



Sports Day

There's nothing like a bit of healthy competition! Maybe you could run a silly Sports Day involving three legged races, egg and spoon races and more. You could create a mini competition day, where anyone can come and help raise funds as they move between different games. Or why not try round robin? Put teams up against each other in a particular sport, or draw a sport from a hat to make things interesting!

Planning your Sports Day

Brainstorming and Decision making:

- Brainstorm what kind of Sports Day you want to have
 - Will your fundraiser be similar to round robin? (e.g. one sport in which teams compete against each other, then have semi-finals and grand finals to determine an overall winner)
 - Or multiple games? (e.g. egg and spoon race, 3-legged race, running races etc.)
 - Is it targeted at all ages or a specific age group?
 - What size venue will you need for this?
 - Will it be an all-day event?
 - Do you want people to just offer a gold coin donation?
 - Do the teams pay a fee to play?
- Decide on a budget, taking into consideration:
 - The cost of venue hire (if needed)
 - Food and beverages (if choosing to sell any). Consider running one of the food fundraisers, such as a sausage sizzle, with your Sports Day
 - Resources and equipment needed for running the activities
- Decide on a few viable dates
- Decide on a venue
 - Consider the target audience, how many people you aim to have attend your event, spectators, etc.

Promotion:

- Create posters with all the relevant information
 - Date
 - Time
 - Venue
 - Contact details
 - Cost
 - RSVPs
- Advertising and promoting your event

- Distribute posters: letterbox drop
- Social media posts

Resources and Equipment:

- Organise volunteers to help on the day
 - Running the different events
 - Setting up the activities
 - Packing everything up
 - Cash handling
 - *Optional:* If you choose to have teams, you could have the volunteers lead the teams (this can ensure the participants are actively involved and are in the right place for their event)
- Order/purchase/acquire the required items:
 - Signage, posters
 - Posters should be promoting what you're raising funds for.
 - Relevant signs stating what is available for purchase and where everything is, etc.
 - Cash box
 - Equipment required
 - Sporting equipment, bibs to mark teams, cones for boundaries, whistles or sirens, and anything else needed to run your Sports Day effectively.

On the day

- Set everything up for the fundraiser
 - Set up the activities
 - Set up the cash box (This should be set on a table at the main entrance, or a designated place for guests to have easy access to. e.g. if you run your event at a place like a sports field, you could set up your table at the club house/building)
- Brief volunteers on their job roles (refer to above on roles volunteers can have)
- Monitor the event
- Pack everything away at the end

Suggested Timeline for Sports Day							
Week 1	Planning/ Decision making	Prepare the venues				Prepare flyers to be send out	Send out flyers
Week 2	Organise volunteers (from now)	Organise activities					
Week 3						Purchase/ acquire the required items	
Week 4	Finalise everything					Make sure everything is ready	Sports Day!

Venue

You could hold a Sports Day at a number of places including your church, the park or a sports field. You may have to get approval from your local council if you hold it in a public space such as a park or at a sports field so make sure you confirm prior to the event by visiting your council's website or calling them.

Target Audience

This event can be suitable for all ages depending on the range of games you choose. Make sure you adjust and cater them appropriately depending on the age group(s) you're wanting to target.

Borrow Equipment

If you are able to get in contact with a school or your church and borrow some of their equipment, it can make the process of gathering items much easier.

Ideas on how you can run your Sports Day

You can choose to run your Sports Day as a round robin event where you run one chosen sport with several different teams that rotate through until everyone has had a chance to play against each team. Throughout the event, teams can score points depending on if they win, lose or draw, or simply for each score they get (within the sport itself). The points are then tallied up and the top teams compete against each other in the semi-finals and grand final rounds. Some sports that work well in modified halves include netball, soccer, touch footy or basketball.

You can choose to run your event with multiple games, such as egg and spoon race, sack race, tug of war, 3-legged race and novelty relays. Divide people and families into teams, and assign points for each activity over the day.

