

CHIEF ORGANISER'S RESPONSIBILITIES FOR TWILIGHT STREET EVENTS

INTRODUCTION

Thank you for agreeing to organise the Twilight Street Events.
These events involve a Planner and a Chief Organiser.
This document will help you work towards successful evenings with the Planners.

RESPONSIBILITIES

You are responsible for chief organising at each event in the series. This includes:

- Sign posting to the Event
- Layout of Registration, Start and Finish in liaison with the Planner
- Supervision of all helpers (usually only 2 or 3 needed)
- Ensuring all the necessary equipment gets to the event
- Displaying necessary information including safety information prepared in liaison with planner
- Providing complete, legible registration forms for all competitors
- Displaying the weekly results on a board at subsequent Twilight Street events.
- Sending results through to the web master as a spreadsheet and the newsletter editor.

LATE OCTOBER YEAR PRIOR TO EVENT

- Email Andrew Powel at Bivouac to confirm if they are prepared to sponsor event
- Ring Andrew McGowan to ask if the Lolly Shop would like to sponsor the event

THREE TO FOUR WEEKS BEFORE EACH EVENT

- Contact planners to ensure that they know who the Chief Organiser is
- Contact people who you would like to help you
- Tell planners about map files held by Val, 1000pt total, course lengths for events, special features of maps, who to contact for map files, do they want a hands-on controller, choose a flat start/finish if possible so the caravan can be parked there
- Get information out to Bivouac for display, advertise on web site, coming events, newsletter
- Ask if planner wants the big clip cards or is making own results sheet with control descriptions (paper gets illegible and torn with the faster runners and if it rains)

TWO WEEKS BEFORE THE EVENT

- Contact the Planner to find out where the finish chute and registration are to be located (you may be given a map to show the positions of these)
- Ensure that they have stickers (Heather P-W can make them)

- Contact helpers to communicate/negotiate their arrival times and roles
- Ensure you are familiar with the PAPO Health & Safety Policy which you will find on the PAPO web site on the Club Info and Resources page
- Organise a float of \$100 in a few \$10's then \$5's, \$2's and \$1's
- Contact whoever is storing the caravan and check the equipment that you will need for the series. Arrange for someone to tow it to each event for 6pm

ON THE DAY

- Fill up one 20L water container
- Put up direction signs on the way and large 'Orienteering' banner if it's a public place
- You should arrive at the registration area at at least 6 p.m. Start time is usually 7 p.m.
- Confirm helpers' tasks. Delegate!
- Find a timer – can be the small old ones
- Display: Future Event Programme leaflets, the Hazard Identification and Emergency Procedures documents, results, competitor number list
- Ensure the First Aid Kit is readily available
- Co-ordinate the arrival of the planner with the maps and control descriptions for 6 p.m.
- If there is no controller then you are the controller on the day

START AREA/ FINISH AREA

- Set up caravan, table(s), pencils, board with info

AFTER MASS START

- Set up the Finish chute
- Fill in 'Entire competitor list' with starters details
- Ensure that all equipment is away from around the finish
- Draw out spot prize winners

FINISHERS ARRIVING BACK

- Check off all runners by number
- Give out spot prizes
- Pack up and remove any rubbish
- Make sure direction and road safety signs are taken down

AFTER EACH EVENT

- Deliver takings to the Treasurer, retain \$100 in the cash box as a float
- Return the caravan

AFTER THE LAST EVENT

- Notify Events Co-ordinator of who helped for VIP points recording
- Remind planners to send maps to Dave Laurie if they have updated them
- Write a report for the newsletter