



How to be an Organiser - a Quantock Orienteers one page guide

There are three officials involved in any orienteering event: Planner, Controller and Organiser. The Planner and Controller deal with the courses, but the Organiser does everything else.

The Organisers job is to:

- **Check that the event has been advertised correctly**

It is worth checking with the planner that the advertised location is where the car parking is, and that the courses will be ready for the advertised start time.

Check with the permissions secretary that landowner permissions are all in place and whether there are any particular requirements, including dog restrictions.

Advise the fixtures secretary if any advertised details need changing.

- **Assemble a team of helpers**

Decide what helpers you need. At forest league events at any time we need two or three people on registration, including one on the computer. If possible also have one person on the start, though this may be unnecessary if the start is near registration. At some locations you may need someone marshalling the car park, and someone on the finish. To allow helpers to have a run it is normal to operate two shifts, so you need about eight helpers.

Suggest starting getting volunteers about two weeks before the event day. Get a list of helpers with phone numbers and emails from the membership secretary and start asking.

Make sure everyone knows what they need to do and what time they are expected to arrive. Have the helper list with you on the day.

If you have enough help, you can have a run yourself, but have someone responsible to act as your deputy while you are away.

- **Prepare a risk assessment for the event**

Ask the planner if there are any particular risks that need to be dealt with.

Read QO first aid procedure, and decide if you need a first aider.

Read QO emergency and missing person procedure.

Download the risk assessment form [here](#). Complete the risk assessment and get it agreed by the controller, and get it signed on the day.

- **Collect the equipment and set up**

At forest league events you probably need the following equipment:

Tent	Table
Banners	Registration forms
Clock and tripod	Pens/Pencils
Boxes for maps	A float (about £30 in change)
First aid kit	Large road signs at the event entrance
Water (either bottles or a container and cups)	Small road signs on the way to the event

At a Galoppen event, it is normal to hire a toilet.

You do not have to bring the controls and computer - that is the planners job.

Putting up signs takes about an hour, and registration takes another hour - its best if you have others to help you! Try to have reception ready about half an hour before the first start.

- **Be responsible for the event**

You should be someone with a sense of responsibility. You need the common sense to deal calmly and efficiently with any problems that arise. But avoid being a control-freak and let participants enjoy themselves!

If you are concerned about anything, discuss with the other officials or a committee member. You have the authority to cancel the event, for example due to very severe weather.