**Sustainable Event Checklist – Boating events**

**Event Name:**

**Host Venue:**

**Dates:**

**Completed by:**

This checklist is aimed at boating clubs and centres who are aiming to monitor and reduce their environmental impact at boating events. It has been designed as a simple tool to use whilst planning and running your event. For further guidance on these topics see the supporting Sustainable Events Toolkit or contact the RYA Environment & Sustainability Team at environment@rya.org.uk.

Please note that some of these points may not be relevant or achievable for all events, any steps you can make to make your event more sustainable is brilliant progress.

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|  | **Checklist** | **YES/NO**  | **Actions** |
| **Environmental Policy** | Construct an environmental policy prior to the event that includes: * A statement of compliance with legislation
* A list of aims you will work on
* Targets for measure and monitoring your aims
* Senior commitment
* An action plan
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| Share and communicate your policy  |  |  |
| Maintain your policy – works towards continual improvement |  |  |
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| **Team-work and volunteering** | Identify Green Champion roles within your event  |  |  |
| Advertise the Green Champion roles widely  |  |  |
| Provide support and training to the Green Champions and remember to say ‘thank you’ |  |  |
| Maintain a working group to continue your sustainability progress |  |  |
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| **Communications** | Decide the who, what and how  |  |  |
| Use a range of communication methods before, during and after the event  |  |  |
| Share your environmental policy  |  |  |
| Actively engage and encourage participants in achieving your aims  |  |  |
| Celebrate achievements  |  |  |
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| **Biosecurity****Invasive Species Prevention** | Advertise your event as welcoming clean hulls and ask all participants to clean their boats and trailers before arriving on site.  |  |  |
| Ask all participants to ensure their antifoul is fresh and effective  |  |  |
| Circulate information to all participants about issues relating to invasive non-native species and the threat they pose to boating  |  |  |
| Include biosecurity in contracts to any external contractors. For example all equipment arriving on site must be clean including pontoons and other in-water structures |  |  |
| Create a biosecurity plan for your event that includes procedures in the event of a fouled vessel arriving on-site |  |  |
| Set up a wash – down area, and promote its location to attendees, to use to clean their boats and equipment before leaving the site.  |  |  |
| Provide INNS information to an eco-champion and encourage them to monitor biosecurity throughout the event.  |  |  |
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| **Wildlife and Habitats** | Check and identify sensitive habitats and species in your area. |  |  |
| Take advice about how to avoid injury, disturbance or collisions through external expertise.  |  |  |
| Amend race routes, start times or start/finish lines to avoid sensitive species and habitats. |  |  |
| Communicate to participants and attendees, by sending out and displaying information, keeping them informed. |  |  |
| Consider using a marine mammal observer who can alert organisers to risks of collision. |  |  |
| Follow best practice to avoid moving invasive species. |  |  |
| Take steps to avoid and clean up marine litter. |  |  |
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| **Waste** | Work with the site manager / waste contractor to understand waste streams.  |  |  |
| Reduce all you can through careful procurement.  |  |  |
| Train staff and an eco-champion to help manage waste and encourage recycling.  |  |  |
| Communicate – ensure all bins are clearly signed and promote best practice.  |  |  |
| Re-use any items that still have value.  |  |  |
| Provide suitable recycling facilities considering: location, clustering waste bins, signage.  |  |  |
| Do all that’s possible to prevent litter on and around the site.  |  |  |
| Set waste reduction targets and measure your achievements.  |  |  |
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| **Catering** | Ask suppliers for their sustainable food sourcing policy, or consider constructing your own. |  |  |
| Serve local, seasonal and traceable produce including: * Vegetarian and vegan options
* Meats which have been produced avoiding antibiotics
* Avoiding carbon intensive meats such as beef and pork.
* Certified sustainable food e.g. Faritrade or MSC seafood.
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| Work to reduce food waste by:* Asking participants to sign up to menu choices in advance.
* Limit portion sizes.
* Prepare in advance.
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| Avoid or minimise packaging and try to ban all non-recycling packaging.  |  |  |
| Eliminate single-use packaging.  |  |  |
| Use re-usable serviceware or use fully compostable products such as veg-ware.  |  |  |
| Supply compost waste facilities for food scraps.  |  |  |
| Offer any unused food for discount or free to local good causes.  |  |  |
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| **Water** | Avoid bottled water and encourage use of refillable bottles instead.  |  |  |
| Provide and promote refill stations  |  |  |
| Train an eco-champion to be on-site promoting re-fill stations, monitoring any wasted water and there to answer questions.  |  |  |
| Fit taps on hoses, and timers and flow controllers in the showers and toilets. |  |  |
| Make a water map and work with the site manager to reduce water consumption.  |  |  |
| Measure your water usage and set targets to reduce water use at future events.  |  |  |
| Find out where the water from the wash-down area goes and limit the amount of cleaner which goes into the sewerage systems. |  |  |
| Investigate alternatives such as composting toilets and use of rain water to wash boats. |  |  |
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| **Pollution** | Identify potential sources of pollution to soil, water and air.  |  |  |
| Raise awareness of best practice by putting up signs and notices encouraging no spills and the use of tarpaulins to catch scrapings etc. |  |  |
| Coordinate to make sure that affordable or free-pump out services are available for all boats. |  |  |
| Ensure all re-fuel areas have spill kits and that an emergency plan is in place. |  |  |
| Check that drains going straight to the sea are well marked and that no pollutants can go down them. |  |  |
| Choose environmentally friendly paints and detergents and make sure to dispose of them responsibly. |  |  |
| Even at small scale events, make sure people are aware that using sea toilets is not without problems and that the shore side facilities should be used where possible. |  |  |
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| **Energy** | Make an energy map of your event which will allow you to plan for efficient use of power. |  |  |
| Take metre readings before and after the event for a baseline measure to improve future usage. |  |  |
| Encourage good practice of any boat engines i.e. from safety boats.  |  |  |
| Make maximum use of natural lighting including going outside for workshops etc. |  |  |
| Keep used rooms at a comfortable temperature range from 19-21oC. |  |  |
| Turn down the thermostat in rooms not in use. |  |  |
| Turn off lights completely when not needed. |  |  |
| Ask your site manager: * What they do to reduce energy use.
* If they use a green tariff with their energy supplier.
* If they use timers or sensors on the lights to regulate use.
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| Invest in low energy technology such as low energy lighting systems. |  |  |
| Work out what power you need and run generators in sequence to manage the load efficiently. |  |  |
| Use renewable energy to power sections/all of the event. |  |  |
| Consider carbon offsetting after you have taken the steps necessary to reduce your total energy use. |  |  |
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| **Travel** | Avoid transport in the run up to the event by using teleconference facilities when you can saving both time and an energy as you do business. |  |  |
| Promote the use of public transport by providing the relevant information.  |  |  |
| Encourage healthy, low carbon options such as walking and cycling by providing maps and storage facilities.  |  |  |
| Facilitate car and trailer sharing |  |  |
| Organise shuttle buses to cut down on short single occupant journeys |  |  |
| Hire or lease vehicles which are fuel efficient/low emission. |  |  |
| Facilitate the use of electric vehicles by signposting local charging points or even installing your own. |  |  |
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| **Venue and Accommodation** | Check to see if the venue has an environmental policy and ask to see a copy.  |  |  |
| Look out for and encourage, energy and resource saving management practices.  |  |  |
| Ask the venue to be involved with making your event more sustainable. |  |  |
| Check to see if the venue is accessible by public transport. |  |  |
| Check to see if the venue has any environmental accreditations. |  |  |
| Check the venues telephone and video conferencing facilities are in working order. |  |  |
| Choose accommodation close to the main venue. |  |  |
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| **Training and Development** | Include a talk or training opportunity on sustainability within your event. |  |  |
| Develop a recognition or awards programme for those assisting with implementing your environmental policy. |  |  |
| Extend the recognition or awards programme to those improving their environmental footprint within your key audiences. |  |  |
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| **Procurement** | Include sustainability criteria into your procurement specifications. |  |  |
| Ask contractors to give you their suggestions on more sustainable options rather than being specific about your solutions. |  |  |
| Look for items which are built to last, so you can reuse or resell them. |  |  |
| Request reduced packaging and ask the supplier before you commit to buy. |  |  |
| Use paper that is made from recyclable materials or FSC-certified. |  |  |
| Create your own procurement policy or responsible sourcing guidelines.  |  |  |
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| **Carbon Footprint** | Do all that is practical to reduce the amount of energy and other resources used in order to lower your carbon footprint. |  |  |
| Measure your carbon footprint and develop a strategy to further reduce it.  |  |  |
| Consider carbon offsetting. |  |  |
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| **Social and Economic aspects** | All your delegates should be able to attend your event, consider accessibility and timings.  |  |  |
| Think about communities  |  |  |
| Consider social sustainability in procurement choices such as local suppliers, certified suppliers and products, suppliers with policies ensuring fair and safe work.  |  |  |
| Be transparent. Maintaining transparent relationships with suppliers and stakeholders encourages a more ethical approach to your event. |  |  |
| Don’t forget to say thank you and celebrate achievements made. |  |  |
| Ensure that any expenses are to a reliable and sustainable vendor. |  |  |
| Consider local and smaller independent venues and suppliers.  |  |  |
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 **Additional Comments or Feedback:**