

OPEN WATER RACE MANAGEMENT 101

Check out the video:

<https://vimeo.com/443176858/4fa7e20810>

TIMING (FROM EVENT DATE)	TASK	NOTES
11 months out (July)	Recruit key positions for event team	Meet director, safety director, boat captain, head official, coordinators for website/registration, hospitality, city/local government. This team will meet every 4 - 6 weeks.
10 months out (August)	Key dates reviewed	event dates, registration start date(usually 5 months prior), registration deadline (usually 2 weeks prior), permit deadlines (Coast Guard, TN Wildlife, City of Chattanooga). Also develop timelines for sanction approval, logo design, website set up, registration set up
	Key positions/responsibilities reviewed	Safety Director, Boat Captain, Head Official, Meet Director. Also Coordinators for Website/Registration, Entries, Hospitality, City/Local Government, General Admin., Budget
	Course reviewed	depending on time of year, water level could be a lot lower than on race day
9 months out (September)	Start sanctions	develop course maps, safety plan
	Secure boat support	motor boats, jet skis, kayaks, SUPs
	Secure timing company	find out what you need to provide - power, generators, chip pick up station, etc.
	Meet logo designed	get all formats needed for website, print, other vendors
	Sponsorships	start securing primary and secondary sponsors
	Website home page live	Save the Date should be communicated
8 months out (October)	Website goes live	note when registration opens, include general event information, rules on legal suits and tape, hotel info.
	Secure head officials	officials for open water can be hard to find, account for any travel and hotel rooms in budget
	Reserve port-o-potties	amount needed is based on expected number of people. Vendor can advise.
	Reserve tents	will need changing tents for M, F, 18 & over, 17 & under. Must have sides and roof. Also need to decide if you need tents for hospitality, officials, first aid, etc.
	Preliminary budget set	budget coordinator will update as hard costs come in
7 months out (November)	Meet information complete	add to website, email to coaches
	Events file complete	add to website, email to coaches
	Order buoys, course markers	
	T-shirt company on board	Print on demand companies provide staff and you are not left with inventory. You will need to sign a contract.

	Timelines finalized	timelines should include all necessary meetings as well as race/heat start times. Put timeline on website.
6 months out (December)	Sanctions submitted/approved	USMS sanction requires a test registration before approval
	Registration available to test	send link to USMS, if applicable
	Permits requested/secured	lead time will vary depending on government agency

5 months out (January)	Registration opens	update website accordingly, email potential participants
	Determine signage	quantity, wording/logos, placement (especially for directional). If you plan to use signage year after year, be generic.
	Order transportation, if needed	School buses are preferred, due to size
	Artwork for medals to vendor	send as EPS so vendor can manipulate
	Artwork for caps to vendor	determine colors needed - M/F, different races, etc.
4 months out (February)	Approve award design	
	Approve cap design	
	Finalize food	
	Determine # of volunteers/roles	see separate page for list of positions
	Secure EMT	
3 months out (March)	Order medals	will need to estimate based on expected number of participants
	Artwork to t-shirt vendor	send as EPS so vendor can manipulate
2 months out (April)	Order caps	will need to estimate based on expected number of participants
	Review event with head official	
	Volunteers recruited	also start assigning roles
1 month out (May)	Determine t-shirt breakdown for volunteers	Print on demand company would print these prior to event. Need sizes and quantity. Also include any for sponsors.
	Finalize volunteers	also finalize role assignments
	Finalize boat support	review course on water
	Review course on water	
	Order water sample test	if problems, get another test 10 days out
2 weeks out	Registration closes	update website accordingly
	Athlete list to timing company	timing company will assign athlete numbers (numbers should correspond to evens by 100s)
1 week out	Course set up	markers and buoys
	Goodie bag items gathered	
	Registration walk thru	make sure flow makes sense for packet pick up, athlete marking, chip pick up
	Get coolers for boats	
	Do hospitality run	
	Diagram boat/lifeguard placement on course	
2 days out	Run reports	rosters for check-in, rosters for roll call, one-day membership list, one-day membership forms, packet labels, etc.

	Stuff goodie bags	
Race Day	Water sample taken	store for one month
Post Race	Thank you letters sent	sponsors, volunteers, participants, etc.
	Reports to USA Swimming	results, accidents, financial information, one-day memberships
	Results distributed	email link to participants and post on website
	Check to USA Swimming for one-day event memberships	
	Event team budget review	

SUPPLIES

Marine radios
Yellow flags for officials
Red flags for officials
Orange flags for boat support - every kayaker and boat will need a flag
Whistles - one per boat, do not get returned so get enough to use over multiple days
Laminated phone list - enough for all boats and key team members
Large Sharpies for marking athletes - need lots to spread around
Nail clippers - found at Dollar Store
Any set up for timing chips - if not provided by timing company
Coolers - enough for land and boat support
Sunscreen
Plastic bins, if needed (we used on bin per Southern Zone team)
Dry erase board for officials (18" x 24")
Hand wipes - needed to remove sunscreen before athletes can be marked
First aid kits for boats and one for land
Air horn to sound danger if inclement weather
Starting unit - timing company may provide
PA system - timing company may provide
Generators for power, if needed
Tool Kit - scissors, duct tape, sharpies, basic tools
Snacks - it's good if each kayak is stocked with water and snacks

VOLUNTEER POSITIONS

of volunteers needed is based on 150 swimmers

POSITION	# NEEDED	NOTES
Athlete packet stuffing	4	# needed will be based on how much is in the packet
Athlete check-in/marking	10	includes check-in, packet distribution, one-day event forms signed, marking, chip pick up (may be handled by timing company)
Athlete bag check	2	Only needed for a point A to point B race. Help locate bags for athletes.
Course set up/take down	2 - 4	depends on size of course
Boat put in	6	help kayakers get boats in the water, based on 20/30 boats
Boat removal	6	help kayakers get boats out of the water, based on 20/30 boats
Swimmer exit	2- 4	help swimmers out of water and record race number
Chip removal	2	collect chips from swimmers at they exit course
Hospitality	3 - 5	depends on size of event, help with lunch, snacks, drinks, do food/ice runs
Kayakers	15 - 25	rectangular course will need less, point A to point B course will need more
Lifeguards	6	stationed throughout the course, can be stationed on motor boat. All lifeguards need rescue tubes and fanny packs.
Bus drivers	TBD	drivers will need to be licensed with whomever owns the bus
First aid	2	help out with minor injuries, First Aid station should be near race finish
Awards	2	organize and help distribute
Volunteer shirts	1	distribute shirts to volunteers
Clean up	4	