

## HOC Organiser's Guide

This guide can be easily changed and updated. If you have any comments or suggestions about its content please let Brian Hughes 01905 21001 know.

The Data Protection Act and other considerations means that e-mail addresses of individuals are not displayed on this website. See the HOC Contacts Book, or ask the Event Support Officer.

***I would like to acknowledge the substantial debt this owes to work by Ralph Phipps for the TVOC Events Manual and previous guides by Judith Evans and Judith Taylor of HOC.***

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## 1. INTRODUCTION

Congratulations!! If you're reading this for the first time it's probably because you've been asked to organise an event for the club. Many thanks for agreeing to take on the job, and good luck. We hope these notes will help you work out how to do it. Without people like you there would not be any events to go to! If you need any help or advice these notes should serve to direct you towards the right people. See the latest ADHOC magazine for names and telephone numbers of the various club officers. If you get stuck your first point of help is the Event Support Officer. He can liaise directly with the HOC committee on your behalf. When the dust has settled after the event, if you have any suggestions about how to improve this document or the Area file, please pass them to Brian Hughes.

These notes are intended to describe the various aspects of organising an orienteering event. Anyone involved in running an orienteering event is recommended to read the BOF Rules & Guidelines. These are available on the British Orienteering website (<http://www.britishorienteering.co.uk>). The format of documents e.g. Risk Assessment forms changes regularly and should be downloaded from the BOF site to ensure that the correct version is used. How much is relevant will depend on the size of the event.

As of 05.07.2011 this information can be accessed via the BOF site and Events-Rules and /or Documents-Events. Information available includes the Rules of Orienteering, Event Guidelines (e.g. re Yvette Baker trophy, Peter Palmer Junior Team Relay, etc), Insurance, risk assessment, Incident/accident Report Form, etc.

For events specific to the West Midlands consult the West Midlands website. <http://www.wmoa.org.uk>. The Club Championships Rules care on the HOC website <http://www.harlequins.org.uk/reference.html>

All Organisers should read the following as background:

BOF Rules: Appendix E Event Safety.

For larger events, these are of particular importance

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)

How to access up to date versions of these sections from the BOF website is in Appendix 8 of this document. The Organiser should consult the event Controller if they require clarification on any point.

## 2. THE ORGANISER

### 2.1 The Organiser's role

The Organiser is one of three main officials appointed by the Club or Region to stage an event. The other two are the Planner and the Controller. BOF Rule 4 lays down the duties of these three main officials. For Regional events (and below) the planner and organiser are appointed by the club and the controller by WMOA (West Midlands Orienteering Association). It is usual for them to be appointed at about the same time, normally several months before the event. They must satisfy the requirements of the British Orienteering Rule 4 and Appendix C.

From the outset the Organiser will have to co-operate with the Planner and the Controller, but the Controller will spend more time overseeing the efforts of the Planner than the Organiser. The Controller will need to be satisfied that attention is being paid to the fairness and safety aspects of the event. However, responsibility for safety issues lies ultimately with the Organiser.

Most of the Organiser's work is done before or after the event. On the day, after satisfying him/herself that the helper teams have no problems, the Organiser should not have any specific job, and must be free to deal with any problem that may arise. It follows that you may need to step in to a vacant role if there is a shortage of helpers! You should try to avoid this by ensuring that you have a few unassigned helpers available on the

day.

## 2.2 First Things to Do

a) A file of Area Information relevant to your event is held by the appropriate Landowner Liaison Officer. <http://www.harlequins.org.uk/reference.html> (Landowner Liaison Officer's Areas) lists the Officer who has the details for your area. Read through this document, which lists all the information HOC has on the event area. You should find details of areas used for parking in the past, sensitive issues relative to the area, contact phone numbers, etc. Some of this information you will need to share with the Planner.

b) Ensure the Permissions Officer (Landowner Liaison Officer) has obtained permissions for the use of the area. Are there any new restrictions/conditions on use? Please, liaise with the Planner about any restrictions. You should get a copy of the permissions from the Permissions Officer and give the Planner and Controller copies. A copy of the British Orienteering liability insurance, incident report form and risk assessment form should be downloaded from the BOF website (see below under event safety). If you are parking off the area you will need to get permission for this. Remember that even when Permission has been granted owners and locals do like to be kept informed. (Contact details may be in the Area File-the Permissions Officer stores information specifically relevant to obtaining permissions.)

c) Provide the Planner and the Controller with copies of (i) British Orienteering Public Liability Insurance (ii) Letters of permission from landowners. Copies of these should be available also on the big day.

d) Check via the BOF website that the event has been registered with BOF by the Fixtures Secretary. If you and the Planner make any changes, e.g. to car parking, limitation on types of courses, etc., let the Fixtures Secretary know so that the BOF website can be updated. This provides good publicity and is the basis from which BOF, Compass Sport, WMOA and HOC Fixtures lists are prepared.

e) Once permissions are in place, but only then, confirm with the landowner(s) any arrangements already made - YOU are the organiser now. Are there any out of bounds areas, dog bans, tenant farmers, taped routes, shooting interests, lambing ?, etc. REMEMBER to let the planner know!

## **PUBLISH DOG BANS IN ADVANCE, ENFORCE THEM WITHOUT EXCEPTION**

### 2.3 Teams of Helpers

To reduce the burden on the organiser, HOC operates a team system for events of District Event standard and above. All club members have now been allocated to one of the following teams:

CAR PARKING  
REGISTRATION AND ENQUIRIES  
START  
E-PUNCHING SYSTEMS, FINISH AND RESULTS  
STRING COURSE  
CONTROL COLLECTION/SEARCH +RESCUE  
FIRST AID

Club members are no longer allocated to a FINISH team. **Some of these jobs will still need to be done**, and this is the one team that the Organiser must arrange himself. A list of possible tasks is outlined in Section 7, and repeated in Appendix 10.

Most teams have a Team Organiser and from between 3 and 4 Team Leaders who are responsible for providing/recruiting helpers from their team for each event. For each event, the team organiser will appoint a team leader from their team who will be responsible for recruiting and running the team on the day of the event. One of the first jobs of the Organiser is to contact the team organisers and find the identity of the team leaders for the event. Details of the team organisers and team leaders are in Appendix 1 at the end of this document. They are also sent out with the HOC Contacts booklet. The Event Support Officer should be able to send you an updated version electronically. The Organiser should contact all the team leaders for his/her event to discuss event requirements approximately 8 weeks before the event. The Organiser should also keep in touch with the team organisers in order to advise them of any requirements for the event, for example to advise where direction signs should be placed. It will be necessary to decide whether the

organiser or the team organiser/leader is to provide the necessary equipment from the HOC store for the event.

**If for any reason, it was necessary to use manual punching for an event**, it would be essential to recruit an additional Team Leader to deal with results and control card checking, as the current HOC Team system is naturally geared to events using SI Punching.

## 2.4 Organiser's Timetable.

The following table gives some idea of the time-scale of planning for a Level C (colour-coded) event, and when certain jobs should be done by the Organiser. Note that for bigger events Level A (Championship) and level B (Regional) many of these tasks should be done earlier.

MONTH	ACTION
<b>ASAP</b>	Check that all land permissions have been correctly obtained. Contact Fixtures Secretary about this. Confirm if any areas of a map are NOT covered by permissions.
	Get the area file from the Landowner Liaison Officer.
	Ensure Fixtures Secretary has submitted event registration details to BOF. Discuss with the Treasurer and prepare and agree event budget. The Treasurer may only require this for large (Level C and above) Events.
	Make booking for St John Ambulance or Red Cross (if required). They normally require a substantial amount of notice. Contact details in Area File. Alternatively and more commonly for District Events, HOC provides its own First Aid cover. Consult with the Team Organiser that this will be available on the day. A list of qualified first aiders is part of the HOC helpers list.
<b>3</b>	Liaise with Planner over Car Park, Start and Finish location and suitable area for String Course. Amend BOF registration via the Fixtures Secretary if necessary.
	Liaise with Planner over whether event is to use electronic punching. This decision will often have been made by the HOC committee. Ensure a capable team will be available on the day (first contact for SI is Mike Farrington.) Amend BOF registration via Fixtures Secretary as appropriate.
	Prepare publicity (see example in Appendix 2) Flyers, tri-fold leaflet, etc.
	Inform local police.
	Order toilets. Consider their security if they are to be left overnight. Discuss the insurance position with the hirer before agreeing a contract. See Appendix 6 and 14. Check whether local facilities are available. Some are closed on Sundays.
<b>2</b>	Distribute publicity (see later)
	If pre-printed OCAD maps are to be used, the number to be printed can be left to a relatively late stage in the process. One of our regular printers, Alan Halliday of OD ( <a href="mailto:maps@print5.co.uk">maps@print5.co.uk</a> ) can often deliver with less than 2 weeks' notice, but should be consulted before this. A longer lead time is needed to print offset litho maps.
	If a master-map system is to be used, confirm with planner who is responsible for providing the blank maps on the day.
	Discuss the event with team leaders, detailing special requirements and agree time of arrival of team leaders for the day and their helpers.
	Determine where registration, toilets, traders, etc. are to be located on the day
	If you need any special equipment, or signs making, give the Equipment Officer plenty of time to provide or make.
<b>1</b>	Agree with the Controller on a method for checking for "missing competitors"
	Remind the Planner that he is responsible for taping off dangerous features in the competition area.
	Prepare map identifying position of any road signs for Car Park team.
	Make arrangements for producing results (see later).
	Prepare information sheet for competitors, if required. Consult with the Planner and controller before this is published. See Appendix 3 for an example.
	Prepare Risk Assessment form (see later).

<b>MONTH</b>	<b>ACTION</b>
	Inform any local residents who may be affected.
	Confirm if you will be required to collect or organise any equipment for use on the day. Teams may already have this, but you should check this assumption!
	Check with the HOC Equipment Store Officer that all your requirements, e.g. squash, signs are available or ask for them to be bought or prepared. For the increasingly rare manual punching events, ensure that control cards and finish tickets are available.
<b>1 week before</b>	Check that everything is ready with other officials.
	Check delivery of maps. The planner may have arranged directly with the printer re the collection of pre-printed OCAD maps. Collect maps from the planner or the Mapping Officer.
	Check location of nearest telephone, or have a mobile available.
	Determine whether other officials will have mobile phones available and make list of numbers or preferably ensure that all helpers pre programme important numbers into their mobile 'phones.
	Know location of nearest hospital A+E department.
	Get control cards of the right different colours if pin-punching is being used.
<b>1 day before</b>	Collect keys for gates, maps, control descriptions, course descriptions, maps with corrections, white and yellow master maps, if applicable. For large events, (usually Level C and above), blank maps for the start lanes. Check you know where all these go on the day. Ensure that if there are second master maps that it is clear whether the Organiser or Planner is taking the responsibility for their placement.
<b>Day of event</b>	Give information sheets to Car Parking team for distribution to cars on arrival (if required).
	Co-ordinate activities of helper teams.
	Ensure that Start and Finish clocks are synchronised.
	Confirm method of finding controller/planner in an emergency. Ensure that Enquiries have the contact information.
	Have spare maps available for use in emergency (search).
	Have copies of courses available for searches.
<b>Later</b>	Collect cash and results envelopes from registration. Consider the security of the cash.
	Check with Finish team that all competitors are accounted for. Inform First Aiders and the Search/Rescue teams accordingly.
	Resolve any queries concerning competitors with Controller to ensure that results team have clear info needed for completion of results.
	Check controls have been collected (Planner should arrange this) and that Planner and control collectors have all safely returned.
	Clear site, remove litter, return keys.
<b>After the event</b>	Pay bills and submit event account to Treasurer including all receipts.
	Provide the Treasurer with the data he needs to submit of levy returns to British Orienteering and WMOA.
	Send letters of thanks.
	Results. The Controller decides on colour standards and Badge standards so will need to be consulted before final results are published. The SI team leader normally ensures that provisional results are posted to the HOC website and British Orienteering websites asap. The Organiser may produce printed results, which are posted to competitors, who have paid/requested this service. Appendix 11 has full details.
	Send copies of results to event officers, landowners, and other interested parties.
	Pass updates on the Area etc, to the Landowner Liaison Officer.

## 2.5 Finance and Budget.

Normally the HOC Committee will fix the entry fees after consultation with the Treasurer and based on known /projected expenses.

**Fees** Please ask the Treasurer for a copy of the EVENTS BUDGET PLANNER. This is an Excel spreadsheet that contains typical costs as a way basis and can be used to determine the likely financial outcome with various competitor numbers. The following are typical only.

### EVENT Budget Planner.

**ONLY YELLOW FIELDS CAN BE INPUT. REST OF IT WORKS OUT.**

Number of senior participants expected = 150  
 Number of junior participants expected = 20  
 Total Participants = 170  
 Senior entry fee = 8 (Note helpers get half price, non |  
 Junior entry fee = 3

Number of toilets 2

Income			Expenditure				
Entries	Carpark	Others	Access Fee	Parking	Toilets	Maps	Planners Exes
£	£	£	£	£	£	£	£
1260			125.00		100.00	97.35	50.00

**Notes** If Access fee known then put in correct figure, £100 is used as a rough guide only, varies from Nil to £1000;  
 Maps based on number of entrants times 30% and A4 maps at 35p each plus £20 set up.  
 Toilets based on minimum one plus one extra for every 100 entrants over 100.  
 Others, cover generator, fuel and other misc costs that do occur  
 BOF Levy calculation will change in 2011

### Surplus hoped for

For level 2 it would be nice to clear £1000 and preferably £1250  
 For level 3 old colour standard £300 to £400 is the target  
 For SEE and WEE etc the object is to at least break even and hopefully make a bit of money

This is not 'live' A working version is available from the Treasurer and the HOC website.

**2010 Budget Planner.****ONLY YELLOW FIELDS CAN BE INPUT. REST OF IT WORKS OUT.**

Number of senior participants expected = 200  
 Number of junior participants expected = 20  
 Total Participants = 220  
 Senior entry fee = 9 (Note helpers get half price, non BOF charged £2 extra)  
 Junior entry fee = 4

Number of toilets

3

(Participant numbers for BOF)

Income			Expenditure								
Entrants	Carpark	Others	Access Fee	Parking	Toilets	Maps	Planners Exes	Organiser Exes	Controller Exes	BOF Levy	WMOA Levy
£	£	£	£	£	£	£	£	£	£	£	£
1880			250.00		159.00	120.10	50.00	50.00	50.00	232.00	€
									for 2011	303.15	

**Notes** If Access fee known then put in correct figure, £100 is used as a rough guide only, varies from Nil to £1000, could be much more.  
 Maps based on number of entrants times 30% and A4 maps at 35p each plus £20 set up.  
 Toilets (Space Mobiles) based on minimum one plus one extra for every 100 entrants over 100.  
 Others, cover generator, fuel and other misc costs that do occur  
 BOF Levy calculation will change in 2011 Levy Comment box shows detail. Lower line shows effect of changes  
 Planners and organisers exes cover mainly petrol (21p/mile) and drinks for finish.

**plus hoped for**

For level 2 it would be nice to clear £1000 and preferably £1250

For level 3 old colour standard £300 to £400 is the target

For SEE and WEE etc the object is to at least break even and hopefully make a bit of money

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**Typical Entry Fees 2011**

Level A Championship event For competitors who pre-enter before the closing date: £11-15 for Senior National BOF members and for BOF Local members from WMOA. For non-BOF members and BOF local members from outside WMOA there will be a supplementary fee of £2. Students and Juniors pay £4 with no supplement. Extra charge for late entries (or entries on the day if available, usually around £2).

Level B Regional Events For competitors who pre-enter before the closing date: £8-11 for Senior National BOF members and for BOF Local members from WMOA. For non-BOF members and BOF local members from outside WMOA there will be a supplementary fee of £2. Students and Juniors pay £4 with no supplement. Extra charge for late entries (or entries on the day if available, usually around £2).

Level C Regional Events similar to the old colour coded event. Normally Entry on the day only. £6 and £3 respectively, with the £2 supplement for Seniors as above.

Level D. Local events The Organiser or Coordinator of a series may fix fees but should consult with the Committee. Night Street League is generally free, Summer and Winter evening events £3 and £1 and Malvern Mini League Seniors and Families £4/5, juniors £1 (no supplement), Western Night League Seniors £4/5, supplement £1.

It is BOF policy to advertise events with a supplement for non-BOF members (AGM April 2010).

You will need the Treasurer's permission to spend any large sums of money. Receipts should be obtained for as many items as possible and for everything in excess of £25.

Financial responsibilities of the organiser are:-

1. Administration of car park fees
2. Payment for First Aid service
3. Payment for publicity printing costs
4. Purchase of squash and plastic cups (these are probably available in the HOC store).
5. Additional equipment hire, if any e.g. Toilets. (If you use Spacemobiles you can ask for invoices to be sent direct to the Treasurer. Internet bank transfer set up.
6. Administration of entry fees.
7. Payment for printing results (only for very major events like JK and BOC now)
8. Settlement of Controller's, Planner's, Organiser's and Team Leaders' expenses (HOC pays British Orienteering rate for travel – currently 25p per mile on 13.07.2011.) You may delegate some or all of this to the Treasurer, but he/she will need full supporting details.

*After the event.*

1. Supply the Treasurer with the number of competitors in the form prescribed by BOF. The Treasurer has the responsibility for entering this information to the BOF database. The information required is: No. of BOF and Non BOF Senior and Junior competitors. No. of helpers both Senior and Juniors. No. of non competing helpers and No. of non paying participants, (this includes family members where only one is counted as paying).
2. Pass to the Treasurer a completed balance sheet and the balance of monies taken, with a copy of the results. The Treasurer will settle the WMOA and British Orienteering levies.

## **2.6 Publicity and 'Flyers'**

The Club Fixtures Secretary registers the Event with BOF through the Regional Fixtures Secretary. This ensures that the event is insured and will be publicised by appearing in the BOF National Fixtures List, on the BOF website, in *Compass Sport* magazine and in the *West Midlander* and *ADHOC*.

In addition it is the organiser's responsibility to produce handouts, 'flyers', for distribution at other events during the run-up to the Event. Robert Vickers may help in producing and in printing fliers. See an example in Appendix 2. The organiser should also publicise the event in ADHOC well in advance. Also advertise on the HOC Website (Contact currently Peter Langmaid). The BOF website can also be use for advertising. Feed in information about traders, caterers, facilities to the Fixtures Secretary.

Flyers should give the following details:-

- Event description/type (i.e. Local, District, Regional, etc.)
- Date and day
- Area name, location of the nearest town
- Travel directions (including where 'O' signed from, giving grid reference if appropriate)
- Parking arrangements and the grid reference of the car park.
- Map details, e.g. scale, special details, date
- Type of Terrain
- HOC's policy is that whistles are compulsory
- Whether electronic punching will be used and if so arrangements for hiring dibbers.
- Whether pre entry will be possible via the HOC web page.
- Courses offered and whether suitable for beginners
- Whether there is entry on the day
- The closing date for pre entries.
- Registration open from/Start times
- Course closing time.
- Entry fees; Juniors, Seniors/parking charge
- Facilities - toilets, first aid, refreshments, etc. (optional)



- Whether dogs are allowed, and if so whether there are any restrictions, e.g. on leads.
- Safety statement; "All competitors take part at their own risk and are responsible for their own safety"
- On exposed areas e.g. Malverns, Clee Hills add "Cagoules may be compulsory"
- Summary of main hazards and mitigations.
- For large Events with pre-entry, it would be appropriate to add the following information to the flyer: "The club reserves the right to retain all or part of the fees if the event has to be cancelled, to cover committed costs".
- If there are dangerous or environmentally sensitive areas to avoid, that these will be taped.
- *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.
- Officials - Controller (and his club)  
Planner (and his club)  
Organiser - name, address, telephone number (and e-mail address, if appropriate).

*In an ideal world:* Arrange for leaflet distribution at selected events prior to yours. Decide whether to do every car (local events) or to get someone to take a publicity board and a bag of flyers to more distant events. Events Support Officer will know the HOC people who regularly travel long distances and can take flyers around the country.

Get the organiser of the previous HOC event to print an advert in the results.

Local newspapers/libraries/sports centres may also print or display ads for you.

An example of a flyer is given in Appendix 2.

## 2.7 Maps

Almost invariably new maps are laser printed for each event. The Organiser should confirm with the planner and the Mapping Officer that sufficient maps will be available. The Organiser should ideally collect maps with pre-printed course and control descriptions from the Planner a week before the event. Professional printers should be contacted early and be given clear deadlines, including an opportunity to criticise first drafts. Such arrangements for printing are usually made by the Planner.

## Safety and Risk Assessment

Current BOF Guidelines on aspects of Event Safety are at <http://www.britishorienteering.org.uk/page/rules>.

**Safety includes risk assessments (2.8), insurance (2.8b) and consideration of general safety (2.9), first aid (2.9b) and safeguarding (2.9c).**

## 2.8 Risk Assessment

A Risk Assessment Form must be completed by the Organiser once the Fixtures Secretary has registered the event with BOF. The latest version can be downloaded from the BOF website. Some landowners may require a risk assessment form to be provided to them as a condition of access. This is the responsibility of the Organiser in consultation with the Planner and Controller.

### 2.8a Sprint, Urban, Street Events and any event with a street leg,

Please consult the BOF website for the latest rulings.

**2.8b BOF Insurance.** Events are only covered with BOF Insurance if they have been registered by the Fixtures Secretary on the BOF website, and a Risk Assessment is prepared and signed by the Organiser. For bigger events the Risk Assessment is checked and counter-signed by the Controller. A minimum requirement is that even for events with no 'on the ground controlling', the Health and Safety and Risk Assessment aspects should be independently checked by a grade 3 qualified Controller, qualified coach or someone with BOF Health and Safety Accreditation. The Fixtures Secretary will need to know the names of Organiser, Planner and Controller (mentor for Level D events) to complete the BOF registration.

**2.8b(i) It is a requirement of BOF Insurers that a list of all competitors is held for 5 years.** The SI Team Leader or Series Coordinator for NSL, WEE, MML, SEE must deposit the results with the HOC webmaster.

**2.8b(ii) It is a requirement of BOF Insurers that a list of all volunteers who did not compete is held for 5 years.** This is a job for immediately after the event. See 12.8.

**Equipment- Insurance** Appendix 14 details reasonable care that the Organiser is expected to take with equipment (and exclusions) so as not to invalidate the Insurance Policy.

Assessments completed for previous events are stored in the Area File kept by the Landlord Liaison Officer for that venue. An example is given in Appendix 4.

## 2.9 General Safety

### Dangerous features, weather, manual handling, search and rescue.

#### Dangerous Features

These should be taped off with yellow tape: this is the responsibility of the Planner in the competition area and the Organiser elsewhere. Where roads are crossed warning signs for motorists should be put out by the Car Park Team. Traffic marshals may be required.

#### Weather

- Extreme weather and/or exposed terrain may require cagoules to be worn or carried, and advance notice of this possibility should be given. If cagoules have been made compulsory but the weather improves, stick to the ruling in order to be fair to all competitors. Ultimately the Organiser makes the decision but it would be prudent to take advice from the Controller and Planner before making a ruling.
- Checks of the competitors for correct clothing and whistles **should be made on leaving the Assembly area** as competitors will be disgruntled if turned back at the start.
- Clothing dump and transfer For a large event only, if the Start is some distance away a clothing dump should be provided or clothing transferred to the Finish or Assembly area, depending on the geography and size of the event. An event official should be delegated to this task. Carrier bags, appropriate pens and numbered plastic sacks should be provided.
- Shorts The Rules state full body cover, but exceptions can be made. If shorts are to be allowed a notice should be displayed.
- Whistles Harlequins' and WMOA policy states that whistles are required at all HOC events. Signs stating this policy should be displayed clearly at registration. A stock of whistles for hire at 50p should be made available. Whistles might be made available for purchase in the assembly area if traders are not present. This can be done by map sales or "Information". Whistles and signs are in the store.

#### Informing Competitors of Hazards

For larger events with Final details being made available, this should include a summary of the major hazards associated with the event, These should be displayed with the Flyer on the HOC website. Also display these close to the start lanes. Discuss with your planner who will place on the day.

#### Informing competitors of Hazards at smaller events, e.g. MML.SEE, WEE, NSL

The coordinator should have his/her own set of guidelines. As final details are not issued it is very important that some other method is found to make competitors aware of major hazards, e.g. by posting in the start lane(s), on control descriptions. Again, Organiser/Planner communication is needed.

#### Manual Handling

Moving equipment involves manual handling operations which often tempt compromise of safe practice. Key guidelines are:

- Avoid handling and lifting tasks, for example by driving close to a drop off, using a trolley, distributing the manoeuvring tasks amongst colleagues.
- Remember minimal lifting, minimal handling
- Keep the load as close as possible to your body
- Be mindful of your capability on the day
- Plan a necessary lift or manoeuvre

#### Search and Rescue

If a competitor is still missing after the following checks, a search and rescue plan should be put into place (Appendix 15). Enquiries must be made to get as much information about the person as possible with a view to mounting a search. Preparation should be made for this eventuality e.g. torches in winter and ensure

sufficient help is available. This is the Organiser's responsibility. Often a team of control collectors selected by the Planner can be used.

- the requirement to go through the Finish is printed on control descriptions but also should be emphasised by notices;
- use the, "buddy system", with people being reported missing by their travelling companions;
- people on their own invited to leave, at their own risk, car keys etc., clearly labelled, at Registration to ensure they report back.

Although people take part at their own risk, efforts must be made to ensure no one is left out on the course. At events with manual punching it is usual to collect stubs at the Start and match them with the control cards of people finishing. At events using electronic punching, a list of competitors who have not reported to the finish can be produced by the Finish Team.

Neither system is foolproof - both depend on everyone who starts reporting to the finish.

**Keys** HOC might be responsible if keys were handed over to the wrong person and a car stolen. Therefore keys are to be sealed in envelopes. The names of all the car's occupants to be written on the envelope, together with the car's registration number. Keys only to be returned to one of these named individuals, who must correctly quote the car registration number. Do not leave key boxes unattended.

For manual punching events only: Control card stubs and SI registration slips have a space for recording vehicle registration numbers. This information can be of great benefit for dealing for people otherwise unaccounted for at the end of the day - but only if the details have been filled in! Start officials must check this.

**2.9b First Aid** See <http://www.britishorienteering.org.uk/page/rules>

The Organiser must arrange for effective First Aid to be available at some suitable location, and that a First Aid team has been established to provide appropriate cover. The First Aid team Organiser keeps a list of qualified HOC first-aiders. In recent years it has become increasingly difficult to get St. John Ambulance or Red Cross cover. For major events, it is usual to ask the St. John Ambulance to provide first-aid cover which will need to be done months in advance. Please see the Area File for a contact name and telephone number. Note that St John are organised on a County basis, and don't like upsetting other groups by going out-of-area.

However, Halesowen have a special relationship with us- Juliette Russell on 0121 585 5143 (Halesowen St. John Ambulance Officer) and may well go into Worcs or Staffs once it is proven that the other counties cannot help. But this involves St John Ambulance in a lot of bureaucracy and takes time. If you are stuck then Head Office may help, but this is a long slow route. Depending on the number of competitors they will send one or two first-aiders and/or an ambulance. The donations for this service depend on the size of the event and the cover provided. For an ambulance expect to make a donation of at least £75, for a car plus staff a donation of £30 is appropriate. Don't forget to obtain a receipt for this donation. Alternatives are The British Red Cross Society who may be able to provide first-aid cover and the West Midland Ambulance Service. The later charge per hour and are very expensive.

St. John Ambulance Brigade West Midlands County Headquarters	0121 236 6660
or British Red Cross Society - West Midlands Branch	0121 704 4661

A competent orienteer should be available, at all times, to assist in the location of an injured competitor.

**Have copies available of the routes to the nearest hospital(s).** Clean water is required by the first aid team for first aid use - the use of drinks water is not an acceptable alternative. The Organiser should ensure that the First aid team have a means of recording details of injuries. This information is required by British Orienteering's Insurers.

Those responsible should know the following:-

- nearest available casualty hospital,
- if mobiles work on the site and an alternative means of contact if not,
- how to gain vehicular access to remote parts of the land, with a key to open any locked gates.

### 2.9c Safeguarding

BOF have a comprehensive policy on safeguarding children and vulnerable adults.

[http://www.britishorienteering.org.uk/images/uploaded/downloads/governance\\_policies\\_osafe.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/governance_policies_osafe.pdf)

BOF recommends anyone over the age of 18, with substantial access to young people or anyone with a managerial responsibility for individuals in this position, should complete an Enhanced Criminal Records Bureau (CRB) form. This form must be completed once every three years. If you are unsure as which employees (paid or voluntary) require a CRB check, or if you have any concerns regarding information received on completed and returned form, please contact the British Orienteering Lead Child Welfare Officer.

**Equipment- Insurance and risk management** Appendix 14 details reasonable care that the Organiser is expected to take with equipment (and exclusions) so as not to invalidate the Insurance Policy.

### 2.10 BOF Incident/Accident Report form

If an incident occurs at the event, record details at the time as fully as is possible. Later, download an incident Report form from the BOF website, fill in and submit to BOF. This should be done even if a claim appears to be unlikely at the time.

### 2.11 Links with the Planner

The Planner and/or Organiser need to keep in touch with the Landowner(s) to check on changes which might affect the event, e.g. felling, new tracks, new planting, clash with other activities or other restrictions on use of (parts of) the area.

It is the responsibility of the Organiser to liaise with the Planner regarding access to the land for ambulances e.g. provision of keys for gates, suitable roads for vehicles to use, and to tell the first aid team these details.

The Planner provides details of the courses and terrain for the advance publicity, and maps and map corrections and control description sheets, ideally a week before the event. (master maps and map changes on the rare occasions when pin-punching is used). The planners' equipment is also kept in the HOC store, but the Planner is usually responsible for its collection and return.

If the courses cross roads the Planner or Controller may ask for road crossing marshals. Helpers may also have to be recruited for manned controls (Start Team), or drinks points (Finish Team) on long courses in hot weather. These requirements should be passed by the Organiser to the respective Team Leaders.

It is a good idea to ask the Planner to provide enough spare space on the control description sheets so that competitors can write their start times on it.

It is important to ensure that the Planner has provided enough printed control descriptions. They are not expensive compared to the inconvenience of running out!

The Planner should also advise on a suitable area for the String Course, and again the Organiser should inform the String Course Team Leader.

### 2.12 Police

The location of the nearest police station is noted on the area information sheet. It is important that you contact them to let them know about the event. The details they will require, which should be confirmed in writing, are: date, location of car park and access routes, likely number of vehicles and competitors, the time frame of the activity, and whether or not there are any road crossings and their location.

### 2.13 Toilet facilities

If you are fortunate the area being used may have toilet facilities available for our use - see the information sheet for details or investigate this yourself - most of the Country Parks will have toilets somewhere! For larger events it may be appropriate to hire 'portaloo's'. Please check that the budget will cope with this expense before proceeding with the booking. A friendly landlord may permit use of his pub's toilets for less than the hire of a portaloo.

If toilets are not to be provided then it is **essential** that Competitors are informed about this in all advance publicity.

*For specific details of toilet suppliers, please refer to Appendix 6.*

Always get a receipt for payments for toilet facilities and ensure that this is given to the Treasurer. Try and be there when the toilets are removed. Once some 'cowboys' arrived with a lorry and tried to take away portaloos that were not theirs!

**2.14 Telephone Communications.** Find out the location and number of the nearest public phone. Let the Events Support Officer know, as this is a recent addition to the Area File information. If you rely on mobiles make sure they do work on the area beforehand. Note that different mobile operators cover different areas so that proof that one works is not proof that all will.

**2.15 Traders.** Traders may wish to attend certain events. Please see the list in Appendix 9. British Orienteering no longer maintains a list of accredited traders. Please also check the area details to ensure that there will be no objection to them attending, certain of our areas have restrictions on refreshment sales, for example where there is an onsite café or shop.

### **2.16 Cancellation**

**IMPORTANT!!! If the event has to be cancelled, please advise the following ASAP:**

- **Mike Farrington** activates the HOC e-mail tree and
- **David Williams** who updates the HOC web site and
- **Peter Langmaid** who activates the WMOA e-mail tree to contact all WMOA clubs.
- **Brian Hughes** who will inform BOF who change the BOF fixtures list, printed and on the web.

### **3. CAR PARKING**

Arranging parking is one of the most critical jobs in organising an event, and must be done at an early stage in discussion with the Planner. Its sitting may influence the start and finish. Car parking fees, and where they will go, should be included in advance publicity. Sometimes the landowner will donate them to a charity of his choice.

- Forest roads can be used, in which case agreement of the Forester will be required.
- It may be possible to hire a field for either a fixed fee, or a levy of say, £1 per car. A field enables facilities to be grouped together, and is more sociable, but may present problems in bad weather.
- It may be necessary to park at the roadside or on the verges, in which case it will be necessary to obtain the approval of the police.
- At all times consider telling the "locals" either directly or through the parish council, particularly if the car park is in a village or near to houses.

The car park must be looked at to see:-

- If it is big enough for the expected entry.
- Whether there is an overflow area for use if more cars than expected turn up.
- What will the car park be like in wet weather? Is there an alternative to fall back on if the first choice is unusable? Materials should be on hand to deal with mud at the exit. Metal tracking can be hired. Will it be better to separate cars from mini-buses? Is there a need for special arrangements for coaches?
- Some motor caravans are very big. If the gates are too narrow, or a suitable spot for them cannot be found, then this needs to be advertised in the flyer and in the registration details sent to BOF.
- If it can be approached safely from only one direction, travel directions and sign posting will have to be arranged to ensure correct arrival and departure.
- If there is only one entrance and exit, which will need to be controlled by a marshal. Is police help needed if this entrance is from a main road?
- Whether competitors will have to use the same gates as the cars: Do not mix people and cars.
- What services will be sited in the car park. Decide where registration, first aid, traders will be located.

The Team Leader should know the name of the landowner and of any conditions imposed by him, or the police, on the use of the area for parking. He and his helpers should know where the toilets, start and finish etc. are located. They should be prepared for very early arrivals and "nose-to-tail" situations.

On the day, people start arriving surprisingly early. Have the direction and other signs out in good time!

### **Drinks**

Provision of drinks is also the responsibility of the Organiser but can usefully be delegated, depending on where drinks are to be placed (preferably near the Finish), to either the Finish, Enquires or Car parking teams. Two people will need to set it up for a District Event, one person should be able to keep supplies going after this. The Club store has many water containers. Allow a 5 gallon container per 100 competitors in average weather, but 5 gallons container per 80 competitors in hot weather. Usually 20 gallons suffice, fewer if there is an adjacent tap.

Put at most 4 litres of squash in 5 gallons and fill with water. Don't mix too much in advance - start with 2 containers. Also provide water only. Cups are available from the HOC Equipment Store or Equipment Officer. Large plastic bags are needed for the "empties".

### **Note**

- Keep containers and cups high off the ground - dogs have been known to urinate on them.
- In very hot weather it may be advisable to provide a water refreshment point on the longer courses. This will need agreement with the Planner and Controller.

***If no drinks are to be supplied this should be clearly signalled in Final details.***

## **4. ELECTRONIC PUNCHING**

Most technical matters will be dealt with by the SI Team Leader. The following remain the organiser's responsibility

1. Positioning of the SI caravan/tent, the registration tent and registration car(s).
2. Signing clearly the route for competitors through the registration system. Check procedures before the event with the Registration Team Leader.
3. Taping the route from the Finish to the download tent.
4. Signing the vehicle exit with a "HAVE YOU DOWNLOADED" sign to minimise the chance of competitors leaving without downloading.
5. Ensure, by consulting with the SI Team Leader, whose responsibility it is to provide a) SI caravan/tent b) generator c) generator repair kit, d) alternative power source, on the day.

***Positioning of the SI base*** Ideally this should be near and integrated with Registration, as at District events competitors with e-cards register by 'dibbing' at the caravan/tent, and at Regional and National events competitors entering on the day may need to do so. Ideally the SI base should also be close to the Finish, to minimize the possibility of finishers not downloading.

***Warning*** Ensure that the SI clear station is positioned so that there is no possibility of a finisher accidentally clearing his e-card on the way to download. This, and the positioning of the S.I. base need discussing with the planner/controller.

**Signing the registration process** The club has a number of signs 'Stage 1', 'Stage 2', etc to guide competitors through the stages of SI registration. This should be taken care of by the Registration team leader, but you should check that this is done.

**Hiring extra S.I kit.** Mike Farrington recommends BOK (Ashley Cooper in 2007) with whom he has good relations. WCH might be more convenient for an SI team leader in the North of HOC's area (contact Kate Stogell in 2007). NGOC (Bob Tweed) have a caravan suitable for SI base for hire.

## **5. REGISTRATION**

The Registration Team are responsible for collecting fees, handing out control descriptions (and selling maps if pre-marked maps are not being used), S.I. hire, entries, and enquiries. Registration should be open for business well before the first start time, especially if there is a long walk to the start. Fees are usually collected from a car and will helpers will need a cash float). They must know the entry fees for seniors and juniors, and the price of extra entries (it is HOC policy that full-time students pay junior rate, helpers run half-

price and extra maps cost 50p). Current BOF policy is that for more important events, Level C and above, senior competitors who are not members of British Orienteering pay a £2 excess. At 'Entry on the Day' events BOF members must show their BOF membership card. If the system allows this proof might be downloaded from the information on their SI and compared with the BOF database. The Registration Team must also know the distance, climb and approximate time to the start that would be taken walking by an older competitor. Maps of the White and Yellow courses should be available for display.

**Data Protection Act** At the point of collecting personal data from competitors, it is a legal requirement to display this notice: *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.* The point of collecting information will be the registration cars or the SI base. Laminated signs to this effect should be available in the club store.

Do consider the **arrangements for helpers' runs** especially those who will be leaving the registration area early to go to a far distant start or finish. They may want to start their runs without returning to the registration area. Try and arrange for them to get control descriptions, cards and maps before they go. They can be allocated available start times at the start itself. The same principle applies to late shift helpers, who must have the earliest possible runs, before the main body of competitors. For bigger events (Level B and above) the SI team would appreciate a list of helpers, with suggested start times. This should come from Team Leaders via the Organiser

## REGISTRATION FOR AN SI DISTRICT EVENT

HOC have now established a minimum manpower registration scheme that can be used with punching starts and timed starts. With a punching start, the allocation of start times is only helpful to keep an organized flow through the start preventing queues. However, for Championship and some other major competitions, Seeding and other rules may make it imperative for competitors to stick to their allocated start time. This must be made clear in final details for the event.

On the day, as competitors enter the car park, they are given a registration form per competitor and a sheet with instructions, one per car, including details of course lengths, heights and registration details. The form asks for the usual details, name, club, age class, course chosen, plus BOF number, whether SI card is to be hired and SI number. Some spare forms should be available at registration, in case competitors lose it.

Registration takes place using one car and a tent with two tables and these must be near to the computer download station. The car is for collecting fees and distributing control descriptions (and maps in the rare cases when pre-marked over-printed maps are not being used) from one window and for SI hire from a second. The person dealing with SI hire collects the hire charge and takes names and telephone numbers of hirers, in case the dibber is lost. It is helpful to use the front and the back of the car to stop these activities clashing. In the tent, the start lists are set out in order with the control descriptions beside them. Competitors fill their names in on start lists. Finally, competitors go to the download and register in the computer by dishing and handing in their registration form. The form is used as a safety check and a backup in the event of computer problems. Signs are available (store or from The Registration Team Organiser) to direct runners through the system. The Enquiry car is normally adjacent, and handles whistle hire.

The layout of the download van, the SI hire and map sales and the enquiries needs to be carefully planned so that people can easily be directed through the process, minimising queues. Three people, two in the car and one to assist beginners and to provide relief can run the system.

## NOTICES

- 1 REGISTRATION
- 2 SI SALES
- 3 COURSES lengths and climb (To be provided by the Planner)
- 4 Entry Fees
- 5 Other signs as required

**Other registration procedures**, e.g. for pin-punching events, or for bigger (Level B or above) events with SI punching may be found in Appendix 13.

### **Liaison with the Planner**

This is probably a good place to emphasise the need to make sure you get the control descriptions (and the master maps and map corrections, for that matter) from the Planner a week ahead. It is no use discovering at this stage that the descriptions are securely locked in the Planner's car, but he is in a mad panic putting out controls at the far end of the area! Yes - it has happened!

### **Equipment lists for Registration a) Manual Punching and b) SI events.**

See Appendix 11.

### **More about the Registration process.**

An Organiser seeking more information should consult Appendix 13, which details what a competitor expects to find when Registering in the different combinations of District and Regional (or Higher) events with either manual or SI punching.

The SI TEAM may wish to use another system. Liaise with them and the Registration Team Leader early for details on the precise procedure to be used.

In particular discuss whether systems are now sufficiently fool-proof to be able to dispense with getting each competitor to fill in a form with his/her details (these are normally given out at the car park entrance).

The Registration team will need to know:-

1. Whether people from the same club must be separated by a certain number of minutes. This applies to Compass Sport cup matches and may apply to other events, including WM League races. In such cases self-registration should not be used.
2. On which courses novices and children can compete in pairs. (Usually White, Yellow and Orange.)
3. The distance, climb and estimated time to the start.
4. The nature of the route to the start: suitable for baby buggies, uphill, steep, rocky etc.
5. Answers to other key questions – “where are the toilets?” “how far to the start”, “where are the Map corrections”, etc.

## **6. START**

Three helpers can normally run the Start at a Level C (colour coded) event quite easily. One is needed on call-up, another on checking control cards or checking SI dibbers have cleared for an SI event and whistles, and a third pointing out the start kite, layout of master maps (if present) or map bags and announcing when competitors can start. Two shifts are needed if everyone is to get a run.

For the occasional event with master maps you will need a master map layout board displayed. If the weather is likely to be wet then some sort of shelter should be erected above the master maps to offer some protection for those marking their maps. The team leader will need to know when the first starts are (and when the last ones are), and whether or not helpers may have an early or late start.

Delegate to the Start Team Leader the responsibility for marking clearly the approved route from the car park using signs and tapes as appropriate. Ideally this route should not pass through the competition area, but if it has to "OUT OF BOUNDS" signs should be displayed.

For events that use SI there will need to be a “clear” station either at a point (which everyone must pass) close to the exit from the car park, or immediately before the start itself. It is desirable to have this manned to ensure that competitors do not ignore them, although this can be replaced with a similar check at the start area. Ensure that the clear station is not passed by competitors returning from the finish, before they have downloaded. Discuss this with the Planner and Controller.

For certain events, White and Yellow course maps (supplied by Planner) must be available from Enquiries/Registration so that parents may discuss the course before hand with the child.

The start grid can consist of one or two boxes (though some people prefer three) about 3m. square, marked out with tape and with the flip-over clock at the call-up end and the ‘beeping’ start clock at the other.

If master maps are being used, tapes must lead from the start line to the master map area, and a diagram of



the layout of that area must be displayed at the start line. A display board, with "velcro" colour labels is available in the HOC store. The Planner will have provided 3 or 4 master maps for each course; they should be laid out in groups each clearly marked - Blue, Green, etc.

If it is an SI event then pre-marked maps will be available in boxes or bags that are marked with the course colour or course number. The layout of these boxes must be shown on a diagram at the start box. For level C events boxes will be labelled by course colour for a level A event by course number (cross relate to age classes). For Level B the situation is currently unclear, and will depend on whether the SI Team and Entry service is taking entries by age class or by course.

Blank maps will also be on display in the start lanes, and these can also show any late changes to the map. The planner will be too busy elsewhere, it is your responsibility to position these on the day.

Competitors will be called up one, two or three minutes before their start times, depending upon whether one, two or three start boxes are used, with the call-up time being shown on the flip-over clock. *(For Regional events, the length of this call up period should be included in final details sent out to competitors and displayed on the HOC web page.* If manual punching is being used, stubs will be collected, checked and kept in time order for each course separately. Stubs will be taken to the finish tent at regular intervals. When electronic punching is used, all competitors SI cards should be checked using a single "check" station to ensure that they have been cleared. The planner should provide at least one "clear" station at the start. Whistles **MUST** also be checked as a "no whistle no go" system is HOC and WMOA policy. **Have spare whistles available for the start team for free "loan and return"**.

For manual punching events, times on the control cards should be checked, and a check made that the other details such as name, etc, have been recorded on card and stub - together with car registration number on the stub. On the final start line the starter should indicate the location of the start kite. Where a punching start (electronic) is used, this should be explained to the competitors. It is usual for the starter to advise competitors to 'step over the line' at -10 seconds.

The danger periods for the start team are at the beginning and end of the event. At the beginning they will be unfamiliar with the system and so it is a good idea to send 'dummy' competitors through the grid at times leading up to the first proper start time, to help sort out the synchronisation of call-up and start times. Towards the end there will be so few starters that it is easy to lose concentration.

Late starters are dealt with by the Team Leader at his discretion, usually passing them through as quickly as possible without disturbing the proper running of the start. The Team Leader should discuss with the Organiser, prior to the event, whether it is practicable to alter competitors' start times. If so at manual punching events the control card and stub should be altered using a suitable waterproof pen. At SI events start lists must be adjusted.

### **Timing**

**Be very careful on weekends when the clocks go backwards or forwards. This information should be included in Final details and event flyers.**

An alternative registration/start time system is becoming more popular at the time of this revision. With this, competitors book start times at registration in the normal way, but instead of waiting at pre-start for their time to be called, they are permitted to start whenever there is a free time slot available. This works best when separate queues can be formed for each course, and a degree of supervision is required especially if there is a likelihood of somebody being delayed well beyond their "booked" time by substantial members of early arrivals. This system can get difficult to administer at more formal events) e.g. Compass Sport cup matches, WM League Events or Major Events with seeding when specified gaps must be enforced between members of the same club, and is best avoided on those occasions.

## **7. FINISH AND RESULTS**

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

1. Set up Finish Lane with any taping from last control as agreed by controller.
2. Ensure that Finish Line is clearly marked, by a large banner.

3. Ensure that a drinks supply is maintained during the competition unless this is being provided by a separate team at a different location.
4. Tape route from Finish to download (or assembly for a manual punching event).
5. Make sure that Finishes are manned, if they are not in sight of the assembly area.

### **Jobs to be done after the event**

1. Remove all tapes and equipment.

These are critical areas and need experienced orienteers as Team Leaders to run them. One of the HOC tents or a Camper van is usually used as the SI download and computing centre. The team will need small tables and some chairs.

For large events, the finish area is often in the assembly field and is approached by a funnel of tape on posts, with the finish line marked on the ground with well secured tape. If this is not possible it is acceptable for the Finish to be marked by a kite and a banner placed in the forest. In this case the route back to Assembly must be clearly taped or signed.

**Non electronic punching** As this is rarely used these days for big events, ***two Team leader would need to be specially approached and appointed***, one to oversee Finish and another to process Results.

**Finish.** As each finisher crosses the line the clock is activated which will produce a print-out of the finish time. A numbered ticket with a number from a roll that relates to the finish time number is stapled to the control card of that finisher. The results team can then write the finish time on the control card and the actual time taken calculated. It is important to keep finishers in order until they have the appropriate numbered ticket attached to their control card.

It may be best to combine the Finish and Results at a small event i.e. up to 500 competitors. The team leader on the day will determine the exact system to be used but the general principles are as follows:-

- 1 person presses the button to activate the clock as each finisher crosses the line.
- 1 person hands out numbered tickets (important to check regularly with the person pressing the button that tickets and the finish number on the timer clock are synchronised). (i.e. mark that time 11:35:21 corresponds with ticket 37)
- 1 or 2 persons staple tickets to control cards (upright in top left front corner) and collects the cards.
- If a DIY results system is to be used, 1 person takes in control cards and hands out DIY slips. Fill in the competitor's finish time. Ask him to calculate his time for the course, and staple the slip on the results line.

At larger events, it is desirable to have one extra helper who can watch incoming runners to identify pairs and groups before they reach the line. It can also be invaluable to have someone to sort out problems, record excuses of mispunching, etc to avoid distractions to the timing officials.

As soon as is practicable (depending on manpower) stubs should be linked with control cards to check that all competitors have returned.

The Team Leader needs to be ready to note any problems the competitors may have and also liaise with First Aiders should there be a casualty.

### **RESULTS TEAM**

**Manual punching.** The results team leader needs a *minimum* of four people: one to transfer finish times to the cards, one to calculate times, one to match the control card to the appropriate stub (from the start) and one to hand out DIY results slip. *The most vital job is to check that all competitors have returned.* Once this has been ascertained, or if the number of helpers permits, punch checking can begin in earnest. Two shifts are required if everyone is to get a run.

### **Results on the day- Manual Punching events**

At events using manual punching it is easiest to operate a DIY system. On leaving the Finish, the competitor receives a slip with his start and finish time recorded. The competitor calculates the time taken, as well as filling in name, age class, club and course. The competitor staples this over the results line in the appropriate place.

Long lengths of string should be provided, and the Courses should be clearly marked to indicate where each course results should be put up. Staplers on long lengths of string are to be provided and must be replenished when necessary. To encourage competitors to display their results it is advisable to have a small table and pens for filling in the slips.

### **Final results-Manual Punching**

The Organiser is responsible for producing final results, though this may be delegated. Control cards must be checked for correct punching and times taken calculated by the results team. In each case results are provisional until approved by the Controller. Comments are required from the event officials (Controller, Planner and Organiser) to be published with results. For District events the Colour Standard has to be shown for each course. Everyone reaches White Standard, for the other colours the standard is a time 50% slower than the winner, or half way down the list of competitors who *started*, (i.e. whether they completed the course or not) whichever gives the greater number. In exceptional circumstances (e.g. very few competitors) the Controller has the power to alter these rules. Hence the need to consult him before publishing Final results. Badge standards have to be included with results for Regional Events and higher. These are fixed by the Controller following guidelines laid down by British Orienteering.

Results need to be produced as soon as possible after the event and must include length and climb and ay include the number of controls for each course. Where these are to be sent to competitors they should be despatched not later than 2 weeks after the event. Traditionally this is the Organiser's job but it could be delegated to the Results team leader.

### **Competitions using electronic punching**

Depending on the size of the event, the finish equipment may comprise from one to three or more networked computers, printer or printers for producing individual competitors' splits and a laser printer for producing overall results. A marquee or caravan may need to be hired. If a HOC tent is to be used, ensure with the equipment Officer that it is a good one as wet can be disastrous for computer equipment and draughts unpleasant for the SI team. Camper vans have been used in the past. *At least* the following helpers are required:

- 1 person as a "runner" to bring entry forms from registration (unless this is separately organised and networked)
- 1 person for data entry, who transfers to do download once registration closes.
- 1 person to operate each download station. One suffices except for large events.
- At important events, 1 person to oversee incoming runners
- 1 person who is familiar with the operation of the system to resolve problems.

### **Results Electronic Punching.**

**On the day.** For events using electronic punching, results are produced by the system and provisional results can be produced at regular intervals. Extra manpower will be needed to post or paste them for display.

**Final results** The system should allow provisional results to be posted on the HOC web page within hours of the end of the event. Ask the SI Team leader to liase with the HOC webmaster to post a copy of the final results on the HOC web site, and provide a link form the BOF website. Results need to be produced as soon as possible after the event and should include length, climb and number of controls for each course. Where these are to be sent to competitors they should be despatched not later than 2 weeks after the event. The SI software produces data that can be used as the basis for the results booklet.

Regardless of the system (manual or SI) used, the Organiser must ensure that results production is not delayed. This may well involve cajoling the Planner and Controller to deliver their comments. As well as getting the results to the web master as soon as possible, it is equally important to complete the results presentation by getting all comments on the results web pages.

For Regional Events and higher, send results to the National rankings scheme run by British Orienteering. If SI has been used the rankings data can be generated automatically using Michael Napier's software and submitted via the BOF website. The Rankings Section on the BOF website explains the procedure.

## **8. OTHER JOBS/HELPERS**

**Control collection/Search and rescue** The Planner is responsible for organising a team to collect in controls after the event. These individuals should also stand by to act as a search party if needed. Remember to advise them to bring warm clothing, food and torches

**Jury** For Level A (Championship) and Level B (Regional) events a jury needs to be appointed in advance. Consult the start lists for the names of controllers from other clubs or regions that you can approach. Three people are needed, but get four lined up in case a) one is ill, or does not turn up on the day b) a member of his family or club is involved with the protest. *Guidelines on how to deal with a protest should be downloaded from the British Orienteering website and should be available at the event.*

**Spares/Emergencies** Ideally have a couple of people not specifically assigned to a particular task who can be directed by you as/when problems arise.

**9. STRING COURSE.** A String course should be provided at every event if at all possible. As there is no String Course Team Organiser, *you* will need to contact a Team Leader from the list in Appendix 2. Ideally it should be close to the Car Park, and in easy walking terrain. The area should be chosen in consultation with the Planner.

Two models are available.

**Model A.** A generic sting course map, with 8 controls, is available, which is the easiest way of setting up a string course with the least effort. Run the string around 8 suitable control locations, and erect the plywood cartoon characters at the correct controls.

**Model B** Encourage HOC juniors to plan the string course, and draw a simple, specially prepared map. This requires a slightly higher level of skill on the competitor's part than Model A. Some maps previously used for string courses may be available from the Event Support Officer and Lester Hartmann. Controls, 8 to 10 in number.

**Either Model** Course length - 600 - 1000 metres.  
HOC's string reel is somewhat over 1000m

A single sheet of paper with map on it should also show control descriptions, and have boxes for punching along one edge. It is best to provide a suitable map bag in case of bad weather.

Prizes: It is usual to provide all finishers with a small reward (sweets or similar value)

Results: Publish in alphabetical or registration order, not by time. Do not emphasise competition at this early stage.

## 10. The Organiser's Jobs Closer To the Event

### 10.1 Equipment

Liaise with the club Equipment Officer, Planner and Team Leaders to determine your equipment requirements and the location of all that you need - most equipment will be in the club store. The HOC Event Support Officer can send you a map for details of the location. Arrange to get a key from the Equipment Officer. Some Equipment officers like to meet you at the store and can offer good advice, e.g as to the state of the various tents. Liaise with the Equipment store officer early. He/she may need to repair/reorder equipment. You may also have to liaise with the organiser of the preceding HOC event to ensure that all the equipment is back in the store in time, or passed directly to you.

Appendix 12 lists equipment you may need. It is not infallible but if you have everything on the list you should not go too far wrong. Chase up missing items and failing that purchase them where necessary. Remember that the Treasurer requires receipts if you want expenditure refunded!

Consult the Keeper of the Clocks (currently Robert Vickers) for provision of the flip-over and beeper start clocks, and finish timer. The Start Team leader should know how to set them up. If he is new to this job, insist that he does a trial run BEFORE the event. This is not an easy process and definitely not to be practised for the first time on the day of the event. Details of setting up and starting the timers are included with them - if the Team Leader is in doubt he must ask Robert Vickers. The Keeper of the Clocks should make sure that the batteries are fully charged and that there is plenty of paper.

Map stocks are obtained from the HOC Mapping Officer (Colin Spears) if competitors are marking up maps from master maps, or more commonly from a professional printer if the event is using laser printed maps with pre-printed courses. The planner normally has the responsibility for arranging for professional printing and delivery of the maps with pre-printed courses. *Check that he/she is aware of this*

Check that you have enough to cover the expected turnout, plus some extra - beware of Compass Sport Cup matches and sunny Sundays in spring! The planner normally has the responsibility for arranging for professional printing and delivery of the maps with pre-printed courses.

## 10.2 Finances

Remember a cash float for the day. Make sure that you have enough change to cover that affluent orienteer who comes with a £20 note. Please also note that students in full-time education are entitled to a run at JUNIOR rate on production of student ID. Helpers are permitted half price runs.

All land access charges or donations for land access should be documented (e.g. photocopy of letter plus details of donation).

## 10.3 Signs and Notices

Get all relevant notices written or prepared - e.g. course details (delegate this to the Planner, but get it from him a week before the event), toilet directions, string course directions. Use prepared signs from the store or cover a board with transpaseal and write on this using a water-based pen - this ensures that signs can be re-used. Certain of our areas may require a notice displayed warning about dangerous crags. The equipment store has various types of signs, including those of the new British Orienteering design. Always try to use signs with the word "Orienteering" to help newcomers to find us, and place large signs at the entrance to the event, to advertise our activity to the public. Avoid car boot sales aficionados getting mixed up with our activities.

## 10.4 Squash

Disinfect the orange squash containers. Wine making solution (sodium metabisulphite and citric acid) is effective or use baby bottle steriliser. Rinse the containers very well with clean water afterwards, otherwise the squash tastes horrible!

At most four litres orange squash per 5 gallon container = 100 cups.  
Most of the containers are pre-marked for the best tasting dilution!

## 11 THE DAY BEFORE , OR VERY EARLY ON THE DAY.

### 11.1 'O' signing

Fix up road direction signs. For someone with little experience, these can take up longer than you might think - with parking the car, tying the string, knots, etc. If possible do this late on the day before to save time on the actual day of the event, especially during the winter months when there is not much daylight before 9 am!! The signing must be done from the pre-nominated road junctions to the car park. Remember the 'Rumford' principle, warn, turn, confirm. So that at a change of direction, e.g. a right or left turn, there should be a warning sign, then a sign at the junction and a confirmatory sign 20 to 30 metres after the turn. Give plenty of warning for the car park. Also note the need for "Runners crossing" signs if a course crosses a road.

You can save much time by preparing neat, unknotted strings on the signs beforehand. But do be warned, this job always takes much longer than you think.

### 11.2 Equipment

Make sure that all the equipment is in the right place for the appropriate team to assemble, ready for their jobs. It will save time if you put all the items required for each area in a separate box ready to transport to that area.

**Start and Finish Layouts.** Make it clear to your team leaders if they are to set up the start, finish, etc., so that they arrive in time. Make it clear how and when you will transfer equipment to the Teams. The Organiser

must know beforehand from discussion with the Planner EXACTLY what Start and Finish layouts are required, so that instructions (preferably with diagrams) can be given to team leaders. The information must include the position of the start boxes, start flag (placed by planner), taping to start flag and taping of any OOB restrictions. For the finish, it is necessary to know the positions of the final controls so that all possible directions of approach can be accommodated by the finish funnel.

Make it clear to your team leaders if they are to set up the start, finish, etc., so that they arrive in time. Make to clear how and when you will transfer equipment to the Teams.

Only when all the controls are in place and have been checked, and Planner and controller agree can the event start. This is often marked by the Planner placing the start kite in position last. Liaise with Planner and controller about this. Consider how you would communicate to the Start team if starts have to be delayed.

### 11.3 Registration

If the system has been thought through in advance (see sections 4 and 5 and Appendix 12) there should be little to do on the day except ensure that the SI and registration teams are running as smoothly as you imagined. For West Midland League Events and Compass Sort cup matches, an extra board will be needed showing the class combinations for each course.

### 11.4 Results envelopes

You will need the results "tub" and plenty of blank envelopes to be placed in front of the map sales car. Don't forget to tie a pen to the box lid. Make sure that you indicate the cost - usually 30p - and what to do.

### 11.5 First aid

The Car Parking Team Leader and the Finish Team Leader will check with the Organiser the following:

- Siting of First Aid vehicle, near the finish.
- Times of arrival and departure of First Aid Team.
- Location of nearest hospital, open on the day.
- Directions and a map of how to get to the hospital.
- Vehicle access points to the event area, including grid references and key holders.
- Roads that take vehicles in the event area.
- Communications including use of mobile phones and numbers, location of public phones. First Aiders should bring mobile phones if possible.
- Use of First Aiders in search procedures, and provision of concurrent First Aid cover at the Finish.
- Provision of master maps for First Aid Team and ambulance.
- Location of emergency first aid boxes.

**In the event of accident/treatment** The Team Leaders and Organiser will keep a record of all casualties treated and advise club officers after the event. It is MOST IMPORTANT that an incident form be filled in and sent to British Orienteering.

First Aiders will remain with the First Aid vehicle unless called away to an emergency.

## 12 AFTERWARDS

### 12.1 Equipment

Make sure that all the equipment is cleared away and either returned to the store in clean condition or handed on to the next event organiser. If any item is lost or damaged remember to inform the club equipment officer, so that it can be repaired or replaced before the next club event. Also let the equipment officer know if anything is running low e.g. squash, results envelopes, control cards, cups, etc. It may be too late when the next organiser notices some items missing!

**12.2 Miscellaneous.** Check the car park for litter and lost property.

Make sure that you keep the washing line stubs, and the registration sheets, somewhere safe just in case you need to refer to these when sorting out the results.

Remove the road signs on the way home.

### 12.3 Results

Unless you have delegated, (often to the SI Team Leader) get results displayed on the HOC website (and BOF websites for bigger events) as soon as possible. Results must include course lengths and climb. Don't forget to get the comments of the Planner and Controller to add to yours for the results. Attempt to get their comments on "the day", though they will probably want to consider the results before committing.

Keep a copy of results in electronic form, in case they are required by BOF etc (e.g. if the HOC website is down)

For colour-coded events indicate the colour standard times. These are

(a) Winners time plus 50%, or

(b) the top 50% of *starters*, (i.e. all competitors whether they finish their course or not, whichever gives the greater number attaining the standard.

Pairs only qualify on white, yellow and orange courses.

The Controller has final authority over colour and badge standard times so clear the times with him or her before printing or publishing final results on the web.

Please remember to add details of the next Harlequins event to your results.

Send copies of WMOA League events to the WMOA League Coordinator and to the person responsible in WMOA for administering the British Orienteering colour award scheme.

### 12.4 Thank you

Remember to write and thank the landowners, any estate agents, managers, tenants, wardens, etc. Thank them in the results as well and send a set to the landowner or main contact. (The whole point of thanking somebody in the Results is that they get to see a copy!) The Treasurer may do this for you if a cheque for land access needs to be sent, but it is **VITAL** that you check that one of you has done this. Good P.R. with the owners of the areas we use must be maintained.

(The Fixtures Secretary, or whoever negotiated the permissions, may be able to advise whether any donations to a charity of the landowner's choice or other payment is appropriate - or may undertake thanking and paying landowners himself in order to maintain a personal working relationship. Whatever happens, it is essential to make sure that this is not overlooked or delayed and that the Organiser is clear who is doing this important job.)

### 12.5 Finances

You will be asked by the Treasurer to produce a balance sheet for the event. Get expenses claims from the planner and controller. Insist that only you deal direct with the Treasurer. This makes it simpler for you to finalize the final profit/loss sheet. Consider the security of cash taken on the day and give monies to the Treasurer. Return the number of entrants in prescribed form, and all the other items requested, along with the event expense forms to the club treasurer. The treasurer will pay the various levies and any outstanding bills. Make it clear on the Event Balance Sheet which outstanding items the Treasurer needs to pay. The Treasurer settles various WMOA and BOF levies.

**12.6 Incident/Accident/Injury form** Send to British Orienteering.

### 12.7 Area Files

Update the Area File information sheet with any new details and return it along with any other relevant information, to the Permissions Officer so that the next organiser can benefit from your advice. Also please feel free to add any comments on event organisation or hints that might help the next organiser. Please try to do this as soon as possible afterwards but not later than one month after the event.

### 12.8 List of non-competing volunteers

It is a requirement of BOF Insurers that a list of volunteers who do not compete and therefore will not appear in the stored results will be kept for 5 years. When you thank your team leaders for their help ask them for a list of any of their helpers who fall in to this category.

### **3 Reassurance**

Your first contact for advice on the 'nitty gritty' of the event organisation is an experienced HOC Organizer. The Area File (obtained from the Event Support Officer) gives details of numbers attending events held on the area in the past. When appointed your Controller may be able to help you estimate numbers, help required, and you should liaise with him to decide whether cagoules may need to be carried etc. Also feel free to contact the Event Support officer (who liaises with the HOC committee) if things do not seem to be going well. Also approach any of the HOC committee for help - even if they don't know the answer they will probably know a man (or woman!) who does.

That's all - it does sound a great deal, but just do a little at a time, delegate like mad, get the equipment and helpers together, use your team leaders and it will be all right on the day. It always is!

Many thanks for your help, that great event would not have happened without you,

**Brian Hughes**

Events Support Officer HOC

Tel. 01905 21001

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