

# Organising a Local Event for Your Club

The Organiser is responsible for:

Pre-Event Administration	Landowner Permissions	You will need to check if there are access issues or restrictions with the area.
	Location	Liaise with the Planner/Controller to determine the basic locations of start/finish, registration/assembly and any car parking
	Event registration with BOF	Your club should already have done this but you should check that all the details are correct.
	Toilets	Arrange if required
Safety	Risk Assessment	Complete Risk Assessment and produce Search Plan
	First Aid	Arrange for appropriate First Aid Cover
Assembly/Registration	Plan	Plan the layout of assembly/registration and signage.
	Set Up	Arrange for everything to be set up on the day (Tents/signage etc)
Start/Finish	Set Up	Ensure that any start boxes and taping to the Start/Finish is put out. Set out Start and Finish Banners
	Start Lists	If there are allocated start times, arrange to have start lists produced and printed
Publicity and Promotion	Club Website	Keep up to date with information
	Final details	Prepare final details with all necessary information
	Signs	Both for advertising and alerting other users of the area
	Social Media	
	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
	Map Printing	
	Map Issue	Maps issued at registration or start line?
Equipment	Plan	Determine what equipment is available and what is required considering what is required for Assembly, Registration, Signage and Safety
	Equipment Needed by Planner	Arrange with the planner about the equipment they will need to set out courses.

Equipment	Transporting Equipment	To and from the event
	Registration Paperwork	Forms, float, stationery
Manpower	Volunteer Numbers	Determine what manpower you will require and when.
	Specialist volunteers	Computing/Electronic timing
	Recruit Volunteers	
	Allocate Tasks	Produce a rota or allocation of tasks.
	Communicate with volunteers	Brief volunteers on what you are expecting of them. Ensure you have mobile numbers for all volunteers and they have your contact details.
	Appreciate your volunteers	
Post event Admin	Results	Ensure results are processed and made available.
	Return equipment	
	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.
	Thank You	Send out a message of Thanks to everyone who has helped with the event
	Reporting	Report any incidents/successes in accordance with club and SOA Guidelines
	Expenses	Claim any expenses from your Club Treasurer

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.