

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 £40 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 they cut this back if we assist?	
9.	Take 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. Copy of certificate from BAB website or Chris Wallace BAB Rep.	
11.	Check date with instructors taking the course	
12.	Have you thought about using the course opportunity to promote Aikido? Public demonstration (in the interval)	
13.	Once details are confirmed tell the: <ul style="list-style-type: none"> • Secretary – Andrew who will send an email around the Aikikai members, update the BAB & Aikikai website. Times, directions and maps would be useful at this stage.	
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"> • for collecting money and recording attendance register. • Putting up direction signs if needed. • Do you have a float to give change. • Is the club's Aikikai stamp going to be bought to stamp membership books? • First Aid provision 	
16.	On the day table for registration; chairs for public and others to watch. O'Sensei and Mr Mucha photos; flower	
17.	Any safety and other domestic announcements to be made.	
18.	Send attendance details to Bryan Bateman	