



Devonport Schools Waterwise Society Inc.
P.O. Box 32-309, Devonport, Auckland 0744

SUGGESTED CHECK-LIST FOR ANNUAL DEVONPORT SCHOOLS WATERWISE REGATTA

- Decide on date & a save date.
- Send letter of invitation to schools. Request names of children & 1 WW instructor & 1 parent helper in advance. Ensure you have the WW instructor's contact phone number in case of postponement.
Roles: *WW instructor* is there to be in the water with the team to push off & catch when in the opti's. The *parent helpers* are to stay with the team on the beach by their flags & ensure all the children support their team mates. They also need to have towels ready & keep an eye that the children don't get cold (wet-gear for parent helpers is not required).
- Organising School to work through programme & assign duties for the day. Give a copy of the programme to all instructors in advance.
A suggested minimum of 8 instructors is required to run the event as follows:
 - o 4 instructors in 2 patrol boats
 - o 1 instructor with your school team
 - o 2 instructors to start races
 - o 1 instructor to organize bbq
- Organise a BBQ. You can request the use of the Wakatere Boating Club bbq. The blue club key opens the storage shed in driveway (opposite toilets) where BBQ is kept.
- Get certificates printed at Devonport Copy Shoppe. If possible, arrange for one of your WW instructors to fill in the certificates prior to the day but bring along a spare 1 or 2 in case of last minute change.
- Purchase ribbons to match the colours of the school regatta flags. To check colours, the regatta flags are kept in the 2nd locker on the left-hand side. These flags are handed out to the teams on the day & they can wear them however they like.
- Arrange a Whiteboard & Markers for recording the race results. There are plenty of smaller whiteboards in the Wakatere Boating Club training room available for use. Check for markers in advance as they have a habit of disappearing i.e. suggest you bring your own.

- Organise who will be giving out the certificates – an option is to ask a club sailor who recently did well at the Opti Nationals (held every Easter). You will need to arrange this in advance as the sailor will need to get time off school (1/2- 1 hr depending on where their school is)
- Suggested shopping list (based on 28 children):
 - o 54 sausages (children, WW instructor & parent helper)
 - o 3 loaves Bread
 - o Tomato sauce
 - o Napkins
 - o 28 Chocolate bars – crunchie, moro, milky bar (No peanut ones)
 - o 28 cans of lemonade – the cheapest ones, suggest Spree
- Items to take on the day:
 - o Oil for BBQ
 - o Tongs for BBQ
 - o Whistle or Clappers for starting races
 - o Certificates
 - o Ribbons
 - o (If really cold –you can bring some milk & milo & towards the end of the regatta offer them all a hot drink)
 - o Contact phone numbers for all school WW instructors in case you need to call them from the beach to cancel
- Notes of instruction on the day:
 - Waterwise instructors:** Can offer advice on rigging but can't rig, assist their team to get into their wetsuits & lifejackets, to assist their team in the water during the races i.e. catch & release, help their team wash their lifejackets & wetsuits & put back into the lockers; make sure their children keep warm
 - Parent Helpers:** Parent must wear a lifejacket at all times when on the beach, children are to ask them for permission to go to the toilet, keep children together in their team; encourage team to support their fellow team mates (vocally), get towels to wrap around the children to keep them warm
 - Children:** Toilet – must take buddy & must ask their team parent helper, stay in teams, lifejackets must remain done-up at all times, how you will use the whistle & what the emergency whistle is should you need all children to get out of the water & where to report to, remind rules for tidying up & washing gear
- Have fun!