

## Tournament Organisers Competition Checklist

Prior to Tournament	Tick when completed
Set date with venue (as early as possible)	
Inform host club of need to read TO handbook (AGB)	
Is range registered? If no arrange to get it done	
Is there a risk assessment for that venue? If yes, check the validity If no then get one completed	
Publish date on LAA website	
Put entry form on website	
Arrange who will be Chair of Judges	
Apply for Record Status	
Book number of bosses required	
Are enough toilet facilities available, if not order Portaloo's	
Find out what catering is available	
Is there adequate parking, including disabled spaces?	
Apply for volunteer work party (if required)	
Ensure enough medals available for competition	
Get the labels printed for the back of the medals	
Publish target list on LAA website	
Send target list to Chair of Judges	
Organise Lord/Lady P and Judges gifts	
Ensure scorer knows what awards will be given so they can configure lanseo	
<b>Set-up Day prior to Tournament</b>	
Is the hosting club sorting this out? Yes – let them do this No – make sure that you have enough volunteers	
Ensure enough equipment available for set-up	
Lines to be marked: Shooting line Waiting line Spectator line 3M line (if a metric shoot) Boss line	
Backstop netting in place (if required)	
Target faces laid flat	
Scoreboards (plus waterproofing, if required)	
Set up scorer's workstation	
Set up Judges' table and seating (if outside, provide shelter)	
Ensure enough electrical capacity available	
Put labels on the back of the medals	
<b>On the day of the Tournament</b>	
Ensure Range Risk Assessment and Registration documentation is available for inspection	
Ensure signage in place	
Ensure the site is secure	
Ensure secure equipment storage (if required)	

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Delegate person to supervise signing in/checking AGB cards	
Delegate person to collect awards/claims forms	
Faces on bosses	
Have Range Certificate available for judges (with copy of dispensation, if required)	
Arrange trophies and medals for presentation, with gonfalon, LAA tablecloth & medal display	
Put scorecards in scoreboards and place in position	
Ensure sign-in and AGB card check	
Ensure Photography sign in sheet is available	
Deliver housekeeping information at assembly and introduce Lord or Lady P	
Ensure drinks available for judges and scorer	
Provide lunch and drinks for judges and scorer	
Ensure collection of scores during Tournament - for the scorer	
Ensure presentation at end of shoot	
Thank host club, judges, volunteers etc	
<b>Post Tournament</b>	
Send results and record/award claims to AGB (within 24hrs)	
Send results to LAA Webmaster	
Prepare a post tournament report for presentation at the next LAA Committee meeting	