

Appendix to Section 3

PRE-TOURNAMENT JOB CHECKLIST

Club Name:

Tournament/Carnival Date:

TASK	ORGANISATION RESPONSIBLE	ACTION PLANS	CHECKED & DONE
Accommodation			
Administration Office	Club		
Ambulance	Club		
Announcers	Club		
Balls	Club	3 for each field with a spare for each field	
Bells	Club	1 for each field	
Brochure	Club	If applicable	
Catering	Club	See risk management guidelines	
Disputes	Club	Disputes Committee established	
Draw	Club		
Electricity	Club	Ensure enough power outlets – electrical leads and appliances to possess current certification tags	
Entry Tickets	Club		
Field Marking	Club		
Fields	Club	* Check all fields comply with Rules of Polo Article 11 * Maintain fields * Must be stone free * Water trucks for dry & dusty conditions	
Goal Posts	Club		
Grand Parade	Club		
Guest Passes	Club	Mail any VIP Guest Passes	
Hessian Curtain/screen	Club	Must be ready in case of horse injury	
Horse Float Ambulance	Club	Must be ready on standby on the grounds See also APC Rules of Polo Article 4n.	
Horse Welfare	Club	Horse Welfare officer – see Rules of Polo Annex B paragraph 5	
Judges	Club	Best Playing Pony etc	
Media Coverage	Club	Local Newspapers	
Nominations	Club		
Official Welcome Host	Club President	Acknowledge – Local dignitaries, VIP's, Sponsors, State Association or APC representation and any other special guests you may have.	
PA system	Club		
Photographer	Club		
Risk Management	Club / State Association	Ensure all facets of the Tournament or Event comply with the Risk Management Policy	
Promotional Items	Club		
Showers & Amenities	Club	Refer Risk Management Policy	
Signage	Club	* No Dogs Allowed	

		<ul style="list-style-type: none"> * Umpires Horses Only * Road signs advertising Polo * Speed limit signs <p>And any other you may think appropriate</p>	
Social Activities	Club	Food/bar-need marquee (food MUST be separate from the bar area) Refer Risk Management Policy	
Spectator/safety zone separation rope	Club		
Stables and Yards	Club	Refer Yards Policy	
Timers	Club		
Time Keepers/Scorers/Flag People	Club		
Trophy Presentation	Club	Inform presenters Need table, platform / podium, shelter Teams and Players are required to be in uniform	
Umpires	Club	Club Chief Umpire Contact Director of Umpiring for assistance	
Umpire Shirts	Club		
Vet		Club Must have a vet on standby for the duration of the tournament – see APC Rules of Polo Article 4b.	
Wash-bays	Club	Adequate number of bays with running water and hoses	
VIP Tent / Area		Requirements to be discussed before tournament	
Waste Management Ensure there is an ample supply of new whistles.	Club	Ensure you have enough rubbish bins. Arrange to have them emptied every day	
Water (for horses)	Club	Reasonable access is required	
Whistles	Club		