

Isles of Darkness – Local Coordinator Guide

The Basics:

- The Local Coordinator is responsible for organising the local games.
- You will seek out and book venues for the regular monthly events.
- You will provide venue and game information on the Isles of Darkness central events calendar.
- You are responsible for local venue health and safety and accessibility.
- You take member sign-in and payment.
- You keep up to date on your local budget and approve spending.
- You monitor the local inbox.

What you are NOT responsible for:

- You are not responsible for story content at events.
- Wellbeing/conduct concerns can be passed on to the Wellbeing Supporters.

What you are responsible for:

- Organising and managing the local game venues

You will seek out venues that suit the needs of the local game and arrange bookings. You will keep track of information regarding venue amenities and regulations and relay to members, as well as looking after venue health and safety during events (for example designating first aiders and fire evacuation proceedings). You are responsible for making sure the accessibility needs of members are met.

- Take member payment and monitor the local budget

You are responsible for taking member sign-in and looking after payment. You set the game cost based on the cost of venue (minimum charge for game £1). You monitor the local budget and approve spending, including paying the venue where appropriate.

- Provide venue and game information on the IoD calendar, social media, and via email

You will provide the venue and game timetable information on the central Isles of Darkness Calendar as well as maintaining and updating the Domain Facebook page. Work with the support of a team of recruitment and social media volunteers to ensure the game is promoted across further Larp website and social media with the correct information to encourage new players. You also monitor the local inbox to provide information to members and new recruits regarding the local game.

- Provide a Local Coordinator Handover

When you handover your role to a new coordinator, you will provide the email and password to the new volunteer, along with any social media admin rights.

Where to go for support:

- The Events Lead can be contacted for support regarding venues and event organisation.
- The member of the society responsible for the overall wellbeing of volunteers and members is the Society Lead.

Training

- We may be willing to provide volunteers with funding to complete training in relevant time management techniques or similar to help enable you to complete your role. This can be discussed with the Society Committee.