

## Lancashire Aikikai Checklist for Course Organisers

|     |   | Tick when complete |
|-----|---|--------------------|
| 1.  | Mats are there enough normally 2 per person - so 80 – 100 ideal?  |                    |
| 2.  | Are the mats reasonable quality; thick enough, not torn, not sliding about. You look at what they got. If they offer to bring other mats in - are they the same quality.?   |                    |
| 3.  | Check the room - is it well ventilated and lit well? Is there heating if a winter course?   |                    |
| 4.  | Is there sufficient height for weapons?   |                    |
| 5.  | Changing rooms okay? Both male and female   |                    |
| 6.  | Is the date free that we want?.   |                    |
| 7.  | What are the charges per hour - Going rate for half a sports hall could be £50 per hour. Liaise with - Aikikai Treasurer.   |                    |
| 8.  | A course normally lasts for 4 hours. Are they going to charge for set - up and take down times on top? What would they cut this back to if we assist?<br>A survey in 2009 revealed members felt the best start time was 10:30   |                    |
| 9.  | Take the terms and conditions. Read them take advice if necessary.  |                    |
| 10. | Hire charge may be reduced if we hold insurance - BAB holds public liability insurance for all its Associations and Clubs.<br>Copy of certificate from BAB website or Sue Baird BAB Rep.  |                    |
| 11. | Check date with instructors taking the course   |                    |
| 12. | Have you thought about using the course opportunity to promote Aikido?<br>Public demonstration (in the interval)  |                    |
| 13. | Once details are confirmed tell the: <ul style="list-style-type: none"> <li>• Secretary – Andrew who will send an email around the Aikikai members,</li> <li>• update the BAB &amp; Aikikai website.</li> <li>• Times, directions and maps would be useful at this stage.</li> </ul>  |                    |
| 14. | Host club prepare publicity information to circulate clubs some 6 weeks or so before the course. Send details as well to the instructors taking the course.   |                    |
| 15. | Prepare for the day – host club responsible – <ul style="list-style-type: none"> <li>❖ for collecting money and recording attendance register.</li> <li>❖ Putting up direction signs if needed.</li> <li>❖ Do you have a float to give change.</li> <li>❖ Is the club's Aikikai stamp going to be bought to stamp membership books?</li> <li>❖ First Aid provision</li> </ul> |                    |
| 16. | On the day table for registration; chairs for public and others to watch.<br>O'Sensei and Mr Mucha photos; flower(s)  |                    |
| 17. | Any safety and other domestic announcements to be made.   |                    |
| 18. | Send attendance details and account of the monies to Keith Downs  |                    |