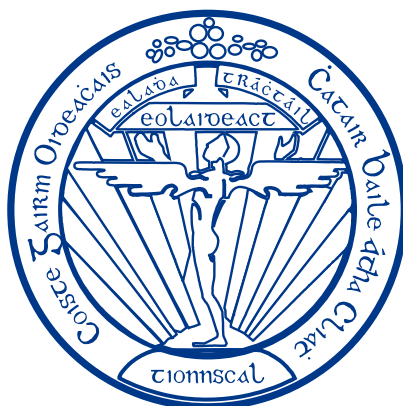


CITY OF DUBLIN VEC



Sports and Cultural Council

RUNNING AN SCC EVENT



Running an SCC event



Pre-Event

Hold a Planning meeting prior to event.

The following may need to be considered;

- Review previous event.
- Discuss any changes required for this year.
- Refer to SCC calendar and confirm dates and venue for event.
- Requirements for event:

Equipment

Officials

Official Stationary

Paperwork

Insurance

Prizes

Estimate of expenses

Float required

Other

- Arrangements for correspondence with Principals and teachers in schools/colleges/centres.
- Emergency plans.
- Divide work to be done between sub-committee members.
- Make arrangements for trophies to be collected or returned.
- Procedures for disputes.

- Sub- Committee Secretary contact SCC Hon Secretary** to confirm the following arrangements for your current event- (Early September *and* six weeks prior to event).
 - ⊙ Dates, times and venue.
 - ⊙ Proposals for any changes to event.
 - ⊙ A copy of the correspondence to be sent to each Principal and Head of Centre.
 - ⊙ Dates when notifications are being sent to schools/centres.
 - ⊙ Assistance required from SCC office – headed paper, envelopes, labels, contact numbers for specific teachers, etc.
 - ⊙ Information that should be included on the SCC website.
 - ⊙ Any assistance required or difficulties being encountered.
 - ⊙ Photographer/reporter request.

- Contact Treasurer** with estimate of expenses and request float, *if necessary*, to cover expenses for event.

- Attend SCC meeting prior to event.**

- Take note of SCC meeting dates in order to attend and brief meeting with your plans for this year's event.

- Book venue**-Use a CDVEC centre where possible. Refer to SCC Hon Secretary.

- Send out correspondence to schools/colleges/centers.**
Correspondence should be forwarded to every Principal/Head of Centre, as well as, specific teachers in schools/colleges/centres.

- Contact Hon Secretary for names and contact details.

- One month in advance:***

- General information and details to all school/colleges/centres requesting expressions of interest in your event.

- Include contact details for your organising sub-committee as well as entry forms.
 - ⊙ As per SCC Rules *at least* four school/colleges/centres are required to have entered or expressed interest before event can definitely go ahead. Please contact SCC Hon. Secretary if numbers are lower.
 - ⊙ Events scheduled for September details should be forwarded to schools/colleges/centres as early as possible on return to school.

- One week in advance-** Submit specific event details to schools/colleges/centres.
 - Include details of venue and directions, if required.
 - Date and time of event.
 - Schedule for the day.
 - Contact details for venue and for organising sub-committee.
 - Team Requirements; equipment required and/or dress code.
 - Competitor/Team details sheet.
 - Specific Competition Rules:* Any particular rules or regulations been applied in this event, e.g. three minute maximum speech in Public Speaking, gum shield required for Boxing.
 - Note:* All students taking part in an SCC event must be accompanied by a teacher from their school/college/centre.
- Arrange equipment/facilities.**
- Book officials/judges/guests.**
- Confirm prizes and order medals** if required (contact SCC Hon Secretary/Hon Treasurer).
- Consider **special prizes** or awards to be awarded, e.g. Player of Tournament.
- Collect or arrange for the return of **annual trophies** (*suitably engraved*) from previous recipients.
- Arrange **refreshments** (if required).
- Arrange **first aid** cover (if required).
- Arrange **insurance** cover (if required).
- Send event times and schedule to the covering **reporter/photographer**.
- Print paperwork/score sheets**, as required.
- Arrange **venue set-up** (if required).
- Contingency Plan.**
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At Event

- Arrive to **set up** venue in plenty of time for your event.
- Check facilities** at venue for graffiti/damage *prior* to students arriving at venue. Notify staff at venue of any prior damage.
- Note any **emergency plans** for venue that may need to be communicated to students.
- Bring **paperwork**.
- Bring event specific **equipment, First Aid, prizes etc.**
- Welcome officials/judges/guests** and confirm arrangements for event.
- Greet competitors and supervising teachers** to confirm arrangements for the event.
- Collect **team sheets** from supervising teacher- confirming names, course being attended and date of birth (if required).
- Ensure all competitors are **kitted out** appropriately for event. If students are not appropriately kitted out they may not be allowed to compete.
- Start event promptly and run event in a professional manner.**
- Award prizes and trophies.**
- Note feedback** from supervising teachers
- Supervise** students leaving venue.
- Pay officials/judges/venue-** (get receipts and invoices).
- Re-check facilities** at venue for graffiti/damage/litter, etc.
- Confirm end of event** with Centre personnel.
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Post Event

- Hold **Sub-committee meeting** to evaluate event. (*Formal or otherwise!*)
- Send results, report and recommendations** to SCC Hon Secretary *within one week of event*. (See standard report form)
 - Details of entries, number of matches.
 - Results.
 - Disputes and their resolution.
 - Issues and changes required for future events.
- Send **photos** to SCC office for uploading onto website if required.
- Compile and send **financial report** to SCC Hon Treasurer- include receipts, invoices and details of any payments made by your sub-committee.
- Failure to send report may result in expenses not been reimbursed.
- Attend next SCC meeting** after event and give your report.
- Attend AGM** - confirm Sub-committee members for following year.
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Notes:
