

Stage	O24 Schedule	Objectives	chair-person	think-tank	residents	Houses	spocs	volunteers
Kickoff	now-Dec 23	Recruit chair-person		lead effort				
		Establish advisor group	lead effort					
		Define high level schedule		lead effort				
		Recruit spocs	lead effort	contribute				
Planning	Jan-Mar 24	List of sports & events						
		Formats for tournament involving multiple teams	define	contribute				
			Define high level guidelines for spocs. Ensure spocs are consistent & fair					
		Format for rubber (team vs team)		review			define	
		Rules for sport	lead effort	review			define	
		House formation	lead effort	contribute				
		Documentation of events, points, rules, formats etc	own this	contribute			contribute	
		schedule	lead effort	contribute			contribute	
		T-shirts	recruit volunteers					Design, procure, distribute and collect funds
		sponsorship	recruit volunteers					define & get sponsorships
		budgets	define				contribute	
		F&B	recruit volunteers					
		Logistics: chair, tables, shamyana, traffic	recruit volunteers					
		PR: media, photography etc	recruit volunteers					
		communication with residents & enrolled players	own this					
		Define handling method for late changes	own this					
Enrollment s	Apr-Jul 2024	Kickoff enrollment forms and collect fees	lead effort		enroll	houses to talent scout and recruit		
		Houses to form their own structure: elect house captain & others leadership team			residents to select captain & leadership team of hou			
		Get sponsors						sponsorship volunteer owned

[illegible]

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	House captains	Recruiting talent, forming teams, eventually aiming to win the event. captains participate actively to take decisions on late changes to schedule/format or conflict resolution that arises once games are kicked off. Internal to the house, captains can select leaders for each sport and/or age group, so it becomes more of a leadership role to recruit, manage & motivate the house members. Inter house conflict is to be managed by captains.						