

British Orienteering

Event Organisation Basic Checklist – NGOC Version

BOF: O = Organiser; P = Planner; C = Controller/Adviser

NGOC: C = Computing; Eq = Equipment; FP = Fixtures/Permissions; RT = Registration; S = String;

V = Volunteer Coordinator ; A-E – NGOC Checklist references

	Normally handled by the team/system. Check/monitor only
	May require you to do something, or optional
	Stuff you need to do
	Not relevant to normal club events

To do/check first	NGOC	Risk Assessment	NGOC	Volunteers	NGOC	Equipment	NGOC
Access	FP, A4	Make start	B3	Event teams	V	Check store	Eq
Registration with BOF	FP	Talk to C		Team leaders	V	What needed	Eq
Car Park and keys	A1,3,B8	Finish	C9	Numbers	C1	Extras?	C3
Toilets		Countersigned	C9	Shifts	C1	Transport	Eq
Talk to C	A2	Search Plan		Searchers	C1	Make list	C3
Advertise							

Info for flyer/website	NGOC	Communications	NGOC	Signs	NGOC	Car Park	NGOC
Website info	B10,C5	Check if mobiles /radios will work	C3	Existing?	Eq, C2	Team	V, C1
Check with C before finalising	C5	Share mobile nos	C3	Needed?	C2	Equipment	Eq
				Where?	C2	CP charge?	A1,A4
				How many?	C2	Forest key	B8
				Whose job?	C2		

Registration	NGOC	Start	NGOC	In the Forest	NGOC	Finish	NGOC
Shelter	Eq	Route to start	D10	2nd maps?		Equipment	Eq
Equipment	Eq	Equipment	Eq	Taped legs?	P	Manned?	C1
Recording names	RT	Maps	C4	Rd crossings	P	Route back	P
Float	RT	Ctl descriptions	C4	Drinks point(s)		Collection plan	P
E-card hire	RT	Any special info?	C4	Patrols?			
Info e.g. start, 1stAid	C4						

Results/Download	NGOC	String Course	NGOC	Toilets	NGOC	Prize Giving	NGOC
Shelter	Eq	Suitable place	B5	Location		What?	
Equipment	Eq	Equipment	S	Hire?		How many?	
Problems?	C	Signs	S	Delivery / collection		Where/When?	
Runner check	C			Extra toilet rolls		Information	
Complaints?							

Traders	NGOC	First Aid	NGOC	Drinks	NGOC	Protests / Jury	NGOC
Plan in advance		Club or other?	V	Yes/No?		Required?	
Litter?		Nearest A&E location/map	B3	Water available?		Talk to C	
		Info to competitors	C5	Equipment		Have a plan	
				Litter			

After event	NGOC	After event	NGOC
Results - OK with C?		Event accounts & money to club	RT
Club & British Orienteering website/rankings	C	Thanks letter/email to everyone involved	
Numbers to British Orienteering	C, T	Incident form to BOF within 1 week	E7
Return equipment	Eq	Any learning points to club	E5
Reports O and C and expenses for officials	E6		