

Checklist: How to organise a Partner Jump...



So you want to organise a partner Jump? Be inspired by our instructions and use the following checklist!

For questions, send an email to info@bigjumpchallenge.net. And don't forget: teams across Europe are busy planning partner jumps, maybe even in your area! Exchange ideas, share tips or organise some steps together (e.g. flyers)! An opportunity to contact other teams can be found on the Jump Team profile pages, and you can send general questions to info@bigjumpchallenge.net. Or use the comment function in the River Action Toolbox!

CHECKLIST

1. Concept for your action

Before you get to the organising, first make an outline: What are your plans for your partner Jump? **When** should this take place? **What goals** do you want to reach? **Is there a central theme**/an important message? How will you work together with your partner team, how can your partner team be visible in your action and vice versa? Should it be colourful and fun, informative, or both? Do you want to reach children or adults or a specific group of people? Here it will also help to look in the toolbox and at your results, because there you will have already gathered many ideas and themes.

Done: Designed concept for the action

2. Who is the organizer of the bathing festival?

The organiser will announce the event and is **responsible for ensuring that everything runs well**. Your team can take over this responsibility, but you can also look for a partner to help you in this. Then, the responsibilities must be well discussed so that nothing important is missed.

Done: Organiser clarified and confirmed

3. Event location

Is there a bathing spot near where you are?

If yes, where? What are the conditions there now, can you swim there?

If not, is there another place where people can go swimming? If yes, where? **Can you organize a bathing/swimming event there?** Consider the safety requirements, such as access for emergency vehicles (ask your local regulatory authority, such as a municipal office!).

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In case there is such a possibility, in which you can swim in a lake or river nearby without danger: even when you're putting on a flash mob or river festival without bathing, you need a suitable location.

Done: Event location found

4. Partners

Working together with partners sometimes allows you to plan better: **More ideas, more experience, more contacts and relationships, more hands to make it all happen...**

Possible partners: City or village, (further) schools, Associations (lifeguard, swimming, canoeing, paddling, fishing, cultural and local clubs and associations, conservation organizations etc.), museums, tourism boards and information, city information, chamber(s) of commerce, local and regional press, VIPs or local personalities, and so on...

Perhaps there is also the possibility to merge your Jump with other local festivals (e.g. City or port festivals, environmental days)? If so, with whom do you have committed contacts and who is/are the organiser(s)?

Done: Partners researched and found

5. Permits

Find out what permits you need: from the **municipal/public regulatory authority, waterways and shipping offices**, possibly also official permission from the landowner of the river/lake...

If/when swimming is not allowed, in Germany you can request a one-time use permit for community need, if necessary, even based on the right to demonstrate. Thus one can obtain a permit for most one-time swimming actions, at least where swimming is usually prohibited but not life-threatening.

As far as the **local police – in particular - water protection officers and fire fighters** are concerned, let them know that you plan to undertake a swimming action.

Done: Permits obtained

Done: Water protection officers and fire-fighters notified

6. Safety

It must be pointed out to all participants in the bathing festival that **swimming is at their own risk**, and the best thing is to communicate this in person and through signs!

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Either way, organize a **rescue service** for your Big Jump (e.g. DLRG, local life guards or water rescue, THW, Red Cross, First Aid service, ambulance, St. John's, etc.).

Security measures must be included from the beginning of the event concept. It's also important to convince your partner team to include them in their event!

Done: Rescue service and safety measures clarified

7. Eco-friendly event organisation

Will you offer **drinks and snacks** at the partner Jump? Let yourself be advised by the municipal office and also remember to avoid producing waste and using food with a large water footprint.

Is there a canoe club or similar organisation that can provide you with **changing facilities and toilets**, or can you set up a changing tent?

Have you decided upon the most environmentally friendly **transportation** possible? Are you travelling by bike? Or public transport? If not, what other options (car, shuttle bus) are there?

Done: Catering, changing stations/toilets and transport confirmed

8. Obtain and prepare/present information

Make sure to provide current information about your **river or lake's water quality**. If you have a specific issue or concern, gather relevant information about it and make sure you can provide it on the spot.

Maybe there is already information that you can order and redistribute, or maybe it makes more sense to create your own **leaflets or posters**, so spectators can find out what you are doing and why.

Done: Information obtained and prepared

9. Preparatory and accompanying action plans

What actions are you planning to do? Competitions, pleasure boating, dragon boat racing, canoeing and rowing competitions, diving, fishing competitions, barbeque, fish specialties, old/new swimwear show, flea market, children's program, water quality monitoring for the local inhabitants, painting competition? Does the action(s) make sense or fit in with the Big Jump philosophy? For instance, jet-ski racing in a nature protection area wouldn't...

9 a) Suggestions for preparing actions:

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Panel Discussion: Let's take advantage of our own community and use every opportunity that our waterfront location offers (e.g. tourism, economy, nature conservation)? Lectures (with pictures) on previous swimming experiences, a search for the source of the local waters, articles in the community newsletter/local paper to notify people... Use the River Action Toolbox, it is full of inspiration.

Done: Preparations and announcements for your action developed

9 b) Accompanying program for the Partner Jump:

Go through your draft once more and plan more precisely what program you want to implement. What actions should be part of your Partner Jumps? What is the process? Things that fit with a swimming action: **Informative** exhibition on the lake/river or the history of the swimming area, an exhibition, panel discussion or other displays on a particular topic (e.g. special animal and plant species, particular characteristics of the water body, physical alterations to the water body such as hydropower, sanitation or pollution loads from mining and agriculture, but also special protective measures on site, e.g. such as a dike relocation or oxbow lake reconnections), **performances** in music, a swimwear show, storytellers, **playful and artistic** such as painting river images, boat building, and swim races etc.

Remember also to show that you have a partner team with whom you have jointly developed ideas and planned actions. If the program is available, make sure to distribute the preparatory upcoming tasks. In addition, someone should be responsible for checking that everyone is doing their jobs, and staying on track with what needs to be done.

Done: Final program decided upon

Done: Task plan for preparations created

10. Media and public relations

You can reach a lot of people in particular, if you gain the **interest of the local media** and draw attention to your project in advance of the actual bathing action. By sending **flyers and posters** you can call on your local editorial team, send press releases or even organise a press conference. It is also important to have a picture or maybe even a video of your action: Arrange to have a good camera and agree on who takes high resolution photos.

Done: Announcements sent to newspapers, radio and (local) TV stations

Done: flyers distributed, Facebook event created, possibly more ideas

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Done: People responsible for photo and/or video documentation determined.

11. Financing

Much of what you're planning costs money, e.g. a donations to the rescue service, a fee for a permit, a bit of cash for a band or the cost of printing of flyers and posters. In order to have the necessary budget for such expenses, you should definitely consider a funding strategy. It's best to create a small budget with an overview of (possible) expenses and (possible) revenue. Revenue can be **generated** through bake sales or through a raffle such as duck race or a quiz with entry fee. In this case, you should definitely check exactly which regulations must be observed. It is easier if you don't register your sales, but instead make an exchange of cake (or other home-made items) by donation. You can also **solicit donations**, for example, from people that support you, either through a collection campaign in advance or through a call for donations at the swimming action itself. You may be able to secure **funding** through applying to a foundation, booster club, the city or through another platform that supports small projects. Sometimes a company may offer a **sponsorship deal** which bears part of the cost (or all costs) for the event. Here you should be careful, however, that the event does not lose credibility - the company's purpose should match the target of the event, and at the very least not be harmful to the environment, and better still, be extremely environmentally and freshwater-protection friendly. Consider carefully also what you want to offer the company: keep a banner hanging, build an information stand, with their logo printed on flyers or...

Done: Budget created

Done: Raised needed funds

12. Debriefing and Overview

Collect photos, newspaper articles, reports, films, etc., and send via email to: info@bigjumpchallenge.net, so your results may be presented at www.bigjumpchallenge.net! And enclose a summary of the event: How many people joined you, how many watched? What feedback did you receive? Did you achieve something concerning your theme? What have you learned, what will you take away from this? Where do you go from here? Will there be another action where you are on July 12th, 2015 for the European River Swimming Day? Do you want to engage yourself further? How? Are there any plans for improvements in water protection or closer collaboration with different stakeholders?

Documentation that we receive by 30th June 2015, we can display in July at the exhibition for the European Rivers Parliament in Brussels.

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Done: Documentation and summary report sent to info@bigjumpchallenge.net