

A Guide to Organising a One-Day IOG Activity in East Anglia

The IOG defines East Anglia as Suffolk, Essex, Norfolk and Cambridgeshire.

This document outlines the steps you need to take when putting on a one-day activity in East Anglia. Most of these are useful guidelines. However, certain things must be done for all events, whether the event goes on the programme or is sent out to the group on an ad hoc basis.

Note: For the IOG's public liability insurance to be valid, the only type of events that can be organised within the IOG are walking, hill walking, cycling, orienteering and social activities. Any events outside of this scope can only be managed by a third-party organisation that has relevant public liability insurance.

ORGANISER: MUST DO ACTIVITIES

- If the event is not one of the core activities (see above), then it can only be organised through a third-party organisation that has appropriate public liability insurance.
- If the event is not covered by a generic *IOG Risk Assessment for East Anglia*, complete the *IOG Risk Assessment Template* (see steps 2 and 16).
- When you email the group (see steps 10 and 11) with the details of the event, include a list of any hazards you have identified during your planning (see step 2). Decide what precautions to take. You can get advice from committee members or other leaders. The email will act as a record of the hazards and precautions made before the event.
- At the start of the activity (see step 16), remind everyone of what the hazards are and any precautions they need to take.
- If, unfortunately, an accident occurs, fill in an *IOG Accident Report Form* and send it to the IOG Chairman or Secretary (see step 17).

ORGANISER: PLANNING FOR AN EVENT ON THE PROGRAMME

1. If you are planning an event, it is a good idea to visit a month or so before. Other leaders are usually happy to give advice. Sometimes, you will find that the event is impractical and you may have to find time to plan an alternative on another day. It may be best to visit the location with a friend for security and enjoyment.
2. Use the appropriate *IOG Best-Practice Guidelines* for your event to help identify potential hazards and preventative measures. Read the relevant generic *IOG Risk Assessment for East Anglia* and consider whether it is appropriate for your event. If not, the *IOG Risk Assessment Template* should be used as a planning aid and completed in full on the day of the event (see step 16).
3. Check that there is sufficient parking and that pubs and other venues can cope with the potential numbers coming. It might be a good idea to check what the mobile coverage is like at the meeting point.

4. Send the programme editor details of what you plan to do. If it is something unusual, it would be a good idea to discuss it with them first. If unsure, the programme editor will ask the Chairperson. If necessary, the committee may discuss it.
5. Help the programme editor by giving the following details:
 - A one-line description of the event
 - Suggested dates (give more than one so it can be fitted in the programme)
 - Start time
 - Meeting place (not to go in the programme)
 - Estimate of distance to the nearest mile
 - Your mobile number and/or email address
 - Estimate of the pace (fast, medium or slow; a walk at more than 4 km/2.5 miles an hour is fast)
6. Note: Not all of the information is put on the programme or the website. This is so that people either have to be members and see the email or they have to contact the organiser. This way, if the event has to be changed, the new details can be emailed out and the organiser can let anyone who contacted them know, so no one is left behind.

WHAT THE PROGRAMME EDITOR DOES

7. Checks through what people are proposing for events. It is not the programme editor's responsibility to check the accuracy of what the organiser is doing. However, some events may be unusual and may sound impractical. If so, the programme editor will a chat with the organiser and may ask the Chairperson for advice. In the rare cases that there are areas of particular concern, the event may be taken off the programme until it has been discussed by the committee.
8. When the programme is ready, the programme editor sends the draft programme to the event organisers and the Chairperson for review. Organisers should double check their event details.
9. The programme editor sends the programme to the printers, puts it on the web calendar and emails it to the group. It has to be timed so the paper copy is ready for the social meeting that begins that quarter.

ORGANISER: DAYS BEFORE THE EVENT

10. Email out details of the activity approximately one week before the activity date.
11. Keep the email short and include the start time, postcode of the meeting point (with map coordinates if you know them) and directions of how to get there. List the hazards and the precautions to be taken. Include your mobile number so people can contact you if running late. If possible, let people know if the meeting point has bad mobile coverage.
12. Request confirmation from people definitely attending and collate their phone numbers. Be prepared for many people to just turn up on the day.

ORGANISER: ON THE DAY

13. Check for last-minute emails and messages before leaving home.
14. Get to meeting point early in case there are problems (e.g. parking).

15. People should let you know if they are going to be late - it is not your responsibility to call latecomers. If they are going to be particularly late, then it is not fair for them to expect the group to wait. They can meet at some later point or they will have to miss the event.
16. Before setting off, complete the *IOG Risk Assessment Template* if required (only if the generic *IOG Risk Assessment for East Anglia* does not apply). Remind people about the hazards and any necessary precautions. Count the number of people with you. For a large walking/cycling group, see if someone is prepared to act as a backmarker. All dogs must be kept on leads and people should keep an eye out for each other.
17. If things go wrong, ask for help and be prepared to change the route or plans. If an accident occurs, complete the *IOG Accident Report Form* after the event.
18. Enjoy yourself!

AD HOC EVENTS

These are typically events that are emailed out to the group at short notice and do not go in the programme. As these events are for the IOG, you still need to comply with all of the 'Must Do Activities' section above.

If you're not sure whether the event is one of the core activities or is covered by a generic *IOG Risk Assessment for East Anglia*, it will need to be checked with the Chairperson or Vice-Chairperson before you advertise it to the group. You may need to complete the *IOG Risk Assessment Template*.

Note: Sometimes the programme editor will put details of ad hoc events on the website calendar. If you want to restrict the event to just current members, then let the programme editor know. For example, this could apply to a party at your house that you do not want it to be open to non-members.