

WADAC Team Managers Checklist

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

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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 non-scoring numbers. At least 650 safety pins.	Order numbers and pins.	Order numbers and pins.
<u>All Matches</u>				
Advertise event	2-3 weeks before, advertise the event on the WADAC website and send email via Ian (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.	Send email to parents asking for name and date of birth, and for help with field events.	2-3 weeks before, advertise the event on the WADAC website and send email via Ian (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.	2-3 weeks before, advertise the event on the WADAC website and send email via Ian (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.

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Arrange officials	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.	Covered by Wessex League.	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.	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.
Select team	Use criteria on website for field events (those that applied to YDL and 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.	Selection will be at the discretion of the Quad Kids 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.	Use criteria on website which is generally the two best athletes per event (or best athlete for events where only one entry per club).	Use criteria on website which is generally the two best athletes 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.

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

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

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

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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 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 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.
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.
<u>Post-Event</u>				
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.

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Publish results	<p>Publish results and report on WADAC website.</p> <p>Prepare file of non-scoring and U20s results from score sheet and publish this too.</p> <p>Write report for Chatterbox & Hampshire Chronicle.</p>	<p>Publish results and report on WADAC website.</p> <p>Write report for Chatterbox.</p>	<p>Publish results and report on WADAC website.</p> <p>Write report for Chatterbox & Hampshire Chronicle</p>	<p>Publish results and report on WADAC website.</p> <p>Write report for Chatterbox & Hampshire Chronicle</p>