**Doiciméad Bainistíochta Ócáide**

**Event Management Document**

**(Date)**

**(Competition Fixture)**

Venue Location:

Venue Eircode:

Throw-in time:

**Event Management Checklist**

**Pre-Match**

**Each home team is requested to have 1 Referee Liaison Steward who would meet officials on arrival and make their assistance known to them acting as their support until leaving the venue i.e walking to and from pitch. This person shall be appointed by the home secretary - this will help to act as a deterrent to a recent increase in verbal abuse to match officials.**

Link with groundsperson/main steward on arrival

Event Co-ordinator/Stewards to wear identifiable bibs 

Familiarise self with defibrillator location/medical room 

Record ground Eircode in case of emergency 

Check that car parking arrangements are sign posted and stewarded where possible 

Make sure emergency entrance is clear from pitch to main gate 

Programmes assigned to teams/sellers 

Display team dressing room signs/Clár an Lae 

Showers are working 

Check that ticket sellers/gate collectors are in place 60mins pre-event and have a float while aware of passes being used or those on accreditation list 

Bench for team photo (if available) 

Check in with teams on arrival and advise on warm-up area 

Check in with referee and linespersons 

Are their match sliotars/bibs/substitutions board/pitch flags etc. available 

Refreshments for VIPs/match officials 

PA working 

Scoreboard working 

**Post-Match** Check with groundsperson/stewards on any post-match incidents/injuries and record on incident report card.

**COVID-19 Event Guide (Updated 26/11/2021)**

**People Management**

* Pre-accredited list of those participating, running, delivery, and broadcasting (if relevant) to be given to gate steward.
* Adequate space at the entry point for socially distanced queueing with adequate signage, ground markings and stewarding in place. 
* In the event of multiple games separate entrance and exit points to reduce crossflow of spectators and help maintain safe distancing or if entry/exit point is the same divide with a barrier to create a two-way system. 
* Stewards in place post-game to disperse any groups congregating in vicinity of ground and to avoid entering pitch enclosure and also presentation area of cup if applicable. 
* Ground management to keep list of names & phone numbers of staff, volunteers, officials performing a duty (not responsible for spectators, team COVID-19 supervisor responsible for their team’s details). 

**Sanitation and Toilets**

* Ensure toilets are well labelled and there is a documented cleaning regime in place (toilets to be cleaned after each event). 
* Check on hand sanitiser/soap/hand towel stations are adequate- these should be located at entry points and at other key touchpoint areas where handwashing facilities are not available. 

**Ground Staff**

* Stewards should be recommended to wear own face coverings. They should also hand sanitise pre and post-event.
* Appropriate stewarding arrangements should be put in place.

**Medical Protocols**

* Should any patron present to staff or stewards with any symptoms of COVID-19 either before entering or whilst in the ground they should be advised to go home immediately and contact their GP.
* In the unlikely event that a patron presenting with symptoms is not in a position to go home, grounds should ensure there is a room available for that person to isolate whilst waiting on the HSE/Department of Health and Social Services to respond.
* For matches that are broadcast on TV or online ensure that production crews complete their own site specific COVID-19 risk assessment.

**EVENT MANAGEMENT**

|  |  |
| --- | --- |
| **Foireann Bainistíochta Ócáide – Event Management Team** | |
| Event Co-Ordinator |  |
| Venue Contact |  |

**EVENT DETAILS**

|  |  |
| --- | --- |
| **Key details Information / Action** | |
| Expected attendance |  |
| Ticketing details: Prices, Turnstiles etc. | Ticket Prices:  Adults -  Students/OAPs -  U16s - |
| Car Parking Management  Bus Parking Management |  |
| Expected Weather |  |
| Miscellaneous Information | All incidents, accidents and near misses to be recorded and reported on the day. |

**MEDICAL INFO**

|  |  |
| --- | --- |
| **Key details Information / Action** | |
| On site Defibrillator location |  |
| Clear ambulance access to pitch |  |
| Names of medical personnel on site  (First Aid/Doctor/Physio) |  |
| Proximity to closest hospital |  |
| Local Hospital Contact no: |  |
| Local Garda Contact no: |  |
| Local Fire station no: |  |

**VENUE OPERATIONS**

|  |  |  |
| --- | --- | --- |
| **Stadium Details** | | |
| **Match day Checklist** | **Co-ordinators** | **Action** |
| Scoreboard Operator |  |  |
| Tea/Refreshments |  |  |
| Stewards and designated area |  |  |
| Programme Sellers |  |  |
| Ticketing Reconciliation |  |  |
| Programmes Sales Reconciliation |  |  |
| PA Announcer |  |  |
| Referee Liaison |  |  |
|  |  |  |

**CONTACTS**

|  |  |
| --- | --- |
| **Contact List** | |
| **Position** | **Name/Contact Details** |
| Team Contacts |  |
| Half-time Activities Co-ordinator |  |
| Official Photographers |  |

**ACCREDITATION**

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| --- |
| **Accreditation List** |
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**Incident Report Card**

*All incidents, accidents and near misses to be recorded and reported to event coordinator on the day before leaving venue.*

**Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Report**

**Name of Event Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Event Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Witness to Incident (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Witness to Incident (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Lessons Learned Log***.*

**Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Event Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Event Organiser: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Witness to Incident (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Witness to Incident (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**