

# A Guide to Organising an IOG Activity Outside East Anglia

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

This document is designed to help make it clear what is required when organising a walk or other activity outside of East Anglia as part of an IOG trip/weekend away. If organising a standalone event, you will also need to put this on the programme (as described in *A Guide to Organising a One-Day IOG Activity in East Anglia*).

**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.**

## 1. PLAN

The planning stage can be completed at any time before the activity, i.e. before you go on the trip. You may want to co-ordinate with the leader of the overall trip so that there is a balance of activities.

From an initial idea, familiarise yourself with the relevant *IOG Best-Practice Guidelines* and plan out a route, taking into consideration the overall length, terrain and escape routes.

Fill in the details on the *IOG Event Attendance Register*, making clear the type of activity and fitness levels needed. You may also want to complete the *IOG Route Plan* if appropriate. You will also need to make sure that you have the *IOG Risk Assessment Template* with you.

## 2. COMMUNICATE

Let members know details of the activity and allow them to sign up on the *IOG Event Attendance Register*. (On trips away, this is normally done the night before.)

## 3. RISK ASSESSMENT

Once you have the names of the people wanting to participate, complete the *IOG Risk Assessment Template* for the event. This is your responsibility and is required for all activities outside East Anglia. You can complete some sections of this in advance, but it can only be completed fully when you know who is in the group, i.e. on the morning of the activity.

Leave the completed *IOG Risk Assessment Template* with the *IOG Event Attendance Register* (and the *IOG Route Plan* if using) at base with a responsible person (e.g. hostel reception). If possible, take a copy of the *IOG Route Plan* with you as well.

## 4. ENJOY THE ACTIVITY

At the end, confirm that everyone is back safely and has signed in. Tell the person holding the forms.

## 5. ACCIDENT REPORTING

If there are any accidents or incidents on the activity, it is your responsibility to complete and submit an *IOG Accident Report Form*.