	Wessex League	Quad Kids	YDL	SAL
Pre- Season				
Book tra		Covered by Wessex League.	Book track for home event with	Book track for home event with
	university		university	university
	(alex.trumble@winchester.ac.uk).		(alex.trumble@winchester.ac.uk).	(alex.trumble@winchester.ac.uk).
Contact	Ensure that Wessex League is aware of	Ensure that Wessex League is	Ensure that YDL is aware of Team	Ensure that SAL is aware of Team
details	Team Managers for the season and	aware of Team Managers for	Managers for the season and	Managers for the season and
	contact details.	the season and contact details.	contact details.	contact details.
Website	e log- Ensure that you have an account to be	Ensure that you have an	Ensure that you have an account	Ensure that you have an account
in	able to post notices to the WADAC	account to be able to post	to be able to post notices to the	to be able to post notices to the
	website (Ask Marc Lyne).	notices to the WADAC website	WADAC website (Ask Marc Lyne).	WADAC website (Ask Marc Lyne).
	Website training is provided.	(Ask Marc Lyne).	Website training is provided.	Website training is provided.
		Website training is provided.		
Webma	il Ensure that you have access to the	Ensure that you have access to	Ensure that you have access to	Ensure that you have access to
	team manager's webmail account.	the team manager's webmail	the team manager's webmail	the team manager's webmail
	Contact Tom Reid	account. Contact Tom Reid	account. Contact Tom Reid	account. Contact Tom Reid
	(webmaster@wadac.org.uk).	(webmaster@wadac.org.uk).	(webmaster@wadac.org.uk).	(webmaster@wadac.org.uk).
Team	Ensure that Team Manager jacket/t-	Ensure that Team Manager	Ensure that Team Manager	Ensure that Team Manager
Manage	er shirt has been ordered at Alton Sports.	jacket/t-shirt has been ordered.	jacket/t-shirt has been ordered at	jacket/t-shirt has been ordered at
Clothing	Jacket certainly of more use for earlier	Jacket certainly of more use for	Alton Sports. Jacket certainly of	Alton Sports. Jacket certainly of
	matches!	earlier matches!	more use for earlier matches!	more use for earlier matches!

	Wessex League	Quad Kids	YDL	SAL
Order numbers / letters & safety pins	In advance, order letters (W one side WW – other side) – at least 500 (check remainder from last season). Can be ordered from Stacy's (http://www.stacyandson.co.uk). Need to issue non-scoring numbers for all clubs for home match so order numbers for this too (also from Stacy's). Suggest 200 numbers but check remaining ones from last season and ensure these do not clash with those to be used for the Quad Kids (1-120). At least 2000 safety pins.	Order numbers (2 of each) for WADAC and visiting clubs for home match. Assume a maximum of 120 are needed and that these should not clash with the Wessex League nonscoring numbers. At least 650 safety pins.	Order numbers and pins.	Order numbers and pins.
All Matches				
Advertise	2-3 weeks before, advertise the event	Send email to parents asking	2-3 weeks before, advertise the	2-3 weeks before, advertise the
event	on the WADAC website and send email via lan (memberemails@wadac.org.uk) to members. Ask for sign-ups by email, including name, age group and events. Give a deadline of 9 days (i.e. the Friday) before the event to sign up. Send a reminder to sign up one week later.	for name and date of birth, and for help with field events.	event on the WADAC website and send email via lan (memberemails@wadac.org.uk) to members. Ask for sign-ups by email, including name, age group and events. Give a deadline of 9 days (i.e. the Friday) before the event to sign up. Send a reminder to sign up one week later.	event on the WADAC website and send email via lan (memberemails@wadac.org.uk) to members. Ask for sign-ups by email, including name, age group and events. Give a deadline of 9 days (i.e. the Friday) before the event to sign up. Send a reminder to sign up one week later.

	Wessex League	Quad Kids	YDL	SAL
Arrange officials  Select team	Request officials (officials@wadac.org.uk) as follows – Away match: Track judge, timekeeper, 3 or more field judges (at least one qualified). Home match: As away match plus track referee, field referee, chief timekeeper, starter and marksman. Inform host club if lacking any officials. Chief timekeeper for home event may be an issue and may need to ask visiting clubs.  Use criteria on website for field events (those that applied to YDL and	Covered by Wessex League.  Selection will be at the discretion of the Quad Kids	Request officials (officials@wadac.org.uk) as follows — Away match: Track judge, timekeeper, 3 or more field judges (at least one qualified). Home match: As away match plus track referee, field referee, chief timekeeper, starter and marksman. Inform host club if lacking any officials. Chief timekeeper for home event may be an issue and may need to ask visiting clubs. Use criteria on website which is generally the two best athletes	Request officials (officials@wadac.org.uk) as follows — Away match: Track judge, timekeeper, 3 or more field judges (at least one qualified). Home match: As away match plus track referee, field referee, chief timekeeper, starter and marksman. Inform host club if lacking any officials. Chief timekeeper for home event may be an issue and may need to ask visiting clubs. Use criteria on website which is generally the two best athletes
	unsuccessful, those that have had less opportunities to compete).  Track events can have two quickest athletes as scoring and others as non-scoring. Use Powerof10 to assess performance. A scoring athletes must be quicker / further jumper/thrower than B scoring athletes.	Manager. Try to ensure that everyone gets to attend at least one match and if necessary prioritise Y5 over Y4 as this is their last year in this competition.	per event (or best athlete for events where only one entry per club).	per event (or best athlete for events where only one entry per club).
Publish team selection and notice on website	Publish the team selection on Monday before event, highlight gaps and ask for sign-ups for gaps by a certain time. Ask for parent volunteers for field events.  Provide directions and any special instructions indicated by host club. Publish final team selection on the Friday before the event.	Send team selection information by email to parents and provide directions and any special instructions indicated by host club.	Publish the team selection on Monday before event, highlight gaps and ask for sign-ups for gaps by a certain time. Ask for parent volunteers for field events. Provide directions and any special instructions indicated by host club. Publish final team selection on the Friday before the event.	Publish the team selection on Monday before event, highlight gaps and ask for sign-ups for gaps by a certain time. Ask for volunteers for field events. Provide directions and any special instructions indicated by host club. Publish final team selection on the Friday before the event.

		Wessex League	Quad Kids	YDL	SAL
	Sign-up	Keep list of parent volunteers	Forward details of volunteers	Keep list of parent volunteers	Keep list of volunteers allocated
	parent	allocated to field events to assist	to Wessex League Team	allocated to field events to assist	to field events to assist WADAC
	volunteers	WADAC officials.	Managers.	WADAC officials.	officials.
	Send	Send the declaration sheets to the	Send the declaration sheets to	Send the declaration sheets to	Send the declaration sheets to
	declaration	host club by the Friday evening before	the host club by the Friday	the host club by the Friday	the host club by the Friday
	sheets to	the event. For home match, send	evening before the event. For	evening before the event. For	evening before the event. For
	host club	declaration sheets to scorers.	home match, send declaration	home match, send declaration	home match, send declaration
			sheets to scorers.	sheets to scorers.	sheets to scorers.
	Equipment	Take flags, gazebo, table, relay batons,	Take declaration sheets and	Take flags, gazebo, table, relay	Take flags, gazebo, table, relay
		copies of timetables, letters,	safety pins.	batons, copies of timetables,	batons, copies of timetables,
		declaration sheets, team change		letters, declaration sheets, team	letters, declaration sheets, team
		forms, clipboards, pens, highlighters,		change forms, clipboards, pens,	change forms, clipboards, pens,
		safety pins, sellotape, list of parent		highlighters, safety pins,	highlighters, safety pins,
		volunteers, PB list.		sellotape, list of parent	sellotape, list of parent
				volunteers, PB list.	volunteers, PB list.
	Event day –	Arrive at least one hour before to	Arrive at least one hour before	Arrive at least one hour before to	Arrive at least one hour before to
	away match	collect numbers and sign athletes in.	to collect numbers and	collect numbers and sign athletes	collect numbers and sign athletes
		Prepare change forms and provide to	distribute.	in. Prepare change forms and	in. Prepare change forms and
		scorers throughout the day. Change		provide to scorers throughout the	provide to scorers throughout the
		forms for late changes made before		day. Change forms for late	day. Change forms for late
		the event but after the declaration		changes made before the event	changes made before the event
		sheet has been submitted may be		but after the declaration sheet	but after the declaration sheet
		prepared in advance.		has been submitted may be	has been submitted may be
				prepared in advance.	prepared in advance.
Home mat	tch - Preparation	<u>1</u>			
	Send	Provide directions, parking	Can be covered by Wessex	Provide directions, parking	Provide directions, parking
	invitation by	information, field rota and contact	League.	information, field rota and	information, field rota and
	email to	details for the declaration sheets,		contact details for the declaration	contact details for the declaration
	other clubs	requesting deadline for these to be		sheets, requesting deadline for	sheets, requesting deadline for
		received by.		these to be received by.	these to be received by.

	Wessex League	Quad Kids	YDL	SAL
Volunteers	Find an announcer. Ask for volunteers	Covered by Wessex League.	Find an announcer. Ask for	Find an announcer. Ask for
	for other activities, such as results		volunteers for other activities,	volunteers for other activities,
	runners, as well as the usual		such as results runners, as well as	such as results runners, as well as
	volunteers for the field events.		the usual volunteers for the field	the usual volunteers for the field
			events	events
First aid	Confirm coverage with university (Alex	Covered by Wessex League.	Confirm coverage with university	Confirm coverage with university
	Trumble –		(Alex Trumble –	(Alex Trumble –
	alex.trumble@winchester.ac.uk).		alex.trumble@winchester.ac.uk).	alex.trumble@winchester.ac.uk).
Scorers	Find scorer, plus assistant, ensure they	Find scorer. Ensure they are	Find scorer. Ensure they are	Find scorer. Ensure they are
	are familiar with score sheet and have	familiar with score sheet and	familiar with score sheet and	familiar with score sheet and
	instructions for its use, and that they	have instructions for its use and	have instructions for its use and	have instructions for its use and
	are happy to enter declaration from	that they are happy to enter	that they are happy to enter	that they are happy to enter
	other clubs by the Saturday evening.	declaration from other clubs by	declaration from other clubs by	declaration from other clubs by
		the Saturday evening.	the Saturday evening.	the Saturday evening.
Laptop and	Arrange for laptop (club has one) and	Arrange for laptop and printer	Arrange for laptop (club has one)	Arrange for laptop (club has one)
printer	printer (club has two) to be available	(club has two) to be available	and printer (club has two) to be	and printer (club has two) to be
	for the scorer at the track. Check	for the scorer at the track.	available for the scorer at the	available for the scorer at the
	toner.	Check toner.	track. Check toner.	track. Check toner.
	Load software from Wessex League	Load software from Wessex	Load software from YDL website	Load software from SAL website
	website onto laptop.	League website onto laptop.	onto laptop.	onto laptop.
	Provide blu tack and scissors to stick	Provide blu tack and scissors to	Provide blu tack and scissors to	Provide blu tack and scissors to
Overies Deals	results to window.  Home Match Coordinator to man a	stick results to window.	stick results to window.	stick results to window.
Queries Desk	queries desk – filter queries for	Covered by Wessex League.	Home Match Coordinator to man	Home Match Coordinator to man
	scorers, officials, team managers, etc.		a queries desk – filter queries for scorers, officials, team managers,	a queries desk – filter queries for scorers, officials, team managers,
	Include team changes box for team		etc.	etc.
	managers to place forms in then filter		Include team changes box for	Include team changes box for
	these to scorers.		team managers to place forms in	team managers to place forms in
	11030 10 3001013.		then filter these to scorers.	then filter these to scorers.
Refreshments	Now provided by the University but	Provided by the University	Now provided by the University	Now provided by the University
	advise Alex Trumble of date.	. To the conversity	but advise Alex Trumble of date.	but advise Alex Trumble of date.
	davise / liex framible of date.		act action flow framible of dute.	ac davise flex framisic of dute.

	Wessex League	Quad Kids	<u>YDL</u>	SAL
Receive other	Receive the declaration sheets from	Receive the declaration sheets	Receive the declaration sheets	Receive the declaration sheets
clubs	the other clubs and forward to scorer	from the other clubs and	from the other clubs and forward	from the other clubs and forward
declaration	or whoever has agreed to enter them	forward to scorer or whoever	to scorer or whoever has agreed	to scorer or whoever has agreed
sheets	in the score sheet prior to the event.	has agreed to enter them in the	to enter them in the score sheet	to enter them in the score sheet
		score sheet prior to the event.	prior to the event.	prior to the event.
Prepare	Enter all declarations received by	Enter all declarations received	Enter all declarations received by	Enter all declarations received by
scoring sheet	Saturday evening. Ensure that non-	by Saturday evening.	Saturday evening. Ensure that	Saturday evening. Ensure that
	scoring numbers are entered when		non-scoring numbers are entered	non-scoring numbers are entered
	allocated.		when allocated.	when allocated.
Printing	Before the event, print the score cards	Print score cards on light card –	Before the event, print the score	Before the event, print the score
	for field events on light card (on	available from score sheet.	cards for field events on light	cards for field events on light
	Wessex League website), timetables,		card, timetables, sign-in sheets	card, timetables, sign-in sheets
	sign-in sheets for officials, accident		for officials, accident forms.	for officials, accident forms.
	forms.		Ensure availability of spare track	Ensure availability of spare track
	Ensure availability of spare track score		score cards (officials usually bring	score cards (officials usually bring
	cards (officials usually bring their		their own).	their own).
	own).			
Allocate	Allocate non-scoring numbers and U20	Allocate numbers for all clubs	Allocate numbers for all clubs and	Allocate numbers for all clubs and
numbers and	numbers for all clubs and print a list so	and print a list so that the clubs	print a list so that the clubs can	print a list so that the clubs can
print lists	that the clubs can easily distribute to	can easily distribute to their	easily distribute to their athletes.	easily distribute to their athletes.
	their athletes. Ensure that these are	athletes. This is done by the	Ensure that these are included in	Ensure that these are included in
	included in the score sheet.	score sheet.	the score sheet.	the score sheet.
Prepare pack	Include invitation letter, a copy of the	Put numbers and allocations	Include invitation letter, a copy of	Include invitation letter, a copy of
for other	timetable for each official, copy of the	for Quad Kids in Wessex League	the timetable for each official,	the timetable for each official,
clubs	lane draw, copy of the field rota, score	club packs.	copy of the lane draw, copy of the	copy of the lane draw, copy of the
	sheets for the club's events, lunch		field rota, score sheets for the	field rota, score sheets for the
	voucher for each official, non-scoring		club's events, lunch voucher for	club's events, lunch voucher for
	numbers and allocations.		each official, non-scoring	each official, non-scoring
	Provide copy of the field rota to field		numbers and allocations.	numbers and allocations.
	referee.		Provide copy of the field rota to	Provide copy of the field rota to
		1	field referee.	field referee.

**Home Match - Event Day** 

	Wessex League	Quad Kids	YDL	SAL
Provide estimated number for each track event to track referee	Should be able to determine from score sheet once all declarations entered.	Should be able to determine from score sheet once all declarations entered.	Should be able to determine from score sheet once all declarations entered.	Should be able to determine from score sheet once all declarations entered.
Organisation before start	Arrive early to put timetables up around track, organise desks and screen for scorers, desk for sign-in sheets for officials, packs for visiting clubs, deal with any queries from visiting clubs regarding the competition.  Change forms for late changes made before the event but after the declaration sheets have been submitted may be prepared in advance.	Arrive early - at least one hour before to distribute numbers, deal with queries from visiting clubs regarding the competition.	Arrive early to put timetables up around track, organise desks and screen for scorers, desk for signin sheets for officials, packs for visiting clubs, deal with any queries from visiting clubs regarding the competition.  Change forms for late changes made before the event but after the declaration sheets have been submitted may be prepared in advance.	Arrive early to put timetables up around track, organise desks and screen for scorers, desk for signin sheets for officials, packs for visiting clubs, deal with any queries from visiting clubs regarding the competition.  Change forms for late changes made before the event but after the declaration sheets have been submitted may be prepared in advance.
During the day	Prepare change forms and provide to scorers throughout the day. Sign athletes in as they arrive and distribute numbers.	Sign athletes in and distribute numbers.	Prepare change forms and provide to scorers throughout the day. Sign athletes in as they arrive and distribute numbers.	Prepare change forms and provide to scorers throughout the day. Sign athletes in as they arrive and distribute numbers.
Post-Event				
Send results to clubs – home match	As soon as possible after the event send the results sheet to the visiting clubs for checking, giving them one day to do this. Update and send to Wessex League.	As soon as possible after the event send the results sheet to the visiting clubs for checking, giving them one day to do this. Update and send to Wessex League.	As soon as possible after the event send the results sheet to the visiting clubs for checking, giving them one day to do this. Update and send to YDL.	As soon as possible after the event send the results sheet to the visiting clubs for checking, giving them one day to do this. Update and send to SAL.
Check results	Review results within one day before publication on Wessex League website.	Review results within one day before publication on Wessex League website.	Review results within one day before publication on YDL website.	Review results within one day before publication on SAL website.

	Wessex League	Quad Kids	YDL	SAL
Publish	Publish results and report on WADAC	Publish results and report on	Publish results and report on	Publish results and report on
results	website.	WADAC website.	WADAC website.	WADAC website.
	Prepare file of non-scoring and U20s	Write report for Chatterbox.	Write report for Chatterbox &	Write report for Chatterbox &
	results from score sheet and publish		Hampshire Chronicle	Hampshire Chronicle
	this too.			
	Write report for Chatterbox &			
	Hampshire Chronicle.			