



Suggestions for Planning an Open Water Race:

5-6 Months ahead

1. Start with Lake Permit 5-6 months ahead so it gives sufficient time for the city to approve it.
2. Assist Swim BC in developing a Meet Package for sanction.
3. Recruit Organizing Committee Members

3-4 Months ahead

1. Review equipment needs and current supplies
2. Determine how many kayaks/paddle boards required and start to source out
3. Require (at minimum) 1 power boat, in which referee can ride with another person steering
4. Secure onsite medical support (i.e St John's ambulance)
5. Order Caps – Order lighter colours so the numbers can be seen but not too light that swimmers can't be seen from distance as lighter colour caps blend in with water.
 - a. Suggestion is use White marker for numbers if have darker colour caps.

1-2 Months ahead

1. Call out for volunteers and equipment. You would require about 25-30 volunteers for things. This includes set up/take down crew, Person who can set up the lake with buoys based on route, 1 Clerk of Course, 2 Data recorders (one calls out and other enters in system), 3 registration personnel, 6 body markers, 1 Nail clipper supervisor, 3 timers, 6 place judges (one calls cap number and second writes), 6 turn judges
2. Secure Lifeguards: depending on how many turns in your route, you may need 7-8 lifeguards.

About a Month ahead

1. Approach food stores for donations if you would like to have for swimmers such as Chocolate Milk, yogurt, granola bars, fruits etc
2. Make sure to connected with Swim BC with what can they bring in terms of equipment so you can arrange for rest
3. Buy ropes and other equipment as needed

1-2 weeks ahead

1. Start organizing your paperwork and plan for the day
2. Write Competitor numbers on both sides of the swim caps. Write 3-4 extra just in case there are deck entries
3. Caps are separated by colour for each age group and gender so 6 colours required
4. You can use numbers like below:

11-12 Girls	Purple	101-128
11-12 Boys	White	201-212
13-14 Girls	Orange	301-335
13-14 Boys	Yellow	401-420
15 & O Girls	Pink	501-530
15 & O Boys	Green	601-630

5. It would be good to give Event names for 15&O first and go backwards because we started 15&O boys first so Event 1 should be that and 11-12 Girls should be Event 6
6. Get a camcorder with stand to have recording of finish chute it helps if competitors come together and it was hard to tell them apart for placement or to locate missing numbers
7. Charge Walkie-Talkies and test watch batteries (recommended to put new ones in)



8. Print all the paper work:
 - a. 5-6 copies of Psych Sheets with Competitor number (For Ref, Clerk of course, registration, starter, Marshal)
 - b. Announcer's Sheet
 - c. Guard zone
 - d. Late/Limited event registration forms
 - e. Placement Sheets for your place judges – 3 copies
 - f. Sign in/out sheets (Will be used for swimmer sign in at registration and then for sign out as they finish and come out of water)
 - g. Top three finishers sheet for medal presentation
 - h. Open water infraction sheets for turn judges
 - i. Labels for your stations/tables
9. Get everything ready for everyone

Race Day:

1. Arrive hour to hour and half early to set up tables, arrange paperwork, labels
2. Make sure where your place judges and timers are standing, no parents, coaches or kids allowed so they have undistracted and quieter view of finish chute
3. Keep things on track – set up should be done in water before swimmers arrive
4. Provide warm up time with lifeguards in water
5. Set Life guard briefing with Referee and medical officer
6. Set Turn Judges meeting with Referee
7. Provide Turn Judges their pre-printed Infraction sheets (few copies) and a pencil in a ziploc
8. Timers and Place Judges briefing with Referee (remind place judges to get time from timers once in every 10-15 swimmers and write on the sheet so there is reference point in case there are more times than numbers or vice-versa)
9. O Canada Singer or player
10. Swimmers briefing with referee to go over rules and route
11. Start marshalling all swimmers to the start line – as soon as swimmers are ready in line and all head counted twice and matching, then send them in water to line up for referee/starter
12. Set up start line with a rope tied on both ends or held by two people in canoes/kayaks on both sides, deep enough so swimmers are not standing on the bottom for push off.
13. Marshalling must be efficient because if your swimmers are doing 500m loop first then first wave will start coming back within 5-6 minutes, so have your swimmers ready in line to keep going. We had all waves started in less than 6 mins
14. Have your registration person come sit in front of finish chute on the beach so that as soon as swimmers come out of water they sign out before they leave the area.
15. Sign out sheet must be same one as sign in sheet so you can account for all swimmers. Make sure they have dry hand/arm to sign out to not make paper wet. (Keep towel with you)
16. Timers will start the watch with first start and starter along with one more official can take official time of each interval to adjust finish times of 5 waves that followed.
17. Place judges and Timers will stay near the finish chute where it is clearly visible and place judges can call out swimmer numbers from their caps.
18. When one sheet finishes, they can send with the runner to recorders so that at least top 3 in each category are completed for medals. Remember to ask your timers to tear off their print off sheet as it is printing on the watch so records can match times and places.
19. It is preferable to enter remaining times in the quiet place as it can be distracting to do them on the beach. Also if need to locate missing numbers it is easier to watch the video at home.
20. MAKE SURE you assign people for cleanup and collecting all the buoys from water.