



**Australian
Canoeing**

EVENT CHECKLIST

Canoe Polo

Use this checklist to ensure that you have planned everything needed for a successful canoe polo competition. Requirements will vary from venue to venue but will include most of those listed below. Do not be tempted to do all things yourself, but enlist the help of others and be sure to follow up with them to be certain that things do get done.

Event name:

Venue:

Venue contact:

Event date:

Event manager:

<i>Requirement</i>	<i>Assigned to</i>	<i>Complete</i>	<i>Comments</i>
1. VENUE			
• Booking – Select venue and confirm booking dates and times with the appropriate authority or management. A deposit or booking fee may be required.		<input type="checkbox"/>	
• Approvals – Complete and submit any required paperwork to support the booking.		<input type="checkbox"/>	
• Insurance – If required, contact Australian Canoeing or the state association for a copy of the public liability insurance policy.		<input type="checkbox"/>	
• Fees – Agree on venue charges and check that these are reasonable and can be recovered from the competition entry fees.		<input type="checkbox"/>	
• Permits – Complete and submit any required permits.		<input type="checkbox"/>	
• Car parking – Check if adequate parking is available or whether the venue has special requirements.		<input type="checkbox"/>	
2. RISK MANAGEMENT			
• Risk assessment – Complete a risk assessment to ensure the safety of players, officials, spectators and the public. (See separate form.)		<input type="checkbox"/>	
3. BUDGET			
• Entry fees – Determine a suitable team entry fee, making allowance for venue hire		<input type="checkbox"/>	

and other expenses.

- **Costs** – Allow for event costs typically include: venue hire, equipment hire, referee payment, printing, and postage.
- **Budget** – Prepare a budget to cover all income and costs necessary for running the event. (See separate form.)

4. ENTRY FORMS

- **Entry form** - Prepare an entry form to include the event name, location, date, time, contact details for more information, and submission of completed forms. (See separate form.)
- **Send out** – Send out entry forms by email, conventional mail, or hard copy, being sure that all interested people receive a copy.

5. DRAW

A complete and workable draw is essential for a successful competition. It not only sets out a plan for the day(s) of the competition but also allows everyone to organise their time and make any necessary pre-competition arrangements.

- **Draw** – Once all entry forms have been received, determine the draw and allocate duty teams and referees.
- **Send out** – Send out the draw to all organisers, team contacts, and referees at least three days before the event.
- **Medals and trophies** – Once the draw is finalised and the number divisions confirmed, the number medals or trophies required should be decided and ordered.

6. PEOPLE

People are required for the following positions:

- Event co-ordinator
- Table official (ladder and finals)
- Scoring and time keeping (duty teams)
- Referees
- Goal line judges (national competitions)
- Boats and gear organiser
- Field set up coordinator
- Off-field set up organiser
- First Aider
- Medal presentations
- *Working with children check* Requirements met Not required

7. TABLE OFFICIALS

The following items are required by the table official:

- Computer, printer, paper, ink cartridges
- Stop watches, horns
- Score sheets, pencils

- Noticeboards, scoreboards
- Table, chair (table official)
- Table, chair (scoring - duty team)
- Referee shirts, whistles, cards
- First Aid kit

8. BOATS AND GEAR

- Boats, paddles
- Helmets, buoyancy vests, spray decks
- Balls (sizes: 4, 5, micro)
- Rubber matting for protecting pool edges

9. FIELD SET UP

Field set up will vary according to the venue and consequently it is essential that the venue is visited before the competition and requirements are assessed and approved by the venue management.

- Goals (floating or suspended)
- Shot clock
- Floating side lines
- Witches hats for marking field divisions
- Netting for protection of glazed areas
- Access steps for river competitions
- Clear areas for refereeing
- Event warning buoys for other river and lake users

10. OFF FIELD SETUP

Off field set up must provide a safe and secure access for players, spectators and the general public. In particular, any special sponsorship obligations must be met. If available, the SunSmart trailer contains marques, umbrellas, hats, and sun cream.

- Tent/marque - official's table
- Tent/marque – scoring table (duty team)
- Umbrellas for shade
- Sunscreen
- Drinks
- Boat marshalling area
- Public address system
- Electricity (generator)
- Spectator areas (seating)
- Toilets and change rooms
- Barbecue and drinks
- Car parking

11. SPONSORS AND PROMOTIONS

Australian Canoeing and state sponsors must be suitably recognised at sponsored events. Also take the opportunity to invite canoe clubs and related businesses to set up a stand or provide support.

- Meet sponsor requirements
- Banners, tear drops
- Brochures

- Invite canoe clubs and businesses
- Sponsors for medal presentations