



Sustainable Boating Event Checklist

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.

	CHECKLIST	YES/NO	ACTIONS REQUIRED/NOTES
Environmental Policy	Construct an environmental policy prior to the event that includes: <ul style="list-style-type: none"> <input type="checkbox"/> A statement of compliance with legislation <input type="checkbox"/> A list of aims you will work on <input type="checkbox"/> Targets for measure and monitoring your aims <input type="checkbox"/> Senior commitment <input type="checkbox"/> An action plan 		
	Share and communicate your policy		
	Maintain your policy – works towards continual improvement		



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		
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		
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.		

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.		

Waste			
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.		
Catering			
Catering	Ask suppliers for their sustainable food sourcing policy, or consider constructing your own.		
	Serve local, seasonal and traceable produce including: <ul style="list-style-type: none"> <input type="checkbox"/> Vegetarian and vegan options <input type="checkbox"/> Meats which have been produced avoiding antibiotics <input type="checkbox"/> Avoiding carbon intensive meats such as beef and pork. <input type="checkbox"/> Certified sustainable food e.g. Fairtrade or MSC seafood. 		
	Work to reduce food waste by: <ul style="list-style-type: none"> <input type="checkbox"/> Asking participants to sign up to menu choices in advance. 		



	<input type="checkbox"/> Limit portion sizes. <input type="checkbox"/> Prepare in advance.		
	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.		
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.		

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.		
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 19-21°C.		

	Turn down the thermostat in rooms not in use.		
	Turn off lights completely when not needed.		
	Ask your site manager: <ul style="list-style-type: none"> <input type="checkbox"/> What they do to reduce energy use. <input type="checkbox"/> If they use a green tariff with their energy supplier. <input type="checkbox"/> If they use timers or sensors on the lights to regulate use. 		
	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.		
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.		
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.		
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.		
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.		
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.		



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.		

Additional Comments or Feedback:

