



# **Event Planning & Risk Management**

# ***Event Planning & Risk Management***



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# **A. EVENT PLANNING**



*"Most of us don't plan to fail we fail to plan."*

## **Introduction**

This information is designed to help all event planners, administrators and volunteers to plan and execute events to the highest level no matter what the size or scope of the event.

Not only do events enhance the quality of life they can provide revenue to the Association and / or clubs to ensure ongoing support to our swimmers.

## **Events – Auckland Interclub Meets (all levels), Auckland Championships and National Championships**

What are swim events and why do we need them? Consider this simple definition. Events are tools to reach specific goals and objectives.

- They provide an avenue for competitive swimmers.
- They provide opportunities to create relationships with participants and spectators.
- They create excitement and publicity.
- They entertain and package fun.
- They communicate messages and feelings.
- They can sell and sample products and services.

## **What can special events do for ASA?**

ASA has a significant role to play in holding National Championships and we, as an Association need to work together in applying for and managing very successful National events. Events have high visibility and impact, and sponsors will grow out of publicity / media that is incorporated in staging such events.

To achieve success, we need to begin by asking important questions and refining the answers.

## **Why do you want an Event?**

Goals might include:

- To generate income.
- To provide an avenue to source new competitive swimmers.
- To gain public awareness for your sport.

Goals and objectives should be created by key organisers. It is important to share ownership of these ideas with key individuals so you can focus all energies in the same direction.

Once your goals have been established research other similar events. You can then incorporate the positive elements ensuring they are relevant to your goals.

## **Is it feasible?**

Ask yourself these questions:

1. Is the event a good idea?
2. Do we have the right planning and marketing skills available?
3. Who will participate / can be a spectator.
4. Where will it be held? Can we get a venue we need at a price we can afford.
5. Will we attract media support?
6. Can we attract suitable sponsors?
7. Is our success criteria reasonable?

## **What are the outcomes you expect?**

Objectives might include:

- What do you specifically expect to achieve?
- Who will implement the activities?
- When will you see such results (timetable)?
- How will your achievement be measured?

Again your goals and specific objectives should be shared with key people associated with your event. It is important to build consensus among those who will ultimately do the work and determine your success. Your team needs to understand and agree on all event expectations before you can set out on your path to achieve success.

**“Coming together is a beginning;  
keeping together is progress;  
working together is success.”**

## **B. GUIDELINES TO RUNNING SWIMMING EVENTS**



*"No event can succeed without the shared ownership  
and energy of many people bringing all types  
of key resources"*

### **1. EVENTS GROUP**

The members of this group meet in May of each year to plan for the yearly championship events. This group runs all Auckland Championships and any National events during the period from June through to April. In May each year a new group is formed (some members may remain for another year).

#### **Who carries the can?**

Firstly, assemble the key players who will see the project through to the end.

1. Appoint a Meet Co-Ordinator (usually acts as Chairperson).
2. Have you considered how many people you require on your organising group It is important to identify individual strengths and use appropriately.
3. Allocate responsibilities according to this. Group members – who is responsible for what? Delegate responsibility – Supervisor from group for each duty.
4. Put in place a planning timeline.
5. At each meeting, the Supervisor reports to the Group.

<b>Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Name</b>
Meet Co-Ordinator (in conjunction with ASA office)			
- Meet Correspondence & Finance			
- Venue - Bookings confirmed			
- Name Tags			
- Sponsorship / Funding			
- VIP Hosting			
- Meet Entries / Pysch Sheets			
- Seating Plan			
- Debrief			
- Announcers / Commentators			
- Media			
- Plants			
- Souvenir Programme			
- Promotional Packs for Swimmers (if any)			
- Meet Director - overseeing officials attendance			
- Administration Room			
- Door			
- Pool Set Up and Pool Take Down			
- Marshalling			
- Officials Duty Schedule			
- Kitchen / Catering (Special Events)			
- Medals / Prizes			
- AOD Room			
- Pool Set Up and Take Down			

*“Designing a planning timeline helps  
to define expectations of committee members  
& gives you a measurement process for your plan”*

## 2. TIMELINE

**I’ll do it tomorrow – but tomorrow never comes!**

### All the Group involved

1. The purpose of timelines is so that nothing is overlooked or “I thought you were doing it”.
2. Allow specific times for all tasks, including wrap-up tasks such as debriefs, reports and returning gear.
3. Plan so that anyone could pick up where you left off if you were unable to see it through.
4. Plan regular meetings into your timeline to keep people on task and gives everyone ownership.
5. The timeline can start with monthly deadlines but as you move towards the big day change to weeks and then days.
6. Assign people to the tasks and dates for completion to ensure action.
7. Check off jobs once they are done. By highlighting completed tasks this provides a visual effect and provides great satisfaction. It also highlights tasks not completed and needing action.
8. Keep the timeline somewhere visible so that it can remind you of when things need doing.

Note: Go to end of manual under “Templates” to see an example of a Timeline.

### 3. JOB DESCRIPTIONS

#### 3.1. Meet Referee (Meet Director for Special Events)

Person appointed \_\_\_\_\_

- The Meet Director needs to liaise with the Supervisor from the Group who is organising the Officials Roster.
- A club Officials Roster sheet is sent out to all clubs requesting qualified and unqualified IOTs and Timekeepers.
- Meet Director to request ASA Stopwatches from ASA office.
- Once the meet has commenced, the Meet Director is in charge.
- The Meet Director is responsible for ensuring all scratchings and refunds are advised to the ASA office for payment.

Note: Checklist below is a guideline only and the number of officials required is at the discretion of the Meet Director.

Checklist	Yes	No
Officials – Club Officials Sheet		
Referees x 1 qualified per session (depending on the level of the meet)		
Judge of Stroke x 1 (Auckland qualified IOT or better)		
Starter x 1 per session		
IOT'S x minimum 6 per session		
Chief Timekeeper x 1 per session		
Timekeepers x 8 + 2 spares per session		
Refunds / Scratchings advised to ASA office		
ASA Stopwatches returned to ASA Office		



## 3.2 Meet Co-Ordinator

Person/s appointed \_\_\_\_\_

The Meet Co-Ordinator is appointed by the Events Group for the sole purpose of running Auckland and National Championships. This can be a shared position (e.g. sessions, days).

### Duties:

- Establishment of an events group from representatives of the Auckland Clubs
- Set up meeting of the Group
- Have list of duties with Job Descriptions to hand out
- Allocate job descriptions to appointed duty Supervisors
- Set up Timeline
- Co-opt any person that is required to do a specific job (e.g. catering, announcing)
- Confirm ongoing meeting dates for Group
- Write up Minutes and forward to ASA office to be reviewed then distributed (website)
- Produce at least one if not two (depending on size of meet) newsletters for website
- Be available on poolside to handle questions and emergencies
- Liaise with EO on a regular basis

Checklist	Yes	No
Organise representatives to Events Group		
Schedule a Timeline		
Newsletters		
Minutes		
Meet Correspondence / Finance		
Sponsorship / Funding (if required)		
VIP Hosting (if required)		
Meet Entries (ASA admin responsible)		
Programme		
Seating Plan		
Announcers/Anthem Singer (when applicable)		
Debrief and Finalisation of Accounts		
Media		
Keys – admin, kitchen, catering kitchen as required		

### 3.3 Administration Room Supervisor

Person appointed: \_\_\_\_\_

The Supervisor needs to ensure that the equipment (i.e. photocopier and stationery supplies, ample paper/staples/hand held staplers, extra pens etc.) are adequate for ASA and National events. Clubs running monthly interclub meets need to supply their own stationery requirements. Any requirements need to be faxed / emailed to ASA office.

**Need to arrive before start of warm up. Will need to stay behind (or delegate a person) to stay and photocopy all requirements for next session (e.g. session sheets, programmes).**

1. Printed standard forms required for meet
  - (i) relay forms
  - (ii) extra entry forms
  - (iii) scratching forms
  - (iv) DQ forms
  - (v) 800 & 1500 Long distance sheets
  - (vi) Technical Officials Examination Application form
2. Ensure that heat/(final) sheets are printed ready for pool deck officials and clipboards available.
3. Make sure that Results sheets are posted on whiteboards around pool complex
4. Ensure a "master copy" of everything photocopied is kept in the Administration room until after the event.
5. Supervisor to direct all other enquiries to appropriate person.
6. Results sheets – Distribution will be advised prior to start of event.
7. Ensure that before photocopying that DQ forms are signed twice, once by Referee and once by the Recorder. Once copied take the original and copy to the nominated official who will then deliver to the club. Return original signed by coach or manager to the admin room for filing.

#### Checklist

	Yes	No
Computer Printer - checked / ordered extra toner		
Photocopier - serviced / ordered extra toner		
Stationery - ordered		
Pens & staples/cellotape/paperclips/post-it's/rubber bands/drawing pins		
Clip Boards		
Raffle Tickets / prizes (if required)		

**Duties on following page**

### (3.3 cont.... )

## Duties

### *Before Warm Up*

- Obtain Printout of Revised Programme for Officials
- Photocopy and Label programmes as follows:
  - ❖ Copy for Timekeeper lanes, 1 x Chief TimeKeeper. Put onto clipboards – double column
  - ❖ Copies for IOTS and 1 x Chief IOT - double column
  - ❖ 1 x Meet Director - double column – timeline
  - ❖ 6 x Technical Officials (Referee, Starter, JOS) - double column – timeline
  - ❖ 4 x AOD Room - double column – timeline
  - ❖ 2 x Marshals - single column
  - ❖ 6 x Other (e.g. announcer, registrar, SNZ, media, medals table) – double column
- Lane Timer Sheets need to be obtained from AOD room and placed on Timekeepers clipboards.

*Not taking into account the Supervisor, 2 people are required in the Admin room*

<b>Person 1 Lane Timer Sheets &amp; Filing</b>	<ul style="list-style-type: none"> <li>• The Recorder is in the AOD room adjoining the Admin Room.</li> <li>• The Recorder collects two sets of times from Ares 1 &amp; 2.</li> </ul>	<ul style="list-style-type: none"> <li>• Receive Lane Timer Sheets from AOD room</li> <li>• Review tape times against results sheets to ensure no discrepancy in times.</li> <li>• For filing purposes you will need to have any DQ slips, Lane Timer Sheets and complete events tapes for that event and file.</li> <li>• Place in box provided in order of events. (These are kept in case of a protest of times)</li> </ul>
<b>Person 2 Results person</b>	Obtain printout of individual race result from AOD Recorder	<ul style="list-style-type: none"> <li>• Distribute results to appropriate areas as advised by Admin Supervisor:- Example:               <ul style="list-style-type: none"> <li>• Announcer</li> <li>• Medals</li> <li>• Stick on Results Board behind dive well</li> <li>• Stick on Results board upstairs behind dive well</li> </ul> </li> <li>• Assist Supervisor as required.</li> </ul>
<b>Person 3 Runner</b>	Lane Time Sheet Collector	After each event collect lane timer sheets from the Timekeepers (sometimes Chief Timekeeper) and return them to Person No. 1 in the admin room.

### 3.4 Door Supervisor

Person appointed \_\_\_\_\_

- Make sure of clear signage
- Set Up Barriers for separate entrances swimmers / spectators
- Have lists of officials and duty workers for each session available for sign in
- Have name tags for swimmer / volunteers (if appropriate)
- Make sure you have a good in-coming and out-going system worked out for handling cash & programmes.
- How much are you charging for programmes?
- Float

Checklist	Yes	No
Barriers, desks organised		
Procedures finalised for door sales		
Volunteers x 3                      - briefed on each session		
Float – Liaise with ASA for collection and return		
Finalised Seating Plan for enquiries		
Duty Roster Lists and Officials sign in sheets		
Guest list    (if required)		
Coaches and Managers List		

**Door Procedures on following page**

**(3.4 cont.....)**

## **Door Procedures**

3 people are required for door duties (not including Supervisor)

### **Door Set Up**

The door is set up at the entrance to the diving well/pool area. Swimmers and Officials must enter down the right hand side of the barrier and spectators on the left.

One table to be put to the right of the doors and have all lists of officials / duty roster volunteers / club coaches and managers etc, ready for signing in. One person to man this table.

The other table should link to the rope barrier that will be extended from the steel barrier to keep spectators to the left. No spectators are to be allowed to gain access to the pool deck. They must go upstairs after paying. All results etc will be posted upstairs and swimmers can go upstairs to parents so there is NO NEED for parents to enter pool deck. Two people should man this table.

### **Items needed for the Door during the Meet**

- 1 Float (\$ 300.00 as follows; \$100 in \$1.00 coins; \$100 in \$2.00 coins; \$50 in \$5.00 notes and \$50 in \$10.00 notes) obtained from ASA prior to start of meet.
- 2 Door / Programme prices set out on paper for people to see.
- 3 Sign in sheets for officials, duty rosters, coaches and managers.
- 4 If someone thinks they are timekeeping but their name is not down on the official list DO NOT TURN THEM AWAY – ask them to sign their name at the bottom and to report to the Chief Timekeeper – we are often SHORT of officials.
- 5 Ice cream box for money, stamps for hands to show they have paid (use a different one for each session as people get wise and say they have paid), a couple of pens for sign in sheets, Sellotape for sign in sheets and money bags for sorting money after each session.
- 6 NO SPECTATORS ARE TO GO ON TO THE POOL DECK.

At end of session count monies and sort out next session's float as detailed above. Put remaining monies and breakdown information into bank bag and give to Meet Co-Ordinator.

Volunteers on door duty will not be prevented from watching their children swim – please indicate to other volunteer and/or Supervisor a couple of heats before hand so the door will be covered.

**Refer Templates Section for all Door Printouts**

### 3.5 Marshall Supervisor

Person appointed \_\_\_\_\_

- Marshals will each receive a revised single column copy of the Programme to mark off the swimmers.
- Read out the name of each swimmer and mark off on Programme.
- Marshall swimmers on Benches per race in order of their lanes and move them forward as each new race leaves for the blocks
- Remind swimmers to 'touch' end of pool to ensure an electronic time is recorded
- The aim is to have 1 race on the Blocks and 1 race ready behind the Timekeepers
- As race starts, send off the next race to the relevant start end of the pool.

Note: *Depending on event, the timing at which the Marshalls send the swimmers to the blocks can be varied.*

*Wonderful food and beverages  
can get to the heart of your attendees –  
right through the stomach!*



### 3.6 Kitchen Supervisor

Duty clubs to provide food for Officials, Coaches and Managers and duty club personnel during Auckland Championship meets. National meets are catered for and do not require club support.

Person appointed \_\_\_\_\_

#### Kitchen

1. Clubs rostered on to provide food - are to provide finger food already prepared (sandwiches, sausage rolls, biscuits, fruit, lollies) and drop into kitchen
2. Kitchen volunteers are to prepare plate of food for Admin and AOD rooms. Remaining food to be carried around pool deck on platters and offered to all officials, coaches and managers.
3. At the end of each session collect plates from Admin and AOD rooms.
4. Ensure that kitchen is left clean and tidy and all food to be stored properly after each session. On the final session any food left over to be removed.

#### Catering

1. Number of catering sessions during the event? (i.e. morning tea / afternoon tea etc.)
2. How many are you catering for?
3. What beverages are required?
4. Do you require a special area for VIP guests to be served?

<b>Checklist</b>	<b>Yes</b>	<b>No</b>
Covers for Food (e.g. glad wrap)		
Teaspoons / trays / electric jug		
Paper cups - ordered		
Sharp Knives		
Coffee / Milk / Tea / Sugar		
Washing up facilities		
Tea / Hand towels		
Serviettes		
Bread Board		
Detergent / Spray & Wipe		

### 3.7 Medals Supervisor

Person appointed \_\_\_\_\_

Medal Table / Presentations - Make sure of the following:

- Ensure one volunteer is equipped with walkie talkie to communicate with announcer and the music co-ordinator (dependent on event taking place)
- Medal table to have a seating plan
- Medals need to be labelled with swimmers name and club and placed in club's holding box.
- Medals not collected by end of meet need to be returned to ASA for distribution.
- National events: medal volunteers are required to find medallist and advise that they are required for medal presentation immediately.

Checklist	Yes	No
Seating Plan received		
Walkie Talkie (if required)		
Volunteers / Cushion Bearers x 3 - organised (if required)		
Sticky labels – for attaching to medals		



*"Beware of little expenses,  
a small leak will sink a great ship"*



### 3.8 Pool Set Up & Take Down

Person appointed \_\_\_\_\_

- Have Seating Plan available for Pool Set Up
- Set up the medal dias and curtain, any sponsors banners and Auckland Banner.
- Check that all ASA chairs are stacked in seating order on pool deck ready for use and tables organised
- .
- Flowers, plants and tablecloths to be distributed as detailed on the seating plan.
- Make sure results boards are cleaned and ready for results to be attached.
- Obtain microphone from pool staff and test.

Checklist	Yes		Yes
Tables		Microphones	
Chairs		Door Barriers	
Marshalling benches		Plants / Flowers	
Seat labels for chair nos.		Medal Dias	
Seating plan		Table cloths	
Starters stands		Medal Table Cover (finals only if required)	
Results Boards		Sponsors Banner (if any)	
Backdrop Curtain		Auckland Banner	

## **C. OPTIONAL CHECKLISTS**

### **1. VIP Hosting**

VIP Hosting is usually only required for National events and quite often, SNZ look after this area.

Person appointed \_\_\_\_\_

A VIP host should be on hand to look after the VIP's.

- An area should be set up with adequate tables and chairs
- Outside to the left of the AOD room is the usual place for VIPs.
- Nibbles (chippies and peanuts), orange juice, fresh water to be made available.
- Introduction of the VIP's to the spectators/swimmers during the meet should be done.
- It would be appropriate to meet VIPs at the door to accompany them to their seats.

<b>Checklist</b>	<b>Yes</b>	<b>No</b>
Arrange area for VIPs		
Purchase Juice & Nibbles etc.		
Check that the VIP List is at the Door		
Check Table Cloths are clean after each session		
Ask the Announcer to introduce the VIPs to the crowd		

*It is critical to keep your sponsors happy,  
paying careful attention to detail & follow  
through on all contracted elements.*



## 2. Sponsorship

### What have you got to sell?

Person appointed \_\_\_\_\_

1. Do you have a sponsor? Do you require more than one sponsor? (i.e. 1 major, 2 smaller)
2. Have you considered the amount / type of support you require from your sponsor?
3. Is it monetary, service, product or a mixture?
4. What can you give your sponsor for their support?
5. What will your sponsor require? Make sure you get this in writing to both parties satisfaction.
6. Does the proposal outline the event, the budget, the exposure and / or commercial benefits to the sponsoring company. Remember that you must establish close and mutually beneficial relationships over a number of years.
7. Look after your SPONSOR if you want them back next time.
8. Have you sent your sponsor(s) a Christmas card and kept in contact with them during the year?
9. Invite potential sponsor to this years event to encourage them to learn about the activity with the aim of getting them involved in next years event.

Checklist	Yes	No
Identify sponsor/s		
Proposal developed		
Can you offer naming rights?		
Should your sponsor be on your Group?		
Invite sponsor to attend meetings (if necessary)		
Media exposure for sponsor		
Signage required - print material		
- banners		
- pre-event		
- at event		
Product required?		
Invite to sponsors		
Thanks - at event		
- in printed material		
- post event		
Evaluation report & recommendations for next year		
Plaque / certificate / picture of recognition		

### 3. Publicity, Promotion, & Advertising

#### Who needs to know?

Work with Auckland Swimming's media contractor to discuss publicity and the various media outlets that will be associated with the event.

1. Advertising – what options do you wish to use?
  - a) brochures
  - b) television
  - c) radio
  - d) newspapers
  - e) posters
2. Are you inviting any celebrities?
3. Have you contacted / informed possible new sponsors or interested parties?
4. Recognise sponsors on printed material.
5. Are any press conferences organised?
6. Photographs during and after event.
7. After the event send a letter of thanks to the media outlets that have supported the event

#### Checklist

**Yes**

**No**

Newspaper columns / articles		
Radio		
Newsletters finalised		
Letters to schools / clubs (if appropriate)		
Email news release		
Community notice boards - booked		
- designed		
- erected		
Sponsors - any involved		
- information / material		

## 4. Medical Emergency Services

### What to do when a life's in strife?

1. Make sure your control room has numbers / names for the following emergency services:
  - a) emergency pharmacy – hours location
  - b) doctors
  - c) police
  - d) ambulance
  - e) St John's
2. Ensure First Aid facilities and personnel are available on the premises.
3. Establish procedures in case of an accident at your event.
4. Who is responsible for dealing with police enquires?
5. Have you developed a risk management plan.
6. Have you briefed all volunteers on emergency procedures?
7. Who contacts police or family members?

Checklist	Yes	No
Risk management plan		
Phone numbers for emergency services		
Volunteers briefed on emergency procedures		
Assign a person responsible for police enquiries		

## **D. DEBRIEF / EVALUATION**

*How did it go? How could it be improved?*

### **Guidelines**

1. Ask participants for feedback via website.
2. During the event make brief notes on good / bad points as they occur. Don't assume you will remember things.
3. Debrief report to EO.
4. Ensure a thank you (via website) to all volunteers, officials who assisted at event.
5. Secure photographs and media clippings from the event and compile an evaluation report. This report can be shown to potential new sponsors for next year's event. The report should include but not be limited to:
  - a. event date and time
  - b. numbers attending
  - c. a list of all media coverage (all forms).
  - d. Number of volunteers in attendance
  - e. a list of all the support received from sponsors (this should include product and time)
  - f. photos of the event
  - g. copies of all media clippings
  - h. reflections and recommendations

<b>Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Accounts paid			
Sponsors report (if required)			
Statistics collected (e.g. entries, swimmers, visitors)			
Evaluation forms - received			
Debrief report to EO			
Thank you cards - Group			
- Sponsors			

# E. RISK MANAGEMENT

## Appendix A

### 1. RAMS Report

Risk Analysis & Management System			
<b>Event:</b>			
<b>Session:</b>		<b>Date:</b>	
<b>Meet Director:</b>		<b>Referee :</b>	
RISKS			
Accident, Injury & Other Forms of Loss.			
Description			
<i>(Arising from pool operation)</i> <ul style="list-style-type: none"> <li>• Injuries to swimmers, officials, team supporters, spectators from:               <ul style="list-style-type: none"> <li>○ Fire</li> <li>○ Earthquake</li> <li>○ Chemical spill/water contamination</li> <li>○ Failure of pool equipment</li> <li>○ Slipping on pool deck, wet floors, stairs, starting blocks</li> <li>○ Breakages of supplied furniture</li> <li>○ Falls from diving towers</li> <li>○ Electrocution from electronic timing equipment or sound equipment or other equipment.</li> </ul> </li> </ul>		<i>(Arising from conduct of swim meet)</i> <ul style="list-style-type: none"> <li>• Injuries to swimmers, officials, team supporters, spectators from:               <ul style="list-style-type: none"> <li>○ Falls or collisions in marshalling area.</li> <li>○ Collisions between swimmers during warm-up.</li> <li>○ Injury from diving onto another Competitor during relays, over the top starts or warm up.</li> <li>○ Falls from starting blocks</li> <li>○ Cuts/bruises/sprains to Officials.</li> <li>○ Scalds and cuts from use of kitchen for food preparation.</li> <li>○ Electrocution and OSI injuries from use of AOD equipment.</li> <li>○ Falls on pool deck, from officials chairs or starting podium.</li> <li>○ Drowning during warm-up or during competition.</li> </ul> </li> </ul>	
CAUSAL FACTORS			
Hazards, Perils & Dangers.			
People	Equipment	Environment	
<ul style="list-style-type: none"> <li>• Inability to complete event due to lack of fitness or ability</li> <li>• Officials falling in pool</li> <li>• Age and health of some officials makes them more susceptible to heart attack etc</li> <li>• Large number of people in water during warm ups increased risk of collision</li> <li>• Constant people movement around pool deck and seating.</li> <li>• Lifting equipment during set up.</li> <li>• Swimmers in trouble in pool. Health/Injury e.g. Asthma Attacks, Cramping.</li> </ul>	<ul style="list-style-type: none"> <li>• Diving boards accessed</li> <li>• Boom grates (Broken)</li> <li>• Starting blocks becoming loose</li> <li>• Electrical equipment in close proximity to water</li> <li>• Hot water in kitchen/food preparation area</li> <li>• Sharp knives</li> <li>• Sharp edges on Touch Pads</li> <li>• Tables &amp; Chairs</li> </ul>	<ul style="list-style-type: none"> <li>• Wet stairs</li> <li>• Unused pool Equipment</li> <li>• Tripping hazards, like kick boards/cabling etc.</li> <li>• Large numbers of swimmers and spectators and gear bags etc in seating area</li> <li>• Water Quality</li> </ul>	

Appendix A cont.....

RISK MANAGEMENT STRATEGIES			
Normal Operation			
People		Equipment	Environment
<ul style="list-style-type: none"><li>• Qualified pool staff on pool deck</li><li>• Majority of competitors are very competent swimmers</li><li>• Many swimmers and officials also have life saving skills</li><li>• Competitors trained to use lane ropes if in difficulty</li><li>• Roped off passage for officials</li><li>• Large number of adult officials on pool deck during competition</li><li>• 2 Referees to control warm up, during sprint time</li><li>• Marshalling area and starting area managed by officials during racing</li><li>• Club Team Managers and Club Coaches responsible for competitor behaviour while not in marshalling or in pool</li><li>• Movement of swimmers into start area, in starting area, onto starting blocks all subject to supervision by officials</li><li>• Keep in verbal contact with swimmer/Go to swimmers aid (get wet)/Notify pool staff/ Perform first aid/Ambulance / Notify OSH if necessary</li></ul>		<ul style="list-style-type: none"><li>• Pool staff to inspect the boom prior to meet</li><li>• Backstroke flags in place</li><li>• Physical check of starting blocks prior to use</li><li>• Electrical equipment regularly checked for wear and insulation</li><li>• Kitchen equipment checked for safety</li></ul>	<ul style="list-style-type: none"><li>• Policy and signage re running around pool deck</li><li>• Swimmers to dry down before ascending stairs (Signage)</li><li>• Pool deck to be clear of all excess equipment/cabling</li><li>• Water quality results notified</li><li>• Club team managers responsible for behaviour in team seating areas</li></ul>
Emergency			
<ul style="list-style-type: none"><li>• Establish that a first aid kit is accessible</li><li>• Officials are empowered to withdraw any competitor they consider at risk or will likely cause a risk</li></ul>		<ul style="list-style-type: none"><li>• Ensure that a qualified first aid person is on duty</li><li>• Appropriate measures are in place to deal with a serious injury</li></ul>	
Relevant Industry Standards			
<ul style="list-style-type: none"><li>• Water Quality checks.</li></ul>		<ul style="list-style-type: none"><li>• Auckland Swimming Event &amp; Risk Management This is a guide to running a Swim Meet</li></ul>	
Policies and Guidelines			
<ul style="list-style-type: none"><li>• Referee is to be centre qualified with at least 10 meets experience. (IOT and above).</li><li>• Pool Duty Manager to have a Comprehensive First Aid Certificate including CPR.</li><li>• The safety of competitors, officials and spectators is a critical consideration in running the meet.</li></ul>		<ul style="list-style-type: none"><li>• Meet Director is to be a qualified referee with at least 10 meets experience. (IOT and above).</li><li>• Referee and Meet Director to carry out a risk assessment prior to the commencement of warm up. All identified risks must be attended to prior to commencement of the meet.</li></ul>	
Skills Required by Staff/Officials			
<ul style="list-style-type: none"><li>• Meet Director, Referee and Pool Duty Manager must have risk management skills and require basic skills in decision making, concentration, communication, control &amp; organisation.</li></ul>			
Final Decision on Running the Meet.			
Accept and run the meet.		Meet Director	Referee
Reject and do not run the meet			



Name of Event: \_\_\_\_\_

Date of Incident	Time	Location	Reported

(Describe what happened)

--

## WHAT IS THE CHANCE OF IT HAPPENING AGAIN

☐ Frequent ☐ Occasional ☐ Rare

What actions has or will be taken to prevent a recurrence	By whom	When
<p>Action</p>		

Presented to Board: \_\_\_\_\_

## **F. TEMPLATES**



**1.**

**Year** **Auckland** **What Age** **Championships**

**DATE**

### **Information Sheet for Group**

Morning Sessions: Warm up: am Start: am

Evening Sessions: Warm up: pm Start: pm

### **Job Supervisors:**

- |                            |         |
|----------------------------|---------|
| 1. Door                    | Mobile: |
| 2. Kitchen                 | Mobile: |
| 3. Admin Room              | Mobile: |
| 4. Medals                  | Mobile: |
| 5. Marshalling             | Mobile: |
| 6. Officials               | Mobile: |
| 7. AOD Room/Touch Pads     | Mobile: |
| 8. Pool Set Up / Take Down | Mobile: |

### **Clubs Allocated Jobs:**

1. Door
2. Kitchen
3. Admin Room
4. Medals
5. Marshalling
6. Officials
7. AOD/Touch Pads
8. Pool Set Up / Take Down

# DUTY SHEET – DOOR

**Year** Auckland **What Age** Championships

## Supervisor:

Clubs Responsible:

People required for each session: Three

## Session One:

No.	Name	Club	Sign In
1.			
2.			
3.			

## Session Two:

No.	Name	Club	Sign In
1.			
2.			
3.			

## Session Three:

No.	Name	Club	Sign In
1.			
2.			
3.			

## Session Four:

No.	Name	Club	Sign In
1.			
2.			
3.			

# DUTY SHEET – KITCHEN

**Year** Auckland **What Age** Championships



## Supervisor:

Clubs Responsible:

People required for each session: Four

## Session One:

No.	Name	Club	Sign In
1.			
2.			
3.			
4.			

## Session Two:

No.	Name	Club	Sign In
1.			
2.			
3.			
4.			

## Session Three:

No.	Name	Club	Sign In
1.			
2.			
3.			
4.			

## Session Four:

No.	Name	Club	Sign In
1.			
2.			
3.			
4.			

# DUTY SHEET – ADMIN ROOM DUTIES

**Year** Auckland **What Age** Championships



## Supervisor:

Clubs Responsible:

People required for each session: Two

## Session One:

No.	Name	Club	Sign In
1.			
2.			

## Session Two:

No.	Name	Club	Sign In
1.			
2.			

## Session Three:

No.	Name	Club	Sign In
1.			
2.			

## Session Four

No.	Name	Club	Sign In
1.			
2.			

# DUTY SHEET – MEDALS

**Year** Auckland **What Age** Championships



## Supervisor:

Clubs Responsible:

People required for each session: Two

## Session One:

No.	Name	Club	Sign In
1.			
2.			

## Session Two:

No.	Name	Club	Sign In
1.			
2.			

## Session Three:

No.	Name	Club	Sign In
1.			
2.			

## Session Four:

No.	Name	Club	Sign In
1.			
2.			

# DUTY SHEET - MARSHALLING

**Year** Auckland **What Age** Championships



## Supervisor:

Clubs Responsible:

People required for each session: Two

## Session One:

No.	Name	Club	Sign In
1.			
2.			

## Session Two:

No.	Name	Club	Sign In
1.			
2.			

## Session Three:

No.	Name	Club	Sign In
1.			
2.			

## Session Four:

No.	Name	Club	Sign In
1.			
2.			

# DUTY SHEET – POOL SET UP / TAKE DOWN

**Year** Auckland **What Age** Championships



## Supervisor:

Clubs Responsible:

People required for each session: Eight

## SET UP:

No.	Name	Club	Sign In
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

## TAKE DOWN:

No.	Name	Club	Sign In
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			



# DUTY SHEET : OFFICIALS **Timekeepers**



**Year** Auckland **What Age** Championships

**Supervisor:**

Clubs Responsible: All clubs – minimum 4 T/k or IOTs

People required for each session: 8 T/K, 16 IOTs, Refs, Starters, Chief T/K, Chief IOT

**Session No:** What No? Day & Date

Chief Timekeeper	Name	Q	Sign In
Lane	1.	NQ	
One	1.		
	2.		
Two	1.		
	2.		
Three	1.		
	2.		
Four	1.		
	2.		
Five	1.		
	2.		
Six	1.		
	2.		
Seven	1.		
	2.		
Eight	1.		
	2.		
Reserves	1.		
	2.		

# DUTY SHEET : OFFICIALS **INSP OF TURNS**

**Year** Auckland **What Age** Championships



## Supervisor:

Clubs Responsible: All clubs – minimum 4 T/k or IOTs

People required for each session: 8 T/K, 16 IOTs, Refs, Starters, Chief T/K, Chief IOT

**Session No:** What No? Day & Date

Chief IOT Lane	Name	Q NQ	Sign In
One <i>S</i>	1.		
<i>T</i>	2.		
Two <i>S</i>	1.		
<i>T</i>	2.		
Three <i>S</i>	1.		
<i>T</i>	2.		
Four <i>S</i>	1.		
<i>T</i>	2.		
Five <i>S</i>	1.		
<i>T</i>	2.		
Six <i>S</i>	1.		
<i>T</i>	2.		
Seven <i>S</i>	1.		
<i>T</i>	2.		
Eight <i>S</i>	1.		
<i>T</i>	2.		
Reserves	1. 2.		

# DUTY SHEET – SENIOR OFFICIALS

**Year** Auckland **What Age** Championships



## Supervisor:

Clubs Responsible: All Clubs

People required for each session: Four

**Session :**

**Date**

No.	Name	Club	Sign In
Referee			
Referee			
Starter			
Starter			
JOS			
JOS			

# DUTY SHEET – AOD ROOM

**Year** Auckland **What Age** Championships

## Supervisor:

Clubs Responsible: All Clubs

People required for each session: Five

## Session One:

(Date)

No.	Name	Club	Sign In
Supervisor			
Ares 1			
Ares 2			
Meet Manager			
Recorder			

## Touch Pads - Start of Session

No.	Name	Club	Sign In
1			
2			
3			
4			
5			

2.



## CLUB DUTY SCHEDULE

**Year** Auckland **What Age** Championships

### OFFICIALS

Club Name: \_\_\_\_\_

Club Person Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

SES 1	Timekeepers Q / NQ	IOTs Q / NQ
AM	1. 2. 3.	1. 2.
SES 2	1.	1.
PM	2. 3.	2.
SES 3	1.	1.
AM	2. 3.	2.
SES 4	1.	1.
	2.	2
	3.	.

Return completed sheet to (name) : Email (email)  
Mobile: . by (day and date)

# CLUB DUTY SCHEDULE

**Year** Auckland **What Age** Championships



## DUTY ROSTER

Club Name: \_\_\_\_\_

Club Person Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

### ALLOCATED DUTY - (What Duty)

<b>SES 1</b>  <b>AM</b>	1.  2.  3.
<b>SES 2</b>  <b>PM</b>	1.  2.  3.
<b>SES 3</b>  <b>AM</b>	1.  2.  3.
<b>SES 4</b>	1.  2.  3.

---

Return completed sheet to (name) : Email (email)  
Mobile: . by (day and date)

# CLUB DUTY SCHEDULE

**Year** Auckland **What Age** Championships

Club Name: \_\_\_\_\_

Club Person Contact: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Team Managers:

SES 1	
SES 2 PM	
SES 3 AM	
SES 4	

## Coaches:

Return completed sheet to **ASA office**  
by *(day and date)*

Email: [info@akswim.co.nz](mailto:info@akswim.co.nz)

3.

# SPECTATORS





# OFFICIALS & SWIMMERS ONLY

# 200? AUCKLAND NAME CHAMPIONSHIPS

Date

**SPECTATORS :**

**\$ 2.00**

**PROGRAMME :**

**\$ 2.00**

4.

## BUDGET TEMPLATE

**Explanation of calculation:** In this area it is important to make it clear as to how you came to the figure in the amount column for all areas. Examples:

- Catering for officials – 5 days, 2 sessions per day @ \$120 per session.
- Pool hire - 5 days, 10 sessions, 4 hours per session @ \$120 per hour.
- Programme printing - no of copies @ \$2.50 per copy etc.

INCOME	\$ Amount	Explanation of calculation if needed
Entry fees		
Door entry		(e.g.150 people / selling 150 programmes)
(Other Income items not listed)		
<b>TOTAL INCOME</b>	<b>\$</b>	
EXPENDITURE	Amount	Explanation of calculation if needed
Pool hire )	\$	(e.g. \$176.00 phr x 10hrs pday x 3 Days)
Dive well/warm up pool hire )		
Meeting room		
Chairs/ Temp seating		
Picket fencing		
Anthem singer		
Passes		
Paper		
Deck Cards		
Consumables (pens, staples etc.)		
Cartridge		
Photocopying		
Plants		
Medals		
Ribbons		
Misc (e.g. tea, coffee, milk)		
Computer & Printer		
Other expenditure items not included		
<b>TOTAL EXPENDITURE</b>	<b>\$</b>	

*"Some package elements may not have hard cost,  
but rather more intrinsic values"*



## Budget / Finance

### Where did all the money go?

Person appointed: **Meet Co-Ordinator (in conjunction with ASA EO)**

1. Who controls the petty cash / float? .....
2. Are you setting individual budgets for individual sections of your Group? .....
3. Organise cash / floats for entry .....
4. Spreadsheet developed to ensure the budget is being kept in the build up period.....
5. Develop a full financial report to be available for the committee or sponsors.....

### Checklist

	Yes	No
Budget finalised for - cost centres - entire event		
Budget approved - Executive Officer		
Floats arranged		
Sponsorship - identified - secured		
Procedures for incoming money in place		
Procedure for payments in place		
Finalised Accounts		

5.



## TIMELINE TEMPLATE

This example has been shown as if producing a guideline for Auckland Winters Championship

Month - In this column write down dates as they are required	Duties	Yes ✓ OR Comment
<b>June</b>	<ul style="list-style-type: none"> <li>➤ Notice out to clubs calling for representatives for ASA Championship Group for year ahead and advise of meeting</li> <li>➤ Meet with Group :- <ul style="list-style-type: none"> <li>• appoint duty roster supervisors</li> <li>• appoint Meet Co-Ordinator</li> <li>• details of each supervisors contacts (i.e. email &amp; mobile nos.)</li> <li>• give each supervisor a copy of their job description</li> <li>• allocate clubs for duty rosters</li> <li>• supervisors to email out Club Schedules to clubs</li> <li>• set up meeting dates leading up to Championships</li> <li>• nominate deadline dates for completed rosters to be at office</li> <li>• nominate debrief meeting date</li> </ul> </li> <li>➤ Office to forward information for Supervisors via email</li> <li>➤ Liaise with Supervisors re allocated rosters</li> <li>➤ Liaise with pool if required</li> </ul>	
<b>July</b>	Office to email supervisors to see how they are getting on.	
<b>August</b>	<p><b>1<sup>st</sup> Week in August</b></p> <ul style="list-style-type: none"> <li>➤ Office to contact Supervisors</li> <li>➤ Ensure all duties have required number of volunteers</li> <li>➤ Remind Supervisors of final meeting date</li> </ul> <p><b>Week of Championships</b></p> <ul style="list-style-type: none"> <li>➤ Monday / Tuesday - Meet with Supervisors</li> <li>➤ Review the duty roster sheets. Any gaps, supervisors to complete</li> <li>➤ Office and Supervisors to attend to any last minute details that may have arisen.</li> <li>➤ Supervisors to have duty sheets to office by Friday morning</li> <li>➤ Friday evening - Pool Set Up and Meet Manager loaded <ul style="list-style-type: none"> <li>- Supervisors folder (red) completed with all duty rosters 'sign in' sheets</li> <li>- Any last minute details to be noted in folder</li> </ul> </li> </ul> <p><b>1<sup>st</sup> Week after Championships (usually Tuesday/Wednesday)</b></p> <ul style="list-style-type: none"> <li>➤ ASA Group meet for debrief and evaluation</li> <li>➤ Each supervisor comments on their duty roster</li> <li>➤ Meet Co-Ordinator to take minutes and advise office of any direct changes or amendments for future events</li> <li>➤ Set up new timeline for next Championship event</li> <li>➤ Supervisors to Roster themselves for next Championship</li> <li>➤ Start the process from 'Meet with Group' as listed in June above – remember to change dates</li> </ul>	

## **F. CONCLUSION**

Managing events should be enjoyable.

With careful planning and implementation, events should be successful and rewarding for all involved.

Not only your event participants, but you and your team of organisers, should have had a lot of fun and enjoyment, as well as the satisfaction that you have created something for the benefit of your club / group and the whole community.

**It is important that you recognise your progress  
and take pride in your accomplishments  
Share your achievements with others  
brag a little.....**