

### Checklist for Athletics Leinster Road Race

Task/Item	Status	Details
Amplification		Local Organising Committee to advise: 1. Details of PA system being provided - 2. Has PA system been booked -
Athletics Leinster Banners		1. Athletics Leinster to bring our 4 Athletics Leinster sail / tear drop banners on the day -
Booklet		1. Martin J Heery and Greg Duggan to update booklet for 2025 -
Course and Map		Local Organising Committee to advise: 1. When course will be set up - 2. If they have a map that can be shared via the Athletics Leinster website and Facebook page and also via email to all clubs -
Date and Start Time		1. TBC
Entries, Race Numbers, Safety Pins and Entry Fees		1. Andrew Lynam to create event on our Athletics Leinster website, with entries set to close on Sunday <b>XXXX</b> at 11.59pm (No Late Entries) - 2. Entry fees set out in our booklet and should match what is on the entry system - 3. Andrew Lynam to download entries on Monday the <b>XXXX</b> , amalgamate any duplicate or triplicate entries before sharing list with My Run Results - 4. My Run Results to generate race numbers for each athlete - 5. My Run Results to share list of entries and race numbers so that all clubs and counties can confirm entries - 6. My Run Results to provide Race Numbers in envelopes per club, within an envelope per county - <del>7. My Run Results to provide safety pins -</del>
Expenses		Local Organising Committee to provide: 1. One email with all expenses listed, so that Athletics Leinster Treasurer can pay all in one payment, along with grant for hosting the event - 2. Local Organising Committee to provide bank receipt by way of confirmation of receipt of expenses -
Finishing Judges		1. My Run Results
Finishing Recorders		1. My Run Results
First Aid		Local Organising Committee to advise: 1. If they can arrange for an ambulance and crew to be present for the full day, with defibrillator, first aid kit etc. -
Forms		1. Martin J Heery to bring Accident Report forms - 2. Martin J Heery to bring Appeals forms - 3. Martin J Heery to bring Missing Numbers / Change of Name Sheets - 4. Martin J Heery to bring Number Collection sheets -
Garda notification and presence on the day		Local Organising Committee to: 1. Contact the local Gardai and advise of our event - 2. Request relevant Garda personnel to be present throughout the day -
Letter of Indemnity		1. Local Organising Committee to advise Greg Duggan of the name and address of the owner of the land and car parking area required to be covered by indemnity - 2. Greg Duggan to contact our Insurance Broker for a letter of indemnity for the owner of the land and car parking area -
Medals and Medal Categories		1. Greg Duggan to order medals - 2. Greg Duggan to sort out medals into correct categories, bag them and label them - 3. Greg Duggan to bring medals on the day - 4. Greg Duggan to bring additional blank juvenile and senior medals on the day, along with a float for any clubs looking to purchase subs medals - 5. Medal categories set out in our booklet - 6. Athletics Leinster to present the medals to the individual, club and county winners - 7. Local Organising Committee to reimburse Athletics Leinster for the cost of the Athletics Leinster medals -
Notification through Athletics Leinster website, Email and Facebook page		1. Andrew Lynam, Paul Archbold and Mary Daly to share details via our Athletics Leinster website and Facebook page and also via email to all clubs -
Officials and Bibs		1. Local Organising Committee to confirm how many officials they will be providing - <b>XXXX plus parking officials</b> 2. Athletics Leinster to provide remaining officials - <b>XXXX officials</b> 3. Athletics Leinster to provide bibs - 4. Martin J Heery to provide sheet with list of officials - 5. Martin J Heery to print off and distribute food voucher to officials -
Officials Area		Local Organising Committee to create an area inside the orange mesh crowd control barrier, with the following clearly marked out and a barrier erected to exclude spectators: 1. Start/Finish Area - see application form for full details of area required 2. Finish Line - see application form for full details of area required 3. Chip Timing and Results - see application form for full details of area required 4. First Aid - see application form for full details of area required
Parking		Local Organising Committee to advise: 1. Car park proximity to course entrance - 2. If there is a minimum of <b>XXXX</b> car park spaces available - 3. If there is more than one parking area - 4. If they have a map that can be shared via the Athletics Leinster website and Facebook page and also via email to all clubs - 5. If parking stewards will be provided -
Photographers		1. Adrian Martin to take photos on the day - 2. Any other photographer wishing to take photos, will be required to request approval to do so ahead of our event - 3. Photographers to sign in and collect bib -
Portaloos		Local Organising Committee to advise: 1. How many portaloos will be provided - 2. Where portaloos will be located - 3. Toilet paper for the portaloos - 4. Have portaloos been booked -

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Registration Tent		Local Organising Committee to advise: 1. If registration will be located close to the entrance and well signed - 2. If a building / tent will be provided for this purpose -
Results		1. My Run Results to generate results and display on their home page - 2. Andrew Lynam to create link on our Athletics Leinster website to the results on the My Run Results page -
Shop and Refreshments		1. Local Organising Committee to advise if they are using local catering firm or Last Lap Café - 2. Has catering been booked -
Starter		1. Joe Walsh to liaise with Starts team and confirm who will be in attendance - 2. Spray paint for three start lines -
Timetable		Local Organising Committee to advise: 1. If they have a timetable that can be shared via the Athletics Leinster website and Facebook page and also via email to all clubs -
Venue and Directions/Signage		Local Organising Committee to: 1. Provide Eircode for venue - 2. Advise if signage will be erected on all approach roads -
Water		1. Local Organising Committee to bring bottles of water for any athlete or official that required same at the finish line

## Officials for Athletics Leinster Road Race

<b>Meet Directors</b>			
<b>Referee</b>			
<b>Event Controller / Safety Officer</b>			
<b>Public Address Announcer</b>			
<b>Disputes / Appeals Committee / Jury of Appeal</b>			
<b>Registration</b>			
<b>Starts Team</b>			
<b>Assembly</b>			
<b>Course Stewarding</b>			
<b>Lap Control</b>			
<b>Finish Area and Individual Medal Presentations</b>			
<b>Finish Area Assistants</b>			
<b>Video</b>			
<b>Line Judge</b>			
<b>Results</b>			
<b>Club and County Medal Presentations</b>			
<b>Photographers</b>			
<b>LOC Coordinator</b>			
<b>On Site Medical</b>			