**Waka Ama Events**

**Event Checklist**

|  |  | **Pre-Event Planning** |
| --- | --- | --- |
|  |  | Select a suitable venue with appropriate amenities, toilets, parking etc. |
|  |  | Select a suitable racecourse (incl. an alternative course for weather changes) |
|  |  | Seek council permits and Harbour Master approval where necessary |
|  |  | Check dates, tide times and weather forecasts |
|  |  | Utilise information from previous events or similar events |
|  |  | Seek local funding and sponsorship |

|  |  | **Sanctioning & Online Event Set-Up** |
| --- | --- | --- |
|  |  | Request your event date with Waka Ama NZ |
|  |  | Complete the event sanctioning process ([forms available here](https://wakaama.co.nz/pages/view/16)) |
|  |  | * Operations & Safety Management Plan |
|  |  | * Event Sanctioning Agreement |
|  |  | * Event Waiver/s |
|  |  | Provide event Pānui for WANZ website |
|  |  | Provide all event race and division information for entry set up |
|  |  | Provide entry fee and payment information |

|  |  | **Event Preparation** | |
| --- | --- | --- | --- |
|  |  | Gather resources needed (for example) | |
|  |  | * Louder hailer / sound system * Registration tent/equipment * Start flags * Waka hireage * Event Prizes | * Waka numbers * Walkie Talkies * First aid resources * Course markers (buoys) * Safety/support boats ([calculator here](https://wakaama.co.nz/supportboatcalculator)) |
|  |  | Organise race day packs (if applicable) | |
|  |  | Print off waiver forms ([forms available here](https://wakaama.co.nz/pages/view/16)) | |
|  |  | Print off course maps | |
|  |  | Allocate volunteer duties (e.g. rego/admin, loading bay, water crew, safety checkers, runners, setup / packdown, results) | |

|  |  | **Race Day** |
| --- | --- | --- |
|  |  | Ensure all volunteers are briefed by Race Director |
|  |  | Ensure all paddlers register and complete their waiver forms |
|  |  | Ensure you count the waka on the water for each race and match it to the entries |
|  |  | Perform safety checks for every Waka and keep forms |
|  |  | Use a suitable timer for race timing and results |
|  |  | Adhere to the Operations and Safety Management Plan |
|  |  | Adhere to all Waka Ama NZ sanctioning documents for the event |
|  |  | Complete an event prizegiving |
|  |  | Complete pack down and clean up of venue |

|  |  | **Post Event** |
| --- | --- | --- |
|  |  | Ensure race results are available to participants in a timely manner |
|  |  | Send Waka Ama NZ event results, photos and links to any media content to post online |
|  |  | Send Waka Ama NZ any incident forms |
|  |  | Complete the online Post Event Report form |
|  |  | Return all hired gear |
|  |  | Complete a debrief with the event organising committee (take notes for future events) |