4.1.2 General Carnival Organisation

General Checklist:

CARNIVAL: _________________________________
VENUE: _________________________________
DATES: _________________________________

Immediately:

_________ Venue booked.

_________ St John’s Ambulance booked if available or nurse/ambulance officer parent volunteer or other qualified first aid organized.

8 Weeks Before:

_________ P.A. system booked/organised

_________ Catering/canteen arranged

_________ Appropriate local Association notified e.g. Little Athletics.

_________ Referees/umpires/officials organised.

_________ Grounds organised for marking – if necessary.

4 to 6 weeks before:

_________ Develop risk management plan after first referring to the relevant sections of “Guidelines for the Safe Conduct of Sport and Physical Activity in Schools” or, as a minimum, one-page Risk Management Checklist (see relevant Diocesan CD)

_________ Principal notified of relevant details – of carnival and risk management.

_________ Buses booked.

_________ Media/photographer booked.

_________ Meeting held with local Zone re arrangements.

_________ Shade e.g. tents.

_________ Trophies from last year.

_________ Ribbons/Medallions ordered.

_________ Records check e.g. are they up to date

_________ PA System working on day etc., capabilities tested eg remote sound, plan for recharging battery etc.
Check venue.

Multidisability events

Novelty events – can this be delegated.

Up to 1 to 2 weeks before:

Risk Management Plan completed – involve principal.

Meet with principal – clarification, support.

Staff Meeting to clarify, seek support, assign tasks.

Score cards/results sheets, etc prepared.

Organise - Presenter for main trophies/medallions e.g. P & F President, Canteen Supervisor, Principal, Priest, local celebrity.

Catering for Officials e.g. Morning Tea, lunch.

First Aid kits ready.

Prohibited Employment Declarations signed as appropriate.

Crowd control organised.

Program completed and checked.

Toilet facilities checked out.

Opening – Prayer/Welcome – School Captains.

Wet weather arrangements clearly communicated.

Final check on morning of day of event:

Mobile phone ready and working.

House Captains ready for acceptance speech.

Meet officials and clarify duties.

Venue check for safety e.g. jumping pit inspection. Risk Management is ongoing throughout the day.

Ground marking completed.

Equipment – tables, chairs, recording materials, batons, etc, etc.

P.A. system – working, batteries, tape, extension lead, marching music in right place on tape (double check).

Buses.
Home time arrangements re parents collecting children – notes, teacher informed.

Catering/canteen.

First Aid - personnel and kit.

Water, ice.

Referees, umpires, officials.

Thank yous ready – at presentation e.g. officials, volunteers, canteen workers, staff, children.

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**COMPILE:**

- Results
- Point Score
- Result sheet

**DELIVER:**

- Result sheet to publicity outlets

After Carnival:

Give details of carnival/trial at next level – date, venue, note, etc.

Equipment returned.

Thank you letters written.

Accounts paid.
Wet Weather Cancellation

- Where possible cancellation or postponement of event should be made before school ends the previous day or even earlier. If not possible, arrangements should be made for announcement on local radio or other appropriate means e.g. school website (if previously arranged with families).

- The decision should be made with respect to:
  - the safety of the participants e.g. slippery surface, lightning
  - the state of the venue;
  - the availability and suitability of an alternate date;
  - the date of the event at the next pathway level.
  - Awareness of any possibility of flooding/road closures, etc.