

Regatta Co-ordinator Checklist

This checklist is to assist the Regatta Coordinator (Head Coach) provide timely advice to intending participants and supporters. The checklist enables a systematic approach to be taken when entering participants on behalf of the Club, ensuring personnel and resources are readied and appropriate follow up actions occur. The Regatta Coordinator should be prepared to delegate a number of the tasks listed.

Task	Timing
Issue formal communication ¹ to members about regatta (provide link to regatta website), costs and deadline for payment, deadline for expressing interest	3 weeks before regatta
Check (with Membership Secretary) all intending rowers are paid up BRC members, have paid RV competition fee and signed RV waiver	2 weeks before regatta
Discuss crews and boats with Captains and assign	
Ensure accommodation has been organised	
Arrange for a volunteer to do bow numbers at the regatta	
Assign a BRC Marshall (Covid safety)	
Organise a Boat Race Official (BRO) if required by RV	
Organise loan marquee	
Allocate a volunteer to take photos and/or request photos from participants/supporters	
Submit entries to RV on Rowing Manager	1-2 weeks before regatta
Organise date and time for loading trailer and communicate to all regatta participants	
Check (with Captains) all required boats are ready to row	
Check (with Equipment Officer) trailer has been safety checked and is ready to use	
Ensure all required permission forms for juniors have been completed and returned and sighted by Child Safety Officer	1 week before regatta
Check first aid kit in Regatta Tub #1 is complete & replenish supplies if needed	
Remind regatta participants to attend trailer loading	
Organise date and time for unloading trailer and communicate to all regatta participants	
Transcribe events, crews and boats onto 2 whiteboards (one for boat zone and one for marquee)	1-2 days before regatta
Supervise boat and other equipment loading	
Use separate checklist to record all boats and equipment loaded	
Pack to take	
All boats, oars and riggers as agreed with Captains	When loading trailer
Cox boxes (including chargers) and headsets	
Covid safe equipment inc. sanitiser buckets & cleaning materials	
Whiteboard & pens	

¹ BRC formal communication is issued via Revolutionise Sport. All communications to Juniors will also include communication to parents/guardians in line with BRC child safe communication protocols.

Bottled water	
Regatta Tub #1	
Sunscreen	
Junior transport and guardianship permission forms	
Emergency contact list of all regatta participants	
Spare shoes	
Toolkit	
Rigging spares box	
Marquee	
Boat ties	
trestles	
BRC banner	
Before coming home	
Supervise boat and other equipment loading	Before coming home
Check all equipment taken to regatta against the itemised check list to ensure it is accounted for before leaving the regatta	
Post regatta	
Supervise boat unloading	1-2 days after regatta
Mark all boats and equipment returned on checklist	
Ensure all unloaded equipment is replaced in proper place	
Replace hard copy emergency contact list of all regatta participants	
Report any breakages/missing equipment to Equipment Officer (and Committee if significant)	
Provide complete list of races each rower competed in to Treasurer for cross referencing with RV invoice and invoicing rowers	Within 1 week of regatta
Give completed Junior transport and guardianship permission forms to Secretary for filing	
Ask participants for feedback to assist with continuous improvement	