

## Competition Tasks – Jobs to be Done

### Before Competition

Task	Timing
<ul style="list-style-type: none"> <li>• Establish dates of competition</li> <li>• Book venue</li> <li>• Notify AFA</li> </ul>	<ul style="list-style-type: none"> <li>• Spring or summer for fall and winter</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare competition schedule and information sheet</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 months ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Send competition information sheet to AFA to be posted on website, and post on EFC website</li> </ul>	<ul style="list-style-type: none"> <li>• 2-3 months ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Recruit tournament volunteers</li> <li>• Call volunteers a few days prior to event as a reminder</li> </ul>	<ul style="list-style-type: none"> <li>• 1 month ahead</li> <li>• 1 week ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Referees:               <ul style="list-style-type: none"> <li>○ Book referees for the tournament</li> <li>○ Designate one referee to be the “Head Referee”</li> <li>○ Book hotels for referees</li> <li>○ Book flights, travel for referees</li> <li>○ Arrange for pick up and drop off at hotel from airport and venue</li> <li>○ Confirm referees a few days before competition</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 1 – 2 months ahead</li> <li>• 2-3 weeks ahead</li> <li>• 1-2 months ahead</li> <li>• 1-2 months ahead</li> <li>• 1 week ahead</li> <li>• 1 week ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Purchase tape for pistes (What kind for the Ed Open?)</li> </ul>	
<ul style="list-style-type: none"> <li>• Obtain enough paper for underneath pistes</li> </ul>	<ul style="list-style-type: none"> <li>• Newspaper roll ends need to be ordered 2 weeks in advance</li> </ul>
<ul style="list-style-type: none"> <li>• Request current Registered Member’s List from the AFA</li> </ul>	<ul style="list-style-type: none"> <li>• 1 week ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Make a list of medals needed for event and get medals engraved</li> </ul>	<ul style="list-style-type: none"> <li>• 1 month ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Put medals in plastic baggies with event names on them (easier to see in a hurry). Sort by days and put into separate bags</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 days ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Pack up equipment at the club</li> </ul>	<ul style="list-style-type: none"> <li>• Within week ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Copy paperwork for event – DE sheets, pool sheets, bout sheets, extra competition information sheets to post, club information, first competition sheets, AFA membership forms, Tournament entry forms and waivers</li> </ul>	<ul style="list-style-type: none"> <li>• Within week ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Order food for set-up. Purchase pop,</li> </ul>	<ul style="list-style-type: none"> <li>• 1 week ahead</li> </ul>

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plates, napkins, gloves, etc. for set-up	
<ul style="list-style-type: none"> <li>• Call AFA and confirm pick up and drop off times for equipment</li> </ul>	<ul style="list-style-type: none"> <li>• 1 -2 weeks ahead</li> </ul>
<ul style="list-style-type: none"> <li>• Concession: (Optional) <ul style="list-style-type: none"> <li>◦ Purchase food for concession.</li> <li>◦ Determine price list for concession</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Registrar: <ul style="list-style-type: none"> <li>◦ Receive entries and fees</li> <li>◦ Enter information into Tournament program</li> <li>◦ Prepare a file for registration listing all problems with the registrations. (e.g., under or over payments, passport numbers missing, etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• when information sheet is posted until late entry (2 days ahead)</li> <li>• ongoing</li> <li>• after close of entries (1-2 days ahead)</li> </ul>
<ul style="list-style-type: none"> <li>• Directoire: <ul style="list-style-type: none"> <li>◦ Make sure there are 3 computers and printers to take to the venue</li> <li>◦ Make sure there are extra print cartridges. Make sure there is paper.</li> <li>◦ Confirm that Tournament program is downloaded into the computers in its entirety</li> <li>◦ Print off rankings</li> <li>◦ Upload registrants into the program</li> <li>◦ Put rankings into the computer</li> <li>◦ Establish DT working schedule</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Rent truck for equipment</li> <li>•</li> </ul>	See attached

### Competition Setup

Task	Timing
<ul style="list-style-type: none"> <li>• Rent truck for equipment</li> </ul>	See attached
<ul style="list-style-type: none"> <li>• Pick up equipment from AFA office</li> </ul>	TBD
<ul style="list-style-type: none"> <li>• Confirm all necessary equipment is provided as requested</li> </ul>	Friday
<ul style="list-style-type: none"> <li>• Attend venue and set up equipment ready for competition (pistes, finals piste, DT office, armourer, mask check, referee area, registration, equipment vendors, concession if provided)</li> </ul>	Friday at 3 pm

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### Post Competition

Task	Timing
<ul style="list-style-type: none"> <li>• Send results of competition to AFA according to format in AFA Handbook</li> </ul>	Sunday
<ul style="list-style-type: none"> <li>• Return EFC equipment to the Club</li> </ul>	Sunday
<ul style="list-style-type: none"> <li>• Return AFA equipment to the AFA</li> </ul>	Monday
<ul style="list-style-type: none"> <li>• Return flags to Legislature</li> </ul>	Monday
<ul style="list-style-type: none"> <li>• Calculate payment to referees</li> <li>• Send report to AFA re: their portion of referee costs</li> </ul>	Within 1 week of competition
<ul style="list-style-type: none"> <li>• Distribute cheques</li> </ul>	
<ul style="list-style-type: none"> <li>• Write a brief report on the competition                             <ul style="list-style-type: none"> <li>○ Were goals met?</li> <li>○ What could have been better?</li> <li>○ Revenue and expenses statement.</li> <li>○ Things to note for future competitions</li> </ul> </li> </ul>	Before next board meeting
<ul style="list-style-type: none"> <li>• Send medal list to media along with a few pictures</li> </ul>	Sunday
<ul style="list-style-type: none"> <li>• Send podium pictures to AFA to post on website</li> </ul>	Within one week
<ul style="list-style-type: none"> <li>• Post podium and competition pictures on club website</li> </ul>	Within one week