

## **Paddle WA Marathon Race Director Guidelines**

- A. Sequence of Activities: Planning Phase
- B. Sequence of Activities: Race Day
- C. Equipment Check List
- D. Paddlers Briefing Framework
- E. Volunteer Check List

### A. Sequence of Activities, Planning Phase:

Activity	Comment	Notes
1. Permits, Approvals	Relevant Council if required, month before	
2. Update Risk Register for event specific items, forward to local authorities if requested.	Should check, required for permits	
3. Prepare Registration & post	Webscorer expert 2 wks prior	
4. Flier to Market Event	Facebook & Marathon Mail Chimp by relevant editor[s]	
5. Print Maps	Dave Griffiths – Pay cash	
6. Print certificates or Prepare Medals & Trophies	Officeworks	
7. Recruit Volunteers	See requirements on Volunteer list below	
8. Check Equipment	See requirements on Equipment Check List below	
9. Registration reminders	Facebook editor	
10. Confirm, Direct volunteers	Check available, send instructions, week before	
11. Prepare Paddlers' Briefing	RD	
12. Prepare & Review Start Lists	Webscorer expert	
13. Update Race Notes on Start List	RD: Race Day schedule & Paddler preparation	
14. Post Start List on FB	FB Editor	
15. Load iPads to take to Start	Webscorer expert	
16. Prepare Race-Day Paperwork	Big map mounted, Certificates, Sheets: Registration, Check points, ER contacts,	

## B. Sequence of Activities, Race Day:

1. Transport equipment to site
2. Set up
3. Make sure volunteers are proceeding according to Race Day Run Sheet
4. Registration
5. Deploy Boats and Turn Point Marshalls
6. Paddlers' Briefing
7. Start
8. Timing
9. Results Presentation
10. Pack-up
11. Post Results

## C. Equipment Check List

<b>Registration:</b>		<b>Start &amp; Timing:</b>
Table		iPads
Chairs x 2		Clipboards w check lists
Rego Sheets		Marquee
Pens		Loud hailer
Textas		
Numbers		<b>Check Point Marshalls:</b>
Number Slots		Check lists
Sunblock		Emergency Response List
<b>Course:</b>		<b>Boats:</b>
Buoys x ?		Boats
		Petrol
<b>Briefing:</b>		
Briefing notes Guppy & Senior		<b>Presentations:</b>
PA System		Certificates
Maps		

## **D. Paddlers Briefing Framework**

1. Welcome & Intro
2. Thanks to Sponsors & Helpers
3. Course Details
4. Conduct on the water:
  - a. River rules
  - b. False starts [Don't stop, time penalty]
  - c. Missing buoys [Time penalty]
  - d. Wash-riding restrictions if any
5. Safety:
  - a. Hazards
  - b. Duty of care
  - c. Boats can withdraw paddlers
6. Paddler Preparation reminders
  - a. Number holders
  - b. Sun protection
  - c. Hydration
7. Grids:
  - a. Grid description
  - b. Relation to race numbers
  - c. Timing of grids
  - d. Starting protocol
8. Schedule:
  - a. Start time
9. Questions

## E. Volunteer Check List

See PaddleWA current volunteer database

Set-up
Boat Deliverer
Boat Unload/Load Helpers
Boat Driver X 2
Boat Crew
Registration X 2
Starter & Emergency Coordinator
Timers x 2
Spotters x 2
Turn Official x ?
Guppy Escort x 2
First Aid
Photographer