**Race Captain Manual and Checklist**

* **Beginning of the year** – go to event web site and look for current year race registration to see if there is an early registration discount – communicate and coordinate any potential discount with the coaches and the THDBC treasurer to confirm if we want to enter the event early.
* **2 months prior to the event** – Contact the event coordinator to let them know Telico Heat will be joining the event
* Confirm the following with the race coordinator:
  + - Total Amount of payment due $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Payment deadline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - Can we get a discount for multiple boats or out of town? \_\_\_\_\_\_\_\_

*(Many festivals will provide a discount for out-of-state teams or reduced second boat)*

* + - Will they be providing a tent?
      * Size of the tent \_\_\_\_\_\_\_\_\_\_
      * Can we bring our own tent(s)?

(Kevin and Marita have a tent and others can provide one if we are allowed to bring them)

* + - * Do we need to select the tent location, or will they provide it?

*(The best locations are where we can watch the races, not too far from the bathrooms but not too near the porta-potties and not too far from food and drink. There is never a perfect location, but the captain can aid in making it as good as possible)*

* + - Will there be practices the day before the races? Practice Time \_\_\_\_\_\_\_\_\_\_\_

*(It is best to try to have practices after 4:00 to allow people time to travel to the location and get settled. We should arrive on site 1 hour prior to practice time)*

* + - Is there a link for registration? Link: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Most festivals have online registration and a captain’s portal where you can verify who has completed the sign up and waiver. You should not need people to respond that it was completed.)*

* Let Tellico Heat Coaches know of information provided by the race coordinator
* Request the Instateam Event be created.

*This must be created by a coach or the Instateam Administrator (Rob Thrush). Recommend a date on which the signup will be closed. Only coaches should add people after the closing date.*

* Work with the coaches to encourage Team Members to sign up for the event.
* **8 weeks prior to race day** – create the race group in instateam chat and send out complete communication to kick off sign up process. DATE TO CREATE COMMUNICATION \_\_\_\_\_\_\_\_\_\_.

*(Note that only the person who creates the group can add or remove members. It is recommended that the coaches create the Instateam groups)*

Key information to include in communication:

* Date of the Race: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Amount of the individual racer fee: $\_\_\_\_\_\_\_\_\_\_ (rounded up to the nearest dollar)
* Check payable to: **Tellico Heat DBC** (note that it is best if you do not accept cash or electronic funds so that it is easier to track for in our financial records
* Date race fees are due (6 weeks prior to race): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date and time of the race location practice (if known): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sample communication**:

*It’s time to get excited about the \_\_\_\_\_\_\_\_\_\_\_\_ race. Here is the link to register for the race <Enter link here>. Please register as a tellico heat team member and complete the waiver. Once you have completed the registration, bring a check made payable to* ***Tellico Heat DBC*** *for $\_\_\_\_\_\_\_ to me at practice. All registrations and payments are due no later than \_\_\_/\_\_\_\_/\_\_\_\_. We will have practice on location on Friday, \_\_\_\_\_\_\_\_\_ at \_\_\_:\_\_\_\_ PM. Please be there NO LATER THAN \_\_\_\_\_\_\_. As I get more information, I will post it on this chat. If you have any questions, please address them to me individually. I will be posting recommended hotels in the area or additional information about activities in future communications.*

* Gather nearby hotel recommendations and post the information in the race specific Chat.

*Some events will have a block of rooms available. It is recommended that you provide one Marriott option and one Hilton option then if there are others that are available include them. Only include 3-4 maximum hotels as people can research the area themselves.*

* Gather information on nearby restaurants.

*If there are some unique locations or restaurants nearby, you can indicate which restaurant we will attend on which night, however, if the race participation is large, it might be best to let smaller groups decide where they want to go instead of organizing a full team dinner.*

* **5 weeks prior to race day** (or one week prior to payment due date whichever is earlier) – request payment from THDBC treasurer (Jan Miles). *In some cases, race captain may have to pay with a credit card and request reimbursement*
* **4 weeks prior to race day -** Confirm with Race Coordinator that payment has been received and Tellico Heat is scheduled to race
* **One Week prior to the race**, gather or coordinate the provisions for race day (check with Coach Kevin, Marita, or Ginger for the following items) including:
  + Extra Tent (if allowed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(provided by)

* + Tellico Heat Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(provided by)

* + Paddle Hangers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(provided by)

* + Extra Large coolers (2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(provided by)

* + Extra Water Bottles (allow 3/person) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(provided by)

* + Basic Medical Kit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(provided by)

* Race Weekend
  + Arrive at practice 30 minutes-1 hour prior to the rest of the team to make sure of tent location and accessibility to bring in items
  + Verify registration time and location through team chat the team

*Note that some festivals want each person to register when they arrive and others will have the team captain pick up wrist bands etc and give them to team members*

* + Verify the captains meeting time and location
  + Plan to arrive on race day 1 hour prior to team arrival and/or captains meeting