

Checklist for Athletics Leinster Cross Country Championships

Task/Item	Status	Details
Amplification		Local Organising Committee to advise: 1. Details of PA system being provided - 2. Has PA system been booked -
Area for Club Tents		Local Organising Committee to advise: 1. If there will be a designated area for club tents -
Athletics Leinster Banners		1. Athletics Leinster to bring our 4 Athletics Leinster sail / tear drop banners on the day -
Batons		1. Athletics Leinster to bring relay batons 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 the course will be minimum width of 6 metres throughout - 3. If they have a map that can be shared via the Athletics Leinster website and Facebook page and also via email to all clubs - 4. If the course can be manned out using colour codes for the various distances -
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 XXXX 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 XXXX , 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 - 7. My Run Results to provide safety pins -
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. Greg Duggan to bring foldable table to put medals on - 7. Local Organising Committee to provide a minimum 6 chairs for the presentation area, for athletes to sit on - 8. Athletics Leinster to present the medals to the individual winners - 9. Martin J Heery to present the medals to the club and county winners -
Merchandise		1. Local Organising Committee to advise if a dedicated area will be provided for the Athletics Leinster merchandise vendor - 2. Athletics Leinster to advise if merchandiser has been invited to attend -
Non Championship Race		Local Organising Committee to advise: 1. If they will be hosting a non championship race for Boys and Girls XXXX - 2. What distance these races will be - 3. If medals ordered for these races - 4. Local Organising Committee to bring race medals on the day -
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 - XXXX plus parking officials 2. Athletics Leinster to provide remaining officials - XXXX officials 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 5. Medal Presentation - see application form for full details of area required 6. Warm-Up Area - see application form for full details of area required

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Parking		Local Organising Committee to advise: 1. Car park proximity to course entrance - 2. If there is a minimum of XXXX 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. <u>If parking stewards will be provided -</u>
Phone Signal and Wi-Fi		1. Local Organising Committee to advise if phone signal/Wi-Fi will be available at the course - 2. Athletics Leinster to bring one dongle and a few power banks on the day - 3. Athletics Leinster to put credit on our Athletics Leinster dongle -
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 -
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 - 3. Greg Duggan to bring foldable table to put race numbers on -
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 -
Spectator Entry Fee		Local Organising Committee to: 1. Advise if there is a suitable area to take payment from spectators - 2. Provide officials to assist Athletics Leinster officials - 3. Andrew Lynam to create link for spectators to purchase tickets online (€6 ahead of the event and €7 on the day - this is a no cash event) -
Starter		1. Joe Walsh to liaise with Starts team and confirm who will be in attendance - 2. 20 chutes x 1.5m wide and 5m deep to be set up at start area - 3. 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. Athletics Leinster to bring 10/15 bottles of water for any athlete or official that require same at the finish line
Weather Boards		1. Athletics Leinster to bring 5 weather boards with them for use at admission gate, registration, PA, start area and finish area -

Officials for Athletics Leinster Cross Country Championships

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