

## Regatta Guidelines for Team Managers

### ***As early as possible:***

- The coach will notify club members of the upcoming regatta. Members should enter their names on the website EVENTS Tab / Date – Drop Box 'Regattas'. The closing date will be two weeks before entries close.
- The coach will ask for volunteers to fill the positions of team manager and assistant. All information for Team Managers such as entry forms can be found on the DBNSW web site.
- If more paddlers are needed the coach or manager will liaise with other interested clubs to make a combined team and forward those names and ID numbers to the manager. The manager will collect entry fees.

**Entry Forms:** The manager completes and sends the entry form by the due date.

**Regatta Preparation:** Notify crew of paddling times if different from usual sessions.

**Delegate:** Equipment, site set-up, uniforms – if any changes.

### ***Paperwork:***

- Type crew lists in alphabetical surname/full name for submission on regatta day. Note Sweeps and Drummers on the list.
- Have a separate crew list for each category entered.
- Combined crew lists should have individual club members listed separately on the one form.

**Regatta details:** Regatta managers will send an email to all members in the week before the regatta reminding them of what to take on the day, i.e. drink, food, chair, personal equipment, paddle, hat, sunglasses, sunscreen, change of clothes and any medication required.

### **ON REGATTA DAY:**

**Site setup:** Make a time to meet to set up the site on regatta day.

**Regatta Briefing:** The coach, sweeps, manager and assistant (or 1 person from the club forming the composite crew) to attend the briefing, which is usually about 1 hour before racing commences. All to report relevant information to all paddlers, as well as make decisions on the run during the day if necessary.

**Crew Registration:** If not completed on-line, hand in completed crew lists with payment at the Registration tent.

**Race times:** Keep the crew informed of race times. Regattas are rarely on time and if ahead of schedule, races will start earlier than the stated time. Listen for announcements and check with marshals.

**Marshalling:** Have crew at the marshalling area before their next race. Remind everyone to have their paddle and name ticked off; otherwise, they will not be able to participate.

**Results:** Appoint 1 or 2 people to record placings and times of your races. This can be done by a non-paddler or the manager.

**At the end of the day:** Managers to coordinate the pack up of equipment and conduct a written or verbal survey of feedback from the day.