**Organising a Saturday Event in the era of COVID 19 – a Checklist**

COVID 19 presents the club with ongoing challenges in putting on successful, safe events which has impacts on the job of Organiser. This document sets out the essential tasks and issues that an organiser needs to be aware of. Notable differences to more normal times are:

* Most, if not all, entries will be online
* Therefore, the number of tasks on the day is reduced eg no cash to handle or registration forms to collate

Organisers should still read the Organiser’s brief and other useful commentaries available here <https://www.southernnavigators.com/info/helpers-information>

One month before the event

The organiser needs to ensure that he/she has completed an accredited safety course (else attend one or decline the event)

Liaise with the planner to understand the situation on the ground in particular the location of the start, finish, download and car parking

Check the details of the event on the website are correct. Discuss with the events secretary whether EOD is allowed.

Liaise with the events secretary, Debbie ([debbie9012@hotmail.co.uk](mailto:debbie9012@hotmail.co.uk)) to understand any special requirements at the venue, confirm that land permission has been granted and the event is set up on RaceSignUp.

Liaise with the kit officer, Jane ([jnarcher7@gmail.com](mailto:jnarcher7@gmail.com)), to pick up necessary equipment. She has a good understanding of what is required at each venue.

Visit the venue to understand the layout and try to anticipate any issues. Work out where signage should be best placed.

Complete the risk assessment and send it to the event secretary. Debbie should have examples from most venues from previous years.

Send out helper request email (by requesting Gill to forward - [gillsharp31@gmail.com](mailto:gillsharp31@gmail.com)). The typical roles to be filled are shown in the table. Details may differ from venue-to-venue eg in particular if parking is likely to be tricky or if manned road crossings are necessary. There will need to be an early shift, typically 8:45 (to help set up) to 11:00; and a late shift 11:00 – 13:30 (to help pack up). Include the standard SN member discount code (clarifying that this is for SN adults-only who are running on the Light Green or Short Blue courses) in this request and promise the helpers’ discount code to all helpers.

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| **Task** | **Shift Times** | **Early Shift Volunteers** | **Late Shift Volunteers** |
| Car Park | (9.15-11)  (11-12.30) | 2 (venue-specific) | (venue-specific. May not be required as last start 11.30) |
| Registration / dibbers | (9.15 -11)  (11-12.30) | 1 | 1 |
| Welcome / floating | (9.15 -11)  (11-12.30) | 1 | 1 |
| Download | (9.15 -11)  (11-12.30) | 1 | 1 |
| Starts | (9.30 -10.45) (10.45 – 11.45) | 3 | 2 (packup starts at 11.30) |
| Control hanging | 8ish (ask the planner!) | 2 (depends on planner) | Not required |
| Control collection | Begins at 12.30 | Not required | 3+ (ask the planner) |
| Road Crossing | (9.45-11)  (11-12.30) | Venue-specific | Venue-specific |

One week before the event

* Confirm to the helpers (bcc email) the list of helpers and timings on the day and let them have your mobile number. Encourage helpers to wear masks when indoors (if applicable) – a stock of disposable masks is available in the standard kit.
* Pick up the kit from Jane.
* Make sure you have the planner’s mobile number and that they have liaised with Steve Mac on the IT

On the day

* Set up the approach signage from the road
* Coordinate all the set-up tasks on the ground
* Ensure the First Aid kit is in place
* Ensure that hand sanitiser is out near registration / download
* Ensure that tapes and signage to remote start and back from finish are in place
* Let the start team know as soon as courses are open
* Coordinate break down activities
* Take the kit home to dry, if necessary, or arrange wit the next organiser or Jane to take it away on the day
* Send a thank you email to all of your hard-working helpers!