



## **Acting Team Leader Checklist**

- Have a team list with contact numbers
- Organise trailer or on roof transport
- Decide on time to meet at club, organise paddlers on arrival
- Take First Aid kit, spares, emergency supplies
- On arrival sign in at race desk
- Collect number boards from Check-In and give them out
- Be responsible for any under 18s
- Remind paddlers of time of race
- Be available if there is a dispute between racers and club officials
- Collect in number boards and return
- Decide on time to leave and remind paddlers to have boats on trailer
- On return make sure boats are put away and club locked up