

Checklist for HASSRA National Events

Event	
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Day/Date	
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Venue	
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Organiser	
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Name:			
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Tel:	Day		<i>Please tick preferred</i>
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Evening		
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Mobile		
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Email:			
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Checked/Cleared Initials & Date	Not Applicable	Notes/Outstanding Actions
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Initial Planning

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	Health & Safety Set up pro-forma.			
3	Venue Identify suitable facilities and confirm availability. 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	Accommodation Contact Group Choice, or similar supplier, and request three costed options.			
5	Transport Consider if required and if so what type i.e. bus, self drive or taxis. If yes obtain three estimates.			
6	Estimate Provide details of outline costs to RBP and await confirmation. B/F for one month.			

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Initial Planning [Event Confirmed]				
7	Book Venue, Accomodation and, if required, Transport Confirm requirements, including catering, in writing. Enquire re payment arrangements i.e. deposit required, invoice will be issued or payment on the day.			
8	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.			
9	First Aid If not provided by venue, investigate options and confirm requirements to preferred provider in writing. Enquire re fees and payment arrangements.			
10	Rules Do you have a complete and up to date copy of the rules of the competition? If not contact RBP.			
11	Trophies & Prizes In liaison with the RBP establish requirements, including delivery arrangements.			
12	Practical Arrangements Is any signage required and is this ok with the venue? Do you require any kit/equipment such as bibs, balls, shuttles etc? Contact RPB and advise requirements.			
13	Entry Handling Set up spreadsheet, word document or paper equivalent to record entries from regions. <i>B/F for commit date.</i>			
Communications				
1	Pre Event Proforma Finalise content and forward to RBP.			
2	Intra/Internet Update Complete template and forward to national webmaster.			
3	Entry Handling Ensure all stakeholders are clear about how entries will be handled i.e. where to be submitted and contact details for enquiries.			
At least ONE month before the event				
1	Update Health & Safety pro-forma.			
2	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.			

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At least ONE month before the event [continued]				
3	Catering Review requirements as per initial booking and confirm any changes in writing i.e. cost, numbers and timing. If the venue serves alcohol, ensure you are aware of bar opening times and assess possible impact on event.			
4	Accommodation Review requirements as per initial booking and confirm any changes in writing i.e. cost, numbers and timing of meals. Confirm arrangements for submitting rooming list and if pre-ordering of menu choices for presentation dinner required.			
5	Transport Review requirements as per initial booking and confirm any changes in writing i.e. cost and timing.			
6	Information Pack Issue competitors with information on event. This should include travel advice, registration arrangements, format, draw, rules, kit/equipment requirements, accommodation/catering arrangements and payment of expenses.			
7	Competition Has the draw been completed and format for the event confirmed?			
8	Officials Finalise arrangements with referees/umpires/adjudicators i.e. arrival time, format of competition and payment of fees/expenses.			
9	First Aid If not provided by venue, finalise arrangements with provider i.e. arrival time 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	Practical Arrangements Have you received any signage and essential kit/equipment required?			
On the Day: Before the event				
1	Update Health & Safety pro-forma.			
2	Signage Place signage where, and how, previously agreed with venue.			
3	Final Check Review all arrangements and set up registration/results table.			
4	Registration Greet and register participants.[DN: it is possible that not all those attending will arrive the day before.] Ensure that they are fully aware of all arrangements.			

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On the Day: During the event				
5	Update Health & Safety pro-forma.			
6	Registration Greet and register any additional participants. Ensure that they are fully aware of all arrangements.			
7	Competitors Monitor conduct of members, remind them of the HASSRA Code of Conduct as necessary. Maintain notes on any incidents of inappropriate conduct.			
8	Results Ensure that these are clear, accessible and kept up to date.			
9	Officials Pay fees/expenses as agreed, ensuring that appropriate paperwork is completed.			
10	First Aid Pay fees/expenses as agreed, ensuring that appropriate paperwork is completed.			
11	Photographs Obtain permission from participants and confirm that they would be happy for them to be posted on the HASSRA website.			
Post Event				
1	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.			
2	Present Trophies & Prizes to winners and runners-up. Ensure that Wear & Tear stencil for perpetual trophy is completed by recipient.			
3	Results Forward to RBP with a brief report of the event and, wherever possible, a selection of photos for inclusion on website.			
4	Finance Complete all actions in respect of the collation and payment of costs for the event and pass to the RBP as a matter of urgency. The RBP will issue invoices to participating regions in respect of their share of the costs involved.			

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.