# Briefing Checklist

## Event: Click here to enter text. Date: Click here to enter text.

## Chief Official: Click here to enter text.

## Technical Director: Click here to enter text.

## Safety Officer: Click here to enter text.

## Following is the minimum requirement for a marathon race briefing.

1. Complete details under each section.
2. Tick each item as it is announced.
3. At the conclusion of the briefing the Chief Official should sign this checklist.
4. **Keep this document with all race records.**
* Welcome all competitors, spectators, volunteers, VIPs and sponsors
	+ VIPS

Click here to enter text.

* Thank all sponsors (Chief Official)

|  |  |
| --- | --- |
| MajorClick here to enter text.  | MinorClick here to enter text.  |

* Safety Issues (Safety Officer)
	+ Sun safe policy

The ‘Sun Safe Policy’ requires that all paddlers ~~where~~ wear a shirt. This will be checked at Raft Marshalling. All paddlers are strongly advised to wear adequate sunscreen and a hat.

* + Safety boats

Click here to enter text.

* + Assistance and redress

ACI Rule 30 (1) allows for redress where a competitor renders assistance in accordance with ICF Rule 30 (Safety Measures) and his/her finishing position has been materially prejudiced. The competitor may request redress from the Competition Committee.

* + Withdrawal procedure

Any paddler withdrawing from the race MUST immediately hand their boat number into the nearest official. This will ensure that we are not looking for a boat on the course that is not there.

continued over…

Course description/Changes (Technical Director)

* + Map of Course

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* + Conditions and Obstacles

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* + Turns and buoys

Click here to enter text.

* + Finish and start line/s

Click here to enter text.

* + Portages

Click here to enter text.

* + Laps

Click here to enter text.

* + Start order and procedures

Click here to enter text.

* + Warm up area

Click here to enter text.

* + Warm down area

Click here to enter text.

* + Post race scrutineering

Click here to enter text.

* + Collecting and handing in boat numbers

Click here to enter text.

* + Raft Marshalling procedures including buoyancy requirements

Click here to enter text.

* Any Other Issues

Click here to enter text.

Signed:

Chief Official