

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). | 30 Sept | Refer to <u>Annex B</u> for templates. |