

Paddle Victoria Marathon race volunteers briefing checklist

| | |
|----------------|--|
| Event | |
| Date | |
| Chief Official | |

| Item | Completed |
|----------------------------------------------------------------------------------------------------------------------|-----------|
| 1. Welcome and thanks | |
| 2. Introduce yourself and other committee volunteers | |
| 3. Roll call | |
| 4. Call for fill-in volunteers if anyone is missing | |
| 5. Introduce volunteers working together to each other | |
| 6. Issue radios, clip boards, high vis vests, flags, whistles, etc as required | |
| 7. Explain radio protocol | |
| 8. Do a radio check and let them know you will be checking in with everyone before race start | |
| 9. Explain the course | |
| 10. Explain the boat scrutineering requirements | |
| 11. Explain the aligning and start procedure | |
| 12. Explain the procedure for turn buoy officials | |
| 13. Explain the portage procedure | |
| 14. Explain the role and positioning for rescue boats | |
| 15. Explain the rescue procedure | |
| 16. Explain the finish and number recovery procedure | |
| 17. Let officials know to return high vis vests, clip boards and radios to the Chief Official at the end of the race | |
| 18. Let volunteers know what time they are required to be in position | |
| 19. Radio check once volunteers are in position | |
| 20. Let officials know when the race has commenced | |

Paddle Victoria Marathon race volunteers contact list

| Position | Name | Mobile # | Radio # | Radio returned |
|------------------------|------|----------|---------|----------------|
| Chief Official | | | | |
| Deputy Chief Official | | | | |
| Competition Manager | | | | |
| Chief Course Umpire | | | | |
| Safety Officer | | | | |
| Technical Officer | | | | |
| First Aid Officer 1 | | | | |
| First Aid Officer 2 | | | | |
| Raft Marshal | | | | |
| Pre-race scrutineer | | | | |
| Safety Boat 1 – driver | | | | |
| Safety Boat 1 – crew | | | | |
| Safety Boat 2 – diver | | | | |
| Safety Boat 2 – crew | | | | |
| Safety Boat 3 – driver | | | | |
| Safety Boat 3 - crew | | | | |
| Announcer | | | | |
| Aligner | | | | |
| Starter | | | | |
| Finish line judge | | | | |
| Timekeeper 1 | | | | |
| Timekeeper 2 | | | | |
| Turn Buoy 1 | | | | |
| Turn Buoy 1 | | | | |
| Turn Buoy 2 | | | | |
| Turn Buoy 2 | | | | |
| Turn Buoy 3 | | | | |
| Turn Buoy 3 | | | | |
| Portage - entry | | | | |
| Portage - exit | | | | |
| Post-race boat control | | | | |

