**YEAR 5 AND 6 TAG RUGBY FESTIVAL CHECKLIST**

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| **Items To Do** |  | **By 12pm 06/3/13** |
| Roles to be decided |  |  |
| Referees to evaluate year ¾ festival and arrange practice session in Games |  | In kit with whistles and pencils |
| List of equipment needed and how to get hold of it (lots of cones needed to mark pitches- can you get extra?) |  | Collect it all and transport to field |
| Design the certificates with BWS logo (1st/2nd/3rd cup and plate) | Send template to JHH | JHH to print and bring |
| Design certificates with BWS logo and the Olympic values (1 certificate per value to be given to schools on the day) | Send to JHH |  |
| Produce signs eg toilets, parking |  | Put them up |
| Get a map of BWS field and enlarge with pitches etc marked out ( 8 small pitches 60YDS X 30YDS) |  | Pin on a whiteboard at field |
| Risk assessment for the field |  | In file to be taken to field |
| Book school camera |  | Collect |
| Design a photo consent sheet for schools and one for spectators |  | Attach to clipboards ready for signing |
| Order of play, scorecards, results tables to be designed |  | In file to be taken to field (cellotape and blutack) |
| Order of play, scorecards, results tables to be completed | Send to JHH once completed |  |
| The journal photographer to be contacted | JHH | Someone needs to meet him and inform him of any player who cannot be photographed |
| Design an evaluation sheet for each school to complete/email | Send to JHH |  |
| Send order of play and rules to schools | JHH | N/A |
| Refreshments to be organised with the kitchen |  | Float and refreshments to be collected |
| Medals | JHH to order | JHH |