

# Organising a Local Event for Your Club

You've been approached by your club and asked to organise a local event. Where do you begin?

Every club will have different procedures and this guide aims to be as general as possible - so please check with your club about how it handles specific aspects. Many specifics of the organisation will depend on the level of the event. These guidelines are aimed primarily at the organisation of local club events. However, within clubs there is still significant variation in how these are run. Therefore the 1<sup>st</sup> thing to ensure as a new organiser is that you are completely familiar with the type of event you are being asked to organise and how your club normally organises such an event. The best learning can be to go to previous club events and observe what happens - and ask experienced organisers for tips and advice (and any potential issues to look out for).

Some clubs keep reports from organisers of previous events. These can be useful to look at to see if there were any particular issues which arose at previous events, especially events held at the same area.

## First Steps

Don't panic! It may seem daunting but the role of the organiser is to make sure everything gets done - you don't need to do it all yourself.

As a rough guide the Organiser is responsible for:

- Pre-Event Administration
- Registration and Assembly
- Publicity
- Event Safety
- On the day helpers
- Equipment
- Results
- Post event admin

Each of these areas will now be considered in more detail

## Pre- Event Administration

Landowner Permissions	<p>You will need to check if there are access issues or restrictions with the area.</p> <p>Many clubs have someone in post who organises the landowner permissions for every event, or will be able to give guidance as to which body or individual you need to approach.</p> <p>Note that even for urban events most Councils require you to seek permissions (It often comes under the title of</p>
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	Parades/Outdoor Events)
Location	Although you will already know the general area you will need to liaise with the Planner/Controller to determine the basic locations of start/finish, registration/assembly and any car parking so you can start to make plans and consider logistics. For local events you will generally not need to arrange car parking but you should ensure that there are appropriate locations where cars can be parked within the vicinity.
Event registration with BOF	Your club should already have done this but you should check that all the details are correct.
Toilets	This will be dependent on the event. For local or informal events with a short time start window they are not always necessary. However if you do need to provide Portaloos you should arrange quotes as soon as possible, again your club will probably have a list of suppliers they have used in the past.

## Safety

As organiser of the event you are responsible for safety

Risk Assessment	<p>The standard risk assessment template can be downloaded from the SOA Club Toolkit. You must ensure that this is completed fully and liaise with the planner and controller regarding any risks and mitigation on the courses as well as any within the assembly area.</p> <p>Your club may have Risk Assessment Templates for each area, however you must still review, reassess and update it for the specifics of your event.</p> <p>You must sign the Risk Assessment and get it counter-signed by the Controller or another club official if there is no controller</p> <p>Ensure that you have a copy with you on the day in case anyone asks to see it and because it should also contain emergency access points etc as well as details as to who is responsible for the mitigation of any risks.</p> <p>On the day you are also responsible for ensuring that any steps to mitigate against risks are put in place (for example taping of hazardous sites).</p> <p>More details about completing Risk Assessments are in the SOA Club Toolbox.</p>
First Aid	Arrange for appropriate First Aid Cover and ensure that a properly stocked First Aid kit is brought to the event. For a local event it is generally fine to nominate suitably qualified local club members and your club should be able to provide you with a list of those with current First Aid qualifications.
Insurance	The event will be covered by BOF insurance provided that the

	event has been registered with British Orienteering by your club. Some landowners may wish to see a copy of the Insurance and it can be downloaded from ***
Event Safety Workshop	All event officials must be members of British Orienteering (not just Scottish Orienteering) and must have attended an Event Safety Workshop.
Search Plan	Plan as to what to do if a competitor fails to return by course closing and how this would be implemented. It happens very rarely but is something you need to consider.

## Assembly and Registration

Plan	Plan the layout of assembly/registration. Is there vehicular access to get equipment in? Will tents/shelter be required? Have a plan as to how you will lay out the area to keep a flow of people for both registration and download. Will there be separate queues for members/non-members? Is there a dedicated help point for newcomers? What signage will you require?
Set Up	Arrange for everything to be set up on the day

## Starts/Finish

Set Up	Although the planner is responsible for setting out the start kite, it is the organisers responsibility to ensure that any start boxes and taping to the start is put out. Set out Start and Finish Banners Likewise taping from the finish back to download
Start Lists	If there are allocated start times, arrange to have start lists produced and printed for both the start team and registration (and a spare copy for competitors to consult when they have forgotten their start time!)

## Publicity and Promotion

Club Website	Ensure that the basic information regarding the date and venue is available on the club site.  Specific information can be added closer to the event.
Final details	Prepare final details with information regarding:- Travel Directions Instructions for Car Parking Location of Assembly Start Times (and course closing - this is particularly important in winter) Courses (length and technical difficulty)

	Any important safety announcement Costs Your contact details
Signs	Place signs within the local area both to advertise the event and to let other users of the area aware that an event will be taking place.
Social Media	Your club may already have procedures in place for this - but you need to ensure that the appropriate person who deals with this has the correct up to date information regarding the event
Posters/Fliers	
Post Event Publicity	Celebrate any success stories and publish results

## Maps

Map Numbers	Liaise with planner/controller over the number of maps to order Will loose control descriptions be available?
Map Printing	Most clubs will have their own procedures for getting maps printed. Check who is arranging the printing (you/planner/controller?)
Map Issue	Maps issued at registration or start line?

## Equipment

Know what equipment your club has and where it is all located.

Transporting Equipment	How will you get the equipment to the event and return it after?
Equipment Needed by Planner	Arrange with the planner about the equipment they will need to set out courses. SI/Emit Units, Stakes, O-Kites, Yellow & Black tape, Smiley faces for junior courses
Assembly Equipment	Tent/table/Chairs/Display Boards Club flag/banners Signage Tape Start/Finish Banners
Registration	Float Registration Forms Clipboards/weatherproof writers General stationary Incident Report Forms
On the Day Signs	You might need to prepare special signs for use on the day, depending on the type of event, for example: Course Details and lengths Costs Last minute changes

	Safety Notices
Safety	First Aid Kit

## Volunteers

You will need to arrange the manpower for the event.

Volunteer Numbers	<p>Determine what manpower you will require and when. The size of the team will depend on the event logistics. In determining this you will need to think about things like how many people you will need to set up the assembly area, tape routes to start/finish, man the start, help newcomers to the sport, registration, download, tidy up, first aid, car parking, road crossings, marshals etc.</p> <p>Although the planner is responsible for arranging to put out and take in the controls, you should liaise with them as to the details of this - will they arrange their own team of helpers to assist with this or will volunteers to help them also be coordinated by you.</p> <p>If you are using electronic timing you need to ensure that you have suitably qualified volunteers who can set up and operate the timing on the day.</p>
Recruit Volunteers	<p>Ask at the previous event</p> <p>Club newsletters/emails</p> <p>Pester power!</p>
Allocate Tasks	<p>Produce a rota or allocation of tasks.</p> <p>Take into account the skills and experience of volunteers and do not put them into situations where they might feel uncomfortable or struggle without support</p> <p>Consider teaming less experienced people with more experienced</p> <p>Check if helpers also want to run and factor this into the task allocation</p>
Communicate with volunteers	<p>Ensure that everyone knows what role they are doing and when they need to start and finish</p> <p>Brief volunteers on what you are expecting them to do in their role</p> <p>Ensure that you have mobile numbers for all volunteers and they have your contact details.</p>
Appreciate your volunteers	<p>Remember to thank your team!</p> <p>A little gesture like a Jelly Baby or biscuit for someone standing in the cold can be very appreciated and make a big difference.</p>

## Post Event

Results	You should have arranged prior to the event how the results will be processed and made available.
Return equipment	All of the equipment will need to be returned to club stores. If it has been very wet - your club equipment officer would probably be very appreciative if items like tents and kites were dried before they are returned.
Cash	Any money taken in on the day will need to be banked in accordance with your club procedures
Registration Forms	Pass the registration forms onto the appropriate club contact. Registration forms must be retained after the event for insurance purposes. Some clubs also use them to contact newcomers after the event.
Thank You	Send out a message of Thanks to everyone who has helped with the event - either on the day or in the run up to the event. Everyone likes to feel appreciated
Reporting	Some clubs produce reports after the event - it can just be a quick paragraph for the website or a detailed form
Expenses	Claim any expenses from your Club Treasurer

## Hints

- Don't try to do everything yourself.
- Ask for help if you need it.
- A pen knife or scissors in your pocket always come in handy.
- Remember to feed and look after yourself too - don't get too wet/too cold/sunburnt.
- Keep smiling!