

CHECKLIST FOR CSSA STATE CONVENER

EVENT _____ **DATE** _____

CONVENER'S 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" immediately through 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 onto CSSA website: www.cssa.net.au

- Prepare dates and book a venue for the following year, in consultation with the CSSA EO