

## **COME AND TRY DAY ORGANISATIONAL TOOL**

The following checklist has been designed to assist a Club to hold a Come and Try Day for Para Rowing, and to encourage a Club to consider the many aspects relating to a Come and Try Day and para rowing in general.

The Essential Needs (E) and Desirable Needs (D) section has been added to the checklist to give the organiser a basic idea of some essential items that are needed to hold an effective Come and Try day. Prospective organisers should note that not all aspects of the areas of concern must be addressed but merely considered in order to hold a Come and Try Day, they are simply a guide to assist with the organisation of the day. It is not essential to have a high number of 'Yes' responses, a low number of 'Yes' responses will show the organiser which aspects of the club can be modified to allow the club to have a greater inclusive rowing environment.

This Tool will enable a Club to discover its levels of accessibility and if Para Rowing can be successfully held at the Club in the future. The Come and Try Day may be a one-off, but it will pave the way for future Para Rowing opportunities for the club and prospective para rowers.

The goal for the day will be to promote the sport and attempt to increase participation at the grassroots level, and it can be a pre-cursor to a club staging para events on a greater scale such as an Canadian Paralympic Committee Talent Search Day for para rowers with National representative aspirations.

### **Benefits to the Club:**

- ⇒ Promoting club's inclusive environment
- ⇒ Attracting more rowers, memberships
- ⇒ Creating links for promotion and possible funding opportunities, networking

### **Benefits to the rowers/participants:**

- ⇒ New recreational sport, outdoors
- ⇒ Health benefits from exercise
- ⇒ Possible pathways for National Representation
- ⇒ Social Aspect

### **Benefits for Para Rowing:**

- ⇒ Greater exposure and promotion of adaptive rowing
- ⇒ Recruiting more participants, more competition possibilities, increasing Performance
- ⇒ Develop further pathways
- ⇒ Increased public awareness about the sport and its accessibility

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### **Area of Concern: 1.0 Club Layout**

This is an area that may need close attention. The organiser should ensure that the club and all of its facilities are accessible for as many people as possible. The layout of the club will give the organisers an idea if future adaptive rowing sessions can be held at their club. If a 'No' response is made, think of what modifications can be made to assist the club being more inclusive.

Desirable / Essential	Important questions to ask yourself	Y e s	N o	N / A
D	1.1 Is there accessible parking provided for all Adaptive Rowers?			
D	1.2 Are there enough spaces provided?			
D	1.3 Are there suitable pick up and set down spots for all sizes of vehicles?			
D	1.4 Are the spaces close to the club?			
D	1.5 Are there paths without steps?			
D	1.6 Are the paths wide enough for wheelchairs?			
D	1.6 Are the doors wide enough for wheelchairs?			
	If no, are there other access points available?			
D	1.6 Have ramps been installed where necessary?			
	If no, temporary ramps are advised			

### **Area of Concern: 2.0 Accessibility**

The accessibility of the club will aid the participation levels. The more accessible the club can be for adaptive rowers, the more adaptive rowers will be able to row.

The goal of many of the rowers attending your Come 'n' Try Day will be to just get out on the water, the easier this is for the rowers, the more enjoyable it will be for the rowers, and it will increase rower retention.

Accessibility includes the use of equipment and the ease of access to the water.

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Desirable/ Essential	Important questions to ask yourself	Y e s	N o	N / A
E	2.1 Are there adequate boats available?			
E	2.2 Are the boats suitable for Adaptive Rowers? If no, take time to ensure that suitable boats can be made available for safety reasons			
E	2.3 Are the boats easily removable from the shed onto the water for adaptive rowers? If no, ensure that there adequate levels of volunteers to assists with boat handling If this is not achievable, do not proceed with the Come 'n' Try Day			
E	2.4 Is the water entrance/shoreline accessible for all rowers?			
D	2.5 Are there launching pontoons available? If no for point 2.4/2.5, firstly ensure the safety of the rowers, if plausible precede with Come 'n' Try Day			
E	2.6 Is equipment at a suitable height for access by wheelchair users?			
E	2.7 Are there accessible toilet and change room facilities for all adaptive rowers? If 'no' for point 2.7, are there nearby facilities that can be used? What can be offered?			

### Area of Concern: 3.0 Promotion

The level of promotion of the event will determine the level of attendees. The utilisation of many forms of media and organisational assistance will help to spread the word of the Come and Try Day to attract participants from many different sources.

Desirable/ Essential	Important questions to ask yourself	Y e s	N o	N / A
E	3.1 Were flyers or promotional material produced?			
D	3.2 Has the event been promoted in the local media and club/state newsletters?			
D	3.3 Have promotional materials been sent to local rowing clubs, community groups, Physiotherapists, General Practitioners?			
E	3.4 Has the Provincial Sporting Organisation (PSO) been informed? (e.g. Rowing BC)			
E	3.5 Has the National Sporting Organisation (NSO) been informed? (e.g. Rowing Canada)			
E	3.6 Has the Canadian Paralympic Committee been informed (CPC)?			

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### Area of Concern: 4.0 Forms and information

Information should be provided for the rowers for the further reference of the clubs, PSO's and Rowing Canada. This may include club news, Para Rowing information and promotion.

Gathering information prior to the start of the event will assist the volunteers to familiarise themselves with the rowers in attendance.

Desirable/ Essential	Important questions to ask yourself	Y e s	N o	N / A
E	4.1 Have registration forms been produced?			
E	4.2 Have personal information sheets been produced for the national data base? (Example Attached)			
	<i>Once forms have been collated, please send a copy of the results to the National Para Administrator at RCA</i>			
D	4.3 Are there adequate levels of pamphlets or promotion material, information sheets about adaptive rowing, club promotion?			

### Area of Concern: 5.0 Assistance

It is advised that all volunteers are aware of their roles and responsibilities for the day. Also, the organiser will need to ensure that there are adequate numbers of volunteers to assist the rowers to carry the boats and to be hands-on wherever needed.

Holding an information session prior to the event is advised.

Desirable/ Essential	Important questions to ask yourself	Y e s	N o	N / A
E	5.1 Has the club obtained adequate numbers of volunteers, Boat Race Officials, Coaches, Administrators?			
E	5.2 Do all volunteers and assistants have clearly defined responsibilities?			
E	5.3 Has there been/ will there be an information session held for helpers, coaches, volunteers?			
	<i>This is essential that everyone involved knows exactly what is taking place and when. If this is not achievable, do not proceed with the Come and Try Day</i>			
E	5.4 Are there helpers to carry boats?			

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### Area of Concern: 6.0 Communication Links

Inviting sporting and non-sporting organisations that provide disability services will enable future assistance and information sharing by establishing the communication links for the Come and Try Day (e.g. BC Wheelchair Sports, BC Blindsports, Sportability, SCI BC). By allowing these organisations to attend the event, they will be able to assist with information sharing, promoting adaptive rowing and its benefits and assist with attracting prospective athletes from various sources and other sports.

Desirable/ Essential	Important questions to ask yourself	Y e s	N o	N / A
D	6.1 Have any non-sporting organisations been informed and invited?			
D	6.2 Have communication links been established with the CPC, PSO, NSO, Other clubs, Corporate Sector, Disability sector?			

### Area of Concern: 7.0 Medical

It is vital that all volunteers, coaches and staff are aware of any pertinent medical conditions of the participants. Prior to the rowers participating in the Come 'n' Try Day ensure that they all complete the Medical form provided.

Desirable/ Essential	Important questions to ask yourself	Y e s	N o	N / A
E	7.1 Have medical forms been produced to ensure the safety of the rowers? (Example Attached)			
D	7.2 Are there trained First Aid officers present?			
D	7.3 Are the volunteers educated on the medical issues adaptive rowers face? (Thermoregulation, dehydration, pressure sores)			
D	7.4 Has sufficient food and water been provided for sustenance and hydration?			

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### Before the Day

Organise a roster and program to ensure all volunteers and coaches are aware of their responsibilities, and so the participants can plan their day and know what to expect:

COME AND TRY DAY Club: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Example:

Time	Program		Presenter/ Coach	Boat
9:30am	Welcome			
	Rowers' capabilities			
	Tour of Shed			
	Rowing Display			
10:00am	In 2 groups			
	Group 1	Ergs		
	Group 2	Boat information		
10:15am	Group 2	Ergs		
	Group1	Boat information		
10:30am	Group 1	On the water		
11:00am	Group 2	On the water		