



**Tradition • Pride • Spirit**

## COMMITTEE POST EVENT CHECKLIST

### A. iCOMPETE TASKS TO COMPLETE:

- Go through judges sheets for each event and ensure on the day scratchings are processed in the results entry section.  
[See entering event scores tip sheet](#)
- Add any on day entries that were not inputted into the system  
[See adding Competitor nominations tip sheet](#)
- Conduct prizemoney payouts using the prizemoney calculator  
[See Processing payout sheets tip sheet](#)
- Print payout sheets, sign sheets and return to Head Office [general@abcra.com.au](mailto:general@abcra.com.au)

### B. DOCUMENTS TO RETURN ASAP:

*Show management documents can be downloaded the [Committee Tools Page](#)*

- Prizemoney Payout sheets signed
- Judges sheets for all events
- Committee reconciliation sheet
- Accident reports
- Injury reports
- Incident reports
- Daily site inspections
- Animal welfare reports
- Event membership waivers and receipts
- Open rider declarations
- Any rule breaches / competitor behaviour complaints to be submitted in writing to [general@abcra.com.au](mailto:general@abcra.com.au)