

TEAM ORGANISER GUIDE



24HOURROW.COM.AU

ALL YOU NEED TO KNOW

The Gotcha4Life 24 Hour Row is all about bringing communities together to form deeper connections, while raising vital funds for life-changing mental fitness programs nationwide.

Anyone can sign up to row. The event is open to sports clubs, schools, gyms, workplaces, and all interested teams. All you need to row is a venue, 2 rowing machines and a keen roster of rowers to take on the 24 hour challenge.

What is needed:

- ✓ **A passionate team organiser!**
Each club/team is usually managed by an organiser, who is supported by their team (to help with rower registrations, event day logistics like AV set up etc).
- ✓ **1-2 (or more) rowing machines** going continuously from 12 noon AEST Sat 13th to 12 noon AEST Sun 14th September 2025. (All Australian locations will open at the same time so 11:30am to 11:30am ACST and 10am to 10am AWST).
- ✓ **A venue or undercover space accessible 24/7** - this can be inside a clubhouse or an adjoining undercover area like a deck or balcony. Other suggestions include partnering with your local 24/7 gym.
- ✓ **Rowers** - there is no minimum or maximum number of rowers you need (some teams have had fewer rowers when participants choose to row longer than 1 hour, or they do extra time slots).
- ✓ **Public Liability Insurance (PLI)** - each venue will need to check their existing PLI to ensure suitable cover for the period of the event.



ROW-BY-ROW GUIDE TO PLANNING YOUR EVENT

9-10 WEEKS OUT

Lock in your venue. If you have an indoor or undercover space that opens onto a deck, verandah or the beach, this works great. ☐

Register your team at 24hourrow.com.au. Make sure you set this up as a team profile so that individual rowers can sign up and join your team. Personalise your team profile with your club/team logo (if you have one) or a photo, so it is easy to spot on the leaderboard. ☐

Recruit your rowers. Send out emails and newsletters to club members, teammates and others in the community to sign up and row! ☐

WhatsApp Organisers Chat. You will be invited to join the 24 Hour Row WhatsApp chat after you register your team. This channel is open to all clubs/teams to ask questions, stay in the loop on what's happening and generally stay connected with everyone. ☐

Save key dates. Please note any key dates for organiser meetings once advised. ☐

8-9 WEEKS OUT

Rostering rowers. Use a spreadsheet or a shared online system like signup.com (or similar) to fill time slots for rowers. This website/app allows you to build a roster where rowers can select their chosen timeslot(s), add event information, share and message rowers. Check out our [Signup.com step by step guide](#) on the Resources section of our website. ☐

Reach out to your network. Use your networks and reach out to local people with a profile who may like to get involved as a rower or who can share your event on their socials. Remember it's all about raising awareness and funds for mental fitness! ☐

Public Liability Insurance. Check your insurance covers your event and venue. Check out our [FAQs](#) on our website for more information. ☐

Start your training! This can be a great opportunity to get your team together for some fun physical activities. Encourage mateship and meaningful conversations and generally get everyone connected and excited. ☐



6-8 WEEKS OUT

Plan your Event Day. Think about adding some fun to your event. Hire a movie screen for a late night showing of Maverick or Mamma Mia, have a team fancy dress competition or create your own playlist.

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Maximise the fundraising. Make sure your rowers have set up their individual fundraising pages under your team profile. All donations to individuals feed into your Team's tally. Encourage your teammates to invite their family and friends to donate in support of mental fitness.

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4-6 WEEKS OUT

Check you have volunteers to help set up and pack down your event.

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Check your equipment is well maintained, safe and ready to go!

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Local business support. Ask local businesses if they will support your club/team with fundraising prizes or incentives, or by donating food or beverages for your rowers and volunteers on event day.

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2 WEEKS OUT

Internet access Each location should have access to the internet, a TV screen or monitor and the ability to join the 24 Hour Row live feed. By having everyone connected on the same feed, we can cross to Row HQ for special announcements, interviews and fundraising updates.

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Confirmations and Reminders! These weeks are all about checking you have all the above points covered off.

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- CONFIRM that your rowers and volunteers all know their time slots.
- REMIND your rowers to continue their fundraising right up until the row and even following the event.

EVENT DAY

Test the Live Feed link. Prior to the event starting at 12pm AEST (11:30am ACST, 10am AWST), test to see that the zoom link is working for you.

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Capture the moment. Get team members to take photos and videos during the event. Share them on the 24 Hour Row What's App chat. But don't forget to get permission from everyone to share with Gotcha4Life for our socials and website.

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Any questions?

Check FAQs at 24hourrow.com.au/faqs

Ask on the Organiser's WhatsApp chat

Email us at 24hourrow@gotcha4life.org