

Organiser's Checklist (for Level C and D events)

Preliminary action

Provisional Fixture List – Fixtures & Mapping WG, ideally a year in advance.

Permissions – Land Access Coordinator, ideally 9 months in advance.

Appointment of Organiser – Competitions WG ideally 9 months in advance.

Fixture confirmed and registered – Fixtures Secretary.

Appointment of other officials – Competitions WG, ideally 6 months in advance.

Punching – the planner will determine punching method and book.

At this stage the Organiser will take over the event

Paperwork

- Obtain the papers (insurance, risk assessment, incident report and levy return) from the BO website.
- Create a simple budget of expected receipts and payments, including potential mileage claims by planner and organiser.

Risk Assessment

- The risk assessment is prepared in consultation with the planner and the controller and will include any measures needed to lessen any perceived risk. This will include details of local doctors and hospitals. Prepare an emergency plan to cover cancellation or an injury or illness at the event. Cancellation insurance is not normally appropriate for Level C and D events but the insurance company needs to be informed if using hired loos or if controls are out unattended overnight.

Car parking and assembly area (at this stage a site visit may be required)

- To be agreed when land access is negotiated.
- Must be big enough, capable of use in wet weather and have safe entry and exit to public roads. Decide on road signs required.
- Choose the location of registration, toilets, traders, etc.

Advertising

- At least 3 months before the event a flyer must be sent to Peter Firth for advertising on the Club website. Unknown items to be marked “tbc”.
- Arrange to distribute flyers to other events, local shops, libraries etc. Ask that anyone bringing a group to inform the organiser in good time.

Manpower

- Contact the team leaders and check that adequate manpower will be available on the day. Let them know if any groups are coming.
- The individual team managers will arrange for their own teams, equipment and layout on the day.
- The organiser should check frequently that everything is on schedule.
- Obtain and circulate the mobile numbers of the main officials on the day.

Equipment

- The individual teams will bring their own equipment.
- Check that planner has booked SI equipment.
- Determine the organiser's equipment requirements, including road signs, direction signs, loo (with consumables), kites, stakes, etc. and arrange to book, collect and issue to the appropriate person (eg planner).
- Book hired toilets (if required) and inform the Club Treasurer (insurance).

- Any expense exceeding £50 must be prior approved by the Club Treasurer.
- Check that the First Aid box is fully stocked and will be taken to the event.
- Check (if possible) that mobile phones, etc work at the event.

On the day

- Put out direction and parking signs.
- Check the arrival and setting up of the various teams.
- Ensure that someone is marking out the routes to start/finish.
- Arrange to synchronise the timing clocks (if not SI).
- The Cash Box will be brought to the event by the Registration team. They will forward the entry money to the club treasurer after the event.
- Ensure that Registration is informed of the suitability of the White and Yellow courses for toddlers, disabled etc. and the directions to the Start. Provide an example of the kites being used.
- After the event, ensure that all competitors and officials are back safely.
- Before leaving, ensure that all signs and equipment are removed and the area is left tidy and litter free. Thank the landowner, if present.

After the event

- The Finish team will send the results (including colour line) to Peter Firth for publication. Peter will extract statistics for NEOA and email the Treasurer for any payment for SI hire.
- Forward any bills to the club treasurer who will arrange to settle, along with the levy and expense claims.
- Arrange for the prompt return of all equipment and inform the Equipment Officer of any loss or damage. The planner will arrange return of SI boxes.
- Thank the officials and helpers and consider a letter of thanks to the landowner (with any cheque for land use).
- Forward an Event Report, a copy of the results and a list of all others attending to Competitions WG within 7 days.
- Return any Incident Forms to BO and copy to the Club Safety Officer.

Important contact numbers

- Fixtures & Mapping WG **Adrian Barnes** 01670 515062
orunner@sky.com.
- SI boxes and IT equipment **Andrew Nicoll** 0191 252 2383
andrew@nicoll.co.uk
- Club equipment incl. SI stakes, etc. **Patrick Smyth** 01661 843880
patrick.smyth@tiscali.co.uk
- Competitions WG **Alasdair Wilson-Craw** 0191 266 2327
awilson.craw@blueyonder.co.uk.
- Registration & Enquiries Team Leader **Peter Firth** 0191 237 1176
firth@riscos.org.
- Start Team Leader **Richard Field** 01670 855975
richard.field33@gmail.com
- Finish Team Leader **Paul Boyles** 01661 835835
boyles.p@btinternet.com.