Park Authority, the regatta sponsor may exempt specific groups or individuals from paying parking fees. However, in the absence of exemptions duly approved for a given regatta, all persons bringing a vehicle into the Facility and related parking areas shall be required to pay fees.

The Park Authority will be reimbursed by the regatta sponsor for all park personnel employed as road monitors, parking attendants or supervisors, at a rate of \$10.00 per person per hour. A minimum of two park employees will be necessary as supervisors, even when the regatta sponsor provides road and parking staff.

Sub Section A - SATELLITE PARKING

If the need for additional parking is anticipated, satellite parking and shuttle services must be provided by the regatta sponsor. Potential sites for satellite parking include:

Loisvale Field

The site is a grass field located on Park Authority owned land adjacent to Sandy Run Regional Park and private residential property. It has a 155-vehicle capacity. Visitors can walk to the launch area by way of a wooded trail.

Van Thompson Field

The site holds approximately 200 vehicles (250 maximum)

capacity) on grass and is located 3/4 mile from the park entrance. (See "Van Thompson Field" below). Contact Sandy Run Regional Park for information: 703/690-4392

Other sites may be available. Contact Sandy Run Regional Park for additional sources.

The following are considered minimum requirements for use of satellite parking areas. Non-Park Authority lot owners may impose additional conditions:

1. The regatta sponsor must provide a crew of three or more parking attendants at the site.
2. A minimum of two shuttle buses (40 person capacity) are required when parking is anticipated to require the use of Van Thompson field.
3. Collection of parking/shuttle fees is the responsibility of the regatta sponsor.
4. The regatta sponsor is responsible for construction and installation of all signs necessary to identify the lot as event parking, to post rates, or to provide public service information. All signs are subject to approval by the Park Authority.
5. The regatta sponsor must provide radio or telephone communication between each satellite parking area and the park.

Sub Section B - VAN THOMPSON ROAD AND FIELD

Van Thompson Field is a parking area owned and managed by the Northern Virginia Regional Park Authority specifically for use at large regattas. Located at the junction of Van Thompson Road and Hampton Road, it shares a narrow roadway that serves local communities. Its use is regulated by Fairfax County and only can be permitted under the following conditions:

1. Approximately 200 vehicles (250 maximum capacity) may be parked at the site.
2. While the field is in use, a minimum of one police officer must be stationed on site for traffic control. Police are hired directly by the regatta sponsor.
3. A minimum of one park employee will be stationed with the police officer to assist in identifying community residents. The regatta sponsor will be assessed a fee of \$10 per person per hour for this service.
4. The regatta sponsor must provide a crew of 3 or more parking attendants at the site, to work under the supervision of the park employee.
5. Parking crews and road monitors must have radio communication with the park at all times.
6. All efforts must be made to prevent delay and inconvenience to Van Thompson Road residents. The Park Authority will provide each home with vehicle passes, which when displayed during events will expedite access to the community.
7. A minimum of two shuttle buses must be provided by the regatta

- sponsor to transport visitors to and from the park. A bus turn-around is situated near the park entrance.
8. The Park Authority will provide temporary signs that discourage pedestrian use of Van Thompson Road from the parking area.
 9. The regatta sponsor will assign a minimum of two road monitors to discourage and control pedestrian traffic on Van Thompson Road and to patrol for litter.
 10. Upon the request of residents one week prior to the event, the Park Authority will cordon private property along Van Thompson Road to restrict access to the property. Temporary signs stating "Private Property - Please Keep Out" will be posted on stakes.
 11. At no time will parking be allowed along Van Thompson Road outside of the park.

Section 7 - GRANDSTAND AND FINISH LINE

Road access to the grandstand and finish line areas is restricted. Vendors, event officials, public shuttles and emergency vehicles may be allowed to use the road and limited parking, but are subject to approval by the Park Authority.

Regatta sponsors are encouraged to provide **professionally insured** shuttle vans to the finish line to accommodate the elderly and disabled.

Section 8 - EMERGENCY SERVICES

The need for on-site police (other than those already specified for traffic control) and fire and rescue services will be determined by the Park Authority after consultation with both the regatta sponsor and Fairfax County emergency service personnel. The park staff will coordinate this effort, but all costs for these services will be assumed by the regatta sponsor.

The Park Authority works in close cooperation 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 a commercial provider of such service, **appropriate Fairfax County agencies still must be notified in advance of the event.**

Section 9 - TOWING SERVICE

If rains or wet field conditions are anticipated before or during an event, the regatta sponsor must provide an on-site towing service, which will render immediate assistance to disabled vehicles.

Section 10 - PORTABLE TOILETS

Toilet facilities are limited throughout the park, especially during large events. Regatta sponsors will be required to provide additional portable toilets, service for cleaning and pumping tanks.

Section 11 - TRASH COLLECTION

The regatta sponsor may be required to provide trash dumpsters or trucks and trash collection personnel for events that have an anticipated high yield of litter. If the Park Authority hauls trash on behalf of the regatta sponsor, any landfill tipping fees shall be considered an expense of the regatta sponsor.

Teams and organizations sponsoring events are expected to support the recycling program by supplementing the park recycling containers and appropriately disposing of the collected materials.

Section 12 - 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 water supply and the latter to protect fish, waterfowl and other wildlife. Special permits are not required by these agencies for the conduct of regattas.

Section 13 - 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 or special support equipment. You can contact VASRA representative Lee Westby e-mail at leewest53@aol.com or going to their website at www.VASRA.org.

Section 14 - SALE OF FOOD, BEVERAGES AND SOUVENIRS

Retail sales of food, beverages and souvenirs may be conducted by regatta sponsors, or assignees of regatta sponsors, unless prohibited by the park manager. The Park Authority reserves the right to approve all items to be sold, to collect a fee from vendors (not to exceed 20% of gross receipts less applicable sales tax), and to conduct its own retail sale operations.

Regatta sponsors are responsible for obtaining any and all permits and/or licenses as may be 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: 703/246-2444.

Section 15 - REGATTA FEES AND CHARGES

A \$500 deposit is required to ensure compliance with the permit and to cover unforeseen costs incurred by the Park Authority during conduct of the event. A full or partial amount of the deposit will be refunded upon fulfillment of the regatta sponsor's obligations, specified herein.

The \$500 deposit is due with the permit application. All other fees and charges are to be paid

within 30 days of completion of the event. Final payment must be accompanied by a complete financial statement identifying fees charged, number of actual competitors, receipts and expenses, etc.

Additional charges may be applied, depending on the level of involvement by Park Authority personnel and other organizations supporting the event. Payments must be in U.S. currency by cash, cashier's check or money order, and made payable to the Northern Virginia Regional Park Authority.

FEE STRUCTURE

Regattas, Dual & Tri Meets and Scrimmages that charge an entry fee for competitors:

- Primary User Group (organizations from Sandy Run Regional Park) Regatta: 15% of total entry fees.
- Other User Groups Regattas: 20% of total entry fees.

Regattas (10 or less teams), Dual & Tri Meets and Scrimmages that **DO NOT** charge an entry fee for competitors:

- Primary Users: \$75/team
- Non Primary Users: \$150/team

Vendors

- Primary User Event: 15% or \$100 (which ever is greater) of Vendor gross receipts.
- Other User Groups Events: 20% or \$150 (which ever is greater) of Vendor gross receipts.

Porta Jons: (average cost)

- \$100 per extra Jons added
- \$20 per cleaning/unit

Knights Of Columbus Service Fees:

- Parking A, B, C & D \$500
- Parked to Loisvale add \$250
- Parked to Van Thompson add \$150
- Supervisory Only \$200 to \$300 (depending on how far out the parking goes)
- Parking Fee Collection \$100 to \$200 (depending on how far out the parking goes)

Payments due the Park Authority may include, but are not limited to:

- Deposit (\$500)
- Regatta fee (SEE ABOVE)
- Porta Jons (SEE ABOVE)
- Park personnel for road/parking attendants and supervisors (\$10/person/hour)
- Share of receipts from parking fees (1/2 of gross collection)
- Food, beverage and souvenir vendor fees (SEE ABOVE)

Other payments due either the Park Authority or other organizations may include:

Police personnel
Medical/first aid services
Towing service
Additional portable toilets
Shuttle bus/van service
Contributions to VASRA for use of racecourse
Fee for Fairfax County Health Department food service permit
Other

Section 16 - EXCEPTIONS TO REQUIREMENTS

The Park Authority 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, the Park Authority may waive some of the requirements expressed within these "Guidelines".

Section 17 - SUMMARY

Regatta sponsors must develop a management plan that addresses public safety issues and logistical concerns, such as pedestrian and vehicular traffic flow, police security, first aid, mass transportation and shuttles, insurance, event personnel, and special permits. The Northern Virginia Regional Park Authority will assist in the effort to make the event a safe and successful operation and encourages regatta sponsors to contact the park staff during any stage of their planning process.

A permit will be considered following review of the application and management plan, and will be executed upon receipt of the required insurance certificate and \$500 deposit.