



## TEAM MANAGER CHECKLIST

Have you remembered to do the following?

Checklist	Yes
1. Registered this activity as a normal 'school excursion' with your school.	<input type="checkbox"/>
2. Ensure all adults that are Team Managers or in supervising roles with students during the event have current <b>Working With Children Checks (WWCC)</b> . See <a href="http://www.workingwithchildren.vic.gov.au/">http://www.workingwithchildren.vic.gov.au/</a>	<input type="checkbox"/>
3. Read and understood the <b>Car and Bus Parking</b> policy within the Event Manual.	<input type="checkbox"/>
4. Read and understood the <b>Medical and Emergency Evacuation Information</b> within the Event Manual.	<input type="checkbox"/>
5. Completed the <b>Camping Checklist</b> online via the MyEB Portal. See <a href="https://my.eb.org.au/">https://my.eb.org.au/</a>	<input type="checkbox"/>
6. Downloaded your category/ies relevant <b>Schools Handbook</b> for the relevant rules and regulations. See: <a href="https://www.eb.org.au/team-managers-hub/">https://www.eb.org.au/team-managers-hub/</a>	<input type="checkbox"/>
7. Prepared a Participant Licence for each of your students: See: <a href="https://www.eb.org.au/team-managers-hub/">https://www.eb.org.au/team-managers-hub/</a>	<input type="checkbox"/>
8. If in the TRYathlon, HPV Primary, HPV Secondary or EEV categories, have recruited and directed at least <b>two Marshals</b> to our training program. See <a href="https://www.eb.org.au/marshal-training/">https://www.eb.org.au/marshal-training/</a>	<input type="checkbox"/>
9. Checked that your <b>Team Manager mobile contact details</b> are up to date so that Event Officials can contact you during the event via the MyEB Portal. See <a href="https://my.eb.org.au/">https://my.eb.org.au/</a>	<input type="checkbox"/>
10. Completed your ' <b>Team Lists</b> ', including details of riders and support crew via the MyEB Portal. See <a href="https://my.eb.org.au/">https://my.eb.org.au/</a>	<input type="checkbox"/>
11. Checked your scheduled times for when you are required to be present for <b>scrutineering, Design &amp; Construction, Display &amp; Presentation, Marshalling and Trials</b> . See <a href="https://schedule.eb.org.au/">https://schedule.eb.org.au/</a>	<input type="checkbox"/>
12. Take a deep breath!	<input type="checkbox"/>

### SAVE THESE KEY CONTACTS

During the event, in case of emergency, please phone the Event Operations Centre (EOC): 1300 561 854  
Please direct all written enquiries to [enquiries@eb.org.au](mailto:enquiries@eb.org.au)