

EVENT ORGANISER - GUIDANCE NOTES

Main duties

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 MLS Secretary on land permission (as this may have been part of agreeing the fixture date). Ensure everyone is kept informed and involved.

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).

Ensure results are promulgated as necessary.

Incorporate environmental considerations and avoidance of litter and pollution.

Organiser's checklists for jobs prior to the day.

1	Register event	MLS secretary
2	Ensure land permission is available	Organiser
3	Request to organise an event	Inform MLS secretary
4	Appoint a planner	MLS secretary or organiser. Can use civilians if necessary. MLS secretary to liaise with local clubs.
5	Appoint a controller	
6	Allocate map to planner and what software for the planner to use, e.g. purple pen, etc.	MLS secretary or organiser or planner
7	Identify any map dates (if necessary) and find a mapper	MLS secretary or organiser or planner
8	Create flyer. Example on BAOC web site	Organiser
9	Arrange for maps to be printed with separate control descriptions, deciding on maps numbers	Organiser or planner
10	Provide a risk assessment. Template on BAOC website and appoint SRO	MLS secretary or organiser
11	Arrange for loos	Organiser. Usually use Site Equip
12	Make sure first aid kit available.	
13	For MLS League events and military championships, liaise with Alan Farrington	Organiser
14	Make sure planners give information to the registration team for MLS League events and military championships	Organiser
15	Get EMIT kit	Organiser or planner
16	Get volunteers and allocate them jobs	Organiser

Organiser's checklists on the day

1	Open gates and ensure access arrangements are in place, included all road and parking signage.
2	Ensure maps are with start team
3	Ensure control descriptions are with the registration team
4	Set up tent when the EMIT team is not being utilised
5	Make sure there is a copy of the risk assessment on site
6	Start the event when controller gives the OK.
7	Create final results when the EMIT team is not being utilised
8	Provide container at registration for competitor's car keys.
9	Provide registration team with cash float when EMIT team is not being utilised.

KIT, GET FROM EQUIPMENT OFFICER.

Parking Area

Road signs from nearest road to Parking area if necessary

Assembly Area

MLS event all will be provided by Emit people, but need to be provided with a flyer so that they can display courses lengths etc.

Loose control descriptions

First aid kit

Training events without computers

Tents - for Registration

Long table (main registration table)

2 chairs

Box with float

Lists for pencil registration

Pencils, rubbers, receipts, biro for writing receipts

Emit Cards (for hire)

Emit card reader (MTR4 reader + EPR3 printer, all in same black case)

Details of courses & course lengths usually on flyer which should include charges

Empty Tub for car keys

Loose control descriptions

First Aid Kit

Start Area

Start banner

Start control, get from planner

Quantity of tape plus scraps of it in case there is a walk to the start and to create start boxes.

Map boxes & Maps

Course signs

Start Clock

Signs to start, if necessary

Finish Area

Finish banner

Finish controls, get from planner

Tape to finish if necessary

Signs from finish back to download, if necessary