

British Orienteering

Organiser-Role Description

British Orienteering is an Equal Opportunities Employer.

Role description		
	Title	Race Day Organiser
	Role	To co-ordinate all elements of an individual orienteering event that forms part of a multi-day event.
	Appointment and Communications	<ul style="list-style-type: none"> • Appointed by Association • Attend Event Co-ordination meetings • Liaises with core team
	Tasks before the event	<ul style="list-style-type: none"> • Liaise with Event Coordinator on land access negotiations • Liaise with Safety Officer • Compile & update Risk assessment • Liaise with RDP & RDC • Arrange site meetings • Appoint day team leaders & liaise with cross event team leaders • Plan arena and co-ordinate everything that forms part of the arena. • Co-ordinate Race day equipment, signs & volunteer requirements. • Work with EC on obtaining quotes for services & supplies. • Work with Team leaders on briefing needs of all volunteers. • Work with String course TL on location. • Arrange for EOD & Enquiries on the day. • Plan starts & layout with RDP, RDC, Start TL • Staff & arrange drinks controls. • Liaise with RDP on forest team requirements. • Liaise with Equipment Officer & set up & take down teams. • Liaise with Prize Giving Co-ordinator.
	Tasks during the event	
	Tasks after the event	<ul style="list-style-type: none"> • Return all equipment • List helpers for thank you • Report on issues for next event team • Submit any expenses and receipts claims promptly