

The Australian Light Horse Association Ltd. ~ ASSOCIATION CUP ~

ACTION PLAN

ACTION	NAME	DESCRIPTION	FINAL DATE	COMMENTS
ANNOUNCER		a) Book an announcer		
ANNOUNCERS INFORMATION		a) Rules for events b) Order of events c) Relevant historical facts d) Provide suitable music e) Emergency Numbers		
ANNOUNCERS TENT		a) needs comfortable chair and table b) check PA reception		
BUGLER				
CAMP FIRE		a) will help with camaraderie have a supply of timber b) choose a suitable location		
CAMPING & ACCOM.		a) check hot water and electricity b) Powered and unpowered site c) Showers and toilets		
CAR PARKING		a) spectators in front car park b) competitors at campsites and yards c) provide parking marshals)		Ensure signage is in place
COMPETITORS NUMBERS		Contact Troops by email/phone to get rough idea of numbers		Make nomination cheaper if paid in advance

COMPETITION SECRETARY		<ul style="list-style-type: none"> a) Registration paperwork riders. b) Provide score sheets and all stationary to stewards. c) Risk analysis and waivers. d) Keep results up to date and post on board. Result challenge paperwork. e) Delivery of trophy and ribbons from ALHA f) Control and Liaise; First Aid, OH &S, Vets, food and drinks for ground crew. 		
COURSE DESIGN		<ul style="list-style-type: none"> a) Have each course marked on a plan b) have reference marks on the ground c) test course at practice day 		
DONATIONS & SPONSORSHIP		<ul style="list-style-type: none"> a) Collect and hang sponsors signage b) Approach – 		Also source other areas for sponsorship
EMERGENCY PHONE Nos		<ul style="list-style-type: none"> a) First aid b) ambulance c) Base Hospital d) Police e) Vets\ 		Have copies with judges, announcer and notice board
DRESS AND SADDLERY		Ensure judges are aware of standards		
RULES		<ul style="list-style-type: none"> a) sent info to troops b) displayed on notice board on day 		
FIRST AID		<ul style="list-style-type: none"> a) First Aid room on site b) Ambulance and Emergency phone Nos held by comp Sec 		

		<ul style="list-style-type: none"> a) Troop Commander b) Announcer c) Notice board 		
GROUND EQUIPMENT		<ul style="list-style-type: none"> a) skill at arms equipment b) jumps c) stop watches d) line marking/ witches hats e) blank ammo f) Balloons Bunting Pegs g) blank score paper marking pens 		<p>Hay bales for jumps and S at A swords, Pistols</p> <p>Check with Police/ owners if we are able to use blank Ammo</p>
GROUND CONDITION		<ul style="list-style-type: none"> a) field to be levelled and checked for hazards. 		
GROUND CREW		<ul style="list-style-type: none"> a) provide all ground crew with a list of events and instructions to set up courses <p>All sections that take part are to provide two ground crew that can assist on the day</p>		
HORSE ACCOM		<ul style="list-style-type: none"> Set up yards with panels 		<p>Check the number of panels available</p>
JUDGES		<ul style="list-style-type: none"> a) Organise judges b) each needs a needs pencils c) can radio results to announcer d) provide clipboard, pens, stop watches and Booking forms e) Organise for a free entrance for ex lighthorsemen through main complex entrance 		
JUDGES INFO PACK		<ul style="list-style-type: none"> a) Rules and booking sheets b) Emergency numbers c) Stop watches, pens 		
MEDIA		<ul style="list-style-type: none"> a) Australia all over 		

		<ul style="list-style-type: none"> b) Newspaper reporters c) Local radio d) Local Television 		
NIGHT ENTERTAINMENT	Judges Brief	<ul style="list-style-type: none"> a) Bush dance on Sat b) We buy a few cartons of beer to sell on Friday night BBQ 		
NOTICE BOARD		<ul style="list-style-type: none"> a) display emergency numbers rules of events 		Handy for competitors and spectators
NOTIFICATION OF EVENT RULES		<ul style="list-style-type: none"> a) send events to troops b) load event rules on LH website c) rules on notice board on sports day 		
PA SYSTEM		<ul style="list-style-type: none"> a) ensure plenty of batteries b) test at location c) test roving mike d) check location and number of speakers 		<p>Confirm availability</p> <p>Test on site</p>
PERMITS		<ul style="list-style-type: none"> a) Blank Fire b) Police permit – parade Blank fire permit 		

PHOTOS & VIDEO		a) still photography of event b) video of event		
POWER & LIGHTS		a) Check power to sites b) Power to PA		
RAFFLES		a) tickets to be sold on day & night b) ground crew to assist in sales		
REGISTRATION DESK	Comp Sec	a) register troopers b) issue meal vouchers c) Gun License permit		could use Announcers tent, or be in centre ring.
SAFETY CHECK	Section leader	a) Saddlery. b) Weapons		
SECURITY		a) Complex totally enclosed b) gates close at a) confirm closing time of gates b) check location of caretaker and keys for late arrivals		Phone contact details for late arrivals are provided in Standing Orders and will be posted on gate
SIGNAGE		a) Sponsors signs b) Road signs at entrance c) Camping area signs		
SPECTATOR SEATING		provide approx 20 seats for elderly spectators		
SPECTATOR INFORMATION		a) printed sheet of rules on notice board b) LH Troop Info Brochures c) announcer provided with info pack		
TICKETS		a) Meal vouchers b) Free tickets for ex lighthorsemen		Voucher included – damper and tea, Sat night meal Bush Dance
TROPHIES & RIBBONS		a) order 4 trophies for Assoc Cup – b) acquire Assoc Cup d) Arrange payment from ALHA		LH Assoc SHIELDS a) Trophies to be displayed on rego table c) Ribbons to 3 rd place

				d) Ex Lighthorsemen to present trophies
VETERINARY		a) contact local vets who will be on call for the weekend b) supply contact nos		
WATER for RIDERS		a) provide large water container and cups for riders b) Water jug etc for announcer Provide table and shade for container		
WATER – HORSES		Confirm location and cleanliness of troughs		
WORKING BEE		a) set out and test all courses b) Break down and c lean up after the event		