

APPENDICES TO HOC ORGANISER'S GUIDE v1.8

THE DATA PROTECTION ACT MAKES IT DIFFICULT TO INCLUDE CONTACT DETAILS OF INDIVIDUALS ON A WEBSITE. Consult the HOC Contacts Book.

Appendix 1 - Team Organisers and Team Leaders

	Organiser	Team Leaders
Car Parking	Dave Arnot	Steve Chiverton Ant Clerici Barry Houghton Rollo Rumford
Registration (+Enquiries)	Colin Spears	Judith Evans Ashley Ford and family Rick Roberts and family
Start	Robert Vickers	Ian Hopkins David Williams Alison Sloman
SI and results	Mike Farrington	Mike Abbott Carol Farrington Judith Taylor John Embrey
Results (Manual Punching events only)	Carole Sparke	
String Course	THE EVENT ORGANISER	Alex Morgan and family HOC families with children
First aid	Andy and Penny Hemsted	
Control Collection/Search and rescue	THE PLANNER	Brian Hughes may be prepared to help for bigger events.
Finish	THE EVENT ORGANISER	The functions of the Finish Team have reduced since the arrival of SI punching, to the extent that personnel are no allocated to this team, which the Organiser must arrange. A list of possible jobs is in Section 7 and Appendix 10.

Appendix 2a - Example publicity flyer

A useful template for constructing flyers is available in another section of the HOC website

HOC DISTRICT EVENT and WMOA League Event
Sunday October 27thrd 2002
Worcester Beacon, West Malvern
OS Map 1:50 000 No. 150, Grid Ref. SO 767 445

Directions The north part of the Malvern Hills. Signed from the A449 in Malvern Link at the junction with the B4503 and B4219 at grid ref: SO 774 470

Car Parking : Hard standing off the B4232 West Malvern to Upper Wyche road. Please approach from the South via the Wyche cutting to avoid congestion in West Malvern. Grid ref of the car park SO 766 447.

Map : 1:15 000, 5m contour interval, Terry Foxton, revised 1997

Terrain : Step hillside with many tracks and contour features. Mainly open with some bracken and woods.

Electronic punching Using SI. Bring your dibber to registration. A dibber may be hired for £1.

Courses: White, Yellow, Orange, Light Green, Green, Blue.

Facilities: Ultrasport, catering, toilets in car park.

Dogs:- No restriction on the hills. Please keep on lead in the Car Park.

Entries On the day. Pre-entries via the HOC website also available.
www.harlequins.org.uk

Registration: 9.30 - 12.15

Starts: 10.15 - 12.30 **Courses Close** 14:30

Entry Fees: Seniors £5:00 Juniors £2.00,. Surcharge of £2 for non-British Orienteering members and for local British Orienteering members outside the West Midlands region. Car Park £3 to Malvern Hills Conservators

Officials:
 Planners: Brian Hughes HOC
 Controller: Judith Taylor HOC
 Organiser: Rollo Rumford HOC
 Tel:- XXXX XXX XXX (between 8 and 10pm only please)
 Email: YYYYYYYYYY

Safety:

All competitors take part at their own risk and are responsible for their own safety. The quarries near the car park and some cliffs on the hills are dangerous. Parents should make their children aware of this.

IT IS HOC/WMOA POLICY NO WHISTLE NO GO

- *DATA PRIVACY The personal data you give will be used by the event organiser only for the purpose of processing and publishing entries and result. Entry data will not be retained after three months from results publication or the conclusion of any protest or appeal.*

Changes/Late information. Refer to the HOC website www.harlequins.org.uk

Appendix 2b Additional information for Flyers for Regional (Level B) and Championship (level A) Events

This is an example only. The courses to be offered should be decided in conjunction with the Planner, and will depend upon the particular competition (e.g. Midlands Championship, Yvette Baker Trophy). For the BOF guidelines, see <http://www.britishorienteering.org.uk>, for WMOA Competitions see <http://www.wmoa.org.uk>.

Some competitors will be keen to enter the same colour-coded course as their peers/competitors, so it is important to provide information along the lines below in flyers and publicity at an early stage.

Courses Competitors may enter any course. The courses, draft lengths pre final controlling and suggested age classes are: (THIS IS AN EXAMPLE ONLY- THE RANGE OF COURSES TO BE DECIDED IN CONJUNCTION WITH THE PLANNER)

Black	12 km	M21	Technically hard
Brown	10 km	M35 M40	Technically hard
Short Brown	8.5 km	M18 M20 M45 M50 W21	Technically hard
Blue	6.5 km	M16 M55 M60 W35 W40	Technically hard
Short Blue	5.5 km	M65 W18 W20 W45 W50	Technically hard
Green	4.5 km	M70 W16 W55 W60	Technically hard
Short Green	3.5 km	M14 W14 M75 M80 W65 W70 W75 W80	Technically hard
Light Green	4.0 km		Quite Difficult
Orange	3.0 km	M12 W12	Moderate
Yellow	2.0 km	M10 W10	Easy
White	1.5 km		Very Easy

Apparently, SI guru Mike Farrington finds it easiest to have competitors entering by age-class and this can be arranged through the fabian4 event entry system.

Appendix 3 - Example competitor information sheet

VALLEY OF THE MISTS 29/2/2003

Whistles **MUST** be carried. It is HOC and WMOA policy that **NO WHISTLE NO GO**. Do not navigate by the gorse clumps as these are not all mapped and some that are have changed. Some paths are very wet and muddy. There is high bracken but the courses have been planned to avoid the worst. The start is 800m and 100m climb up a sometimes steep but generally good path from the N end of the parking field. Not suitable for baby buggies, though. An older competitor walking might allow 20 minutes.

INSTRUCTIONS FOR THE EVENT

1. Please complete the entry form you have been given, **before** going to map sales & registration – one form must be completed for each competitor.
2. **MAP SALES**. You must go to map sales (and SI card hire if necessary) **BEFORE** registration. There are some map corrections.
3. **SI CARD HIRE**. If you do not have your own SI card you must hire one. An SI card will be issued and its number will be entered on your form. Your form will be kept and information keyed into the SI system.
4. **SI REGISTRATION**. If you have your own SI card go to the SI registration tent. Give the helper your entry slip and enter your details by dishing a master station. Your course will need to be manually confirmed on the system.
5. **START TIME**. You must then go to the registration cars to obtain a start time for your selected course, which will be entered on the control description sheet for you.
6. **CLEAR**. At the start you will need to 'clear' your SI card. The 'clearing' units are located at the start. Please clear your SI card before your start time is called.
7. **PRE-START**. When your start time is called show your control description sheet to the official and enter the pre-start boxes. Your SI card will be checked at this point to ensure it has been cleared.
8. **START**. A punching start is being used. Your race time will start when you insert your SI card into the start unit so don't worry if you have to queue for a few seconds.
9. **On your COURSE**. Make sure that the CONTROL units beep and the lights FLASH when you 'dib' at each control on your course. You must take the controls in the correct order. Report any problems at the DOWNLOAD when you finish.
10. **FINISH**. Please ensure that you 'dib' at the FINISH control unit.
11. **DOWNLOAD**. All competitors **must** report to the DOWNLOAD whether you complete your course or not. **YOU MUST HAND IN ANY HIRED SI cards** at this point. Any cards lost or not returned will be charged at £17.50.
12. **COURSES CLOSE** at 14:30pm.
13. **HAZARDS** There are dangerous cliffs many of which are not taped. **YOU RUN AT YOUR OWN RISK**

THANK YOU FOR COMING, AND ENJOY YOUR RUN!

Appendix 4 - BOF Risk Assessment form

This has been changing frequently recently. Download the latest version from the BOF website. <http://www.britishorienteering.org.uk/page/rules>

**Risk Assessment for Orienteering**

Risk assessments are concerned with identifying the hazards (i.e. things which might go wrong or cause an accident/injury), evaluating the likelihood of a particular event occurring (i.e. level of risk) and putting measures in place needed to reduce or eliminate the risk.

Name of Club / satellite club name / after school club		
Name of person completing this form		Position of person completing form (coach, organiser etc)
Venue for session / event / activity		Date for session / event / activity
Name of person in charge of session / event / activity		
Risk assessment signed		Risk assessment dated
Risk assessment checked by (name, position and date)	Print name & position (coach mentor, controller etc):	
	Sign and date:	

Emergency Information

Emergency access point (for emergency vehicles)	Post code / grid reference:	Place from which signed:
Nearest A&E hospital:	Name and Post code:	Map available (where):
Working telephone:	Landline or mobile: If mobile (reception checked?)	Number:
First Aid cover	Name of first aider:	Located where?

The Risk Assessment

It is essential that the mitigation column is completed in detail so that the control measures and who is responsible is fully understood in advance of the activity / session / event and that all staff / helpers are fully briefed.

NB: it is not sufficient only to put warnings in preliminary information as there is no way of being sure that all participants will have read them.

Hazard – note under these headings (see suggested examples to consider)	Possible outcome / injury including note on severity and likelihood of occurrence	Mitigation <ul style="list-style-type: none"> • What control measure? • Who is responsible?
In area to be used (indoor / outdoor):		
Participants		
Other people/activities in area		
Weather		
Equipment		

Examples of hazards with the potential to cause harm

NB: this list is not exhaustive; nor will all these be present. It is given as an aid to the person completing the risk assessment.

<p>Area to be used: Indoors</p> <ul style="list-style-type: none"> • Floor surface • Other equipment/obstacles • Shared use (dining room / other activities) 	<p>Area to be used: Outdoors</p> <ul style="list-style-type: none"> • Uneven surfaces • Slopes/steps • Slippery surfaces • Tree roots/branches • Vegetation (prickly, stinging) • Wire / ruined fences • Walls to be climbed • Litter (glass, used needles) • Water (streams, rivers, ponds) • Cliffs / crags • Traffic (including road crossings) • Rail / tram lines • Mineshafts / caves • Military debris 	<p>Equipment:</p> <ul style="list-style-type: none"> • Pencils in hand when running • Pin punches • Cane tops • Tent guys • Electrical equipment – cables • Generators • Cooking equipment
<p>Participants:</p> <ul style="list-style-type: none"> • Clothing / shoes • Existing medical conditions • Unexpected reactions/allergies • Disorientation • Tiredness 	<p>Other people / activities in area:</p> <ul style="list-style-type: none"> • Walking dogs • Cyclists • Horse riders • Forestry operations • Park maintenance • Shooting / archery • Golf • Stranger danger 	<p>Weather:</p> <ul style="list-style-type: none"> • Cold / heat • Rain / snow / hail • Excessive wind • Lightning

1) Decide on what mitigations you will use for the hazards you have identified.

What precautions will you use or do you already have in place to mitigate the risks from the hazards identified? Examples of best practice ideas are listed in the main table and you should tick those that you will apply. You should add any other items which you are using specifically for your event. Make sure you consider all of the exposed groups that you identified in the previous stage.

2) Further action

What further action is necessary to control the risks not adequately covered? Give priority to those risks that affect large numbers of people and/or could result in serious harm. Can you:

- Remove the risk completely (but not the hazards inherent in orienteering)?
- Try a less risky option?
- Prevent access to a hazard (by guarding)?
- Organise things to reduce exposure to the hazard?
- Provide welfare facilities (First Aid)?

For help and further guidance on this form contact British Orienteering Federation, 8a, Standliffe House, Whitworth road, Darley Dale, Matlock, Derbyshire DE4 2HJ Telephone: 01629 734 042 (24 hours). Fax: 01629 733 769. Email: bof@britishorienteering.org.uk

Appendix 5 - Other useful contacts

See the HOC contacts Book, or the HOC website <http://www.harlequins.org.uk> for phone and email addresses.

NAME
Lester Evans Chairman
Brian Hughes Fixtures Secretary
Barbara Ford General Secretary
Colin Spears Mapping Officer
Peter Langmaid Equipment Officer
David Nevell ADHOC Editor
Mike Farrington SI Expert
Peter Langmaid webmaster
Treasurer Barry Houghton
Brian Hughes Events Support officer
Landowner Liaison Officers David Barwick, Penny Hemsted, Robert Vickers, Barary McGowan, Mike Farrington, Carol Pelusi

Appendix 6 - Toilet Hire

See the Main Guide, Section 2.13 and Appendix 14 for the risks of toilets being stolen over-night and the insurance issues.

Our regular supplier is SPACE MOBILES (See below). They provide a good service and know our requirements. First contact can be by letter.

Some toilet hire businesses deal mainly with construction sites and are not used to the needs of a sports event. Some of the following firms have been used for orienteering events before, others have been recommended by members from neighbouring clubs, still others are untried.

Trawling the web unearths many firms providing potable loo hire.

Prices are usually quoted as all-in, including delivery, set-up, collection (and servicing for multi-day events). VAT is extra. Delivery distance may increase the price, so use a firm close to the event. The hire firm may deliver the day before an event and collect the day after, so check who is liable for any overnight damage. Usually payment in advance but haggle! Always specify the expected number of competitors and times that loos must be available for use. They rarely provide enough loo rolls - buy some! Provide a site layout map.

Recommended: Level C events: one loo per 100 competitors; Level B (regional) and level A (Championship) Events: 6 loos + 1 urinal for up to 800 competitors; plus 1 loo per extra 100 competitors. Relays need more as start times are concentrated. Consider some provision at distant Start locations.

Midland International (Hire) Services, Hollyfast House, Wall Hill Road, Allesley, Coventry CV5 9EL (024 7633 6411, fax 0024 7633 8007). Big events only.

Portable Toilets Ltd, Allaston Road, Lydney, Gloucestershire, GL 15 4EX. 08702 407 208 [enquiries@portable](mailto:enquiries@portabletoiletslimited.com) toiletslimited.com. www.portabletoiletslimited.com.

Space Mobiles, Glebe Farm, Stanton Long, Much Wenlock, Shropshire TF13 6LQ (01746 712 602). SpaceMobiles@aol.com Contact: Jane. OUR USUAL SUPPLIER and used regularly by WRE.

Tardis Environmental UK Ltd., 74 Cannock Road, New Invention, Willenhall, West Midlands WV12 5RZ (01922 402 410, mobile 0973 361 272, fax 01922 402 805).

Thistle Loo Hire, Unit 21 Brindley Road, Dodwells Bridge Industrial Estate, Hinckley (01455 631 814 or 230 616/fax: 615 981). Contact: Mr McGillivray Used at Hopwas, Jan 1999 (Organiser: John Bennison 0121-323 2370).

Andys Loos. Worcestershire 01905 230 616. www.andyloos.co.uk info@andyloos.com

Flush-it Limited. Solihull, Birmingham. 0800 032 5713 www.flush-it.co.uk

Central Toilet Hire. West Midlands Mill Lane, Stonnall, Walsall, West Midlands WS9 9HN 01543 483 172 fax 01543 483 173.

Loos on the Move, Gloucestershire. Possibly mainly geared to the construction industry? Yard 5, Cambridge mills Industrial estate, Cambridge, Gloucestershire, GL2 7AA tel 01453 899 003, mobile 0797 373 7353, fax 01453 899 033.

Appendix 7 - Levies and BOF entry fee policy

The organiser need not concern himself too much with this. He will however need to provide the Treasurer after the event with the number of Senior and Junior runs, as levies are based on participation figures.

Depending on the type of event A,B,C,D levies may be payable to WMOA and British Orienteering. For Championship events (BOC and JK), special financial agreements are made between the organizing Region and British Orienteering.

Event Levy: Rates change annually. The Treasurer gets the current levy fee structure from BOF and pays using the participation figures provided by the organiser.

Event Entry:

The below is currently a matter of active discussion and may not apply. Discuss with the Treasurer. Event entry restrictions on non-members have been removed, with the possible exception of the various British Championships. From 2010, clubs will be expected to charge an excess (except at Local, Level D events) to non-British Orienteering members, as an inducement to 'independent' runners to join BOF or the club. The British Orienteering membership card must be produced by competitors at 'entry on the day' events to qualify for the cheaper rate.

At Level C and level B Regional and National events level A the cheaper rate applies to National members of British Orienteering or for Local only British Orienteering members if the event is in WMOA. For Local events level D there is no cheap rate for British Orienteering members. The additional income is retained by the organising club.

Typical fees are decided by the Committee. Discuss with the Treasurer and budget for any special items require for your event. The Treasurer can provide a tool to aid budgeting.

Appendix 8 - BOF rules and Guidelines of particular value to the Organiser

Go to BOF website www.britishorienteering.co.uk

Home Page

Events, Rules

BOF rules and Appendices

Rules and Guidelines 2007 (or whatever version is current)

Particularly of relevance to the Organiser are:

Appendix E Event Safety

Appendix F Environmental Good Practise

Appendix G Protests , Juries and Appeals (Regional events and higher)

Appendix L Selection, Seeding and Start Lists. (Major events only)

At the time of writing all of these were in pdf form, which means you will need 'adobe acrobat' to 'translate' it. This may be downloaded free from the internet, at www.adobe.co.uk.

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Appendix 9 – Traders

Scotts Travelling food and drink outlet, popular at O events.

Successor to Wilf's Café.

Jane and Ean Scott

www.scottseventcatering.co.uk

Scott@Plumgarths

Lake District Food Park,

Crook Road,

Kendal,

LA8 8LX

Tel 01539 740 340

Email via website

Ultrasport Popular O kit retailer

Ian Kevan, Nova House, Audley Avenue Enterprise Park, Audley Avenue,

Newport, Shropshire, TF 10 7DW.

Tel 01952 813 918, Fax 01952 825 320

www.ultrasport.co.uk

Compass Point Popular O kit retailer

Rick and Angela Houghton

10 Market Square, Lytham, Lancashire., FY8 5LW.

Tel 01253 795 597. Fax 0123 739 460.

rick@compasspoint-online-co.uk

Appendix 10 - Information to send to Team Leaders

You may find it useful to amend these Word Files to suit the particular circumstances of your event and send them to your Team Leaders at an early stage of the organisation.

Car Parking

Responsible for:-

Signing to event as agreed with organiser.
 Marshalling of vehicles into safe parking positions from car park entrance.
 Collection of any parking fees.
 Issuing of any written instructions or entry forms to competitors.
 Marshalling of vehicles as they exit the car parking area (if necessary for safety reasons).
 Removal of all direction and other signs
 Ensuring that they can find and direct the First Aid team to the Finish.
 Knowing directions to the nearest Hospital from the car park.

Materials required:-

Signs.
 Pointers for directing cars.
 Fluorescent vests
 Cash float if parking is being charged for.
 Bucket or other container for float and received payments.
 Cash bags to stop notes blowing away.
 Printed materials from the Planner or controller to be handed out to competitors (if any).

Registration

Responsible for:-

Hire of SI cards (if used)
 Organising a convenient way for competitors to enrol for the competition.
 Enrolling competitors onto correct course against defined time slots.
 Recording specific data required for use in checking competitors later in the competition or during results preparation or account preparation.
 Collecting of payments (as required).
 Issuing materials to competitors – maps, control cards and control descriptions.
 Uploading competitor details of EOD into event network.

Materials required:-

Cash float.
 Clipboards.
 Forms required by event officials (for use in completing accounts, checking for missing competitors etc).
 British Orienteering Incident report form.
 For major events only, complaint/protest forms.
 Control descriptions.
 A large board with one copy of each set of control descriptions, protected from the weather.(if a set of descriptions runs out, then competitors can copy from this reserve resource.
 Pens.
 Area for hire of SI cards (if applicable. This may require a tent, tables, additional cash float, SI cards themselves, pens, receptacle for any completed forms.
 Area for the SI Team for the loading of electronic competitor registration details. This may require

a tent, or caravan, tables, appropriate height chairs, desk light (in winter), laptops and power supply (typically shared with download area).
 Signs for directing competitors through the registration process (see Organiser's Guide, Section 5).
 Sign saying Whistles are compulsory.

For manual punching events with master maps:

Blank maps,
 Control cards

Start Team

Responsibilities:-

Getting the maps from the Organiser and transporting them to the start.
 Taping the route to the start from the car parking area and collecting the tapes once all starters have left.
 Setting up and taking down the start area materials.
 Ticking off competitors on a list, if the Organiser is using this system as part of his safety procedures. A clip board helps.
 Setting out any necessary taped boxes to be used for the start (recommend 2 for Regional and National Events and at least 1 for District)
 Ensuring that the clock is synchronised with the finish clock.
 Ensuring that competitors know where the start kite is located and the arrangement of the map bags (pre-printed courses) or master maps (blank maps).
 Ensuring that competitors start at the correct time.
 Ensuring that control card stubs are collected (manual punching only).
 Delivering these stubs to the finish team (manual punching only).

Materials required:-

Tape, hammer and pegs.
 Start Clock and watch.
 Pens, Clip board.
 Time indicator
 Maps in course boxes (if pre-printed courses are on offer).
 Start banner.
 SI units if necessary – clear, check and start punches (the later only if a punching start is being used).
 Sign saying Whistles are compulsory.
 Stub holder (not essential, manual punching events only).
 Sign Board indicating the positioning of the map boxes, (by course (Regional Events) or colour (District and Local Events)).

Finish Team:- (The Responsibility of the Organiser)

Jobs to be done before the event by the FINISH team, which is selected and arranged by the Event Organiser

Responsibilities:

Set up Finish Lane with any taping from last control as agreed by controller.
 Ensure that Finish Line is clearly marked, by a large banner.
 Ensure that a drinks supply is maintained during the competition unless this is being provided by a separate team at a different location.

Tape route from Finish to download (or assembly for a manual punching event).
 Make sure that Finishes are manned, if they are not in sight of the assembly area.
 Remove all tapes and equipment after the event.

For manual punching events.

Determine the order of each individual finisher (as opposed to groups).
 Allocate time to each finisher.
 Collect control card and ensure that finish time can be cross referenced to this (normally using cloakroom ticket).
 Write up finish times on control card.
 Results Team: Cross reference finishers control cards to stubs provided by Start team (safety issue).

Materials:-

Tape, mallet and pegs.
 Stakes for lane marking.

For manual punching events

Staples and staples for DIY results display.
 Cloakroom tickets.
 String for DIY results display.
 Finish tent.
 Tables, chairs, required for control card checking team.
 Boxes/containers for separating out control cards for the various courses.
 Pens, rubber bands.

SI Events only should consider the following additional responsibilities:-

Marshall competitors into download area.
 Ensure that each competitor downloads data correctly.
 Deal with immediate competitor queries.
 Provide split time print-outs.
 Ensure that data is maintained and backed up as necessary.
 Post results on HOC display boards.

Equipment:-

At least 3 laptop PC's appropriately networked.
 At least 2 thermal printers capable of operating in damp and cold conditions.
 Facility for providing competitors with splits.
 Generator with power surge protector (to allow for printer kick ins).
 Tables.
 Caravan or marquee (to be hired?) or other dry area capable of providing protection for electronic equipment.
 Stakes for lane marking.

Results Team:-

Responsibilities:-

Manual Punching Events

Checking control cards to ensure that all punching is correct. This should be done on the day to sort out any problems, unless exceptional circumstances make this impossible. Card masters should be provided by the planner, otherwise check at least 3 cards for a common, correct

pattern to become clear.

Resolving any control card queries with the controller and organiser.

Calculating competitor times.

Materials:-

Control cards.

Pens to indicate errors in punching.

Appendix 11 – Production and publication of results

After SI events, Provisional results can quickly be posted to the HOC website. This is the responsibility of the SI team Manager. Results could also be downloaded to the British Orienteering website, but at this stage must be clearly marked as provisional. After a manual punching event, there is much typing to be done. This is the organiser's responsibility but may be delegated.

For final results:

1. The planner must provide the distance and height climb for each course.
2. After a Level B event the planner calculates the Badge Standards (The SI software may do this automatically). The results should be confirmed by the Controller, who has the authority to adjust Badge Standards..
3. Ask the planner and controller to write comments on the event to add to the result package. They will wish to see the provisional results first.
4. The controller should check results before final results are published.
5. Post printed results to those who have paid/requested them. Send copies to other interested parties, e.g. the landowner.
6. Post Final Results to the HOC web-master and to BOF website.
7. After a Level B (Regional) event (or higher) send final, corrected results to the National Rankings scheme (details on www.britishorienteering.org.uk.)
8. After an event with colour coded courses (Level C and D events) send a copy of the results (to the HOC web master, to the WMOA Officer who runs the Colour Awards scheme, and to the WMOA Officer who coordinates the WM League if your event has been a WM League event. Alternatively direct WMOA interested parties to the results section on the HOC website.

Materials:-

PC.

Data files from event.

Control cards (if any).

Appendix 12 - Equipment needed by the Organiser

Car Parking

Bibs
Fingers
Road signs
Container for collecting Parking fees
Float

Registration events using manual punching

Time Sheets (Start Lists). One for each course (starts normally 10:30 to 12:30 extend this to 10:00 to 13:00 for helpers' starts.).
Clip Boards
Descriptions of Courses (from planner) for windscreens
Control descriptions (from planner)
Control cards
MAPS (from planner)
Signs – "MAP SALES"
"ENQUIRIES"
"REGISTRATION",
"MAP CORRECTIONS"
"TO THE START"
"First Aid"
"Toilets"
Map corrections (from planner)
White and Yellow master Maps (from the planner)
Cash Float
Boxes for money (one for coins, one for notes)
Results Bin and envelopes 30p
Sellotape
Scissors
Pens
For WM League and Compass Sport events, a board detailing the class/course combinations.
Master set of control descriptions, protected from the weather and displayed on a board (in case they run out)
Paper, in case of above.

Registration for events using SI

Tent, tables and chairs.
Registration procedure Signs (Stages 1 to 4)
Clip boards with start lists and pens
Boxes for control descriptions (one for each course)
Separate Cash Floats in boxes for map sales and dibber hire.
Sheet from the SI Team and clipboard for recording dibber hire details.
Course details, control descriptions, map corrections and white/yellow master maps from the Planner.
Spare SI entry forms- usually given out at the car park entrance- if this back up safety system is being used.
For SI events, backup data to resolve mis-entries into the Computer system.
Signs directing competitors through the registration system (see guide Section 5).

For WM League and Compass Sport events, a board detailing the class/course combinations.

Master set of control descriptions, protected from the weather and displayed on a board (in case they run out.)

Paper, in case of above.

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Start Stakes and Hammer
Tape
Pegs
Stub collection box
Master Maps (from planner for non pre-printed course events)
Map Boxes for each course (for C4 and above events with pre-printed courses)
Sign showing layout of Master Maps for events with blank maps,
Sign showing layout of Map Boxes for events with pre-printed courses/maps.
Cover for Master maps, Poles, pegs (if required).
Plastic sheeting

Spare whistles
Start banner
Start time indicator (from the Start Team Organizer)
Start Clock (from the Start Team Organizer)
Small tent
Chairs for helpers (optional)

Finish Finish banner
Stakes and mallet
Tape
Staplers and staples
String
Numbered raffle or cloak room tickets if using Manual punching.
Rubber bands
Finish clock (from the Start Team Organizer)
Tent
Chairs
Tables

Results Tables
Chairs
Tent
For Manual punching Events:
Stub Boxes
Boxes for control cards (one for each course)
Rubber bands
Pens
Water Proof Pens
Spare paper
Stakes, string, staplers, staples (for results line.)

Drinks Water containers
Drink stand or table
Orange squash
Plastic cups
Black rubbish sacks

String course

HOC reel of string
Control pictures
Stakes and canes
Set of 11 string course punches
Special maps (if available, may be produced by the Team running the string course on the day. Lester Hartmann and Brian Hughes may have copies of some courses used in the past.

SI Team

Will probably take their own equipment, but the Organiser should check this.

Useful sundries

Large hammer
Nails
String
Spare canes/stakes
Blank boards/paper/waterproof pens (to make extra signs if needed)
Polythene Map bags (to cover signs in rain)
Masking tape
Club banner

Appendix 13 – Registration Systems

A Competitions using Manual punching-Organised registration

The competitor should:

1. Select their course from the board provided by the Planner or signs on car windscreens.
2. If the master map system is being used pay the fee and collect a blank map, usually from a separate car.
3. Go to registration (normally in a car or cars) where they can select their start time and have this recorded by the entry official for the relevant course. If pre-marked maps are being used, collect the fee in exchange for a control card and control descriptions. One window deals with between one and three courses. Collect control card for their particular course. The registration team must ensure for timing and safety purposes that at least the competitor's name and start time are recorded on the card and the stub. Tell the competitor to complete the rest of the card. Collect control descriptions for the desired course.
4. The team leader will normally provide the registration team with prepared start lists with available start times.
5. Go to Map corrections (if any, they should be clearly signed) and then the Start.

B Competitions using Manual punching-Self registration

The competitor should:

1. Select their course from the board provided by the Planner.
2. Purchase map, usually from a car
3. Go to registration (often in a tent equipped with tables) where they can select their start time. Record name, age class and club) on the start sheet against specific start time.
4. Collect control card and complete all the details. Collect control descriptions for the desired course.
5. Go to Map corrections and then the Start.

C Competitions using SI punching - Self registration. (normally used at District, Local and informal events.)

1. The competitor chooses his course and start time and records his details, course and start time on sheets provided. (i.e. self-registration - usually in a tent.)
2. All competitors now proceed to a second station to buy a map (if the master map system is being used or to pay the fee in exchange for control descriptions.
3. Competitors needing to hire an e-card also 'buy' this here. (This keeps monies in one place, usually a car.)
4. All competitors now proceed to the third station, the S.I base, and their details are recorded through the process of 'dibbing' in an S.I. unit specially provided.

D Regional and higher events using SI punching.

- a). **Competitors who have pre-entered and have their own S.I. card.**
They need do nothing and may go straight to the start.
- b) **Competitors who have pre-entered and do not have their own S.I. card.**
 1. direct to SI hire point.
 2. direct to SI base to register electronically.
- c) **Late entries/entries on the day (if available)**
 - a. direct to enquiries point to see if there is still space on the required course and available maps
 - b. then direct to SI hire point if they have no card and in either case then to SI base to register electronically.

E Competitors doing colour coded courses at Regional events and above.

If pre-printed maps are available at the start, the procedures in **C** above apply, though when they pay they will get control descriptions but not get a map.

If a master map system is being used, a system such as that described above in **C** may be used.

Appendix 14 – Equipment Insurance – Risk management

ORIENTEERING CLUB INSURANCE RISK MANAGEMENT PROCEDURES

NB – THIS INFORMATION TOGETHER WITH A SUMMARY OF THE COVER, MUST BE MADE AVAILABLE TO EVENT ORGANISERS WHO MUST READ AND ABIDE BY IT FOR THE PRESERVATION OF PREFERENTIAL COVER AND/OR TERMS FOR CLUB'S EQUIPMENT INSURANCE

- Use of own club equipment is automatically included
- Use of another club's equipment is automatically included if the club is insured by British Orienteering..
- For equipment hired for a National or Championship event, use a Form provided by the major Events Advisor (if this role still exists) to arrange cover for all hired or borrowed equipment, being sure to check the replacement value with the owner.
- Where there is a possibility of the extra sum insured for a single event exceeding £10, 000 allow at least a week to negotiate cover
- Do not use computers (portable or desktop) anywhere where there is exposure to dampness. Using a flimsy club tent for results when the weather forecast is anything but fair to good is asking for trouble
- Do not erect tents, particularly "marquees", if windy conditions are forecast, or plan for a sheltered location and additional guy ropes
NB What is a "marquee"? This is taken for the purpose of this policy to be a large tent with a value in excess of £1, 000 comprising a frame and heavy duty canvass roof, and curtain walls.
- Marquees hired professionally should be insured with the owners. British Orienteering's underwriters do not want to encourage including marquees on this policy.
- Storage locations should be adequately secured. Garages require a manufacturer's lock for "up-and-over" doors or a substantial padlock and hasp bolted through the door.
- Do not use the storage location(s) where you keep bulky items for equipment that is susceptible to damp or of significant value. This would include maps, e-punching boxes and time clocks as well as the obvious things like computers
- Portable toilets must not be left in "exposed" places, i.e. NOT on open land, lay-by or public forest track. Preferably use a farmer's field that can be padlocked or a concealed location. Consider camping nearby overnight. These units are more attractive than you might think. If stolen they can be taken far away and profitably hired out to contractors and the like. In the event of security being marginal the units must be chained down and locked. Check security and the insurance position with the hirers before hiring. so check with the owners before committing to hire.
- Ensure that electrical/mechanical equipment left in an unoccupied vehicle is concealed from view if of any value and that the vehicle is fully locked.
- Breakdown whether electrical or mechanical and whether of computers or any other equipment is not (and never was) covered, and nor are gradually operating causes of damage such as damp. mildew or vermin.
- Cash, consequential loss and cancellation are not (and never were) covered.
- Unexplained loss is not covered (and never was) so ensure that all incidents involving theft are immediately reported to the police, however bizarre that may seem to them!

It is HOC policy that the club's Insurance Policy is lodged with The Treasurer, who you should contact as required.

In case of loss or incident

Get a crime reference number from the police for any report that you make. This will be required by the Insurance Company.

Appendix 15 Search and Rescue

http://www.britishorienteering.org.uk/images/uploaded/downloads/events_appendix_e.pdf

It is sensible to print this in advance as you will need to needs to be calm and methodical if the worst happens, which this document adequately helps with. Ask your Planner to ask control collectors to bring their head torches.

The Organiser may prefer to use the HOC tick box version below.

HOC Search and Rescue Plan

Event Location Date Search Co-ordinator
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Emergency contact (numbers. Team leader: Local Police:	called? YES/NO
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name	Mobile (Team number

Before event

- Search co-ordinator must ensure that sufficient experienced persons remain at event should a search be required, preferably 6 people
- Notify appropriate services that an event is taking place e.g. mountain rescue
- Purchase a SAR kit
- Check mobile phone reception at 10 marked points in search area
- Have sufficient maps ready for search team
- Have 3 emergency first aid kits, 3 space blankets and 3 torches that work
- Search co-ordinator must have very clear directions (if needed) to direct emergency services to area
- Arrange for an experienced orienteer to meet Emergency Services

If a participant is reported as unduly late back or missing:

1. Check participant has not returned and search is warranted by: (tick check boxes)

- Double check start lists with finish lists via SI team (if appropriate).
- Check with family or friends
- Call participants mobile phone
- Check whether car has gone

2. Gather information

Information about missing person:
Course
Name and age
Fitness level
Time out
Any known/perceived medical problems
Clothing participant is wearing

- Compare actual completion times with estimated completion times for participant
- Narrow research area by asking if anyone has seen participant while competing
- Consider likely hazards and estimate distance travelled
- Consider likely perimeters that participant may have made their way to if lost e.g. bordering roads, tracks
- Consider amount of daylight remaining, weather conditions, and whether to refer search to Emergency Services

Essential Preparations for Search

- Locate search base
- Plan preliminary search (see later)
- Search team identified, record names, circulate mobile numbers
- Allocate time for preliminary search

Briefing Details

Preparations for search:

- Shared same information about participant (as above)
- Search area defined for each group out?
- Whistles, torches, first aid kit, SAR kit, space blanket, water, extra clothing?
- Briefing details:

1. Don't touch any effects suspected of belonging to participant but note position and report (should search dogs be used later);
2. Pause frequently, looking ahead, backwards and to the side, calling out the person's name. Don't use whistles unless (5) and (6) below;
3. If you find participant and they require further assistance, use normal whistle call for help = 6 1s blasts at 1s intervals, repeat at 1m intervals;
4. If search over or called off, 10 short whistle blasts every minute;
5. If participant is found and cannot move, one searcher stays and one goes to base;
6. Return to base by the predetermined time.
7. Search procedure continues until lost participant is accounted for and all search team members have reported back. (see below)

Preliminary search	Time out:	Time in:
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Team 1: perimeter and/or a main track or

Team 2: sweep of course of missing person in direction of course following likely route choices and other defined possible areas.

Team 3: sweep of course in reverse direction and other defined possible areas.

Termination of Search

Q Participant is found and is OK or

Q If preliminary search fails, reassess and/or decide to inform Emergency Services based on

1. How much daylight is remaining
2. how long search has taken so far
3. If participant has been found and is injured

Next Step

Q Tell Police a search is required

Q Notify emergency contact for participant if possible

Q Insure info is ready and up to date for Emergency Services

Appendix 16 Road Crossings

Organisers are acting in an enhanced loco parentis role.

The BOF guidance is very clear – do not have a crossing for under 16s unless the road has a reduced speed management system:

'In the eyes of the law, the Organiser is acting in loco parentis for children under the age of 16 and must be seen to take precautions over and above what a careful parent would take for the safety of their children. In practice this will mean that courses for M/W16 and below will not be able to cross roads with significant traffic. Roads with

traffic management that induce low speeds (15mph as on many campuses) are acceptable but busy public roads are not.'

For adults always place RUNNERS CROSSING warning signs.
Consider having marshals and/or timeouts. Liaise with the Planner, and also with the SI Team if a timeout is used.

Brian Hughes

HOC Event Support Officer

UPDATE 13/07/2011