

Pre and Post Regatta Procedure Manual

Pre Regatta

Equipment	Who	When	
Boat list	Coach	2 day before loading	
Paddle list	Coach	2 days	
PFDs	Athletes	Loading	*OLD ones pls
Straps (2 x boat)	Coach	2 days before	Count
Numbers	Coach	2 days	
Tools	Coach	Loading	
Tent	Jr athletes	Loading	
Flag – Lynda has in office	Coach	Loading	
Tape (3 x Duck, 3 x Electrical)	Coaches	2 days	
Final walk around.	Coaches	Loading	
Extra singlets	Coaches	2 days	note who borrowed
Portable boat racks	Athletes	Loading	

During Regatta

Straps stored	Athletes		
Numbers and water made accessible	Coach		
Smaller equipment stored	athletes		

Post Regatta

Collection of receipts/expenses	Coach	After arrival same day	
Balance sheet	Coach	1 day after	
Come out with a final fee for athletes/parents, etc	Coach	1 day after	
Send invoices/ email reminding to pay fees	Coach	2 days after	
Boat unloading	Athlete	2 days after	
Straps chained and in bucket	Athletes	Unloading	
Paddles lifebelts, etc away	Athletes	Unloading	
Clean truck/van	Athletes	“	Coaches to assist
Put away trailer and truck.	Coaches	“	
Clean the water Gatorade tub.	Athletes	“	
Final walk around.	Coaches	“	

*** Coaches are 100% responsible for following up with all tasks to ensure the success of this.**