

CVCC Sunday Session Briefing

Gather all groups on the slipway for 9.30am. Keep the briefing brief!
The welcome and the introduction of each lead coach are the important bits.

1. **Welcome**
2. **Safety**
 - Weather
 - Appropriate clothing: cags, sun protection etc.
 - Equipment: BAs, Water etc.
 - Confirm process for contacting in an emergency (confirm who has the CVCC phone)
3. **Introduce the Sessions running for the day**
 - Confirm which coach is leading each session
 - Read out the names of the people in the group
 - Check the correct bibs are allocated
 - Brief each group to talk to their coach about any medical information
4. **Events & Trips**
 - Highlight any upcoming events or trips
5. **End of Session Procedure**
 - Remind people to wash and put away their kit
6. **Remind everyone to have fun!**