

## EQUIPMENT TEAM

### EQUIPMENT OFFICER

### EQUIPMENT ASSISTANT

#### WHAT TO DO

**Equipment Manager** – Assemble, distribute and recover all equipment to and from individual helpers.

**Equipment Assistant** – Assist the Equipment Officer with disbursement and recovery of equipment.

#### WHERE TO DO IT

Clubroom

#### HOW TO DO IT

Before the Event - the Equipment Officer is responsible for locating all the kit required. The week before the event, assemble as much equipment as possible and prepare the individual bags for teams or helpers to collect on the day.

Ensure you have the final copy of the helper's rota.

On the Day – Hand out kit bags to helpers as they arrive. The Start and Finish team leaders will take the equipment required for all the helpers on their respective teams. Other kit bags will be handed out individually.

It's **critical** that all radios and the 5 emergency mobile phones (for key positions) are switched on, tested AND that the volunteer knows how to use them (particularly the mobile phones).

Expensive items (radios and watches) are numbered and must be signed out and in by the person using them.

Remind helpers to pass their kit bags to their successor or, if this is impractical, to return it to you.

Do not leave the equipment unattended in the clubroom.

After the event, ensure all radios and watches have been returned, and give them back to Julian Bewick (or take them home – do NOT leave them at the boathouse). Put the kit back in the Plant Room. This can be done the following day, but make sure that kit left out does not interfere with clubroom use.