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.

ORGANISING CLUB ACTIVITIES OF THE PROPERTY OF

ACTIONS	By When? (Date)	Responsibility? (Name)	Done? (Date)	
APPROX. 8 WEEKS BEFORE EVENT	O HVALUE I		THE RESIDENCE	Sustra principalista di il
Accept invitation to host event	8 weeks before	Relevant Club Committee	Mary Control	Confirmation (
Establish Organising Committee and named person in charge	8 weeks before	Appointed by Club Committee	Raman	
1st meeting of Tournament Committee	7 weeks before	Organising Committee Chair	rest verst	SUPERIOR I
Allocate responsibilities at 1st meeting	Notice satisfi	Name the tasks and people	States For	THE IS THE SOLE OF
Agree correspondence to visiting Clubs		Agree with Secretary		W
Prepare budget at 1st meeting		Responsibility of Treasurer		
Identify sponsors (if appropriate)	HIS VIEWE OF	Overseen by Treasurer	7711	15 1 ml mag
Book pitches or venues as appropriate	OPPLIENDENCE	A Committee member	e le constante	"THE THE WHOLES
Agree on home stay option and plan accordingly (see Home Stay Section)	NO CIUTA AMO	Ineve on policed of	is no sufer	Second formal
APPROX. 6 WEEKS BEFORE EVENT	amer Wilderson	no medi na estrelliscosi		
Organising Committee meeting	b branch and	director estacioni		
Post correspondence to visiting Clubs with relevant forms etc.	ort of your c	you have the full supp	-	
Check insurance implications if any				
Complete event plan and circulate	the event	equested of you to he	TO THE PARTY OF	
Check out all venues by visit		dul Dapoy		
APPROX. 4 WEEKS BEFORE THE EVENT	nde eine eine	intenimos a chily, ca	and the same	
Organising Committee meeting				
Confirm participating teams and Clubs	to entito red	VIEW VISION OF REIGHBURIES	RIE 251 511	
Make 'draws' and circulate information	tuovin lista	a plan for the delivery	The section of	
Arrange for First Aid at tournament		no your plan with the		
APPROX. 2 WEEKS BEFORE THE EVENT	La de la constante de la const	etingmai più i janai	ALCOHOL:	64 - 40 - 70 - 15 - 15 - 15 - 15 - 15 - 15 - 15 - 1
Organising Committee meeting		crespore mixiowilla	(SIMPLE COLD	Story I
A team withdraws from the Tournament	(2) strang me	ome stay option for y		
	and serios rad	Printellander Code Stille	A LANGER	
APPROX: 1 WEEK BEFORE THE EVENT	- N			
2nd team withdraws from tournament	230	ander one ame Anderson	O. T.	
New sponsor seeks role in the Tournament				
DAY OF THE TOURNAMENT				
Jp early!			THE PARTY	
legister each team and their coaches				
heck dates of birth	enchalasida Sanakalasida	es ieris nelg noldsudne nmes onsanskelske	WE CHECKE	DE DE LES
FTER THE EVENT REVIEW	The latest and the la	The second second		
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reat the organising Committee and all helpers!		24	The same	