

IOC 2019

Day Organiser

## *In advance.....*

- Develop **Positive Relationships** with Event coordinator **EC**, Planner **P** and Controller **C**
- Organiser is **responsible for everything** before the Start line and after the Finish line. **EC**
- A Start and Finish adjacent to Assembly is ideal situation but not always possible. **P/C**
- Better to have remote Start **(1?)** than remote Finish. **P/C**

## *In advance.....*

- Check event is registered with Governing Body
- Mapping
- Check 'outside agency' – access; permissions; roles
- **Register** with IOA/BOF?
- Arrange access/permission for event or check that someone else has done so. **EC**
- Check that mapping issues are resolved and printing requirements **P/C/EC**
- **'Agreements'**(?) signed and charges(?) confirmed **EC**
- Check contact with outside agencies (First Aid etc) **EC**

*In advance  
(ongoing).....*

- Contribute to Event communications
- Equipment
- Video, Flyers
- Website, Social Media - **regularly updated** (as information becomes available) **EC**
- **Locate/gather/borrow** equipment/signage etc
- Check and program **SI stations.**  
**P/C**

## *In advance.....*

- Car Park, Assembly, Toilets, Start(s?) & Finish – **shared resources?**
- Route(s) and signposting to car park; sufficient space; overflow? **EC**
- Toilets – public and/or hired Portaloos; Toilet rolls and hand sanitiser. **EC**
- Power supply – mains/generator/powerpack/car inverter? **EC**
- Weather proof bases for - Registration/information; Download/Results; First Aid **EC**
- Route(s) and signage to Start and from Finish to Download **P/C**

## *In advance.....*

- Seek team leaders; **empower them** to gather their teams (friends, family as well as club members)
- Confirm arrangements with contact person in other 'assisting' clubs. **EC**
- Directions to & at event. - signposting
- Car parking. - marshals
- Set up Assembly area.
- Info/Registration/EOD. - manning
- Start set-up and management. **C**
- Finish set-up and management.
- Results. - manning **C**
- Control collecting. **P**

*In advance.....*

- Event Centre/Prize giving
- Check venue for Prize Giving **set-up**; liaise re times of other uses e.g. AGM, Quiz
- Prizes ordered and **labelled** well in advance.
- **Trophies(?)** sought

## *In advance.....*

- On site pre-event briefing
- Timetable for the day
- Equipment
- Gather as many helpers (at least team leaders) **at site at least 1 week in advance**
- Decide on Assembly layout. – **OOBs? C**
- Construct Start and Finish areas (**trial run**) – **OOBs? P/C**
- Check mobile phone coverage, **Radios?**
- Arrival and rota timetable for helper deployment **finalised.**
- Gather and **circulate contact list.**



## *On the day.....*

- Team leaders briefing - **Early**

Check ...

- Start clocks + SI Clears, Checks, Starts, Finishes synchronised

- Assembly set up, registration, car keys, **Start lists (various)** - last minute printing, EOD, Relay registration? **EC**
- Start (start clocks, SI - Clear/Check/**Start?** maps, control descriptions, entry lists, warm up area, OOBs, **pre-start?** Late start arrangements, EOD) **P/C**
- Finish (map collection **by course?**) OOBs +Spectators/club tents

## *On the day.....*

- Results
  - Printer paper, Boards/**monitors?** **EC**
  - Download Start-line Check boxes es (**safety check**) **C**
  - **Problems**/complaint form/appeal form/incident form? **C**
  - **Jury?** **EC/C**
  - **Final results** agreed with Controller
- Clear up!
  - Check Team leaders dismantle and clear **in orderly manner!**

## *Later.....*

- Results
  - Equipment
  - Expenses/event accounts **EC**
  - Reports
- Publish – website, Winsplits etc.
  - Sorted and **returned**
  - IOA levies? (BOF levies/ranking)
  - Officials expenses
  - Outside Agencies charges
  - ***This Presentation!***