

SARUM ORIENTEERING CLUB

EVENT ORGANISER – GUIDANCE NOTES

Section 1 - Job Description:

Job Title: Event Organiser

Responsible to: Club Committee

Skills required: Good communication and organisation, enthusiasm.

Job purpose: Plan and execute the organisation to deliver a successful orienteering event.

Assignment: The event organiser will be assigned by the Club Committee, usually (but not exclusively) on the suggestion of the Fixtures Secretary.

Main duties: General details on volunteer roles are on www.britishorienteering.org.uk

- Establish the event framework including land permission and access, event registration, car parking, assembly area, publicity.
- Liaise closely with Controller, Planner, Landowner (or representative) and with Fixtures Secretary on land permission (as this may have been part of agreeing the fixture date) and, in the case of multiple events, the overall event co-ordinator. Ensure everyone is kept informed and involved.
- Prepare event budget in liaison with the club treasurer using the club standard spreadsheet; submit budget options to club committee for approval.
- Prepare risk assessments, risk management and contingency plans
- Ensure availability of equipment to be used including electronic punching, clocks etc.
- Establish volunteer helper requirements
- Prepare checklists for managing the event on the day and after the event (car park, assembly, registration, start, finish, results).
- Create an event timetable.
- Ensure event safety and missing competitors' procedures are in place.
- Manage any complaints, protests or appeals at the event.
- Ensure results are promulgated as necessary.
- Ensure that any lessons learned from the event are reported back to the committee, BOF or regional associations as necessary.
- Ensure compliance with BOF rules and guidelines.
- Incorporate environmental considerations into the event planning and execution including protection of flora and fauna and avoidance of litter and pollution.
- Use the organiser checklists provided below.

Section 2

ORGANISER CHECKLISTS

Early (ideally 6-12 months before the event)

Committee Responsibilities

1	Register event with BOF/SWOA/SCOA	Fixtures Sec
2	Ensure land permission available	Fixtures Sec
3	Identify possible requirements for any hired land (e.g. for car park/ assembly)	Fixtures Sec
4	Seek and appoint Event Organiser	Committee
5	Seek and appoint Overall Coordinator/Day Organisers for multiple events if necessary)	Committee
6	Appoint Planner	Committee
7	Identify any additional mapping requirements (updates etc..)	Committee
8	Confirm income target (from annual budget)	Committee

Before Event

Early (ideally 6 months in advance)

1	Confirm event is registered with BOF/SWOA/SCOA (see Fixtures Sec.) Note Level B (or above) events require allocated start times and pre-printed start lists.	
2	Is string course required? Committee decision.	
3	Confirm land permission available (see Fixtures Sec responsibilities.)	
4	Confirm requirements for any hired land (e.g. for car park/assembly) (See Fixtures Sec)	
5	Appoint Controller (Fixtures Sec does this)	
6	Decide e-punching provision, if any, and book internal/external hire/loan etc.	
7	Confirm map is (or will be) up-to-date in time for planning & event. What is the map size (A4, A3 or other?)	
8	Decide map printing method and alert printer (if required.)	
9	Prepare a draft budget using the club standard spreadsheet taking into account all anticipated costs and the estimated surplus given in the club annual budget. Submit options for fees based on your budget for approval by the committee. Fliers cannot be prepared till fees are agreed.	
10	Decide map printing numbers per course (based on analysis of attendance at similar recent events - see Fixtures Sec). Include map costs in draft budget.	

Well in advance (ideally 3 months)

1	Consult with committee on whether EOD, advance entry or a mixed arrangement.	
2	Publicity (event flyer - see example below) put on BOF and Sarum websites, also Hub Club and Sport4 Salisbury websites. Notify schools contacts and use club and Leisure Centre notice boards	
3	Arrange Loos; discuss number needed with planner, fixtures sec.	
4	Arrange traders (equipment, caterers, if appropriate)	
5	Agree site arrangements, parking (including large vehicles), assembly area, start, finish, download, string course location etc. in consultation with landowner, planner and inform Controller	
6	Do risk assessment (consult planner, inform controller). Check mobile phone reception at assembly, start and finish. Is it reliable?	
7	Any other non-Sarum kit needed? If so book it with supplier	
8	Find a String Course planner	
9	Decide on first aid arrangements - contact provider (Sarum team or St. John if reqd.)	
10	Check planner's progress and plans for completion, printing etc.	
11	Liaise with John Hope for provision of large kit (tables, Water containers, Signage etc.	
12	Liaise with Computer Lead for computer requirements on the day and pre-entry tasks.	

In advance (2 months to 2 weeks)

1.	Do a "Competitor walkthrough" to see if you have forgotten anything. (Imagine everything a competitor will see, do or need from reading the advance information through to reading the results). Confirm the registration/download procedures with EMIT.	
2	Make an equipment list (in consultation with equipment officer) and check that everything will be available	
3	For EMIT hire - get list of control site codes to be delivered (planner needs to know this for map printing)	
4	Check again with planner on progress (on-going)	
5	Appoint and brief team leaders (eg. parking, site facilities and signage, registration and download, start – see list below)	
6	Review safety/emergency issues. Have a search plan for any missing competitors.	
7	Ensure volunteers (contact volunteer co-ordinator if necessary) are sought and obtained. Assign to a team. Produce a rota. Identify volunteers for control collecting	
8	Inform landowner/manager that all is in hand - a reminder that gives them the chance to come up with any last-minute issues	
9	Appoint someone to do the signage to the event	
10	Arrange delivery / collection of EMIT hired kit	
11	Ensure delivery of maps and control descriptions arranged	
12	Arrange delivery (and collection) of loos	
13	Confirm arrangements with any other non-Sarum people involved	

Delegate absolutely everything on the day, so that you only need to go around ensuring all is well. Take some photos, enjoy yourself seeing everyone else enjoying themselves.

On The Day (or Previous Day)

1. Ensure access arrangements and all site signage in place and assembly areas well designated (tape-off if necessary).
2. Ensure all safety measures taken.
3. Ensure maps and control descriptions are with start team
4. Bring documentation (permission, risk assessment, emergency phone numbers, copies of accident/incident report forms)
5. Ensure all team leaders are happy
6. Start the event only when Controller gives the OK
7. Check smooth running during the event. Encourage/thank volunteers.
8. Finish the event. Ensure no unaccounted for finishers. Initiate search if needed.
9. Ensure site is clear, locked up if required.

After The Event

1. Thank volunteers, controller, landowner/manager etc.
2. Ensure results processed.
3. Ensure posting of results (on Sarum and EMIT websites) preferably on the same day
4. Ensure full accounts are produced and ensure Treasurer has all monies.
5. Return borrowed equipment.
6. Send event returns (ie. attendance figures) to BOF. (BOF calculate their levy; SWOA Treasurer calculates the SWOA levy.)
7. Send results (if required for ranking event) to BOF.
8. Invite expenses claims from Organiser, Planner, and Controller. Confirm and pass to Treasurer for payment. (We do not normally pay on-the-day travel but they can claim a half-price run)
9. Report feedback (positive or negative) to Sarum Committee, Controller, landowner etc. as relevant

Planner's responsibilities

1. Liaise closely with Controller and Organiser and agree a planning timetable, which will result in all courses agreed well before the event to allow for contingencies and printing time. Plan all courses as per BOF guidelines.
2. Agree start/finish locations with Organiser and Controller
3. Agree location of string-course (if any) which will not impede or be impeded by main courses.
4. Make your requirements for punches (or E-kit), kites and spares known to Organiser about 2 months in advance. Tell organiser if you need any other planning assistance
5. Ensure copies of any Map Corrections are produced. Bring to Event.
6. Ensure copies of control descriptions produced. (Course closure time and "You run at your own risk" to be included).
7. Make sure that all maps and control descriptions are delivered to the event
8. Ensure all controls sited and checked by Controller on the day. Ensure kites/punches (or E-kit) remain in place, organise spares if they go missing. Do not forget the start control and E-start if required.
9. Produce master maps showing all controls and a plan for collecting controls.
10. Ensure all controls are collected in at the end. Organiser will have identified volunteers

Registration / Download Team

1. Organise labelled registration cars and/or tent(s) in conjunction with EMIT
2. Capture fee, name, age category, course, club, car reg. and electronic card id. As per agreed procedure with EMIT
3. Ensure distribution of control descriptions (at reg. or in start boxes)
4. Get **CASH FLOAT**. (£30 minimum in coins) and cash box
5. Organise club notice board showing courses on offer and next Sarum events, and allocate a space for future event flyers in vicinity of registration.

6. Send "second shift" volunteers on very early runs so that they can relieve the first shift in time for their run.
7. Ensure **ALL VOLUNTEERS** who plan to run have been allocated an e-card. Make sure they collect them.

Start Team

1. Set up start line and start boxes. Arrange labelled lanes for each course,
2. If punching start then only needs 2 people. One to start. One to check e-cards and deal with queries. 3 would be better.
3. Map boxes for Orange upwards after the start punch
4. Map boxes for Yellow, White before start boxes.
5. If there are not enough volunteers for two shifts then all volunteers come with everything needed and ready to run and can self-start after everyone else.
6. Keep the start open for late volunteers to run (1 person to man for a while).

Finish Team

1. Site FINISH banner.
2. Ensure finish punches are available and located clearly.
3. Tape route to download, or sign adequately, so that it is difficult to "escape" downloading
4. Map recycle. Collect maps for re-use if map numbers are getting low.

Event signage, Car Parking and Road Crossing Team

1. Obtain signage, may need to make signs, hi-viz vests etc
2. Do they hand out notices or registration forms?
3. Put out all road direction signs, and SLOW DOWN signs
4. Park cars, buses, traders, first aid vehicles.
5. Position road crossing wardens if needed
6. Pick up all signs at the end.

Other Site Tasks

1. Find folk other than yourself to do these!
2. Place direction signs to start, string course, from finish. Location of loos, traders, first aid, registration cars.
3. Drinks at finish? Check EMIT has display arrangements for interim results
4. Ensure String Course is set up by person responsible.

Important contacts

Nigel Benham. BML Printers 01794 518518

Brandon Hire (For Loos). 01202 487787 Contacts Mark/Matt; **must** mention that this is for a SWOA event to get the discounted hire rate.

EMIT UK - www.emituk.com
Allan Farrington (overall manager) allan@emituk.com

First Aid – Contact Sarum First Aid team through Charlotte Thornton
thorntoncev@gmail.com