**Convener To Do List**

* **Ensure Cross Country information on the website is correct.**
* **Ensure all schools are aware Cross Country information on the website: eastlakemacquarie.primarysport.com.au**
* **Check First Aid is booked.**
* **Check with Secretary that Eddie Calland Fields have been booked.**
* **Contact Grant Gavin (0424 459644) re key and canteen facilities. He will give you the name and number of the person in charge of canteen.**
* **Equipment is at Windale PS. Arrange with Lilli Dugomanov to pick up equipment – white poles for start/finish, ribbons, portable speaker, witches hats, , barriers and bunting flags, Hi Vis shirts for officials, shirts for students for Hunter Cross Country**
* **Run off numbers for first 3 sets of 25 places and laminate. The judges at the finish line are divided into:**
1. **Places 1-5**
2. **Places 6-10**
3. **Places 11-15**
4. **Places 16-20**
5. **Places 21-25**

***Put each set of Place Numbers in a small Ziploc bag. Eg 1-5***

* **Arrange for the canteen on the day.**
* **From website print out 1 starter heat sheet for Marshalls, 2 x Age Group Recording Sheet file, Score Sheet.**
* **Pens for recorders.**
* **Check table and chairs available at venue.**
* **Email schools for an extra shelter for recording.**
* **Bring toilet paper, handwash/sanitise and garbage bags for each school.**
* **Send out email to all sports organiser asking for assistance in setting up oval early in the morning on the day of the event.**