**Item 4 SPORTING BODY CRITICAL TASKS**

| **TASK No** | **TASK DESCRIPTION** | **COMPLETED BY** |
| --- | --- | --- |
| 1.0 | Return signed Sport Agreement  | Before 27 November |
| 1.1 | Submit completed sport specific Marketing Plan | To be returned with signed Sport Agreement |
| 1.2 | Submit sport specific registration requirements  | To be returned with signed Sport Agreement |
| 1.3 | Confirm and approve your sport’s section of the registration system | Before 27 November 2020 |
| 2.0 | Provide anticipated medical coverage requirements | 12 February 2021 |
| 2.1 | Final confirmation of venue booking | 12 February 2021 |
| 2.2 | Advise general and venue sponsorship issues, including existing signage and arrangements | 12 February 2021 |
| 2.3 | Submit sport progress report | 12 February 2021 |
| 3.0 | Complete venue audit and venue site plan with 2021 AMG Project Management Team | 30 March 2021 |
| 4.0 | Submit sports medal requirements | 30 April 2021 |
| 4.1 | Confirm sport specific social functions and activations | 30 April 2021 |
| 4.2 | Confirm sport rules for publishing | 30 April 2021 |
| 4.3 | Confirm appeals committee structure and policy | 30 April 2021 |
| 4.4 | Confirm sport workforce headcount | 30 April 2021 |
| 5.0 | Confirm venue canteen / catering details including volunteer catering | 28 May 2021 |
| 5.1 | Submit emergency management / evacuation plan | 28 May 2021 |
| 5.2 | Submit inclement (heat and wet) weather policy and contingency plan | 28 May 2021 |
| 5.3 | Submit COVID Safe Plan for review | 28 May 2021 |
| 6.0 | Complete competition structure template | 30 June 2021 |
| 6.1 | Attend sport progress meeting | 30 June 2021 |
| 7.0 | Submit results format (i.e. link or PDF) | 30 July 2021 |
| 7.1 | Return final Games Guide content | 30 July 2021 |
| 7.2 | Provide evidence of insurance coverage (Certificates of Currency)  | 30 July 2021 |
| 8.0 | Submit finalised fixtures/draws (to be completed once registrations are closed) | 17 September 2021 |
| 8.1 | Confirm final sports medal requirements for distribution | 17 September 2021 |
| 9.0 | Provide list of medal presenters and VIPs | 1 October 2021 |
| 9.1 | Submit medal ceremony details | 1 October 2021 |
| 9.2 | Submit name of Opening Ceremony sport sign bearer | 1 October 2021 |
| 10.0 | Submit final sport report | 30 October 2021 |
| 11.0 | Attend and participate in discussion at the scheduled sport cluster meetings | Ongoing |

NB: Critical dates are subject to change