Task List

Establishment

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| Activity | Who | When | Result |
| Establish date of tournament | AS / PMS / Geoff | Done 20/1/10 | 7/8 August 2010 |
| Book venue |  | Done 20/1/10 |  |
| Book time for planning, setting-up & clearing |  |  |  |
| Agree round to be shot |  | Done 20/1/10 | FITA 24 x 2 |
| Apply for record status | PMS |  |  |
| Form an Organising Club |  |  | Done |
| Establish banking arrangements |  |  | Done |
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Personnel

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| Activity | Who | When | Result |
| Recruit organiser |  |  | PMS / CJS / AS |
| Recruit organising group |  |  |  |
| Choose/Invite Lady Paramount | Yvonne McGreal |  | Accepted |
| Invite judges | Bartotz/Bridle/Brown/Lovell + Hinchcliffe + Howells | 20/1/10 |  |
| Recruit volunteers – setting-up |  |  |  |
| Recruit volunteers – work party on day |  |  |  |
| Recruit volunteers – results party |  |  |  |
| Recruit volunteers – clearing course |  |  |  |
| First aider | Mary G? Hannah B? Stan B? |  |  |
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Admin & Paperwork – Before the day

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| Activity | Who | When | Result |
| Review finance & set entry fees |  |  | Done – as before |
| Design & distribute entry form | PMS | Jan |  |
| Advertise in magazines & internet | PMS |  |  |
| Design score cards | CJS |  |  |
| Receive entries | PMS |  |  |
| Prepare target lists | PMS/CJS |  |  |
| Prepare blank map of course area for planning |  |  | Done |
| Prepare map of shoot location for sending out |  |  | Done |
| Prepare instructions to find ground |  |  | Done |
| Organise catering arrangements |  | 17/1/10 | Mary Grace booked |
| Organise hiring of portaloos | PMS |  | Done |
| Obtain prizes and medals with engraving as necessary | PMS |  |  |
| Design/purchase medal centres | PMS |  |  |
| Produce course layout map | CJS |  |  |
| Fill in course layout forms | CJS |  |  |
| Obtain record claim forms | PMS |  |  |
| Get Arrowhead claim forms | PMS |  |  |
| Produce target lists | CJS |  |  |
| Produce score cards | CJS |  |  |
| Set up results program | CJS |  |  |
| Find local B&B addresses |  |  | Done |
| Make application for grant | ------- | ------- | ------- |

Equipment

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| Item | Who | When | Result |
| Bosses (Course & Practice) |  |  | On site |
| Target posts |  |  | Road pins on site |
| Target faces purchase | PMS | 20/1/10 | In hand |
| Card for mounting faces | PMS |  | At Copthorne |
| Paste faces to card (PVA) |  |  |  |
| Target numbers |  |  | At Copthorne |
| Shooting pegs + distance tags |  |  | At Copthorne |
| Direction arrows – within course |  |  | At Copthorne |
| Direction signs – approach roads |  |  | On site |
| Radios for communications | Peter Turner |  |  |
| Metal detector + spare batteries | CJS |  | At Copthorne |
| PA system | Peter Turner |  |  |
| Rubbish bags | PMS / CJS |  |  |
| Target face pins |  |  | At Copthorne |
| Backstop netting if necessary |  |  |  |
| Target covers (Bags) |  |  | At Copthorne |
| Assembly numbers | Borrow white pegs from Crawley |  | Numbers at Copthorne |
| Practice field distance pegs |  |  | At Copthorne |

On the ground – well before the day

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| Activity | Who | When | Result |
| Plan course – initial | AS |  |  |
| Plan course – detail | AS |  |  |
| Groundwork if necessary (Steps, bridges, etc) | AS |  |  |
| Plan car & caravan access | AS / Geoff |  |  |
| Caravan/tent ground preparation | Geoff |  |  |
| Plan practice field location & layout | CJS |  | Done |
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On the ground – just before the day

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| Activity | Who | When | Result |
| Set out targets | AS et al |  |  |
| Measure & place target numbers and shooting pegs | ? |  |  |
| Place direction arrows, tapes, and notices | ? |  |  |
| Mark out car parking area | ? |  |  |
| Liase with judges to check satisfactory course | PMS / CJS |  |  |
| Set up booking-in facility | PMS |  |  |
| Plan lead out groups/routing | CJS |  |  |
| Prepare notes for assembly | ? |  |  |
| Numbered locations for target group assembly |  |  | At Copthorne |
| Set up practice field | AS |  |  |
| Put out direction arrows on public roads | AS | 6/8/10 (Friday before shoot) |  |
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On the ground – On the days

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| Activity | Who | When | Result |
| Face up targets | ? |  |  |
| Booking-in for competitors | PMS |  |  |
| Adjust target groups as necessary | PMS |  |  |
| Run assembly | ? AS or CJS |  |  |
| Despatch competitors to start positions | ? AS or CJS |  |  |
| Collect score sheets as groups finish | PMS |  |  |
| Re-measure for day 2 | AS |  |  |
| Work out results | CJS |  |  |
| Arrange prize giving | PMS |  |  |
| List of trophy winners together with those not presented | PMS |  |  |
| Gifts to Lady Paramount/judges | PMS |  |  |
| Request information & reimburse expenses | PMS |  |  |
| Complete information required by judges | PMS |  |  |
| Arrange for initial clearing of course | AS |  |  |
| Remove any direction arrows from public roads | AS |  |  |
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On the ground – After the day

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| Activity | Who | When | Result |
| Clear targets and remove to store | AS |  |  |
| Clear remaining equipment from ground and store | AS |  |  |
| Search for lost arrows | All |  |  |
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Admin & Paperwork – After the day

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| Activity | Who | When | Result |
| Produce result sheet | CJS |  |  |
| Send out result sheet | PMS |  |  |
| Get result sheet onto field website | CJS |  |  |
| Send results, record claims, & judges forms to GNAS office | PMS |  |  |
| Send thanks & results to interested parties | PMS |  |  |
| Produce report of tournament for County organisation |  |  |  |
| Arrange date of next shoot | ------ |  |  |
| Apply for record status | ------ |  |  |
| Prepare financial account of tournament | CJS |  |  |