**Tameside Cross Country**

**Initial Jobs**

* Book St John’s Ambulance (need 8 weeks notice!), Eddie can also help with this.
* Contact Eddie to book the date of the event (07707168007); he will set the course up on the day. He also offers to bring Marshalls on the day.
* Once booked, you need to complete the booking form for East Cheshire Harriers.
* Toilets this year were the Tameside ones on at the bike track so ask Eddie if these could be used again (free of charge, just need supervision which can be PE staff on a rota). If not, book 2 Portaloo’s (Challenger Toilets – 0161 344 2581) – they arrive early; ask Eddie what time he wants them at the venue - these did not arrive this year (2017) and the company lied about contacting our school and the PE staff so might be worth looking at other companies. If not, ensure you contact them prior to the event after the initial booking (2 weeks and 1 week before to confirm the booking).
* Tony Campbell (West Hill) is also very helpful when clarifying anything and everything.
* Use raffle tickets for all runners to.
* Letter to all schools with information and job list given out at the September PEA or at the latest the PEA after October half term. Remind all schools who won the previous years events to return each shield on the day.

**2 weeks before the event**

* Confirm all external agencies - St John’s Ambulance, Eddie Shaw to see if help is needed to set up the course, Portaloo’s if being used.
* Print timesheets and school positions for each race - top 20 finishers.
* Print/stick envelopes for each school and each race - 16 school packs with envelopes to put raffle ticket finishing positions in for the U12 Girls/Boys, U14 Girls/Boys & U16 Girls/Boys.
* Ensure results recording spreadsheets are on excel as the ECH site has no wifi access.
* 2 stopwatches and 2 books of raffle tickets are needed for the day.
* 4 staff (plus 6 leaders to act as runners/marshalls) are enough to run the event from the host school (results x 2 staff, school team supervision x 1 staff, overall management/referee x 1 staff.
* Speak to Tony Campbell about previous students who could act as the hare/lead runner for each race.
* Contact Emma Toone to arrange winners medals - 6 races (18 medals, 6 gold/silver/bronze or the Tameside school sport medals).
* Print Greater Manchester Cross country letters with amended dates and venues - speak to Tony Campbell to confirm date/venue - 100 letters (top 15 runners from each event and 10 spare).

**On the day for the event**

* Extension lead for laptops
* All score sheets for school first 20 positions/times printed.
* Packs for each school with a copy of the initial letter/jobs - include a black bin bag in each pack.
* Schools responsible for finishers 1) - write down times for first 20 runners then every 10th runner until the race finishes 2) - write down the school code. Names of students are taken from the envelopes submitted by each school for each race at the end (with raffle tickets in).
* Member of staff allocated to give out GMSCC letter to the first 15 finishers.

ASAP after the event, send out the spreadsheets with individual runners positions, top 20 finishers (with times for the 30th, 40th, 50th etc runner included) overall school finishing positions with points.