CARNIVAL DAY CHECKLIST - For Age Managers

Before carnival day

- Confirm all competing Nippers have completed preliminary evaluations (pool swim + run-swim-run)
- Confirm all competing Nippers have completed competition evaluations for their age group
- Confirm age award requirements are on track for any Nippers entering championship events
- Check that no Nippers who have moved down an age group are entered in competition
- Confirm entries have been submitted through your club by the required deadline
- Communicate carnival details to all parents: date, location, arrival time, events, what to bring
- Run practice events during regular sessions so children know what to expect
- Prepare a list of which Nippers are entered in which events

On carnival day

- Arrive early — allow time for parking, set-up, and settling the group
- Set up club shade tent and a designated meeting point for your age group
- Sign on all Nippers and confirm attendance
- Brief the group: order of events, where to be, what to listen for, and who to go to if they need help
- Confirm Water Safety coverage and positioning for water events
- Check all Nippers have the correct uniform: hot pink hi-vis rash vest, club cap
- Ensure sunscreen applied and water bottles accessible
- Have sand-based games ready for downtime between events
- Know where the first aid station is located

During the carnival

- Marshal your group to each event on time
- Maintain headcounts between events
- Keep the group hydrated and in the shade when not competing
- Encourage and cheer for every child in every event
- Manage nerves calmly — reassure anxious competitors
- Report any incidents or injuries immediately

After the carnival

- Final headcount — all Nippers accounted for
- Thank Water Safety volunteers, parent helpers, and officials
- Celebrate the group's effort regardless of results
- Pack down and leave the area clean
- Report any incidents to your JAC