

# Organiser Workshop, 28<sup>th</sup> September 2013

## Participant contributions

### ORGANISER - Skills & Qualities

- Thick skin
- Time
- Ability to manage
- Ability to delegate
- Knowledge (technology & sport)
- Communication, including listening
- Budgeting
- Experience (or support / mentor)
- Coping with stress & pressure
- Pre-organised

### ORGANISER - Roles

- Safety
- Pre-planning
- Helpers
- Start / finish location
- Parking
- Equipment / S. I.
- Toilets
- Liaison with landowners, residential groups etc.
- Clearing up
- Results
- Advertising & information
- Signage
- Traders

### ORGANISER - Responsibilities

- Participants:
  - Safety of
  - Enjoyment
  - Information
  - Signage
- Public:
  - Safety
  - Avoid conflict
  - PR
- Sport:
  - Welcoming newcomers
  - Leaving site clean
  - Tidy all equipment up
  - Courtesy
  - Promote event to public.

## Post event

Check all back

Inform planner controls can come in

Update results: publish results; send to BOF by Thursday after event

Dismantle everything, return equipment to store & sort out

Get Start boxes back to Download asap

Litter collection

Lost property - publish on website

Thank all helpers, farmer & landowner

Money:

- BOF levies
- Pay bills
- Bank cash
- Balance books
- Check with respect to budget
- Pay expenses

Complaints / appeals / protests: sort on day, have Rules to hand

Appoint Jury before the event

Complete BOF Incident Report Form, liaise with First Aid (if present)

Write a report for the club website

## Time line: Level B event in March 2014

Two groups contributions: purple above line; black below line.

