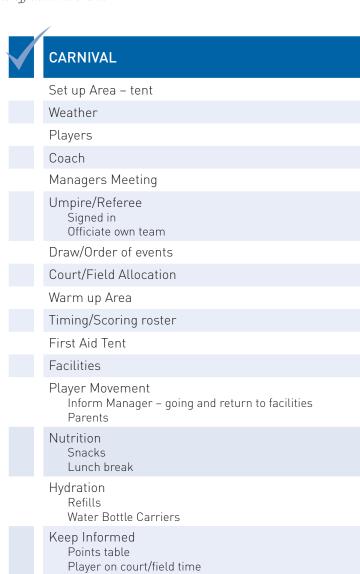


One Day Carnival Checklist

A checklist guide to ensure you have all the information to assist you with managing a sporting team for a one off carnival event.

PRE CARNIVAL Distribute Carnival Dates/Times/Budget/ Expectations Confirm Player/Parent Availability Confirm Carnival Date Address/Location Start Time/Finish Time Parent Roster Uniform Meeting Place/Tent Food/Hydration Money Confirm Player Transport First Aid Equipment Injury/illness Equipment Spare Uniforms Umpire/Referee Receive Payment POST CARNIVAL Parent/Player Acknowledgment Result/Achievement Volunteers Return First Aid Equipment Return Equipment Referee/Umpire Acknowledgment Thank you Payment Advise Club/Association of result Include in Final Report Follow up on injury/illness Confirm Training or Amendments



Injuries/Illness

Collect Equipment

Weather

Parents

Presentations

Clean up area