

Event Officials and staffing of events

The composition and size of the organising team will depend on the nature of the event. The list below is of the possible key roles that might be required. Some may be shared by more than one person, others may be doubled up.

Core Team

Co-ordinator (& Assistant)

Day Organiser – 1 per day (& assistant/deputy)

Planner – 1 per day (& assistants or co planner)

One of the planners may have a co-ordinating role as overall Technical Director

Safety Officer

Controller – 1 per day (& assistants)

One of the controllers may have an overall co-ordinating role

Mapper (s), mapping adviser & mapping co-ordinator (for map layout & standardisation)

Onsite team

Arena Manager

Forest Team Leader

Equipment Officer

E punching & Computing Manager

Car Park Team Leader

Prize Giving Team Leader

Start Team Leader

Registration & Enquiries Team Leader

Results Processing Team Leader

Relay changeover Team Leader

Roles most likely to be doubled up

Treasurer/finance admin

Entries Secretary

Website Manager

PR and publicity Officer

Programme/results compiler

Printing Manager

Roles not always required

Event Centre Manager

Social events Co-ordinator

Accommodation Manager

Role descriptions are available for some of these roles. They are to be customised to suit each individual and set of circumstances.

Appointment to a role in the core team may be governed by requirements in Appendix C Event Officials. These are usually made by the Association hosting the event.

The Partnership Agreement may well have been agreed between British Orienteering and the host Association in conjunction with the Event Co-ordinator and lead club (if applicable).

It is advisable for all of the core team roles to have an assistant/deputy.

Volunteers on the day

There may also be the role of Volunteer Co-ordinator – the purpose of this role is to work with all the key officials and team leaders to identify the numbers of volunteers required for each day. To determine the preferred shift system, the policy with regard to expenses, branding & identifying clothing, welfare, free runs and other rewards and to have a key role liaising with all the clubs who are involved in the event.

Allocation of tasks

Once the lists of tasks and numbers required are devised, there will be certain groups of volunteers who are more suited to some jobs than others.

Are there any key roles that cannot be allowed a run under any circumstances – try to keep these to a min and may be ask for volunteers for these roles.

Below are a few things to consider when allocating jobs.

- The nature of the terrain – weather, time of year, shelter available, distance from the main Arena, communications available, length of the day & shift.
- Type of job – car parking & safety issues, computing & skill levels, Start – timed starts are often hard to manage, Commentary – knowledge of the area & competitors.
- Skills of the volunteer – enquiries and registration often require staff with good verbal communication skills & knowledge of the event organisation beforehand.
- Travel & parking for volunteers to the area, start & finish times for shifts.
- Appropriate jobs for juniors & other groups (tight parking of cars can be hard when you have not yet learnt how to drive)
- Volunteer runs – how long will they be out – first or second shift & time for handover?

Volunteer welfare and rewards

When compiling the budget there needs to be consideration of what might be allocated to volunteers in the way of welfare and reward. It is best to agree an event policy on all of these items beforehand and make it clear to volunteers the terms under which they are helping.

Rewards and welfare & other items that are hard to quantify usually consist of the following – all of which have a cost to the event.

- Hot drinks via a refreshment voucher.
- Meals or contribution towards them
- Overnight accommodation if needed for very long days and live far away (ie Event Centre Manager or Accommodation Manager).
- Contribution to out of pocket expenses for certain roles – ie Commentator.
- Travel for on-site and other meetings & to the event itself – who is eligible and how much?
- Telephone expenses, postage etc
- Paper & printing costs if done at home
- Safety/high visibility clothing
- Branded event clothing or subsidy towards cost
- Wet weather & cold weather protection
- Headtorches/batteries
- Mobile telephone costs
- Free or subsidised entry
- Refunds for missed run in event of unable to leave role