



# Wamberal Express Boardriders

## Instruction Form and Checklist for Competition Organisers

**Organiser(s):**

**Date:**

**Start Time:** 8:00am

**Location:**

**Conditions:**

**Who took the comp rashies home to wash them after this event?**

**Who took the sign-on book home after this event?**

**Information/Contact Details:**

- For all surfing competition rules refer to the Surfing Australia rule book found in the box with score sheets etc.
- If there are questions regarding comp organisation then feel free to contact me (Joel Hextall) on 0421 84 84 10.
- In case of a medical emergency contact the WEB First Aid Officer, Hayden Edwards (2010) or the ambulance service on 000 or 112.

**Introduction:**

Use this instruction form to assist the organising of any WEB competition. The order in which the tasks are listed below should be used as a guide only.

**Before the Comp:**

Description:	Done?
Do you need a newsletter or email to be sent prior to the event? Contact Ben Thomas or Joel Hextall.	
Who has the comp rashies?	
Who has the sign-on book? Rule up the columns for people to put their names in.	
Has the competition timer battery been charged? Maximum of two comp days from one charge.	
Has the cash tin float been made prepared. \$80 float. Norro in charge of finances.	
If the forecast for weather and waves looks good then consider buying food. If uncertain if the comp will be held then wait until the morning.	

**Shopping List:** (makes 50 sausage sandwiches)

- 5kg fat sausages
- 6 loaves of bread
- 1 bottle of tomato or BBQ sauce

Options: (makes 12 bacon and egg rolls)

- 1kg of bacon
- 12 bread rolls
- 12 eggs
- Garbage bags

### On Comp Day:

Description:	Done?
Arrive at beach at 7:00am.	
Check wave and weather conditions. If suitable for a comp then start unpacking trailer from WSLSC. To access WSLSC you will need a key and swipe card. Ben Thomas is responsible for this.	
Get people to put their names in the sign-on book.	
Set-up flags, tents, chairs, tables, whiteboard, BBQ, First Aid Kit etc. on beach.	
Write up the draw on the whiteboard. Aim to have heats of between 4 and 6 surfers. Note: Draw does not need to be finished before heat 1 can enter water.	
Set-up comp timer and horns. Call for three judges.	
Start first heat at 8:00am.	
Assign times to each heat. Double bank if there are more heats than daylight allows.	
Start cooking BBQ. Manage cash tin.	
Sell raffle tickets. \$1 each. 1 per person.	
Tally results of each heat. Write results up on whiteboard. Withhold the FINAL results until presso in park.	
Record the results of every heat in the sign-on book. These results form basis of cumulative point score.	
Keep an eye on food and drink levels during day. Top up as required. Use money from cash tin.	
Ask somebody to take home rashies and wash them in fresh water. Take note of who it was.	
Make sure sign-on book is with somebody. Take note of who it was.	
Make presentation at end of day once items have been packed away. Give out prizes.	
Draw raffle. Give out prize. Maximum of \$50 with any extra cash going to WEB.	

### Item Checklist:

Ensure these items are in the trailer or accounted for at the end of the day.

Qty.	Description:	Check
2	Speakers	
1	Mixer	
Lots	Cables	
1	Generator	
3	Tents (3mx3m)	
2	Banner Flags "WEB Comp Area"	
1	BBQ	
1	Set of BBQ tools	
1	Black container with clipboards, score sheets, stationery and score sheets	
1	Sign-on book	
2	Trestle tables	
8?	Fold out chairs	

### After the Comp:

Description:	Done?
Do you need a newsletter or email sent after the event? Contact Ben Thomas or Joel Hextall.	
Wash the comp rashies in freshwater?	
Update pointscore. Contact Joel Hextall.	
Charge competition timer battery.	
Give Norro the cash tin. Prepare float for next comp.	