**St Andrew Boat Club**

Organising a group/squad activity – Communications Checklist

This relates to activities which necessitate the use of club equipment. More details about the club communications platforms and social media policy can be found in the Members’ Handbook.

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|  | **Task** | **Who** | **Date** |
| 1. | Identify activity, potential dates, participants, equipment needed, travel arrangements, permissions required. |  |  |
| 2. | Write checklist for equipment, permissions and travel. |  |  |
| 3. | Liaise with Captain to discuss idea, actions required, checklists, insurance, methods of contact (fitclub.me, SABC Members group) etc. |  |  |
| 4.  | Contact the Comms Sub Committee (sabc.comms@gmail.com) for communicating advice.  |  |  |
| 5.  | Note participants and obtain their permission to collect phone numbers for a messaging group, e.g. on Whatsap or Messenger.  |  |  |
| 6.  | As a courtesy, let Chalky know what equipment is going to be used. Also, check with other squad leaders/coaches (SW1, SM1, SW2, SM2, S3, Juniors) to ensure there’s no equipment clash. |  |  |
| 7.  | Test your communications platform with the group. |  |  |
| 8.  | In the run up to the event, ensure all details have been communicated and reminders sent. |  |  |
| 9.  | If appropriate, take photos and collect results to feed back to Comms Sub Committee who will communicate the news update.  |  |  |