



## AQUASPLASH FESTIVAL ORGANISERS CHECKLIST:

### PLANNING, DELIVERING AND EVALUATING AN AQUASPLASH FESTIVAL

SUGGESTED TIMELINE	AREA TO PLAN/ORGANISE	WHO TO DO?	TICK WHEN COMPLETED
<b>MINIMUM OF FOUR MONTHS AWAY FROM FESTIVAL</b>	<ul style="list-style-type: none"> <li>Identify the need for an Aquasplash Festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Highlight events/opportunities that the Aquasplash Festival can link into.</li> </ul>		
	<ul style="list-style-type: none"> <li>Agree who the Aquasplash festival will be targeted at? (Ages and skill level of participants, but also level/type of swimming teacher, leader etc).</li> </ul>		
	<ul style="list-style-type: none"> <li>Agree type of environment you want to create from the festival e.g. young people friendly, inclusive, linked to other activities.</li> </ul>		
	<ul style="list-style-type: none"> <li>Agree key roles and responsibilities for the festival e.g. local clubs, swimming development group, YOU, facility manager.</li> </ul>		
	<ul style="list-style-type: none"> <li>Use the Aquasplash resources to help guide the festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Agree dates and times for festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Agree budget and finances for the festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Agree marketing and promotion required for the festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Book facility and lifeguard cover. Negotiate free pool time where appropriate.</li> </ul>		
	<ul style="list-style-type: none"> <li>Book transport for young people to/from the festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Inform local swimming development group/sports development team of the Aquasplash Festival and seek help/support in running of the festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Begin planning and research on activities to run and resources/support available.</li> </ul>		
<ul style="list-style-type: none"> <li>Plan Young Leaders Awards or British Swimming Timekeeper Award and recruit young leaders for the award.</li> </ul>			
<b>THREE MONTHS AWAY FROM FESTIVAL</b>	<ul style="list-style-type: none"> <li>Arrange numbers, invitations, teachers, activities and transport as required.</li> </ul>		
	<ul style="list-style-type: none"> <li>Plan teacher CPD programme if required including briefing session for Aquasplash.</li> </ul>		
	<ul style="list-style-type: none"> <li>Liaise with local clubs/others on providing information and support on the day and also provision for exit routes for young people and leaders following the event. It would be great if a club captain could also attend as a role model, or a local swimming champion.</li> </ul>		
	<ul style="list-style-type: none"> <li>Liaise with facility provider regarding equipment needed and layout of pool and logistics for the festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Produce appropriate marketing information for the festival.</li> </ul>		
<b>TWO MONTHS AWAY FROM FESTIVAL</b>	<ul style="list-style-type: none"> <li>Deliver programme of CPD for swimming teachers.</li> </ul>		
	<ul style="list-style-type: none"> <li>Organise risk assessment visit as appropriate.</li> </ul>		
	<ul style="list-style-type: none"> <li>Deliver Young Leaders Award or British Swimming Timekeeper Award for young people.</li> </ul>		
	<ul style="list-style-type: none"> <li>On going communication with facility provider, local swimming development group, club(s) and schools.</li> </ul>		
	<ul style="list-style-type: none"> <li>Produce promotional material to hand out on the day of the festival to signpost young people.</li> </ul>		
	<ul style="list-style-type: none"> <li>Ensure all relevant CRB checks are in place for all people involved in the delivery of the festival.</li> </ul>		
	<ul style="list-style-type: none"> <li>Agree key areas to evaluate from the festival and devise appropriate evaluation process/forms.</li> </ul>		

**APPENDIX 1: AQUASPLASH FESTIVAL ORGANISERS CHECKLIST: PLANNING, DELIVERING AND EVALUATING AN AQUASPLASH FESTIVAL**

SUGGESTED TIMELINE	AREA TO PLAN/ORGANISE	WHO TO DO?	TICK WHEN COMPLETED	
<b>ONE MONTH AWAY FROM FESTIVAL</b>	<ul style="list-style-type: none"> <li>Finalise on the day briefing for swimming teachers.</li> </ul>			
	<ul style="list-style-type: none"> <li>Finalise car parking/transportation for on the day.</li> </ul>			
	<ul style="list-style-type: none"> <li>Agree roles and responsibilities for on the day of the festival, including agreeing who will “be in charge” on the day of the event on the day and ensure safety, timekeeping etc.</li> </ul>			
	<ul style="list-style-type: none"> <li>Agree provision and equipment required for signage to and in the facility.</li> </ul>			
	<ul style="list-style-type: none"> <li>Establish welcome &amp; reception area and process for the day.</li> </ul>			
	<ul style="list-style-type: none"> <li>Agree process for registration and sorting teams.</li> </ul>			
	<ul style="list-style-type: none"> <li>Agree resources and equipment required for the day (including hats/bands/colours etc to split teams up if required).</li> </ul>			
	<ul style="list-style-type: none"> <li>Agree process for meeting teams/participants on poolside.</li> </ul>			
	<ul style="list-style-type: none"> <li>Refreshments (if providing).</li> </ul>			
	<ul style="list-style-type: none"> <li>Prizes/awards (if providing).</li> </ul>			
	<ul style="list-style-type: none"> <li>Agree evaluation of event to be carried out on the day for the participants.</li> </ul>			
		<ul style="list-style-type: none"> <li>Agree de-brief process for teachers.</li> </ul>		
		<ul style="list-style-type: none"> <li>Agree de-brief process for young leaders.</li> </ul>		
<b>ON THE DAY OF FESTIVAL</b>	<ul style="list-style-type: none"> <li>Meet and greet the facility manager/duty manager .</li> </ul>			
	<ul style="list-style-type: none"> <li>Undertake risk assessment for the venue and facility.</li> </ul>			
	<ul style="list-style-type: none"> <li>Set up signage, equipment and resources at facility.</li> </ul>			
	<ul style="list-style-type: none"> <li>Arrange briefings as appropriate for swimming teachers/young leaders to “walk through” timings, processes for the day, agree who will water test participants if required.</li> </ul>			
	<ul style="list-style-type: none"> <li>Ensure all Health and Safety provision is in place: e.g. Insurance, lifeguards, medical, first aid and emergency provision, CRB checks of staff.</li> </ul>			
	<ul style="list-style-type: none"> <li>Ensure all areas are set up (welcome and reception, poolside).</li> </ul>			
	<ul style="list-style-type: none"> <li>Ensure all paperwork is in place and available if required.</li> </ul>			
	<ul style="list-style-type: none"> <li>Ensure welcoming meet and greet process for all swimming teachers/volunteers/young leaders involved in the event – this will pass on down to the swimmers!</li> </ul>			
	<ul style="list-style-type: none"> <li>Deliver the Aquasplash Festival.</li> </ul>			
	<ul style="list-style-type: none"> <li>Distribute prizes/awards (if appropriate).</li> </ul>			
	<ul style="list-style-type: none"> <li>Evaluate the festival with the participants/parents/guardians on the day.</li> </ul>			
	<ul style="list-style-type: none"> <li>Evaluate the festival with the swimming teachers and young leaders on the day.</li> </ul>			
	<ul style="list-style-type: none"> <li>Provide all participants with aquatic opportunities to do following the event (e.g. club leaflets, swimming in the area etc).</li> </ul>			
	<ul style="list-style-type: none"> <li>Thank all involved in the delivery of the event (facility manager, swimming teachers, school staff, participants).</li> </ul>			
	<ul style="list-style-type: none"> <li>Ensure all equipment and resources cleared away on the day.</li> </ul>			
<b>AFTER THE FESTIVAL</b>	<ul style="list-style-type: none"> <li>Write and distribute thank you letters as appropriate.</li> </ul>			
	<ul style="list-style-type: none"> <li>Compile festival report, including lessons learnt, outcomes, achievements for participants, swimming teachers, young leaders, swimming development group, the organiser and the facility.</li> </ul>			
	<ul style="list-style-type: none"> <li>Share the report and learning with others.</li> </ul>			
	<ul style="list-style-type: none"> <li>Follow up impact study of participants and their progress.</li> </ul>			
	<ul style="list-style-type: none"> <li>Start planning and preparing for the next festival.</li> </ul>			

