

18 Months Prior?

- Consider it's place in the Calendar
 - Type of event
 - Development
 - Competition
 - Squad
 - Course
 - Time of year
 - Surf conditions
 - Frequency, size, temp..
 - Weather
 - Tides
 - Neaps are easier for comps
- Check for clashes
 - SCA Surf
 - BCU Surf
 - SCA
 - Other surfers
 - Holidays
 - Personal
- Access or Permissions required?
- Risk assessments / Accident procedures
- Feasibility?

Early On

- Event Information Document
 - Venue
 - Date
 - Specific Conditions
 - Risk assessment
- Have Booking system in place
- Advertise
 - Flyer
 - Website
- Get the team together
- Funding
 - Costs
 - Grants
 - Sponsors
- Make relevant bookings
 - Accommodation
 - Boats
 - Other equipment
 - Transport
 - SCA Gazebo

The Week Before

- Watch the forecast
- Have a checklist
 - Examples available for download
- Thursday call
 - Email
 - Phone
 - Venue Shift?
- Ensure helpers are coming & know the teams roles & responsibilities
- Notify access?
- Prizes available?
- Confirm numbers for accommodation...etc

On The Day

- Check
 - The surf
 - Location
- Notify coastguard if required?
- Meet & greet
- Admin first
- Allocated jobs?
 - Admin team
 - Beach organisation team
 - Judging team
 - Rescue
 - First-aiders
- Event Briefing
 - At the cars
 - On the beach
- Dynamic risk assessment

After

Complete

- Finance
- Accounts
- Equipment returned

- Thank you's

- Articles

- Review

- Next one?