

CHECKLIST FOR REGATTA HOSTING

ADMINISTRATION

- ? MRA Sanction (**Mandatory = M**)
- ? Site approval
- ? Community Permits and Approvals
- ? Event Insurance
- ? Budget
- ? Regatta Program (**M**)
- ? Event Announcements
- ? Event Draws
- ? Heat & Event Sheets
- ? Results
- ? Final Report (**M**)

SAFETY

- ? PFD's (**M**)
- ? First Responders/St. John's Ambulance (**M**)
- ? First Aid Station (clearly marked) (**M**)
- ? Toilet facilities with running water or antibacterial cleansing agent (**M**)
- ? Spinal rescue board
- ? Working phone with Emergency Services numbers posted (**M**)
- ? Fire extinguisher at refueling site
- ? Weather radio or direct phone line for weather info (**M**)

COMMUNICATIONS

- ? Public Address System (**M**)
- ? Batteries for Officials equipment (2 way radios-AA, megaphones-C)
- ? Radio system for communication between clerk, start and finish (**M**)
- ? Radio system for communication between aligner and boat holders (**M**)

COURSE

- ? Buoyed Course (if possible)
- ? Clearly visible start line (**M**)
- ? Clearly visible finish line (**M**)
- ? Course installation
- ? Shore and water markers: distance and hazards in addition to start/finish (**M**)
- ? Map of course showing practice/racing traffic patterns, hazards, etc. (**M**)

START & FINISH

- ? Starter's Position (**M**)
- ? Stakeboats or Starter's platforms (where possible)
- ? Aligner's Position (**M**)
- ? Finish Judges Position (**M**)
- ? Finish Flags & Horn (**M**)
- ? Video Recorder at Finish
- ? Blank Video Tapes
- ? Batteries

LAUNCH/HEADQUARTERS

- ? Clerk Station: Tent/Table(s)/Chairs/P.A. System **(M)**
- ? Electricity for P.A. System
- ? Bow Markers **(M)**
- ? Weigh-in scales
- ? If multiple-day regatta consider security for boats

MOTORS BOATS

- ? Motorboats for course installation **(M)**
- ? Referee boats for Regatta (minimum 2) **(M)**
- ? 1 Spare boat
- ? 2 Safety boats for regatta **(M)**
- ? All Oil & Gas

OFFICIALS

- ? Contact MB Officials Chair minimum 2 months in advance of event **(M)**
- ? Minimum of 4 RCA Licensed Officials must be present **(M)**
- ? Provide assistance to Chief Referee if all officials not available
- ? Clerk of Course **(M)**
- ? Dock Marshall/Assistants **(M)**
- ? Assistants for Timing to work with Finish Judge **(M)**
- ? Camera for Photo-finishes
- ? Refreshments/Lunch for Officials

VOLUNTEERS

- ? Regatta Chairperson **(M)**
- ? Regatta Committee
- ? Boat Drivers **(M)**
- ? Boat Holders
- ? Assistants to officials (if required) Clerk of Course, Clerk of Scales, Dock Marshall, Timing Assistants **(M)**

AWARDS

- ? Awards for all Events
- ? Venue for Awards Ceremony
- ? Photographer
- ? Banquet/Party

CONCESSIONS

- ? Food services for athletes, coaches, officials and spectators.
- ? Garbage bins
- ? Area with chairs and tables (if possible)