

## Bedfordshire & Luton Schools AA

### Organisation of Track & Field Team for ESAA Champs

(Numbers in red refer to appendices & hard copies in ring binder)

1. Jan. Decide and invite Team Managers
2. Jan. Decide transport and book minibuses if required ( 1 with Roof Rack)  
Alternatively start to make enquiries re travel by train.
3. Jan. Decide meeting point and make preliminary arrangements (2.5 to 3 hours including kit and lunch are needed)
4. Jan. Order Kit (for XC & T & F) (check with X-C Manager & Treasurer)
5. Jan. Ask Champs Sec to order sufficient pins (240 needed)
6. Jan. Decide date(s) for selection meeting(s) depends on entry date
7. Easter Send initial letters with forms to schools/ clubs (for coaches and team managers); place on website (1 or 2, 3,4a,4b, & 5)
8. Easter Make sure Seniors are aware of selection (there is no County Champs for them)
9. June? Or before – Risk Assessment forms (may need to be sent to schools)
10. June Obtain copy of County AAA Champs results.
11. June Print athlete information cards for County Champs (for 1<sup>st</sup> 2 in each event) (7)  
And athlete marshalling cards for ESAA Champs. (28)
12. June If travelling, by train, finalise arrangements
13. June Calculate budget (are you going to order packed lunches?) and contributions required from schools and parents. (9)
14. June Prepare (and print?) selection packages & email to Team Managers. (10)
15. June Ensure all schools, coaches and athletes are aware of ESAA registration
16. June At County Champs talk to as many athletes and coaches as possible
17. June Check ESAA registration and that PBs are current year (system allows two years).
18. June Check if any athletes may have to withdraw due to GB selection
19. June Check all performances given from whatever source against PoT; don't accept school meetings, be very wary of district meetings and wary of single stand out performances
20. June Have details required for entry and for contacting athletes before selection (13,14)
21. June Collate information and rank athletes for selection meeting (15)
22. June 1<sup>st</sup> wave selection: select about 20 with remainder in rank order. (16)
23. June Send letters by email (if poss.) to those selected. (10)
24. June Enter selections on ESAA online system, BUT DO NOT SUBMIT
25. June Chase up athlete non replies.
26. June Collate information for 2<sup>nd</sup> wave selection (15)
27. June Make final selections including captains, relay teams & reserves (17)
28. June Arrange relay practices if required

29. June Complete on line entry, CHECK, DOUBLE CHECK, & TREBLE CHECK before submitting. (Entries cannot be changed after submission except if athletes are subsequently selected by GB – check rules carefully)
30. June Send copy of entry to ESAA Champs sec; and another to ESAA Treasurer with cheque for entries (obtain from treasurer in advance)
31. June Send letters by email (if poss.) to those selected. (10)
32. June Send letters by email to schools (Head, PE Dept and Finance Dept) requesting contributions. And chase up in 2 weeks, 4 weeks, 6 weeks, 8 weeks .... (12,32)
33. June Publish Team on Website and send to press (Spike Corkett) (17)
34. June Prepare income sheets (19)
35. Chase up athlete replies
36. File athlete replies
37. Compile list of athlete contact details (include Team Managers) (20)
38. Compile list of Medical & Dietary requirements (communicate latter to accommodation) ( medication – check on 100% ME) (21)
39. Prepare team sheets; Competition details; results; marshalling etc. (18,22,24,25,26,27)
40. Prepare maps to accommodation and to track.
41. Keep a list contributions (19)
42. Bank contributions on behalf of treasurer every week and inform treasurer
43. Download event timetable and check for events
44. Download Marshalling Details and reduce to just show our athletes including heats/semis/finals and pools/finals (23)
45. Add our athletes names in spaces provided
46. Complete team sheets; Competition details; results; marshalling etc. (22,24)
47. Prepare maps to accommodation and to track.
48. Check details in programme
49. Prepare athlete marshalling cards (28)
50. Send all relevant documents to Team Managers as and when available.
51. Prepare team talks for Thursday Morning
52. Check with venue for pre – travel meeting and all arrangements
53. Check mini buses/travel arrangement/risk assessment.
54. Arrange who is collecting minibuses and who is returning (before 8am Mon)
55. Drivers to take in both parts of driving licence and proof of address.
56. Pay for minibuses (by Credit card)
57. Have sufficient change for float for kit payments
58. Prepare Kit sheet blanks (25)
59. Prepare Rooming blanks (26)
60. Prepare “red” box (list of contents inside lid) & Red Ring Binder (35)
61. DON'T FORGET PINS!!!
62. Wed. (or on Thursday Morning) Collect Track suits from Allen's garage; and other kit and Banner & Pole from Dennis's loft and trophies to be returned.
63. Take to meeting point.  
**THURSDAY**
64. Thursday Collect minibuses from 8am

65. Arrange kit and loan/sell and record details. Decide what to do with cash.

66. Store remaining kit for collection on Monday

67. Conduct meeting with break and lunch before departure.

On ARRIVAL:

68. Allocate and record rooms (athletes to sign for keys) – inform athletes of TM rooms

69. Give out keys, programmes and any other information

70. Book team meeting room

71. Team Managers decide which athletes are their responsibility, and complete athlete information card details. Team Managers to have numbers and pins.

72. Dinner, followed by team meeting, followed by meetings between individual team managers and their athletes – discuss event, arrange morning wake up calls, give out cards, but not numbers or pins

73. Short team managers meeting

74. Check athletes in their rooms by curfew, then Bed!

FRIDAY MORNING

75. Wake up athletes at agreed times.

76. Check athletes through breakfast, making sure they are in kit and with accreditation.

77. Give out numbers and pins to those who are competing on Friday

78. Check athletes on departure making sure they have all their kit requirements.

79. Arrive by 8.30am: take athletes to stand/ check in equipment/ take athletes to warm up/ marshalling. Return any trophies

80. Later collect packed lunches

81. Keep Parents/ coaches/others out of our section of stand

82. Continue athlete related activities including next round qualification and ESAA Standards.

83. End of day: clean our section of stand, check athletes and return to accommodation.

84. Book Team Meeting room

85. Dinner

86. Decide who is to may miss the parade (finalise if necessary on Sat lunchtime)

87. Team Meeting followed by individual TM/ athletes meetings/ TM Meeting

88. Check athletes in their rooms by curfew, then Bed!

SATURDAY MORNING

89. Wake up athletes as per agreed rota

90. Check athletes through breakfast, making sure they are in kit and with accreditation.

91. Collect keys (athletes stand outside rooms with all bags and TM check rooms)

92. Check athletes on departure making sure they have all their kit requirements in their day bag and all other possessions with them.

93. Give out numbers and pins to those who are competing on Saturday

94. Arrive by 8.30am take athletes to stand/ check in equipment/ take athletes to warm up/ marshalling.

95. Later collect packed lunches

96. Keep Parents/ coaches/others out of our section of stand

97. Continue athlete related activities including next round qualification and ESAA Standards. Make sure standards are claimed.

98. Make sure all athletes report back to stand in good time for parade; decide what is to be worn, who is to carry flag, which TM is with team.
99. End of day clean our section of stand before leaving.
100. All athletes to remain for Presentation of Trophies
101. International athletes to international room
102. One team manager and both captains go to presentation.
103. Brief team meeting to sum up weekend
104. Collect all tracksuits and borrowed kit and record. Don't forget Flag & Banner
105. **Be certain who is going home with parents etc** and allow them to go.
106. Take remainder to minibuses and depart. Give ETA.
107. Deliver athletes back to parents; all kit to go back to Dennis.
108. **Sunday:** clean any litter from minibuses; fill up with fuel.
109. **Monday:** Return minibuses to Marshalls **before 8am; one person must stay with minibuses to have them signed off**
110. Press Report to be written and circulated (Spike) including to website (30)
111. Letters of thanks to organisers, ESAA, and school used for meeting.
112. Check kit and take used track suits to laundry (Queen's Drive)
113. Collect spare kit from school
114. Check kit, send stock list to Treasurer and return kit to storage.(31)
115. Bank cash and any cheques.
116. Claim expenses from Treasurer (33)
117. Continue to follow up non-payment of contributions. (32)
118. Provide interim and final accounts to treasurer. (34)
119. Report for AGM

Appendices: *Letters and forms are listed below.*

Dennis Johnson

08.02.13

Appendices: (These are exemplars most of which need updating each year.)

1. Boys- Girls Standards 2011
2. ESAAStandards2012
3. Easter Letter to schools & clubs: ESAA selectschools 2012
4. ESAA Selection Procedure 2012
5. ESAA Preselection info 2012
6. Athlete Registration 2012
7. Athlete Information Cards (not on computer)
8. English Schools Selection notice 2012
9. ESAA Budget 2012
10. Athlete Selection Package 2012 (includes information, selection, return & parents)
11. Esaa Sel 12
12. Esaa head 12 Hastingsbury (template) (send to head, PE Dept and Finance Depart.)
13. POSS12 (8 copies for selection meeting)
14. POSSDE12 (prepare before selection, but do not circulate)
15. Selection Meeting information & ranking sheets (not on computer)
  
16. ESAA Team 2012 1<sup>st</sup> wave (similar to Final Selection)
17. ESAA Team 2012 Final Selection
18. ESAA Team 12 List (use as template for further lists)
19. Income Sheet (not on computer)
20. ESAA Team 12 Contact List
21. ESAA Team 201 Medical or other information (confidential - Team Managers only)
22. ESAA Team 12 Event List
23. Beds & Luton Team Marshalling sheets (needs to be extracted & amended from ESAA Marshalling Sheets)
24. ESAA Team 12 Event Time Order (print 60 copies for team/parents/coaches)
25. ESAA Team 12 Kit list (needs vertical lines) (several copies needed)
26. ESAA Team 12 Rooms & Keys (needs vertical lines)
27. ESAA Team 12 Results ( prepare blanks for completion)
28. Marshalling cards (not on computer) (50 – more if relays)
29. PEP (pre event preparation) (not on computer) (for team managers)
30. ESAA Championships Report 2012
31. Kit (31.05.12) (Kit stock check)
32. Head Reminder1
33. ESAA T&F TM Expenses
34. ESAA T & F 2012 Balance Sheet
35. “Red” Box and Red File Contents.

