4.3.1 Cross Country Carnival Checklist

9-12 Months Before
- Book grounds and backup date
- Book transport
- Date to be included in yearly planner

6 Weeks Before
- Advise staff and canteen staff of date
- Check grounds booking, including cost and availability of equipment
- Publicise carnival date in newsletter
- Check on equipment needed
- Order equipment (where necessary)
- Organise recording sheets (see example)
- Organise programs, including events, officials and previous champions
- Select date for house meetings
- Invite guests
- Organise certificates, ribbons and trophies
- Arrange for first aid

3 Weeks Before
- Begin collection of money and notes
- Canteen facilities (if required)
- Check transport
- Find perpetual trophies
- Organise and distribute information and permission notes to parents
- Check relevant details of district/zone carnival
- Arrange course and plan relevant guide marks
- Liaise with Zone Cross Country convener regarding information and procedures for nominations and other arrangements (e.g. parent letter) to the the Zone Carnival.
- Refer and follow relevant sections of “Guidelines for the Safe Conduct of Sport and Physical Activity in Schools – involve your principal. See also Sport Risk Management One-page Checklist CD: Cross Country

1 Week Prior
- Distribute programs and job lists to staff members (training may be required)
- Meet with house captains (if appropriate)
- Collect equipment
- Complete transport arrangement
- Print program
- Publicise carnival information in newsletter (again if possible)
- Hold house meetings
- Make wet weather arrangements
- Cancellation arrangements with radio stations
- Prepare parent/family information package for those 8 to 13 year olds who qualify for the Zone Carnival (including estimate of cost per participant)
- Organise students to assist with:
  - Refreshments for officials (students not to handle hot drinks)
Place markers
Runners

1 Day Prior
- Check and pack all equipment
- Make arrangements for students not attending or participating
- Check ground bookings and any special arrangements
- Check transport details (again)
- Check recording sheets
- Speak to students about all aspects of organisation and expectations
- Brief student helpers if possible
- Finalise parent/family information package for those who qualify for the Zone Carnival
- Finalise risk management

DURING THE CARNIVAL
- Set up everything early – allow time for unanticipated problems
- Supervise officials – check regularly with all officials
- Handle any problems that arise
- Ensure toilets are supervised
- Refreshments for officials
- Think safety – risk management is ongoing

AFTER THE CARNIVAL
- Present awards
- Collect and return equipment
- Check all equipment is in working order for the following year and make a list of new equipment needed
- Age champions
- Select school team/district/zone team
- Distribute notes for zone carnival
- Book transport for district/zone representatives
- Place major results in local newspaper
- Send letters of appreciation
- Update records
- Complete staff evaluation of carnival
- Have perpetual trophies engraved
- Book grounds for the following year
- Arrange training for school team
- Thanks to staff/students/parent helpers (function?)