4.1.3 Carnival Helpful Hints

- Delegate as much responsibility without risking quality.
- Continually thank and support volunteers.
- Put everything in writing for easy reference in future years.
- Put yourself in the position of each staff member/volunteer when developing instructions and delegating responsibilities.
- Ask for feedback from those involved.
- Diagrams and maps can be very helpful.
- When someone confirms something in a conversation, follow up with a confirmation letter.
- Prepare extensive checklists so that every detail is covered – refer to those in this package.
- Consider safety first – develop a risk management plan – refer to *Sport Risk Management One-Page Checklist CD*, the sample plan in the Athletics folder of this CD and always to the “Safe Guidelines” web address:
  

- Effective, audible (for everyone) PA is essential.
- Network with other schools and facilities.
- Try and maintain a calm and positive attitude throughout.
- Continually evaluate.