

HOSTING AN EVENT

The hosting of a series of games, a challenge match, an underage blitz or an inter Club tournament is now seen as a normal event for most Clubs in Hurling, Football, Camogie, Ladies Football, Rounders and Handball.

While such events are generally organised by age category and by code, so as to provide inter Club games and offer skill development opportunities, these events by their very nature can also provide young people of all ages with a positive social experience allowing them to develop within a safe environment.

The safeguarding criteria and guidance that applies to away trips, recruitment, travel, health and safety also apply to the hosting of an event with the additional responsibility that when hosting you are organising the games or the event for more than your own Club or team.

A number of ground rules apply to hosting an event.

- 1 Don't be pressurised into offering to host an event if you cannot do it or if you do not have adequate resources or facilities to cater for the proposed event
- 2 Be absolutely clear that you have the full support of your own Club when embarking on hosting an event
- 3 Clarify with those who requested of you to host the event (e.g. Juvenile Board, Féile Committee etc...) what is required of your Club
- 4 Form an organising team, with a nominated person in charge, to oversee, plan and implement the hosting
- 5 Allocate specific responsibilities to each member of the organising team
- 6 Agree a timescale and a plan for the delivery of all of your actions (see Event Action Plan)
- 7 Agree your plan or outline your plan with the governing body who requested your Club to host the event (e.g. Juvenile Board, Féile Committee etc...)
- 8 Meet regularly to review all work in progress
- 9 If you are providing a home stay option for your guest Clubs you must abide by the guidance given under the Home Stay Accommodation
- 10 Never presume that somebody else had done it!

Event action plan

Event: inter club under 15 tournament

It is very useful to draw up an event action plan that can be used as a guide for all persons working on the event and also as a check list for the organising committee in reviewing their progress to date.

Below is the commencement of an Event Action Plan for an U15 Inter Club Tournament that your Club had been invited to organise by the County Board. It contains some identified actions, some of which have a time scale inserted while blank spaces remain to be completed when agreeing dates and timescales for other actions or completing tasks.

This template is only an example and is based on an 8 week lead in period. It should be amended and completed by the relevant person in charge as each target or task is completed or achieved.

ACTIONS	By When? (Date)	Responsibility? (Name)	Done? (Date)
APPROX. 8 WEEKS BEFORE EVENT			
Accept invitation to host event	8 weeks before	Relevant Club Committee	
Establish Organising Committee and named person in charge	8 weeks before	Appointed by Club Committee	
1st meeting of Tournament Committee	7 weeks before	Organising Committee Chair	
Allocate responsibilities at 1st meeting		Name the tasks and people	
Agree correspondence to visiting Clubs		Agree with Secretary	
Prepare budget at 1st meeting		Responsibility of Treasurer	
Identify sponsors (if appropriate)		Overseen by Treasurer	
Book pitches or venues as appropriate		A Committee member	
Agree on home stay option and plan accordingly (see Home Stay Section)			
APPROX. 6 WEEKS BEFORE EVENT			
Organising Committee meeting			
Post correspondence to visiting Clubs with relevant forms etc.			
Check insurance implications if any			
Complete event plan and circulate			
Check out all venues by visit			
APPROX. 4 WEEKS BEFORE THE EVENT			
Organising Committee meeting			
Confirm participating teams and Clubs			
Make 'draws' and circulate information			
Arrange for First Aid at tournament			
APPROX. 2 WEEKS BEFORE THE EVENT			
Organising Committee meeting			
A team withdraws from the Tournament			
APPROX. 1 WEEK BEFORE THE EVENT			
2nd team withdraws from tournament			
New sponsor seeks role in the Tournament			
DAY OF THE TOURNAMENT			
Up early!			
Register each team and their coaches			
Check dates of birth			
AFTER THE EVENT REVIEW			
Organising Committee meeting			
Financial report			
Event report			
Treat the organising Committee and all helpers!			