

SUMMER EVENING EVENTS 2013 – Guidelines for Organisers

Thanks for agreeing to organise a SEE this summer. The events start on April 25th and by now most events have been registered with BOF, and permission has been received for use of the chosen areas. The whole programme is shown on the HOC SEE website. We are publicising these events to non-orienteers such as parkrunners. If any newcomers turn up, please encourage them to have a go, maybe in a pair and ask other HOC members to give them a briefing if you are busy. Remember to avoid using orienteering jargon!

As soon as possible you should modify and sign the attached risk assessment (risk assessment May 2012) and send it to the person double checking your risk assessment.

Map and course planning (approx 4 – 8 weeks in advance)

- Obtain latest map file for the area from the mapper e.g. Alison, Colin or Brian
- Visit area.
- Check for possible event centre (eg leisure centre, warden's office) and hire if reasonable (up to £30) –is this one job too many for a SEE ?;
- Do armchair planning and overprint using Purple Pen or Condes (try to modify red to 30% Cyan to help those colour blind – see Jan/Feb 2013 AdHocs)
- Get courses checked by fellow HOC member / friend if possible
- Tape control sites
- Send 'event information sheet' to SEE coordinator and to HOC website (Peter Langmaid) to publicise your event (see attached example SEE 2013-publicity JL)

Notes on the 3 courses

- **Short 2 km (Yellowish)**. Follow line features. Short legs of reasonably consistent length. No more than 2 decision points per leg. No route choice. Controls on line features or raised features close to and visible from the line feature. Little climb. Pleasant terrain.
- **Medium around 4 km (Green)**. Use as few controls as are necessary. Varied leg lengths. Detailed map reading, accurate compass, distance estimation, contour interpretation. Any fair feature, but not hidden in summer. Relocation should lead to time loss. Avoid long steep climbs/descents. Avoid long stretches in areas difficult underfoot.
- **Long 5 – 6 km (Blue)**. As Green but longer and can be more physical. Could be an extension of the green course e.g. extra loop.
- **Remember while most planners will want to get competitors into the most technical parts of the area, this must not be at the expense of enjoyment and most orienteers do not enjoy being ripped by thigh-high bramble or hacking their way through head-high bracken. Orienteering is a running sport, not hunt the thimble. In summer, most will prefer rather more path running than in 'proper' Orienteering. Please hang the full size control kites at a visible height. Use cable ties in vulnerable areas.**

1 - 3 weeks before the event

- Produce control descriptions on card or waterproof paper (better too many than run out)
- Send overprinted maps to printer, e.g. Hassall & Lucking Ltd (hassall@lucking.co.uk) – ask them to invoice HOC, or print them yourself and bag. Have some blanks for control collection or if overprints run out on the day
- Get SEE equipment from previous SEE event organiser or the club store

Equipment that should be in SEE bag

- 30 normal sized control kites, without punches, and with a two-letter code attached.(+1 kite example for the start). 11 small kites as back-up. Codes in the appendix.
- SI timing equipment for start and finish and overall time only (instructions for use on HOC website and in box – worth trying at home before the event!)
- Box of 16 spare dibbers (free but fine £30 if any lost)
- Back up timing – small digital clock for hand timing if necessary
- 2 – 3 clipboards with standard registration forms, timing sheets (name, course, start time, finish time, time taken)
- Containers for entry fees (don't forget small float – not included!) and car keys
- First aid kit
- Small supply of whistles, pens, etc
- *Carnopy* for rear of vehicle for protection of registration from rain
- Feather flag
- Red and white tape;
- Set of HOC tri-fold leaflets and flyers for the SEE series.
- 2 HOC hi-vis tops
- 2 direction signs .

On the day

- Don't forget a picnic table, equipment, maps, control descriptions etc, risk assessment, map of route to nearest A and E, mobile phone numbers etc
- Put out controls by 5pm – hang controls at visible height from branches etc if possible.
- Have event ready to start for 5.30pm though most start times should be from 6 – 7pm
- A sheet is in the appendix as possible instructions for competitors (most don't read it!)
- Keep an eye on registration though most of work including payment, registration and starting should be DIY
- Take charge of finish / timing
- Check for missing competitors near the end
- Collect in controls with volunteer helpers and pass on equipment to next organiser if it attends your event. Vacate site by nightfall.

Afterwards

- Send results to Webmaster (Peter L), SEE coordinator (John P) and League organiser (Charlie N). Make sure age class of competitor is on the results
- Send monies less float and expenses plus simple accounts for the event to the Treasurer (Kirsten)
- Hand on SEE equipment to next organiser if not already done on the day

**John P. (SEE coordinator) with amendments by John Leeson and Peter Langmaid
10. 04.13**

This updates the guidelines produced by Brian Hughes, Mike Dugmore and Andrew White in 2003