

Waka Ama Events Event Checklist

Pre-Event Planning

<input type="checkbox"/>	Select a suitable venue with appropriate amenities, toilets, parking etc.
<input type="checkbox"/>	Select a suitable racecourse (incl. an alternative course for weather changes)
<input type="checkbox"/>	Seek council permits and Harbour Master approval where necessary
<input type="checkbox"/>	Check dates, tide times and weather forecasts
<input type="checkbox"/>	Utilise information from previous events or similar events
<input type="checkbox"/>	Seek local funding and sponsorship

Sanctioning & Online Event Set-Up

<input type="checkbox"/>	Request your event date with Waka Ama NZ
<input type="checkbox"/>	Complete the event sanctioning process (forms available here)
<input type="checkbox"/>	<ul style="list-style-type: none"> • Operations & Safety Management Plan • Covid Policy Sanctioning Agreement • Sanctioning Agreement • Event Waiver/s
<input type="checkbox"/>	Provide event Pānui for WANZ website
<input type="checkbox"/>	Provide all event race and division information for entry set up
<input type="checkbox"/>	Provide entry fee and payment information

Event Preparation

<input type="checkbox"/>	Gather resources needed (for example):	
<input type="checkbox"/>	<input type="checkbox"/> Louder hailer / sound system <input type="checkbox"/> Registration tent/equipment <input type="checkbox"/> Start flags <input type="checkbox"/> Waka hireage <input type="checkbox"/> Event Prizes	<input type="checkbox"/> Waka numbers <input type="checkbox"/> Walkie Talkies <input type="checkbox"/> First aid resources <input type="checkbox"/> Course markers (buoys) <input type="checkbox"/> Safety/support boats (calculator here)
<input type="checkbox"/>	Organise race day packs (if applicable)	
<input type="checkbox"/>	Print off waiver forms (forms available here)	
<input type="checkbox"/>	Print off course maps	
<input type="checkbox"/>	Allocate volunteer duties (for example)	
<input type="checkbox"/>	<input type="checkbox"/> Registration and admin <input type="checkbox"/> Safety/support boat drivers and personnel <input type="checkbox"/> Start boat personnel <input type="checkbox"/> Safety checkers	<input type="checkbox"/> Results <input type="checkbox"/> Loading bay <input type="checkbox"/> Runners <input type="checkbox"/> Set up / Pack down

Race Day

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

Post Event

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