

Organiser's checklist for Minor/Metro League/ Sydney Summer Series/RBOS events. *To be used in conjunction with course planner's checklist.*

	A	B	C	D	E	F	G
	Time Frame	Item	Task	Notes	Person/s responsible	Date completed	Comments
1	6-8 weeks before	Approval for use of area	Apply to council, schools, local authority or landowner for use of the area				
2		Courses	Establish the type and number of courses required with club secretary and inform course planner	Metroleague - check the rules on NSW Orienteering website for the course requirements for the current year. https://onsw.asn.au/events/metro-league			
3	6 weeks before	Info to Secretary	Consult with course planner then provide Secretary with details of event: venue, map used, start (time and location), finish time, classes, courses available and their lengths, availability of toilets, water, public transport, parking details your contact details etc.	Send email with details to IKOrienteers@gmail.com. Local club event fees are set annually and will be added into the general information on Eventor by the Treasurer, as will current Metroleague and Summer Series fees. Pre-entries are to be encouraged.			
4	6 weeks before	Eventor	Check general information on event page has been documented correctly	Liaise with Secretary and treasurer on updates or amendments.			
5	2-4 weeks before	Gear	Organise to collect gear from organiser of previous event or from David Green. Email list of gear required to David.	See gear list - next sheet in spreadsheet.			
6		SI units, hire sticks, cable ties and locks	Identify no. units required & organise pick up/delivery.	Ensure SI units programmed for daylight saving in summer			
7		Map boxes	Identify no. map boxes required. Metroleague - Prepare labels for boxes	You will need 8 boxes/labels for metroleague. Div 1 - 6, easy and very easy.			
8		Computer equipment	Arrange pick up from D Green or organiser of previous event. Charge laptop	Includes Laptop and Printer and peripherals.			
9		Square Device	Check device is charged	Should be in box with Laptop and peripherals			
10		Battery power pack	Arrange pick up from D Green or organiser of previous event	Charge the battery pack before the event			
11		Infection control equipment	Arrange pick up/delivery from D Green				
12		First Aid Box	Arrange pick up/delivery from D Green				
13		Defibrillator (AED)	Arrange pick up/delivery from D Green				
14							

Organiser's checklist for Minor/Metro League/ Sydney Summer Series/RBOS events. *To be used in conjunction with course planner's checklist.*

	A	B	C	D	E	F	G
1	Time Frame	Item	Task	Notes	Person/s responsible	Date completed	Comments
15		Results Board	For Metroleague - Collect the boards from organisers of the previous event at the conclusion of their event.	Check there are enough whiteboard markers.			
16		Set up event in laptop	Create a new event and enter courses into MEOS program in computer. Liase with D Green if unsure.	See MEOS instructions on the laptop.			
17		Medical Emergency Plan	Liase with First Aid Officer on preparation of an Medical Emergency Plan for the event.	Obtain template from First Aid Officer or resources section of website			
18			Download Emergency Plus App on your smartphone.. https://www.emergencyplus.com.au	Use <i>What3words</i> to describe location in case of an emergency			
19		Crew on the day	Club secretary will remind IKO members of event and ask for volunteers	Make list of tasks, allocate and inform volunteers of their roles - this can be done on the day. Co-opt volunteers to help put out controls. 1 volunteer per 10 controls in 1 hour			
20	1 week before		Check with course planner that maps are ready for printing.	Liase with course planner re printing process. See Course Planners checklist for Minor Events.			
21	By 7pm night before event	Post score map on Eventor	Remind course planner to email a copy of score map in PDF format to an IKO Eventor administrator to post on Eventor .	Applies to Sydney Summer Series and RBOS events. Eventor administrators (M Duguid, S Froude, D Green).			
22	Night before event/after entries closed	Download pre-entries into laptop	Download pre-entries into the event set up in MEOS program on computer	Liase with D Green if unsure.			
23			Print off list of entrants/starters from eventor.	Identify who needs SI sticks, allocate no. and write on start list.			
24	On the day	Set up event	Make sure crew on the day know what their roles are.	Allocate an experienced orienteer to instruct newcomers.			
25			Co-opt volunteers to assist put out controls .	Allow an hour to put out 10 controls.			
26			Set up check in for pre-entries/registration desk for EODs.	List of starters from Eventor, white registration cards, pens, Square device			
27			Set up computer, printer & and download unit.	See MEOS instructions on the laptop			
28			Set up flags for start, finish and club banner				
29			Set up start. Put out map boxes, class checks and start units				

IKO Organiser's checklist Minor/ Metro League/ Sydney Summer Series/RBOS events 2024 final version 08082024

Organiser's checklist for Minor/Metro League/ Sydney Summer Series/RBOS events. *To be used in conjunction with course planner's checklist.*

	A	B	C	D	E	F	G
1	Time Frame	Item	Task	Notes	Person/s responsible	Date completed	Comments
30			Set up finish. Finish SI unit. Use streamers or cones to lead to download desk if needed.				
31			Metroleague - set up results boards.	Place WHITEBOARD pens underneath the results boards			
32		In the event of a medical emergency	Follow the Medical Emergency Plan for the event.	For forest events. Identify closest access point for an emergency service using "What3words" on the Emergency Plus App			
33		Results	Report results live once first competitors have finished.	If unsure how to do this, ask David Green . You will need the Telstra Dongle/access to internet.			
34			Metroleague - instruct competitors to take splits printout to results board and write their result on the board using WHITEBOARD MARKERS.				
35			Metroleague - At end of match volunteer to tally points for each team on whiteboard.				
36			Metroleague - Organiser to take photo of result boards and email to Ian Jessop/Metro League co-ordinator	Metroleague co-ordinator will publish team results on NSW website.			
37		At end of event	Ensure all competitors have returned				
38	Post event	Results	Post results to eventor	If unsure how to do this, ask David Green. You will need the Telstra Dongle/access to internet.			