

## In-Stadia Captains Run

Use the following template to organise your Captain's Run. This includes confirming the key people who will drive and deliver the training. This template needs to be completed by XXXX 2011 and emailed to XXXXX. XXXXX is scheduling meetings with each Functional Area to conduct a health check to determine who will complete each activity as outlined in the In-Stadia Guidelines on page 2.

Project Manager

Contact details

Date

Time

Venue (location of the Captains Run)

Functional Area

MC

Training Team will advise who this is.

Local City or Rugby Celebrities/Guests

Workforce/Training Team/Match Manager – work together on this

SMES

Please note:

- The Match Manager is responsible for confirming the date, time, and booking the venue of the Captains Run.
- Please note that the FA is responsible for ensuring that they have the resources such as stationary and any materials required to deliver the Captains Run.

### Captains Run Training Checklist

Time	Details	Managed or delivered by	<input type="checkbox"/>
N/A	Book venue, book venue H&S presenter, ensure access to venue meets all Team 2011 Venue Specific Training needs (i.e. access, lighting, rooms)		<input type="checkbox"/>
N/A	Confirmation of roles to be invited by Training Team	Functional Area Manager or delegated person	<input type="checkbox"/>
N/A	Invitations to Team 2011 to attend	Training Team (in consultation with Match Manager/Workforce and FAs)	<input type="checkbox"/>
N/A	Invite special guests and wider venue workforce (dependant on capacity of venue)	Training Team/Match Manager/Workforce	<input type="checkbox"/>
N/A	Book catering (if applicable)	Training Team	<input type="checkbox"/>
N/A	Liaise with Communications re media opportunity (if approved)	Training Team	<input type="checkbox"/>
	Set the final programme as exemplified below	Training Team with Match Manager and Workforce	<input type="checkbox"/>
	Welcome	MC – XXXXXX (Training Team to advise)	<input type="checkbox"/>
	Guest speaker(s)	City or local Rugby celebrity	<input type="checkbox"/>
	Match Manager	Name: XXXXXX	<input type="checkbox"/>
	<input type="checkbox"/> Introduction, role		
	Outline venue policies and procedures	Venue Subject Matter Expert (Venue)	<input type="checkbox"/>
	<input type="checkbox"/> Health and Safety	Name: XXXXX	
	<input type="checkbox"/> Evacuation procedures		
	<input type="checkbox"/> Hazard Awareness		
	<input type="checkbox"/> Emergency exit and assembly points		

<input type="checkbox"/> Record attendance (and non-attendance based on invitation list provided by Training Team)	Subject Matter Expert (FA) Name: XXXXX	<input type="checkbox"/>
Venue tour of the workplace outlining:		
<input type="checkbox"/> Key work area(s)	Subject Matter Expert (FA) Name: XXXXXXXX	
<input type="checkbox"/> Workforce break and check-in		
<input type="checkbox"/> Route to working area (if applicable)		
<input type="checkbox"/> Accessibility assistance available in the workplace		
Workplace policy, include:		
<input type="checkbox"/> Accreditation	Subject Matter Expert (FA) Name: XXXXXX	<input type="checkbox"/>
<input type="checkbox"/> Code of Conduct & Uniform Policy		
<input type="checkbox"/> Location of Functional Manual and workplace policies		
Functional Area Venue Specific Content, include:		
<input type="checkbox"/> Meeting Manager/Supervisor etc	Subject Matter Expert (FA) Name: XXXXXX	<input type="checkbox"/>
<input type="checkbox"/> What success looks like for our team		
<input type="checkbox"/> Orientation tour of key work areas		
<input type="checkbox"/> Accreditation Zones		
<input type="checkbox"/> Accessibility around the stadium		
<input type="checkbox"/> Team roles (a day in the life)		
<input type="checkbox"/> Incident Reporting		
<input type="checkbox"/> Getting Ready for my first shift		
<input type="checkbox"/> Debrief and review		
<input type="checkbox"/>		

The format for each venue/event will be tailored for each venue. Each Functional Area will be asked for an overview of their Venue Specific Training content/programme, confirmed resources that has been organised, special needs etc.



Team 2011

