

A Guide to Organising an IOG Activity Outside East Anglia Mar24 V2

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 an activity outside of East Anglia as part of an IOG trip/weekend away. **Only fully paid-up IOG Members can take part in such events.** (If organising a standalone event outside East Anglia but separate from any away trip you will also need to put this on the programme, as described in *A Guide to Organising an IOG Activity in East Anglia*).

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.

1. PLANNING AND RISK ASSESSMENT

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

From an initial idea, familiarise yourself with the *IOG Walking Best Practice Guidance* or *IOG Cycling Best Practice Guidance* as appropriate and plan a route, taking into consideration the overall length and terrain.

Complete the "*IOG Event Attendance Register & Description*" form.

2. COMMUNICATION

Let members know details of the activity and refer them to the "*IOG Event Attendance Register & Description*" form. (On trips away, this is normally done the night before.)

As Event Leader, if you feel that a potential participant does not possess the level of fitness to complete the event, or whose speed would seriously impact upon group progress, you have the right, in a tactful and discreet way, not to accept that person joining the event.

Leave the completed *IOG Event Attendance Register & Description* form at accommodation reception). take a copy with you.

3. SETTING OFF

Before setting off, remind people about the hazards and any necessary precautions. Count the number of people with you and identify 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.

If things go wrong, ask for help and be prepared to change the route or plans.

4. ENJOY THE ACTIVITY

At the end, confirm that everyone is back safely and has signed in on the *IOG Event Attendance Register & Description* form.

5. ACCIDENT REPORTING

If there are any accidents, near-misses or serious or potentially serious occurrences on the activity, it is your responsibility to ensure that any *IOG Incident Report Forms* are completed and forwarded to the Chair, Secretary and Training Officer asap after the event.