**EVENT CHECKLIST**

|  |  |
| --- | --- |
| **** | **BEFORE THE EVENT** |
|  | Select appropriate venue for the event and plan the course. Check toilet facilities, parking, access etc. |
|  | Plan for an alternative venue/course if need be. |
|  | Survey the course for correct distances (GPS is easiest). |
|  | Book the venue with council and/or harbourmaster (they may wish to see your safety plan). |
|  | Prepare safety plan (refer template). |
|  | Work out your back-up plan (change of venue or cancellation). How will you communicate this to people? Ensure this is included in your marketing. |
|  | If you wish for this to be a CRNZ sanctioned event, or to have it advertised by CRNZ, contact CRNZ and send through event details and safety plan. |
|  | Organise boats and safety crew to cover the course (assess the course for appropriate number of boats). Keep in mind visibility of paddlers and how fast a boat can get to someone in need. |
|  | Arrange suitable communication between safety personnel on and off water (radios / cell phones). |
|  | Check cell phone coverage at venue. If there is none then you will have to rely on radios. |
|  | Prepare entry/waiver form (template attached) and include in your advertising. |
|  | Advertise the event on your social media pages/website and ensure details are supplied to CRNZ for their sites and for distribution to member clubs if appropriate. You may also make use of local community noticeboards, council event pages, local radio etc. |
|  | Organise all the volunteers you will need. It is a good idea to have one person who is the main “go-to” person on the day, i.e. Event Manager / Chief Official. Your volunteers may include people for:   * Safety (as above) * Medic/First Aid * Registration and boat numbers * Boat weighing (if you are doing this) * Starter * Finish line * Prize-giving presentations * Food |
| **** | **PRE-EVENT PREP** |
|  | Print off entry/waiver forms |
|  | Ensure all equipment is on-site |
|  | Check the venue for hazards |
|  | Arrive early and set up registration area |
|  | Set up event areas (boat weighing / finish line / prize-giving / portage (grass/carpet)etc) |
|  | Have your pre-event safety meeting to determine the event can start safely |
| **** | **DURING THE EVENT** |
|  | Collect entry/waiver forms and money and tick off for each competitor. |
|  | Collate entries for each age group allocate boat numbers (template attached). |
|  | Run a briefing to tell competitors about the course about 20-30 minutes prior to the race start. Be sure to cover safety issues and emergency procedures. |
|  | Ensure safety personnel and in place and communicating. |
|  | Timing system – recommend WEBSCORER – free and easy to download on a tablet. Very simple to use. |
|  | Have you starter and finish line people ready to go and in communication (see process below). |
|  | Collate results. |
|  | Run Prize-giving and award top 3 places in each age group. |
|  | Collate results off webscorer at the end and send through to CRNZ showing times and placings for each competitor. |
|  | Make the event FUN! Whether people return or not will be based on how much they enjoyed the event! |
| **** | **NICE TO HAVE** |
|  | Food/hot drink once competitors finish |
|  | Ribbons/prizes (CRNZ can supply ribbons if appropriate) |
| **** | **TIMING** |
|  | Suggest you use Webscorer which is free and easy to use on a tablet. |
|  | You will need three people running the finish timing:   * One to call numbers as they cross the finish line * One to write numbers down * One to push the timing button on webscorer and add the numbers in afterwards |
|  | The timer on webscorer hits the timing button as each paddler crosses the finish line and can go back at the next available break to punch in the boat numbers against the times. This is the fastest and easiest way to do it. You can decide to record lap times if you wish, but it is easiest to record only the finish lap.  It is also good if the first two people take account of the laps completed for each paddler. The easiest way to do it is to use the lap recording sheet attached. |
| **** | **SAFETY** |
| **** | Ensure you know the number of paddlers on the water. **MING** |
| **** | Ensure you take note of any people that pull out of a race. **MING** |
|  | At your briefing please remind people to tell the finish line if they have pulled out of a race so they can keep track of the number of people on the water. It would also pay for safety personnel to radio this in for any people they bring in. |
|  | Ensure paddlers have personal flotation devices (PFDs) if necessary (based on conditions, age, swim ability and harbour-master’s requirements). |
|  | Safety boats need to ensure they can regularly see all of the course between them. This may require moving every few minutes. |
|  | Make sure they are in radio/phone contact. |
|  | Ensure you have a basic medical kit on hand and know the fastest way to the local medical centre or hospital. |
|  | Safety crew (and marshals) should also keep an eye out for unsportsmanlike and dangerous behaviour and act accordingly. |
| **** | **EQUIPMENT YOU MAY NEED** |
|  | Safety Boats |
|  | Spare PFDs |
|  | Tablet/laptop – Webscorer installed |
|  | Entry/waiver forms / registration sheets |
|  | Lap recording sheets |
|  | Printer (optional) |
|  | Megaphone |
|  | Buoys with anchors/weights (for start / finish line / turning points) |
|  | GPS to survey course |
|  | Table and chairs for timers and registration |
|  | Back-up timer (stop-watch) |
| **** | **AFTER THE EVENT** |
|  | Ensure all paddlers are safely off the water |
|  | Collate results and run prize-giving |
|  | Ensure you pack everything away and tidy up the venue. Remove any rubbish. |
|  | Return any borrowed/hired equipment |
|  | Lock Council gates |
|  | Send results and race report (plus photos!) to CRNZ |
|  | Publish results and race report on your website/social media |
|  | Ensure any incidents are well documented and followed up on if necessary |
|  | It is a good idea to run a post-event debrief for future learnings |