

# CSSA STATE CONVENOR CHECKLIST

EVENT \_\_\_\_\_ DATE \_\_\_\_\_

CONVENOR NAME \_\_\_\_\_

VENUE ADDRESS \_\_\_\_\_

TIME SCHEDULE: START \_\_\_\_\_ FINISH \_\_\_\_\_

**CONSIDERATIONS (please tick when completed)**

## **IMMEDIATELY**

- Check/confirm Venue Booking & Parking/Toilet arrangements

## **8 WEEKS BEFORE**

- Contact Referees/Umpires/Officials
- Catering arranged
- 1st Aid arrangements organized
- Trophies/Medallions/Certificates/Gifts organized
- Equipment ordered/PA System Booked etc

## **4 WEEKS BEFORE**

- Budget Sheet submitted to CSSA Executive Officer : Attachment A
- Entry Form finalized with CSSA Executive Officer: Attachment B  
Note: Entry fee should cover the total cost of running the event  
Use the budget sheet Attachment A to assist with costing  
Note: Set closing date for entries at least 1 week before event
- Submit a copy of the "Rules & Guidelines" for the specific sporting activity to the Executive Office

## **2 WEEKS BEFORE**

- Confirm number of Referees/Umpires/Officials required
- Confirm 1st Aid arrangements
- Complete program and submit for printing (if applicable)

## **1 WEEK BEFORE**

- Complete draw and email to Executive Officer to distribute to participating schools
- Score cards/Result sheets etc prepared
- Collect ordered trophies/certificates
- Collect printed programs
- Wet weather contingency plan

## **FINAL CHECK**

- |   |   |
|---|---|
| <input type="checkbox"/> Venue                          | <input type="checkbox"/> PA System            |
| <input type="checkbox"/> Ground marking/facility set up | <input type="checkbox"/> Catering             |
| <input type="checkbox"/> Parking/Toilet facilities      | <input type="checkbox"/> 1st Aid Arrangements |
| <input type="checkbox"/> Equipment                      | <input type="checkbox"/> Officials            |

## **ON THE DAY**

- Venue/Facility set up
- Equipment/Scoring set up
- Refreshments/Catering set up
  
- Disputes panel established - Speak to EO for advise
  
- Managers Meeting
  - Ensure that all teams are aware of CSSA code of conduct - see CSSA Handbook
  - Notify managers of any last minute changes to the draw
  - Carnival rules and guidelines
  
- Referees/Umpires complete a "Statement by Supplier" Form – Attachment H
- Volunteers complete a "Working with Children" Form– Attachment I
  
- Toilets/Change room facilities in order
  
- Score cards distributed
- Collect and compile results

## **END OF THE DAY**

- Presentations
- Equipment collected
- Area cleaned and tidied

## **DAY AFTER CARNIVAL**

- Send any Accident Reports to CSSA EO

## **1 WEEK AFTER CARNIVAL**

- Send final results through to CSSA EO to email out to teams
- Send any Tax Invoices for "Accounts to be paid" by CSSA to the CSSA EO
- Send a copy of all "Statement by Supplier" forms &/or "Working with Children" forms to the CSSA EO to be filed
- Send a copy of all "Health" forms" to the CSSA EO to be filed (if applicable)

## **1 MONTH AFTER CARNIVAL**

- Submit final Tax Invoice with list of claims to the CSSA Executive Officer
- Submit Event Report & Results to the Executive Officer for publication to the CSSA website
- Prepare dates and book a venue for the following year, in consultation with the CSSA EO