

Junior Tournament – Team Manager/Organiser, Actions & Checks Prompt

Tick off actions when completed *(Not intended to be a complete or exhaustive list)*



Tournament Entry

- Director of Coaching/Committee approval obtained before entering event
- Entry Fee Paid for event (check if early payment discount is available)
- Budget planned and Player fees approved by Club Committee

Team Selection

- Coach has selected potential Team Squad – TM distribute info if reqd.
- Check all players are appropriately SI registered to Cathal Brugha
- Check all players meet age criteria for Tournament
- Coach has selected Tournament Team – TM to inform parents of selection
- Team sheet sent to Tournament Organisers before deadline/target date

Event:

Date(s):

Venue:

Team Manager:

Dr. of Coaching:

Team Preparation

- Coach has laid out pre-event training schedule – TM to circulate info, if reqd.
- Pool and/or other required facilities have been booked and will be available
- Committee has approved purchase of any new equipment (e.g. hats, balls, t-shirts etc.)
- Equipment has been purchased and is available

Transport

- Means of transport has been identified i.e. number of cars, bus etc. with safe travel numbers per vehicle
- Parents invited to provide driver & car
- Manage travel expenses, as per Club policy

Accommodation & Food/Drinks

- Accommodation & catering (if required) has been researched by Team Manager and most appropriate venue and food/drinks arrangements selected, with arrangements made well in advance
- Parents advised well in advance should their child require a 'Pack Lunch' for the journey
- Team Manager to ensure means of payment for accommodation/food is available to him/her
- Team Manager to allocate rooms as appropriate
- Team Manager should ensure 'in-game' refreshment drinks are available to the team
- Only Club official party members to stay in allocated rooms

Notification/Communication

- Parents have been advised of event well in advance and commitment to participate has been received
- Team list and travel info to PK for publication on Brugha social media
- Parents/Guardians sent & returned Event Notification/Consent Form (Form available on Brugha website)
- List of travelling party, with contact details, should be compiled and retained by Team Manager
- All significant actions and occurrences relating to the event to be recorded by Team Manager
- Team Manager & Team Coach produce post event report and send to Club Secretary
- Communication of 'in-event' results/scores/pics etc., to GO'N/PK for media circulation

Fees & Finance

- Parents have been notified of fees, when and to whom they should be paid
- Fees are collected and recorded by Team Manager
- Fees collected to be passed to Club Treasurer or other appointed person for recording/lodgement
- All receipts retained and attached to Team Managers report (explanation for non-receipted expenditure)

Supervision

- Adequate number of qualified Chaperones are present/travelling
- Team Manager is travelling
- All adult officials have current AccessNI/Safeguarding certification

All arrangements must be fully compliant with Swim Ireland regulations