

Checklist for HASSRA Regional Events

Event			
Day/Date			
Venue			
Organiser			
Name:			
Tel:	Day		<i>Please tick preferred</i>
	Evening		
	Mobile		
Email:			

Initial Planning

		Checked / Cleared Initials & Date	Not Applicable	Notes / Outstanding Action:
1	Event Confirmed: Is the event included on the Regional Calendar and timing specified. DN: Have regard to limiting factors e.g. School Holidays, National Finals etc			
2	Venue Identify facilities, confirm availability, make provisional booking.			
3	Cost Request written confirmation of all costs from the venue i.e. both facility hire and catering if required. Clarify if costs quoted include VAT. Confirm payment arrangements and details of when final numbers must be advised to avoid additional charges.			
4	Estimate Provide details of outline costs, including relevant information if a deposit is required, to regional BOM and await confirmation.			
		Checked / Cleared Initials & Date	Not Applicable	Notes / Outstanding Action:

Initial Planning [Event Confirmed]

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5	Book Venue: Confirm requirements, including catering, in writing. Enquire re payment arrangements i.e. deposit required, invoice payment preferred or payment on the day.			
6	Officials Contact referees/umpires/adjudicators to confirm availability. Request information, if unsure, on numbers and level of experience required. Enquire re fees and payment arrangements.			
7	Risk Assessment Complete assessment decide if first aiders are required. If not provided by venue, investigate options and confirm requirements to preferred provider in writing. Enquire re fees and payment arrangements.			
8	Trophies & Prizes Establish requirements, including delivery arrangements.			
9	Practical Arrangements Do you require any kit/equipment such as bibs, balls, shuttles etc?			
10	Entry Handling Set up spreadsheet, word document or paper equivalent to record entries. <i>B/F for closing date.</i>			

Communications

11	Circular Decide content and forward to regional communications lead to ensure inclusion in communications issued to members e.g. email update, website, social media or magazine.			
12	Event Confirmation Following closing date contact entrants and advise when further details will be issued.			

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		Checked / Cleared Initials & Date	Not Applicable	Notes / Outstanding Action:
At least TWO weeks before the event				
13	Entries Forward list of applicants to CONTACT.HASSRAANDCOMMUNITY10000@DWP.GSI.GOV.UK and ask for a membership check to be completed.			
2	Competition Fees (if appropriate) Issue competitors with payment form.			
4	Venue Review arrangements. Are ground/venue preparations and requirements consistent with initial booking? If equipment is to be brought in, ensure venue are aware and are able to receive. Confirm any changes in writing.			
5	Catering Review requirements as per initial booking and confirm any changes in writing i.e. cost, numbers and timing.			
6	Rules Do you have a complete and up to date copy of the rules of the competition?			
7	Competition If appropriate complete draw and confirm format for the event?			
8	Officials and First Aid Finalise arrangements with referees/umpires/adjudicators/first aiders i.e. arrival time, format of competition and payment of fees/expenses.			
10	Trophies & Prizes Have you received prizes and made arrangements for any perpetual trophy to be cleaned and available at the event?			
11	Kit Organise kit/equipment if required?			
At least ONE week before the event				
1	Competition Fees (if appropriate) Ensure all payments have been received.			
2	Final Arrangements Issue competitors with information on event. This may include travel advice, registration arrangements, format, draw, rules, kit/equipment requirements, payment of expenses and catering arrangements.			
		Checked / Cleared Initials & Date	Not Applicable	Notes / Outstanding Action:
On the Day: Before Play				
3	Final Check Review all arrangements and set up registration/results table.			

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4	Registration Greet and register participants. Ensure that they are fully aware of all arrangements.			
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On the Day: During Event

6	Competitors Monitor conduct of members, remind them of the HASSRA Code of Conduct as necessary. Maintain notes on any incidents of inappropriate conduct.			
7	Results Ensure records are kept and trophies presented.			
8	Photographs Obtain permission from participants and confirm that they would be happy for them to be posted on the HASSRA website.			

Post Event

2	National Representation Ensure winner[s] are aware that they will be invited to represent the region at the National or IA if appropriate.			
3	Officials Pay fees/expenses as agreed, ensuring that appropriate paperwork is completed.			
4	First Aid Pay fees/expenses as agreed, ensuring that appropriate paperwork is completed.			
5	Venue Ensure all HASSRA property is removed. Ensure conditions of use have been adhered to, equipment in good order, rubbish cleared and lost property checked.			
6	Evaluation Issue feedback questionnaire, and a copy of the results, to all participants, preferably by email.			
7	Results Forward to region is given a brief report of the event and, wherever possible, a selection of photos for possible inclusion on			
8	Finance Complete all actions in respect of the collation and payment of costs for the event and send a list of participants to HASSRA.RBPSUPPORT@DWP.GSI.GOV.UK so that expenses can be			

Notes - Any incidents to record in brief, plus notes beneficial to the staging of the event in the future.

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Following the event retain this Checklist and the Risk Assessment in addition to any completed incident, accident, hospital or lost property forms.

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