

# Tour Checklist

## Index

- [Travel Documents](#)
- [International Transport](#)
- [Accommodation](#)
- [Meals](#)
- [Local Transport](#)
- [Special Transport](#)
- [Admin](#)
- [Medical Issues](#)
- [Climate](#)
- [Kit](#)
- [Equipment](#)
- [Venue](#)
- [Discipline](#)
- [Extras](#)

## Travel Documents

- **Passport**
  - Check two months in advance of tour
  - Do all athletes and coaches have valid passports
  - Make a master list of passport numbers
  - Get photocopies of passports
- **Visas**
  - Are Visas required in the host country
  - Check two months in advance of tour
  - Book early at the respective embassy

[Return to Main Menu](#)

## International Transport

- **Airline**
  - Which carrier?
  - What Aircraft?
  - Are ticket dates correct?
  - Luggage
    - How many legs to the journey?
    - Try to book luggage right through
    - Crutches must go as hand luggage
    - Contingency plan for lost luggage
    - Check for special meal requirements on plane i.e. vegetarian
    - Pre-book seats
    - If not full, have the middle one blocked off for medical reasons

- Seats close to toilets
- Towards rear of aircraft (there is usually more space)
- Space to remove and store prosthetics

[Return to Main Menu](#)

## Accommodation

- Preferably on the same floor
  - It is easier for Coach / Manager to locate the crew
- Entire tour group at same hotel
- Make sure that hotel has lift if rooms are not on ground floor
- Determine a meeting place and time
  - Make this a regular time every day to disseminate information and resolve issues

[Return to Main Menu](#)

## Meals

- Determine any special dietary needs
- Advance notice of meal location
  - Is this at the venue or the hotel?
- What are the cost implications?
  - If athletes buy their own meals can they claim this back?
- What time are meals?

[Return to Main Menu](#)

## Local Transport

- Regatta organizers transport between the hotel and the venue
- How far is the venue from the hotel?
- Contingency plan in case the transport is dysfunctional
- Time to venue
  - How long with regatta transport
  - How long with alternative transport

[Return to Main Menu](#)

## Special Transport

? Buggy / Golf Cart

? Bicycles

? Cabs / Taxis

? Hire Car

[Return to Main Menu](#)

## Admin

- Proof of payment for entries
- Check if any other documentation is needed to get registered
- Crew Identification
- Meal Tickets

[Return to Main Menu](#)

## Medical Issues

? What effect does flying have on the athlete?

? Precautions

? What effect does walking have on the athlete

? Precautions

? What effect does fatigue have on the athlete

? Precautions

[Return to Main Menu](#)

## Kit

? Correct kit

? Check prior to departure

? Uniformity at regatta

? Professionalism

? Good for sponsor

? Sponsor Clothes

? Ensure maximum permissible branding for sponsor

? Wear as often as possible

? Sponsor Stickers

? Check regulations

? Print prior to departure

[Return to Main Menu](#)

## Climate

- Season
  - o Have the crew got appropriate clothing
  - o Rain coats
  - o Warm Jackets
- Altitude
- Local insects
  - o Vaccines

- o Prophylactics
- Water
  - o Tap drinkable or bottled
- Sun Block
  - o Suntan lotion
  - o Hats

[Return to Main Menu](#)

## Equipment

- Boat
  - o Make
  - o Weight
- Blades
  - o Make
  - o Ensure overall length can be adjusted
- Stroke coach
- Cox Box
- Seat Cushions
- Prosthetic Rowing Legs / Hand Straps / Goggles
- Footboards
  - o If the crew has any special modifications bring the entire footboard
- Tool box
  - o With correct spanners, tape measures, tape – full list must be created

[Return to Main Menu](#)

## Venue

- Know about the venue before hand
- Is it access friendly
- How far do boats have to be carried
- Is it rough terrain
- Dry storage for prosthetics
- Locate kit lockers
- Locate toilets
- Traffic rules

[Return to Main Menu](#)

## Discipline

- Discuss before tour
- Establish boundaries
- Buy in from whole tour group
- Travel as a single group through airports
  - o Meet just outside the door of the aircraft or at the end of the ramp
  - o Go through Immigration and Customs as one group
  - o Don't leave carousel until entire crew has its luggage
- Tell Coach / Manager where you are going don't just wander off.
- Decisions made are binding

[Return to Main Menu](#)

# Extras

- Two way radios for communication at regatta
- Pay as you go for Cell Phones
- First Aid Kit
  - bandaging, plasters, valoid, paracetamol for headaches, deep heat, maxalon for nausea, flu/cold medication and antiseptic cream
- Credit Card from Squad Bank Account
- Cameras
  - Video
  - Still
- Travel Cards
  - Oyster or similar for local transport

[Return to Main Menu](#)