

Guidelines for Organisers & Event Managers Of Angling Trust Marine Competitions



Local Organisers are responsible for:

- Provisionally booking HQ
- Arranging for stewards,
- Car park stewards
- Any other help that is needed

On a match day the Organiser should be available from 6:15am onwards and they must not be down for any specific duties such as stewarding as they may need to sort out any problems that may arise.

Risk Assessment & Environment Assessments

Organisers are responsible for carrying out Risk Assessments and where applicable environment assessments of the venue and filling in appropriate report forms which will be provided by AT HQ. copies of all Risk Assessments must be sent to AT. The organiser must also keep a record of all paperwork. Risk assessment covers access to the bank, safety of pegs/swims traffic access etc. Juniors risk assessment must take into consideration safety and visibility of anglers at all times. Provisional risk assessment can be carried out some months beforehand, but final assessment should be nearer to match date, (usually 2 weeks prior to a competition)

Event Managers will be in regular contact with the local organisers and attend meetings with them whenever possible, they will have ultimate responsibility for the match arrangements, ensuring that all AT criteria are fully met, up to, and including the day of the Match, and they will be answerable to the AT board who will have the final say on any decision.

Timetable: The AT competitions group will select venues for competitions approximately 12-24 months before the 1st competition of any year. AT Event Managers will be named at this point.

Early in the year of any match Local Police should be consulted regarding traffic arrangements. Adequate 1st aid for HQ must be arranged, qualified coaches are 1st aid trained, also managers of leisure centres are generally adequately trained, and these must be booked for attendance at Match HQ in the morning and afternoon.

Headquarters

Matches should have undercover accommodation suitable for the size of match. All HQ's must have catering facilities and preferably Bar facilities in the afternoon. **(If Bar facilities are at a Junior Match only adults should have access to it).** When the event has been allocated the **Organiser should provisionally book the Headquarters and then send all details to AT headquarters.** The contract should confirm booking fees and any deposit required and any special conditions that have been imposed.

Transport to Matches

Competitors are responsible for making their own arrangements.

HQ Car Parking

The organiser is responsible for organising this.

Pegs/Zones should be booked provisionally as soon as a match is allocated. A rough map for inclusion in any Match information will be needed during January preceding the match. Entry Numbers will not be finalised until four weeks before the match when final payments and team details must be made. An accurate Match/Section map with pegging details must be available for distribution to competing teams at least 4 weeks prior to match.

Stewards/Senior Stewards:

Senior Stewards must all have their own transport.

N.B. Organiser must call his senior stewards to a meeting prior to the match day where their duties should be thoroughly explained, especially the recording and emergency procedures. Stewards will be thoroughly briefed again on the match morning.

CRB Checks

All Senior Stewards at youth matches must be CRB checked, AT HQ will provide necessary forms and instructions etc. which must be completed and returned to AT at least 2 months before the date of match (organiser to contact HQ). **Club stewards will be allocated for weighing duties in Youth Matches.**

After weigh-in senior Stewards must get Recording Sheets back to match HQ result room as quickly as possible along with any equipment.

When they return in the evening they will be asked to stay near the result room until their section has been fed into the computer and cross checked, in case there are any problems. Once Senior Stewards have been released by the result room they will return any equipment.

An organiser has a total budget for a match and this cannot be exceeded without the Events Managers permission