

# COMPETITION CHECKLIST



EVENT NAME – EVENT DATE				
<b>1. Technical</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Invite & confirm officials				
Invite & confirm referees				
Invite & confirm medical staff				
Invite & confirm judogi stewards				
Confirm weigh-in officials				
Notify UK Sport doping control about event				
Confirm named official to liaise with doping control				
Complete & return UK Sport Doping Control event information sheet				
Tournament Licence				
Prepare competitor information for tournament controller				
Check mat area - layout etc				
<b>2. Venue</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Finalise contracts NIA				
3 x quotes for event insurance				
Confirm insurance cover				
Agreement of lay-out (mats, barriers etc)				
Designate a weigh-in area				
Designate a warm-up area				
Organise lay down of mats				
Mat side medical area				
Doping control area				
Tournament control area				
Arrange seating - lay-out, numbers etc				
Fire exits clearly marked				
Confirm arrangements for car parking				
Car park attendants				
Refreshments (spectators, VIPs, officials)				
Organise stewards / security for event				
Briefing for stewards / security				
Signage & mat numbering in venue				
Set-up a press room				
Set up a VIP area				
Arrange VIP parking				
Arrange location of stalls				
Send booking forms to stall holders approx 12 weeks prior event				
Provision of tables for stalls				
<b>3. Equipment</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Registration cards				
Book Industrial Sewing Machines (2 - 3)				
Quote for production of Judogi back numbers				
Weigh-in equipment - scales & test scales (2 of each)				
Organise provision of mats				
Mat tape				
Referee boards				
Referee Number badges				
Audible signal				

# COMPETITION CHECKLIST



Referee flags & bats				
Microphone				
Electronic scoreboards or plasma screens (2 per mat)				
Manual clocks				
Headed paper				
Paper				
Photocopiers - arrange for service 1 week prior to event				
Computers / lap tops (1 per mat)				
Extension leads for photocopiers & lap-tops				
Infra red hub				
Printer				
Tables & chairs for control area				
Tables & chairs for each mat area				
BJA logo cloths for each mat table				
Advertising Boards				
Noticeboards to post competition information				
PA system & announcer				
Information for announcer				
Radios for staff				
Sealed bottles of water for doping control (30 per day)				
Database of competitors				
BJA logo event stamp				
Receipt book				
BJA logo event badges				
<b>4. Competitor / Coach / Officials Information</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Design & distribution of entry forms				
Info prior to tournament (format etc)				
Directions to venue				
Confirm weigh-in time				
Info about hotels nearby (3 categories)				
Transport from / to airport				
Arrange transport to & from hotel				
Get quotes from Birmingham Coach companies				
Confirm and sign contract for Coach transport				
Book BJA Vehicles				
Confirm transport required				
Confirm drivers for courtesy vehicles and collect driving licences				
Details about venue & time of referees meeting				
Schedule for distribution on day of event				
<b>5. Accommodation</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Notify Carole Duffy of event details				
Sign contracts with Hotel(s)				
Re-confirm meeting room requirements				
Meet with Carole D to reconfirm event details				
Book accom. for officials				
Book accom. for BJA staff				
Book accom. for VIPs				
Stewards?				
<b>6. Promotion / Sponsorship</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Poster design & production				
Poster distribution (schools / clubs)				
Local brochure / poster distribution				
Info to BJA clubs & members				

# COMPETITION CHECKLIST



Information on BJA website				
Advertisements in local press				
Advertisements on local radio				
AA road signs				
Television coverage				
Programme design & production				
Ticket design / production				
Merchandising stall				
Sale of advertising boards				
BJA information stand				
Post event info to national / local press reporters				
Ippon.org				
<b>7. Accreditation</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Competitors				
Coaches				
VIP's				
Officials				
Stewards				
Hostesses				
Medical team				
BJA / event staff				
Sponsors				
Media passes				
Stall holders (2 per stall)				
Video & photography accreditation				
Lanyards				
<b>8. Medal Ceremonies</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Medal rostrum				
Order medals / trophies				
Medal cushions				
Order plants/flowers for VIP tables/rostrums etc				
Obtain all necessary prizes				
Obtain all necessary flags				
Confirm Flag raiser and equipment				
Obtain all necessary music / anthems				
Establish medal presentation process				
Confirm ceremony schedule				
Confirm all details with ceremony acts				
Send out parent consent forms for volunteers				
Send ET confirmation of no. & details of volunteers				
Send ET timetable of events for volunteers including arrival, briefing, rehearsals etc				
Confirm medal presenters				
<b>9. Floor Area Security</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Provide ET with process and plan				
Provide ET with volunteer and staff requirements				
Send invites				
Produce and complete parent consent forms				
Produce staff info pack and timetable				
<b>9. Hospitality</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
VIP invites				
Distribution of VIP passes				
VIP information pack				
Arrangements for VIPs (welcome, refreshments etc)				

# COMPETITION CHECKLIST



VIP Badges				
Order all catering requirements for NIA				
<b>10. Media</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Invitations to Editors / Directors				
Press releases on event & participants				
Distribution of media passes				
Media refreshments				
Media liaison				
<b>11. Internal / Staff</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Briefing / function sheet				
Polo shirts for stewards				
<b>12. Health &amp; Safety</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
NIA to confirm Fire Officer approval for activities area				
Risk Assessment for activities area				
Confirm activities and timetable for activities				
Confirm staffing/volunteer requirements for activities				
Confirm all medical requirements				
Confirm GB Team Medical staff				
<b>13. Finance</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Update budgets with DS				
<b>14. Other</b>	<b>Resp.</b>	<b>Due</b>	<b>Complete?</b>	<b>Comments</b>
Prepare thank you letter template & database				