

# Day on the Water Event Planning

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1.1

Day on the Water Event Calendar

Date	Task	Responsible Party	Notes	Done
<b>Six months out</b>				
	Set date	Event coordinator		
	Notify GEC	Event coordinator		
	Reserve the Venue	Event coordinator		
	Reserve the boats and equipment	Event coordinator, GEC program director		
	Send out initial notice "Mark Your Calendars"	Event coordinator		
	Begin soliciting volunteers	Event coordinator		
	Draft budget for event	Event coordinator		
<b>Three months out</b>				
	Site visit	Event coordinator, Unit, district, or council leaders		
	Check in with venue operator	Event coordinator		
	Check in with GEC	Event coordinator		
	Draft and distribute event day schedule of activities	Event coordinator		
	Assign volunteer coordinator	Event coordinator		
	Begin assigning volunteer tasks	Volunteer coordinator		
	Distribute event flyer	Marketing coordinator		
	Market event	Marketing coordinator		
	GEC/District newsletters	Marketing coordinator		
	Develop action plan/task list	Event coordinator, volunteer coordinator		
	Draft venue site plan	Event coordinator		
	Open event registration	Registration coordinator, GEC (Doubleknot)		

<b>Two months out</b>				
	Send email blast	Marketing coordinator		
	Check in with volunteers and volunteer coordinator	Event coordinator, volunteer coordinator		
	Obtain GEC insurance	Event coordinator, GEC program director		
	Check in with venue operator	Event coordinator		
	Review action plan/task list (ongoing)	All		
	Make signs	Marketing coordinator		
<b>One month out</b>				
	Make announcements, sent out reminders	Marketing coordinator		
	Check registration. How many signed up?	Event coordinator, marketing coordinator		
	Estimate food and beverages	Food and beverage coordinator		
	Send assignments/task list to volunteers, continue to solicit volunteers to fill assignments	Volunteer coordinator		
	Confirm venue and boat reservations, confirm drivers to deliver boats to and from venue	Event coordinator		
<b>One week out</b>				
	Purchase nonperishable food and beverages	Food coordinator		
	Confirm critical tasks such as check-in table, lifeguards, paddlecraft instructors, medical, safety boats, and food.	Event coordinator		
	Pick up landside equipment such as folding tables, pop up canopies, barbecues, ice chests, etc.	Event coordinator		

	Get whistles, airhorns, rope, “noodles” for swim area rope, etc.	Waterfront coordinator		
	Check in with volunteers and volunteer coordinator	Event coordinator, volunteer coordinator		
	Send out reminder to attendees and potential attendees	Marketing coordinator		
<b>Day before event</b>				
	Load boats and equipment on to trailers	Event coordinator, waterfront coordinator, driver volunteers		
	Purchase perishable food	Food coordinator		
	Photocopy extra permission slips and waiver forms	Registration coordinator		
	Photocopy insurance documentation	Registration coordinator		
<b>Event day</b>				
	Post signage	Event coordinator		
	Deliver boats, equipment and pfd's to venue	Event coordinator, waterfront coordinator, driver volunteers		
	Deliver food and beverages, set up food preparation area	Food coordinator		
	Set up check in table	Registration coordinator		
	Stage boats, paddles and pfd's	Waterfront coordinator		
	Set up swim test area	Waterfront coordinator		
	Establish safe boundaries for boats on the water	Waterfront coordinator		
	Volunteer meeting one hour before event start time.	All		
	Review EAP with volunteers	Medical and safety coordinator		

	Set up first aid station	Medical and safety coordinator		
	Load boats and return them	Event coordinator, waterfront coordinator, driver volunteers		
	Remove signs, police area and pick up trash	All		
<b>Post event</b>				
	Email unit/district/council with thanks and report on the success of the event			
	Follow up with venue operator to close out event			
	Big thank you to volunteers			
	Reconcile budget and expenditures			
	Debrief	All coordinators, venue operator		
	Document comments from debrief to improve next event	Event coordinator		

## Planning

### 1.2 Things to consider when scheduling event

- If the event will be using GEC boats and equipment, reserve them well in advance to assure they will be available.
- If possible, avoid mid-June through end of August when GEC boats and equipment are being used at the GEC summer camps. Some boats and equipment may be available during the summer, but the event may need to be scaled down due to limited availability.
- Some venues have standing annual events that monopolize certain dates. For instance, the Nimbus Flat facility at Lake Natoma is booked the entire month of April for regional rowing competitions.
- Some venues, such as the Folsom State Recreation Area, may require a special use permit and fee for special events. Check local regulations well in advance.

### 1.3 Potential Venues

- Lake Natoma Nimbus Flat
  - Plentiful parking
  - Boat friendly waterfront
  - Picnic tables
  - Rest rooms
  - Permit required
  - Does not allow an event to rope off an area, such as a swim test area or event boat launch area, for exclusive use.
  - Entry fee required.
- Lake Natoma Willow Creek Access
  - Gravel parking lot, limited parking spaces
  - Improved boat launch ramp and dock
  - No beach access. Shore is rocky and not appropriate for water entry. Boats must be launched from boat launch.
  - Protected cove for paddlecraft activities
  - Permit required
  - Does not allow an event to rope off an area, such as a swim test area or event boat launch area, for exclusive use.
  - Concessionaire rents kayaks from this site. Need to check with State Parks and concessionaire regarding potential conflicts with Day on the Water activities.
  - Entry fee required.
- Lake Natomas Negro Bar
  - Permit required
  - Does not allow an event to rope off an area, such as a swim test area or event boat launch area, for exclusive use.

- Concessionaire rents kayaks from this site. Need to check with State Parks and concessionaire regarding potential conflicts with Day on the Water activities.
- Entry fee required.
- Folsom Lake Beale's Point
  - Large parking area
  - Swim beach with lifeguard during summer
  - Rest rooms
  - Picnic tables
  - Overnight camping in adjoining state campground
  - Permit required
  - Does not allow an event to rope off an area, such as a swim test area or event boat launch area, for exclusive use.
  - Entry fee required.
- Rancho Seco
  - Picnic and camping facilities available
  - Restrooms
  - Designated swim area
  - Fee required
  - Check SMUD website for additional information
- Lake Washington Sailing Club facility
  - Private facility, requires permission from LWSC Board of Directors
  - Facility is shared with other private entities
  - Limited calendar availability
  - Boat docks
  - Boat ramp
  - Picnic tables
  - Parking is limited to remote parking lot
  - Protected cove for paddlecraft
  - Large open area for sailing in deep water channel.

## 1.4 Marketing the event

- Depending on the size of the event, marketing may be as simple as announcements at your local troop meetings, or it may entail announcements at district roundtables or GEC newsletters and Council Connections.

## 1.5 Event Flyer

- Catchy flyers are great for getting the word out about your event. Be creative, but be sure to include important information such as date, time, location, and any restrictions or required permissions, as well as any entry fees.



## 1.6 Insurance

- Download a copy of the Request for Certificate of Insurance at <http://www.gec-bsa.org/document/requestcertinsr/160611> .
- Check with GEC staff regarding BSA insurance for your event

## 1.7 Debrief

- Follow up during the event and as soon as possible after the event with event coordinators, participants, and the venue operator, if applicable. What worked well? What could have improved? Were there any problems or injuries that the event coordinator should be aware of? Any safety issues? What activities were the most popular? Least popular?

## 1.8 Suggestions for next year

- Capture and document any suggestions for improvements while they are still fresh in your mind. Put them in a form and location where they can be easily accessed in the future.

## Financials

### 2.1 Budget

- Develop a budget of all anticipated costs. Some things to consider in the budget:
  - Permit fees
  - Signage
  - Photocopying
  - Waterfront equipment and supplies
  - Portable restroom rental
  - Food and beverages
  - Plates, serving ware, glasses, napkins
  - Consumables such as propane
  - Equipment rentals
  - First aid supplies
- Identify funding source. Potential funding sources include:
  - Unit funding
  - Individual donations or out of pocket expenses
  - Event fee
  - Grants
  - Other?
- Document actual costs even if they will not be reimbursed.

### 2.2 Receipts and expenditures

- Have a plan and system for collecting all reimbursable receipts
- Have a deadline for submitting receipts. The deadline should be soon after close of the event.
- Reconcile receipts and revenues.
- Submit a report to your unit/district/council detailing revenues and receipts
- Document any unanticipated costs, with recommendations on how to handle future unanticipated costs.
- Have a plan for what to do with any remaining event funds.

## Advanced Registration

### 3.1 Determining how many participants the event can handle

- Check to see if there will be a limitation on the number of participants due to limitation on parking, dock space, available water area, number of available boats, etc
- If a capacity constraint exists, develop a system to limit the number of participants to a safe and appropriate number. For example, if the number of available boats is a potential limitation, estimate the length of time each scout will use each boat, and estimate accordingly how many participants can reasonably have the opportunity to be on the water.
- Have backup activities if popular activities get crowded.

### 3.2 Determining appropriate age restrictions

- What is the appropriate age for the activity? High adventure activities such as white-water rafting must be age-restricted, but other activities such swimming in a public swimming pool may be appropriate for younger participants.
- Restrictions on activities vary among the different branches of scouting. For example, restrictions on activities involving Cub Scouts differ from activities for Boy Scouts or Venture Scouts.

### 3.3 Online Registration

- Advanced registration is very useful for gauging how many participants will attend the event. If the event has limited capacity, then registration can be used to limit the number of participants in advance.
- The Golden Empire Council maintains a system for registering events. This system, which goes by the name of Doubleknot, is used for registering and collecting fees for GEC sanctioned events. Check to see if your event qualifies for use of this system.

## Volunteers

### 4.1. Volunteer coordinator

- Assign a volunteer coordinator early in the process.
- The volunteer coordinator can work with the event coordinator to develop a list and schedule of tasks and events for which volunteers can sign up.

#### 4.2. Scout involvement

- Be sure that youth involvement is age-appropriate.
- Make sure that youth are properly supervised
- Make it both challenging and fun for the youth volunteers

#### 4.3. Adult leader involvement

- When mixing adults and youth as volunteers, review youth protection protocols in advance. Anticipate any potential situations on the water where two deep leadership may become an issue, and plan accordingly.

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#### 4.4. Volunteer sign-up sheet

- Post the sign up sheet and keep it updated.
- Include pre-events tasks that such as buying food and transporting boats
- Assign and post tasks at the event so that volunteers can read the schedule.

#### 4.5. Volunteer meeting

- Conduct a meeting of the volunteers at least an hour before the start time of the event.
- Discuss schedule, emergency protocols, first aid, permissible and restricted activities, roles, and answer any questions volunteers may have.
- Review the schedule for the day.
- Introduce key volunteers such as the volunteer coordinator and the medical/first aid coordinator
- Each volunteer should have a recognizable name tag worn during the event.

#### 4.6. Volunteer follow up

- Include volunteers as part of the event follow up. Often, volunteers will have been in a position to see or hear things that the event coordinator missed.
- Ask volunteers for their recommendations for improvement

### Food

#### 5.1. Estimating quantity

- Some events give out food tickets as part of the registration process. This allows the food coordinator to have a fairly precise count on the number of meals.

- If meal tickets are not distributed, then the number of meals must be estimated. Food consumption per person will tend to be somewhat lower if a cost, even a small one, is charged to each meal or item of food.
- Always plan for extra food and drink. Better to have a few hot dogs left over than to run out with hungry scouts waiting in line.

## 5.2. Determining type of food

- What is the anticipated weather? Soups and hot chocolate may be a good idea if the weather forecast is for cool temperatures.
- What cooking facilities will be available? Hot dogs and hamburgers are always popular if barbecues are available.
- Vegetarian options. Yes, you need to have vegetarian meals available.
- Fruits. Include apples and oranges, or other types of easily eaten fruit in the meals.
- Beverages. Flavored drinks are popular, but avoid drinks with sugar or caffeine. These drinks can exacerbate hydration issues. Plain bottled water, or sugar free drinks are best.
- Keep it simple.

## 5.3. How to recover cost of food

- Include the cost of a meal in each registration
- Collect charges or donations at the food station
- Include the cost of food in the budget if there is a funding source for the event.
- Determine whether or not volunteers will be asked to pay for their meals, and include this determination in the cost calculations.

## 5.4. Purchasing food

- Purchase non-perishable food items in advance. Check out refund policies at the store so that you will know whether or not you can return unused items.
- Perishable items should be purchased as close to the event day as possible.

## Event

### 6.1. Rental items

#### 6.1.1. Portapotties

- Check to see if the restrooms at the venue will be adequate for the event. Some venues may require the rental of portable restrooms for events.

### 6.2. Setting up

#### 6.2.1. Boats

- Boats should be in the water well in advance of the event start time. Plan for boats to be delivered three hours earlier so that they can be unloaded and secured in the water before the volunteer meeting.

### 6.2.2. Paddles, PFDs

- Do not allow paddles and personal flotation devices to clutter the dock.
- Paddles should be stored in a designated area, in a container specifically for paddles, or on the boats as appropriate.
- PFDs should be staged on the land side, preferable near a walkway to the dock or some other control point to the water. Placing them on a large tarp will help to keep them from getting dirty when they are returned wet.
- Assign a responsible adult to inspect PFDs as scouts approach the dock or waterfront area to assure the PFDs are properly sized and fit for each scout.
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### 6.2.3. Waterfront

- The waterfront must be set up consistent with Safe Swim Defense and Safety Afloat protocols. Review them with all volunteers before the event.
- Determine the boundaries of the event on the water. Use natural or easily identified features to determine the boundaries. Mark the boundaries and make sure all volunteers and participants are aware of the boundaries.
- Survey the waterfront and boating area in advance to identify and eliminate any hazards to safe boating or swimming

### 6.2.4. Swim area

- The swim test area must be partitioned off from the boating area, using rope and appropriate flotation devices so that is easily recognizable.
- The swim area depth and bottom conditions must be inspected consistent with Safe Swim Defense protocols.
- At least one boat must be dedicated to the swim area for rescue purposes.
- Set up appropriate stations for lifeguards and adult supervisors prior to the event start time.

### 6.2.5. Docks

- Docks can get crowded and potentially dangerous during the event. Clear all unnecessary items from the dock, and keep all necessary items neatly organized.
- Assign a responsible adult as dockmaster during the event, and empower the dockmaster to keep the dock safe and tidy.
- Establish a suitable staging area for clothes, towels, and other personal items on the land near the dock entrance. Shoes or flip flops should be left on the shore as well unless the dock is hot, in which case an area should be designated on the dock for shoes.

### 6.2.6. Parking lot

- If the parking lot is not striped, then set up a plan to direct cars as they arrive. Have volunteers in the parking lot well in advance of the event start time so that all cars will be parked according to the plan.

### 6.2.7. Food area

- The food area should be set up in a shady area, with a canopy or tarp overhead to keep things from falling out of the trees into the food area.
- Any cooking area should be set up away from flammable materials or dry grass, and separated from the food line.
- Keep perishable food out of direct sunlight, and kept at an appropriate temperature.
- Set up folding tables for food and serving prior to start of the event.

### 6.2.8. Medical station

- Set up the medical station in a central location where it is highly visible and accessible.
- Identify the medical station with appropriate signage.
- Set up chairs and cots prior to the start of the event.

## 6.3. Safety

### 6.3.1. EAP

- An Emergency Action Plan should be prepared and posted for each event.
- All volunteers should be familiar with the EAP.

### 6.3.2. Medical/first aid

- Assign at least one appropriately trained individual to the first station.
- Ensure that all volunteers are able to recognize the designated first aid individual.

### 6.3.3. Safety Afloat

- All volunteers on the water must be familiar with requirements of Safety Afloat
- Give copies of Safety Afloat to all coordinators so that they can refer to them if needed during the event.

### 6.3.4. Swim test

- Direct anyone who plans to be on the water to take a BSA swim test. Those who successfully complete the swim test will be designated as a swimmer, using marked wrist bands or other suitable method. Any who has not taken the swim test or who has not successfully completed the swim test will be designated as a non-swimmer and will be limited to activities permissible for non-swimmers.
- The swim test is pass/fail. There is no beginner classification for the purposes of the Day on the Water event.

- Anyone designated as a swimmer can have unrestricted access to the Day on the Water craft.
- Anyone designated as non-swimmer can be allowed to be on a craft in the water only if accompanied by a designated swimmer. For example, a non-swimmer may accompany a swimmer on a canoe, but would not be permitted to paddle a single kayak alone.

#### 6.3.5. Buddy system on the water

- Require all boaters and swimmers to use the buddy system, consistent with Safe Swim Defense and Safety Afloat.
- Conduct buddy check periodically during the day. Buddies should be able to get together within 10 seconds of the buddy check announcement.

#### 6.3.6. Safety boats

- It is a good idea to have safety boats, preferably motorized, on the water.

#### 6.3.7. Proper supervision

- Be sure to comply with Safe Swim Defense and Safety Afloat requirements for proper supervision, including at least one responsible adult supervising the waterfront activities.

### 6.4. Paperwork

#### 6.4.1. Insurance certificate

- Keep a copy of the insurance page onsite at the event.

#### 6.4.2. Venue Waivers

- Some venues require waivers for aquatic activities. Check with your venue operators in advance.
- Waivers require adult signatures, so include blank forms or links to form in your announcement flyer. Have copies of the waiver forms available in hard copy at the event check-in table.

#### 6.4.3. BSA Informed Consent, Release Agreement, and Authorization forms and Medical forms

- Part A of the BSA outing form is a combination Informed Consent, Release Agreement, and Authorization. Part A is required for any BSA sponsored aquatic activity.
- Part B of the BSA outing form is General Information/Health History. Part B is required for any BSA sponsored aquatic activity.
- The outing form can be downloaded from [http://www.scouting.org/filestore/HealthSafety/pdf/680-001\\_ABC.pdf](http://www.scouting.org/filestore/HealthSafety/pdf/680-001_ABC.pdf).

- Part C of the form requires a physician's physical examination and signature. This portion of the form is not required for a one day event on flat water, but it is good to have if scouts have current forms available (physician's exam is good for one year).

## 6.5. Signage

- Consider having directional signs posted at the entrance to the event, especially if the venue is not visible from the public street.
- Metal sign stands can be purchased at home improvement stores and elsewhere.

## 6.6 Policing the grounds/picking up

- Keep some volunteers through the end of the event to do a final walk-through and policing for trash or lost items.
- Have the venue operator accompany you on the final walk-through if possible.

## 6.7 Returning equipment

- Have a plan for returning any rental equipment if necessary
- Have a plan for returning GEC boats and equipment after the event.

## 6.8 Disposing of medical forms

- Return medical forms to scouts or parents as they leave the event.
- Shred any unreturned medical forms before discarding them.

## Post event follow up.

### 7.1. Thank you letters

- Volunteers are needed to make any scout event a success. Send thank you letters or notes to the volunteers after the event. They do appreciate getting even a brief recognition for their volunteer efforts.
- Send letters to any event contributors, including any private or business contributions. Include the dollar value of the contribution if known, and include your nonprofit identification number if you have one so that contributors can use the letter for tax purposes if they choose to do so.
- Send a thank you letter to the venue operator.

### 7.2. Budget/Expense reconciliation

- Reconcile budget and expenses as soon as possible after the event. (See section 2)