



## Appendix: Course Administration Checklist

Pre Course	✓
Select a date in conjunction with the State office for the course.	
Confirm the date with State Office	
Obtain a course number from State Office	
Seek presenters to assist with the course	
Advise the State body of the names of the presenters for the course	
<p>Book a venue only after you have checked it for these requirements:</p> <ul style="list-style-type: none"> <li>• Lecture rooms are quiet</li> <li>• Do you need keys to open up the venue and who do you get them from</li> <li>• Large enough to fit class</li> <li>• Table and chairs are comfortable</li> <li>• Suitable lighting</li> <li>• Power points are handy</li> <li>• Screens can be seen all around the room</li> <li>• Speakers/Audio is available.</li> <li>• Venue announcements will not be broadcast in your room</li> <li>• Get the venue address and contact number so you can advise trainees and presenters</li> <li>• Obtain costs for venue hire, equipment hire, any meals or drinks being provided, ensure they meet with budget requirements</li> <li>• Confirm in writing the booking of the venue</li> </ul>	



Pre Course	✓
Training aids are available: <ul style="list-style-type: none"> <li>• TV, Video/DVD</li> <li>• White board, pens and eraser</li> <li>• Screen</li> <li>• Sound/Speakers</li> <li>• Lap top and Data Projector</li> <li>• Extension leads</li> <li>• Double adapters</li> <li>• Pens</li> </ul>	
<ul style="list-style-type: none"> <li>• Grounds are close</li> <li>• Cones</li> <li>• Whistles</li> <li>• Ball</li> <li>• Stop watch</li> </ul>	
Wet weather venue / alternative options	
Letters sent to presenters advising them of the course program, timings, dress and their sessions - minimum 2 weeks prior	
Letters sent to trainees advising them of the course program, timings, dress and their session - minimum 2 weeks prior	
Course materials ordered from State body 4 weeks prior at least	
Drink facilities and break areas	
Meal facilities or meal arrangements	
Do I need assessment sheets or books	
Name Tags	



Pre Course	✓
TFA Course Registration Sheet	
Is accommodation required	
Is transport required to pick up trainees or presenters	
Advertise the nominations closing date	
Advertise the course type, date, cost and venue	
Do you need players or other referee support	
Have you thought through the situation if the power goes out; can you continue with the course or sessions	

In Course	✓
Always arrive early to check room is set up correctly and equipment works	
Check any meal arrangements and ensure meal areas are kept clean and tidy	
Welcome presenters and trainees and introduce yourself	
Put course number on board / in visible location	
Check with presenters that they are comfortable with the program	
Place course materials on trainee's desks/tables	
Check the attendance sheet to see that everyone has arrived	
Place the course number on any forms	
Complete the TFA Course Registration form for attendance	
Ensure mobile phones are turned off	
Introduce the presenters to the course trainees	
Keep presenters to the program timings or the course will run overtime	



Is transport required to move the trainees or presenters during the course	
Ensure there are breaks during the sessions	
Ensure adequate refreshments are available	
Assist other presenters with their sessions if required	
At the end of the course have the trainees complete the Course Validation form	
Empty any rubbish bins in the room or meal areas as the course progresses	
Ensure the room is secure when everyone leaves	
<b>Post Course</b>	✓
Settle any accounts: <ul style="list-style-type: none"> <li>• Venue hire</li> <li>• Equipment</li> <li>• Reference material</li> </ul>	
Return any unused materials to the State Office	
Write a thank you letter to <ul style="list-style-type: none"> <li>• The presenters</li> <li>• The venue management</li> <li>• Any sponsors</li> </ul>	
Write a report to the State or National organisation, providing a summary of the course and any recommendations	
Clean up the venue and any meal areas	
Return any hire equipment	
Follow up 2 weeks after the course with the State Office to ensure certificates have been issued (if not issued in course)	