

A Guide to Organising an IOG Activity in East Anglia Mar 24 V2

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 notified to the group on an ad hoc basis.

Note: If the proposed event is an activity other than walking or cycling, please check with the Secretary to see if the IOG's public liability insurance is valid for the event concerned.

PLANNING FOR AN EVENT ON THE PROGRAMME

1. If you are planning an event, it is preferable to visit the relevant location about a fortnight or so before if possible. Other leaders are usually happy to give advice. Sometimes, you will find that the event is impractical (e.g. upon checking tide tables if coastal or riverside routes are involved) 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. You **must** consult the *Walking or Cycling Best Practice Guidelines* for your event to help identify potential hazards and preventative measures.

3. Check that there is sufficient parking, and that pubs and other venues can cope with the potential numbers, and whether pubs will accommodate dogs. Obtain any required prior permission to park at village halls, community centres etc.

4. Investigate and outline any public transport access possibilities, and encourage potential participants to consider car-sharing. Consider checking travel websites to ascertain if any key road closures etc appertaining to event access are planned.

5. 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 Chair! If necessary, the Committee may discuss it.

6. Help the Programme Editor by giving the following details:

- A one-line description of the event with suggested dates (give more than one so it can be fitted in the programme)
- Estimate of distance to the nearest mile
- Your mobile number and/or email address

When the draft programme is ready, the Programme Editor will send it to the Organiser to double-check their event entry details.

More specific details such as meeting place, start time and estimate of pace can follow at a later date within an email to group members (and to non-members who have seen the event advertised and have contacted the Organiser).

DAYS BEFORE THE EVENT

7. Email out details of the activity approximately one week before the activity date.

8. Keep the email short and include the start time, postcode of the meeting point and directions of how to get there. List the main risks (as identified from reviewing the Walking or Cycling Best Practice Guidance) and the precautions to be taken. You can get advice from Committee Members and other leaders. The email will act as a record of the hazards and precautions you need to take. Include your mobile number so people can contact you if running late.

9. Request confirmation from people definitely attending and collate their phone numbers. Be prepared for many people to just turn up on the day.

A Guide to Organising an IOG Activity in East Anglia Mar 24 V2

10. On the day before the event, check updated weather forecast and in the event of very poor conditions, send email immediately to all participants notifying of event cancellation or of adjusted start time to avoid worst weather.

ON THE DAY

11. Check for last-minute emails and messages before leaving home.

12. Get to meeting point early in case there are problems (e.g., parking).

13. 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.

14. Before setting off, remind people about the hazards and any necessary precautions. Count the number of people with you. Identify someone to act as a backmarker. All dogs must be kept on leads as per IOG Rules and people should keep an eye out for each other. Cyclists **MUST** wear helmets!

15. If things go wrong, ask for help, and be prepared to change the route or plans. If an accident, near-miss accident or serious occurrence takes place, complete the *IOG Incident Report Form* asap after the event.

16. 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 above.

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 to be open to non-members.
