**Task List**

**Establishment**

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| **Activity** | **Who** | **When** | **Result** |
| Establish date of tournament |  |  |  |
| Book venue |  |  |  |
| Book time for planning, setting-up & clearing |  |  |  |
| Agree round to be shot |  |  |  |
| Apply for record status |  |  |  |
| Form an Organising Club |  |  |  |
| Establish banking arrangements |  |  |  |
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**Personnel**

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| **Activity** | **Who** | **When** | **Result** |
| Recruit organiser |  |  |  |
| Recruit organising group |  |  |  |
| Choose/Invite Lady Paramount |  |  |  |
| Invite judges |  |  |  |
| Recruit volunteers – setting-up |  |  |  |
| Recruit volunteers – work party on day |  |  |  |
| Recruit volunteers – results party |  |  |  |
| Recruit volunteers – clearing course |  |  |  |
| First aider |  |  |  |
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**Admin & Paperwork – Before the day**

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

**Equipment**

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| **Item** | **Who** | **When** | **Result** |
| Bosses (Course & Practice) |  |  |  |
| Target posts |  |  |  |
| Target faces purchase |  |  |  |
| Card for mounting faces |  |  |  |
| Paste faces to card (PVA) |  |  |  |
| Target numbers |  |  |  |
| Shooting pegs + distance tags |  |  |  |
| Direction arrows – within course |  |  |  |
| Direction signs – approach roads |  |  |  |
| Radios for communications |  |  |  |
| Metal detector + spare batteries |  |  |  |
| PA system |  |  |  |
| Rubbish bags |  |  |  |
| Target face pins |  |  |  |
| Backstop netting if necessary |  |  |  |
| Target covers (Bags) |  |  |  |
| Assembly numbers |  |  |  |
| Practice field distance pegs |  |  |  |

**On the ground – well before the day**

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

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| **Activity** | **Who** | **When** | **Result** |
| Set out targets |  |  |  |
| 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 |  |  |  |
| Set up booking-in facility |  |  |  |
| Plan lead out groups/routing |  |  |  |
| Prepare notes for assembly |  |  |  |
| Numbered locations for target group assembly |  |  |  |
| Set up practice field |  |  |  |
| Put out direction arrows on public roads |  |  |  |
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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 |  |  |  |
| Adjust target groups as necessary |  |  |  |
| Run assembly |  |  |  |
| Despatch competitors to start positions |  |  |  |
| Collect score sheets as groups finish |  |  |  |
| Re-measure for day 2 |  |  |  |
| Work out results |  |  |  |
| Arrange prize giving |  |  |  |
| List of trophy winners together with those not presented |  |  |  |
| Gifts to Lady Paramount/judges |  |  |  |
| Request information & reimburse expenses |  |  |  |
| Complete information required by judges |  |  |  |
| Arrange for initial clearing of course |  |  |  |
| Remove any direction arrows from public roads |  |  |  |
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**On the ground – After the day**

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

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