

# **RESPONSIBILITIES OF CHIEF ORGANISER - CLUB & OY EVENTS**

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## ***RESPONSIBILITIES***

The Chief Organiser is responsible for facilities up to the Start point, and from the Finish line. This includes:

- i. Signposting to the Event.  
( but not Road Safety Signs unless arranged with Controller)
- ii. Layout of Registration, Start and Finish and parking in liaison with the Planner
- iii. Allocation and supervision of all officials and their duties.
- iv. Supplying the necessary equipment or ensuring that officials are in possession of the required items.
- v. Displaying necessary information.
- vi. Displaying provisional results.
- vii Arranging for control collectors.

## ***BEFORE THE EVENT***

- 1 Contact Planner to find out where Registration is and where Start and Finish are located.
- 2 Contact all helpers. Confirm their availability and arrival times.
- 3 If you are short of helpers, contact the Events Coordinator to ask for more.
- 4 Contact Equipment Officer to arrange picking up of the event gear. (see Club Info > Contacts)
- 5 The Planner will bring maps and control descriptions.
- 6 Ensure you are familiar with the RK Health and Safety Policy and Emergency Procedures

## ***ON THE DAY***

- 1 Put up direction signs on the way unless otherwise arranged with the event Controller. Make sure direction signs are hung where indicated in the newsletter / poster and conform with the RK Road Safety Plan.
- 2 Allow plenty of time to set up to be ready by 10a.m.
- 3 Confirm helpers different tasks including safety briefing. Delegate! Don't try to do everything yourself.
- 4 Synchronize all clocks being used (usually two).

## **REGISTRATION AREA**

1. Put up the large " RK Orienteering" banner .Put up any other signs e.g. to Start, parking, toilet if required.
2. Dig toilet (if required) and put up toilet tent. Make sure the back of the toilet tent is positioned hard up against the back of the toilet so any spare space is in the front of the toilet area.
3. Check Planner has written up the day' s courses and that Controller has written up the Safety Information for the notice board and that the days Emergency Procedures are current and stored with the First Aid Kit.
4. Planner will organise maps for map corrections. These should be put out on a table in backing boards with pens.
5. Make sure you have the cash box with fees listed.
6. Set up self-service board with control descriptions, control cards, start time lists and forward Event Program leaflets.
7. Set up the results clothesline near Registration.

## **START**

- 1 Set up the Start with table, chair, shelter (if required), synchronised clock, pen, whistle and a supply of small clipboards.
- 2 Brief Starter on instructions to be relayed to competitors. Place particular emphasis on Safety instructions (Use written instructions supplied by Planner/Controller.) Ensure that this procedure is repeated whenever a new Starter is involved.
- 3 The Planner/Controller will put out the master maps.
- 4 Collect tear-off portion of control cards from starters.

## **FINISH**

- 1 Set up Finish with table, two stools, and tent (if required) Supply pens, paper, synchronised clock and some small clip boards or clear plastic holders for holding butts and cards. The FINISH banner is the finish line so make sure it can be read by finishing runners.
- 2 Put out water containers, drinking cups and rubbish bin near the Finish.

## **AFTER THE COURSE CLOSURE TIME**

- 1 Make sure all butts are matched up with control cards. Any that are not matched could mean that someone is still out on the course or lost. Inform the Controller.
- 2 Make sure the Planner has enough people for collecting controls.
- 3 Take down the results - maintain butts in order and pass to Planner.
- 4 Dismantle area, check for and remove any rubbish
- 5 Make sure direction and, if requested by Controller, road safety signs are taken down.
- 6 Notify the Equipment Officer of damaged or lost equipment.