

SECTION 1: DELIVERABLES

S/ N	Deliverables	Indicative Timeline (where applicable)	Information to be Provided in Post Event Report
A	Liaise and work closely with the Event's Working Committee by providing relevant advice and inputs on matters related to the Event and follow up promptly on the necessary follow-up actions.		
B	Organise and conduct all Event within the Event's Working Committee's timelines.		
C	Carry out all other work (as required by the Event's Working Committee) related to the organisation of the Event (include planning documents / submissions required as and when by relevant venue owner) as required by the Event's Working Committee.		
D	Establish and/or review the Event's rules and regulations.	Within 2 weeks from the acceptance of the Letter of Award ("LOA")	Event's rules and regulations
E	Establish the Event's Risk Assessment Plan with mitigating measures.	Within 2 weeks from the acceptance of the LOA	Event's Risk Assessment Plan
F	Ensure the proper organisation and conduct of the Event in accordance with the established rules and regulations and prevailing Safe		

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	Management Measures, where applicable.		
G	Establish and/or review the list of equipment required for the Event, where applicable	Within 2 weeks from the acceptance of the LOA	Equipment list
H1	Provide the Equipment / Logistics / Medical related Services, where applicable		Invoice(s) and other relevant supporting documents, where applicable
I	Establish and/or review the Event Schedule and the Daily Sport Run Sheet for execution of on-site management of the field of play and athlete support facilities at the competition venues, where applicable	At least 1 week after close of registration	Event schedule and daily sport run sheet
J	Conduct the draw, brief the team managers on the necessary details of the Event and chair the Team Managers Meeting, where applicable	Minimally 2 weeks before Event start date	Team Managers Meeting and Team Draw
K	Recruit, select and train the Technical Officials / Assistants required for the Event including deployment, management and supervision during Event.		Technical Officials / Assistants List
L	Work closely with the Event's Working Committee to: i) Manage the results flow and endorse the results; and		Results and Participants List

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	ii) Manage the Event and endorse the Participants List with the Sport OIC		
M	Submit to the Agency the Post Event Report, Participants List, Registration List and breakdown of registration fees collected and GST (where applicable) and all relevant receipts, invoices and/or proof of purchases/hire (where applicable).		