



***Introductory***

***Organiser’s Course***

 ***Alan Simpson, DEVON***

**Date** Sat 7th September 2019

**Time** 10.30 – 13.00

**Venue** Staplegrove Village Hall, on the northern outskirts of Taunton

 214 Staplegrove Rd, Taunton TA2 6AL

 Parking available in front of the Hall or on the road.

Tea, coffee and biscuits will be available from 10.00am.

 Wifi is available

**This course is designed for orienteers with reasonable competitive experience, who wish to have a go at Organising for the first time.**

**Course** Roger and Judy Craddock, QO. jandr.craddock@gmail.com 01823 323850

**Organisers**

 The course is open to all SWOA members without charge.

 Your club may help with travel expenses

 Please pre-book. No EOD.

**Course Leader** Alan Simpson, DEVON, whose guidelines are:-

 1) Start Early – How Early?

 2) Delegate

 3) Communicate

 4) Publicise

 5) Keep it Simple

 6) The Devil is in the Detail

Contact Details alanjsimpson16@gmail.com, 01364 654167

**Pre-Course** <https://www.quantockorienteers.co.uk/info/events-resources/helpers-at-events>

**Reading** https://www.quantockorienteers.co.uk/info/events-resources/organisers-resources

 <https://www.devonorienteering.co.uk/organisers-resources>

 Similar documents from your club website, if you are not a QO or DEVON member

**Accreditation** A note will be added to your entry in the BOF membership register.

*This day is a “Double Bill” occasion. The Event Safety Course will start at 1.30pm (see separate flyer), at the same venue, Staplegrove Village Hall. Roger Craddock is again the Organiser for the course.*

*A filled roll will be available between the sessions offering a selection of:*

*Ham & Mustard, Cheese & Pickle, Brie & Cranberry, Tuna & Mayo.*

*Crisps and tea/coffee/cordial available. There will be a charge of £3 to cover costs.*

*Please let us know your preference at the start of the day or in advance.*



***Event Safety and Welfare***

***Workshop Course***

***Richard Keighley, WIM***

Date: Sat 7th September 2019

Time: 13.30 – 16.30

Venue: Staplegrove Village Hall, on the northern outskirts of Taunton

 214 Staplegrove Rd, Taunton TA2 6AL

 Parking available in front of the Hall or on the road.

Tea, coffee and biscuits will be available after from 16.30.

 Wifi is available.

***BOF requires all event officials, Organisers, Planners, and Controllers to have attended an ESW Course. They will be notified of your attendance.***

**Course** Roger and Judy Craddock, QO. jandr.craddock@gmail.com 01823 323850

**Organisers:**

 The course is open to all SWOA members without charge.

 Your club may help with travel expenses

 Please pre-book. No EOD.

**Course Leader:** Richard Keighley, WIM

The workshop aims to provide Event Volunteers with an overview of the safety & welfare issues which may arise as a result of staging an Orienteering event. To have knowledge of the British Orienteering procedures & policies that exist and employing practical measures to reduce risks to acceptable levels and what to do in the event of an accident or incident occurring.

Topics covered will include

* Hazards and risks
* Safe course planning, assembly and parking
* Risk assessment
* Volunteer management and the protection of vulnerable groups
* Search and rescue
* Wrap-up, review of learning outcomes

Contact details: tollbar@freenetname.co.uk Tel: 01258 860935 (before 21.00)

**Pre-course** Investigate the contents of the ‘Get Involved section’ of the British Orienteering website.

**Reading:**

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