

1. Overview

This document is intended as a checklist for event management within BVF.

The following Roles are identified:

- BVF Committee
- Event Manager
- Domestic Fencing Officer (DFO)
- Webmaster
- Treasurer
- Membership Sec
- Photographer
- Selectors
- DT
- Duty Doctor

2. Initialisation

Tasks	Responsible	✓
Set the date of the event; set the format of the event	BVF Committee	
Appoint the Event Manager	DFO	
Put the date in the BVF Calendar	Webmaster	

3. Venue

Tasks	Responsible	✓
Identify a suitable venue	DFO	
Check venue suitability: <ul style="list-style-type: none"> • Cost • Period of rental – to allow setup and closedown • how many pistes can the venue accommodate safely • how many are needed for the competition • room away from main hall for DT – electric points/WiFi/tables/chairs • room for Referees/refreshments – tables and chairs • changing rooms/showers/toilets • check for qualified first-aiders/defibrillator – if none, make arrangements for one to be present during competition • Armoury room • parking 	Event Manager	
Provide a risk analysis (see Resources)	Event Manager	
Book the venue	Event Manager	
Purchase a British Fencing licence to run the event (via Sport80)	Treasurer	
Submit a budget to the Treasurer based on last year's event	Event Manager	
Estimate number of officials and their expenses.	Event Manager	

Set an entry fee with Event Manager. The event should try to break even	Treasurer	

4. Equipment

Tasks	Responsible	✓
Pistes and boxes: <ul style="list-style-type: none"> Determine number of pistes/boxes required. Get quote from Leon Paul Book delivery and collection of equipment 	Event Manager	
Check BVF equipment box for: <ul style="list-style-type: none"> Clipboards Working stopwatches (eBay a good source for replacements) Sharpened pencils, sharpener, eraser Piste tape 	Event Manager	
First aid - Check: <ul style="list-style-type: none"> First aid box First Aid Report book Incident Report book 	Event Manager	

5. Officials

Tasks	Responsible	✓
Book persons to run DT throughout the competition. Useful contacts: <ul style="list-style-type: none"> John Crouch Mike Robison Phil Palmer 	Event Manager	
Check that DT will provide computers/printer/paper	Event Manager	
Agree timetable of the event with DT	Event Manager/DT	
Book Armourer	Event Manager	
Appoint Photographer	Event Manager	
Book accommodation for Event Manager and Officials – send copy of hotel confirmation to them	Event Manager	
Agree travel expenses with officials (Expenses policy is on BVF website)	Event Manager	

6. Publicize the Event

Tasks	Responsible	✓
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Prepare Details document that includes the location, a map, a list of local hotels and the event timetable. An example is provided in Resources.	Event Manager	
Set up an online entry form for the event. BVF has an Entry Management system but there are others	Webmaster	
Email membership to announce opening of entries	Membership Sec	
Announce event on social media	Membership Sec	
Mail paper details and entry form to snail mailers	Membership Sec	
Put details of event on the Latest News page with: <ul style="list-style-type: none"> • Link to the online Entry form • Link to the event Rules • Closing date • BF Licence number 	Webmaster	
Request help to lay out equipment on event details if necessary	Event Manager	

7. Referees

Tasks	Responsible	✓
Book Referees for all weapons – many are qualified for 3 weapons - as early as possible – check Resources on website for a list.	Event Manager	
Notify them of the per diem payment, accommodation if required - book on their behalf and forward copy of booking confirmation to them. BVF Expenses policy is on the website. We reimburse travel expenses and provide refreshments throughout the competition (sandwiches, crisps, cake, tea, coffee, water).	Event Manager	
Give each Referee an expenses claim form to be returned to Event Manager, check details, sign off, send to Treasurer for payment	Event Manager	
Contact Referee organiser at British Fencing who will send out request for Referees if you need more	Event Manager	

8. Medals

Tasks	Responsible	✓
Order medals – give plenty of advance notice! <ul style="list-style-type: none"> • Medals UK, PO box 2204, Stafford, ST16 3YS • 0709 216 2883 Copies of the order form for each BVF events can be found in Resources.	Event Manager	
Check the medals on receipt and authorise payment	Event Manager	
Pay the medals invoice	Treasurer	

9. Registration

Tasks	Responsible	✓
Send regular reminders about the date of the competition	Membership Sec	
Check entrants are BVF members as required (some events allow non-BVF members to participate)	Webmaster	
Check entrants are Full members of British Fencing (via Sport80 website)	Webmaster	
On the closing date send the entry to the Selectors for seeding	Webmaster	
Send the seeded entry to DT to run the competitions	Webmaster	

10. On The Day

Tasks	Responsible	✓
Give each Official an expense claim form to be returned to the Event Manager. Check the details, sign off and send to the Treasurer.	Event Manager	
Provide refreshments to all Officials	Event Manager	
Post results on the website	Webmaster	
Take photographs	Photographer	
Check fire escapes at regular interval as they can get blocked with fencing bags	Event Manager	
Appoint a Duty Doctor, usually from the fencers	Event Manager	
Ensure that all Officials know where to find medical help	Event Manager	

11. Closedown

Tasks	Responsible	✓
Pay all approved expense claims	Treasurer	
Send a thank-you letter to all Officials	Event Manager	
If the event is a ranking event, add results to ranking the system	Webmaster	
Add the results to the website in the Results page. Provide a link in the Latest News page	Webmaster	
Produce a Lessons Learnt document to identify what went well, what didn't and suggestions for improvement	DFO	
Send the good photo images to the Webmaster	Photographer	
Add photo images to the website	Webmaster	

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