**SECRETARY**

Requested (✓)

Complete (✓)

6 months before the race

1. **Book event with British rowing**

*Philippa sends a calendar around each year.*

*Check the British rowing website to make sure that it's done.*

*MBSBH is typically before the half term break (c. 2nd Saturday in October)*

-Philippa Sondheimer <philippa@haringtonglass.co.uk>

1. **Book Portable Toilets from D.A.N Hire**

*3 x single toilet units @ £65 each + VAT. 1 x urinal block @ £120 + VAT. Including delivery and collection. Usually arrive on Friday.*

-Hilary Newman <infodanhire@gmail.com>

1. **Book 2 Safety Boats from Bristol Avon Sailing Club**

-Rick Staples <rick.staples@ncsbisley.com>

1. **Book Medics from SWS Medics**

*In the past we have booked; 1 Emergency Medical Technician, 1 first responder and 1 4x4 RRV ambulance.*

-Steve (bookings@swsmedics.co.uk cc in steve@swsmedics.co.uk)

3 months before the race

1. **Notify Marinas (Salford & Bath), Barnsdale Park Field, Riverside Inn and Moored Boats**

*Jim will emails all of the above about all of the annual events in one go. Make sure that he has done it.*

***For Saltford Marina,*** *include a copy of the insurance docs (Jim may have also done this).*

-Jim Dawson (jamesdawsonbath@yahoo.co.uk)

1. **Send indemnity for Marina space.** *To Lynn and Darrell Pickup, who own the area that the finish marshals use. You can use last year’s letter as a template.*
2. **Update website documents.** *Most will be very similar to last year.*
3. **Recruit Volunteer coordinator.**
4. **Email Safety Plan and Risk Assessment to the British Rowing Regional Safety Adviser.**

*They are named on the British Rowing website. Safety officer and Welfare officer should have updated the safety/safety plan.*

1. **Obtain Canal and River Trust (CART) License**

*Following the instructions on their website.*

1. **Check prize/mug inventory**

*Monkton DOR will check stock at the boathouse. More can be ordered here and will likely go to Julian Bewick’s home address:* [*www.webrandit.co.uk*](http://www.webrandit.co.uk)

1. **Check Empacher inventory**

*We usually take the box of Empacher numbers and sort them out. We can avoid using missing numbers, and report the situation before and after the race. Usually in the Avon County store and the key to that is in the key safe.*

1 month before the race

1. **Return British Rowing Documents.** *These are usually emailed to you 1 month before the race.*
2. **(If possible) request corporate sponsorship.** *Could be from any local business.*

1 week before the race

1. **Post keys to Bryanston school**

*They come up the night before, pop the trailer in the field and stay over the road at the Prospect House B+B.*

**-** **Philip Tinsley** **tphiliptinsley@gmail.com**

2 days before the race

1. **Bring/print;**
	1. **For each club**
		1. *Envelope, Starting order, instructions for competitors, crew entries by club, maps*
		2. *Empacker numbers, racing numbers (for bow person)*
	2. **For each volunteer**
		1. *Volunteer rota (inc contact details), job descriptions, maps*
	3. **For the site**
		1. *Maps, stopwatch timesheets, safety plan, welfare plan*
		2. *Pens, pencils, paper, safety pins, stapler, envelopes*
		3. *Printer, tarpaulin/cling film (for floor)*

1 day before the race

1. **Supervise the set up**
2. **Check the river & weather**

In person and online: <https://canalrivertrust.org.uk/notices/14737-river-avon-bath-to-hanham>. *Liaise with safety officer and umpires about whether there are any issues.*

On race day

1. **Open (7am) and close (5pm) Barnsdale Park field**

You'll need to get the key off someone at Avon.

1. **Supervise the day**