

Club Toolkit Event Checklist

Waka Ama Events

CHECKLIST

	Pre Event - Select a suitable venue with appropriated amenities, parking etc.
	Select a suitable race course (think of alternate course for bad weather)
	Seek council permits and Harbour Master approval if necessary
	Check dates, tide times and weather forecasts
	Utilises information from previous events or similar events

	Complete sanctioning process see information here
	Seek local funding and sponsorships
	Gather resources needed (for example):
	<ul style="list-style-type: none"> • Louder hailer
	<ul style="list-style-type: none"> • Registration tent
	<ul style="list-style-type: none"> • Waka hireage for out of town clubs
	<ul style="list-style-type: none"> • Event Prizes
	<ul style="list-style-type: none"> • Numbers to identify canoes
	<ul style="list-style-type: none"> • Walkie Talkies
	<ul style="list-style-type: none"> • First aid
	<ul style="list-style-type: none"> • Course markers (buoys)

	Start organising support boats – see support boat calculator here
	Put Panui on the website
	Once entries are online, keep an eye on payments etc.

	Waka Ama NZ will send through race entries and amounts clubs owe once entries close
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	Organise packs for race day
	Print off waiver forms and course maps – example waiver form here
	Organised volunteers and their duties, such as:
	<ul style="list-style-type: none"> • Registration and admin
	<ul style="list-style-type: none"> • Support boat and start boat personnel
	<ul style="list-style-type: none"> • Safety checks
	<ul style="list-style-type: none"> • Results

	Race Day – Ensure all volunteers are briefed by Race Coordinator
	Keep track of paddlers that register and their waiver forms
	Keep an accurate tally of how many Waka on the water in each race
	Perform safety checks for every Waka and keep forms – often a good idea to use these for spot prize draw
	Use Pocket Timer Pro for race timing and results – See here for more information
	Fulfil all sanctioning requirements

	Post Event - Ensure all results are posted immediately after race – allow for teams to check results
	Present winners of each category with prizes or certificates
	Send Waka Ama NZ results and photos to post on website
	Complete post-event reporting form and any incident forms
	Leave venue in condition that you found in it

	Return hired gear
	Complete a debrief with the organising committee, take notes for future events and for next year

Related links and resources

<http://www.sportnz.org.nz/managing-sport/guides/event-management-for-clubs>